





Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are

available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Employers subject to the state minimum wage law are bligated to pay the higher rate

Federal Minimum Wage \$7.25 PER HOUR BEGINNING JULY 24, 2009

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS:

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubted when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA: It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

State Minimum Wage

Attention Employees MINIMUM WAGE - RHODE ISLAND Effective January 1, 2023

THIS LAW PROVIDES..... HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

EXCEPT: Full time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization

Minors 14 and 15 years of age working not more than 24 hours in a week \$9.75 (75% of Minimum Wage) Employees receiving gratuities (as of Jan. 1, 2017): \$3.89

OVERTIME PAY - At least 1.1/2 times your regular rate of pay for all hours worked over 40 in any one work week. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments. imum but only under certificate issued at the discretion of the Director of Labor and Training MANDATORY NURSE OVERTIME - Pursuant to RI Law §23-17.20-1 et. seq., a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergent circumstance MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holiday

CHILD LABOR - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs side school hours under certain conditions. Different rules apply to agriculture employmen ENFORCEMENT - The Rhode Island Dept. of Labor and Training (DLT) may bring criminal action against any employer who pays substandard wages to an employee and seek, upon conviction, a penalty up to \$500.00 and/or imprisonment of up to 90 days. Each week an Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as quired; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other infulation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT For more information on the Rhode Island Minimum Wage Law Call (401) 462-WAGE (9243)

node Island Department of Labor and Training

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilitie TTY via RI Relay 711 DLT - L - 58

State Family Medical Leave

- NOTICE TO EMPLOYEES -Rhode Island Parental & Family Medical Leave Act

Continuation of Health Benefits

This notice is to provide you with information on the Rhode Island Parental & Family Medical Leave Act, which requires that employers of 50 or more employees grant an unpaid leave of absence, upon the request of an eligible employee, for 13 consecutive weeks in any Employees are eligible to apply for leave if they are full-time employees who work an average of 30 hours a week or more and have been employed continuously for at least 12 months

Purpose of Leave ed to be provided under the Act must be for one or more of the following reasons

1. Birth of a child of an employee.
2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employees.
3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in- law. (Serious illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuing treatment or supervision by a health care provider). In order to be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probably duration of the requested leave.

An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; except an employee may substitute any accrued paid vacation leave or other appropriate paid leave. Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee

Return From Leave Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following

The Act makes it unlawful for any employer to interface with, restrain, or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawf bv the Act, is also prohib

speed violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director

Paid Sick Leave As sick leave legislation continues to sweep the nation, Rhode Island becomes the eighth state to pass paid sick leave. Mandatory paid sick leave is part of the Healthy and Safe Families and Workplaces Act, which takes effect July 1, 2018. The law, passed in September

Eligibility
The law applies to employers with 18 or more employees. It is unclear at this point if the law would impose unpaid leave requirements for smaller employers

Leave accrual and carryover

Generally, all employees, regardless of status — including full-time, part-time, and temporary —shall begin accruing paid sick leave beginning July 1, 2018, or upon hire, whichever is later.

Employees must accrue sick leave at a rate of at least one hour for every 35 hours worked. This is a variation from the sick leave requirements of many other states, which provide one hour for every 30 worked.

The annual accrual cap is 24 hours in 2018, 32 in 2019, and 40 in subsequent years, unless the employer sets a higher limit. This phase in is a variation from the sick leave requirements of many other states.

Employers may require a 90-day waiting period after date of hire for employees to use accrued sick leave. Requirements of many other states.

Unlike most other state sick leave requirements, employers may require a 150-day wait for seasonal employees.
 Generally, unused paid sick leave shall carry over to the following year.
 An employer may choose to frontload or grant a lump sum of sick leave entitlement so long as the frontloaded amount is sufficient to meet the requirements of the law.

What sick leave can be used for
i.ke many other state sick leave laws, employees will be able to use accrued sick leave for the following reasons:
• To deal with their own illness, injury, or health condition, including diagnosis, treatment, care, and preventive medical care
• To care for a family member's illness, injury, or health condition, including diagnosis, treatment, care, and preventive medical care
• Leave related to domestic violence, sexual assault, or stalking impacting an employee or covered relation
• Closure of the employee's place of business, or a child's school or place of care, by order of a public official due to a public health emergency
• Health authorities or a health care provider determine whether the employee or covered relation's presence in the community may jeopardize others' health because of the individual's exposure to a communicable disease, if the employee or covered relation has

Family members are defined as child, grandchild, parent (in-law), grandparent, sibling, spouse, domestic partner, care recipients (those individuals for whom an employee is responsible for providing care), members of the employee's household

Notice and recordkeeping requirements

Employers must regularly notify employees about the amount of paid sick leave available to them.

You must comply with these changes by July 1, 2018. You must comply with these changes by July 1, 2018.
Start thinking about updating your employee handbooks with this new policy:

If you have not previously offered sick leave to Rhode Island-based employees, you will be required to do so and should create a new policy to comply with these provisions.
If you already provide sick leave, review your current policies to make sure they comply with the provisions of the new law.
If you already provide all employees with sick or paid time off (PTO) benefits that exceed the requirements of the law, you do not need to implement a new policy, but may need to adjust your policy to allow a carryover to comply with the state regulations.
Work with your payroll provider to determine how to comply with recordkeeping provisions; if HR Knowledge is your payroll provider, please contact your Client Account Manager.
If you are one of our full-service clients, we will work with you to review your current PTO policies or provide you with sample language to ensure they are compliant with these new regulations. If you have any questions about how this new law interacts with your satisful policies or affects your business, please contact us.
As more guidance and regulations on this statewide law become available, we will notify our clients of any additional details.

This content is provided with the understanding that HR Knowledge is not rendering legal advice. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. The material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment. You should review applicable laws in your jurisdiction and consult experienced counsel for legal advice. If you have any questions regarding this advisory, please contact HR Knowledge at 508.391.1300 or email us.

Healthy and Safe Families and Workplaces Act Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family.

This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law. Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.



LABORLAWSOLUTIONS.COM

IT IS ILLEGAL TO SMOKE IN THIS ESTABLISHMENT

No Smoking

PURSUANT TO R.I. GEN. LAWS § 23-20.10-7 To report a violation call Rhode Island Department of Health: 401-222-3293



Payday Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY PAY SCHEDULE IS

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ PAYCHECKS ARE ISSUED ON THE ___ OF THE MONTH

Emergency Notice	
AMBULANCE:	FIRE-RESCUE:
HOSPITAL:	PHYSICIAN:
ALTERNATE:	POLICE:
OSHA:	HAZARDOUSMATERIAL:

.abor Law Solutions™



The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've bee discriminated against at work or in applying for a job, the EEOC may be able to help.

Race • Color • Religion • National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

Age (40 and older) - Disability • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetimedical history) • Retaliation for filling a charge, reasonably opposing discrimination, or participating in a discrimination, investigation, or

s EEOC promptly if you suspect discrimination. ம்பால் வல்லு, because வி.சி. உட on where you live/work). You can reach the EEOC in any of the following way: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.asp:

tion about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov. EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discr Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofcophelpdesk.ol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephon directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/focp/contact.

Protected Veteran Status
The Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or ac
receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or w
accommodation, can perform the essential functions of the job.

Polygraph Protection

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal State and In-1

EARMINEE RUPILS
Where polygraph tests are permitted, they are subject to numerous strict standards concerning the cond and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLO

EHW Family Medical Leave Act

opon return from much reave, index employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: The birth of a child or placement of a child for adoption or foster care p to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the

employer's normal paid leave policies.

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;

- Have at least 1,250 hours of service in the 12 months; · Work at a location where the employer has at least 50 employees within 75 miles of the employee's REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as poss and, generally, follow the employer's usual procedures. so it can determine if the leave qualifies for FMLA protection. Sufficient infor зо в сап извеляние и изв взаче qualmines for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family membe cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

employer determines that the certification is inco<mark>mplete</mark>, it must provide a written notice indicated dittional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee is need for leave in for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employe

USERRA If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reins in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov whd
U.S. Department of Labor • Wage and Hour Division

ENF-UNLEMEN!

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. Interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elawss/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or toffice of Special Counsel, as applicable, for representation.

You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Notice of Withholding

Since you last filed Form W-4 with your employer did you Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to...
Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your tax credits?

If you can answer "yes"...

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS websit Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Sexual Harassment

• a supervisor • an agent of the employer • a supervisor in another area • a co-worker • a non-employee

If you believe you are or have been Report incidents of harassment to: RHODE ISLAND COMMISSION

180 Westminster Street. Third Floor 401-222-2661 TDD: 401-222-2664 Fax: 401-222-2616 www.richr.ri.gov

File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced 2. File your claim online at www.dlt.ri.gov/ui or by telephone at (401) 415-6772. Visit www.dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui or call (401) 415-6772. 3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required. a. Be unemployed through no fault of your own,

b. Have earned minimum qualifying wages while you were working, c. Be physically able to work, available for work and actively seeking work, and Register for work with the RI Dept. of Labor and Training. You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.

Resume writing seminars to help you create an effective resume and cover letter.

NOTICE TO ALL EMPLOYEES

If you need help finding a job:
The RI Dept. of Labor and Training offers free employment and training related services including: Job referral and placement services. Resource rooms with a wide range of employment and training resources. Career counseling and testing to help assess aptitudes and interests. Internet access for employment and training information.

Job Search workshops to help you develop interviewing skills.

Who is Eligible for TDI Benefits? If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits:

4. You earned enough qualifying wages during the base period to be monetarily eligible Who is Eligible for Temporary Caregiver Insurance Benefits?

If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following 1. You are unemployed because you are caring for a seriously ill family member or bonding with a child 2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims, and

Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit www.dlt. NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted

Pregnancy Notice NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS

conditions. Federal law provides similar protections.

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not • refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program;
• require you to take a leave if another reasonable accommodation can be granted; or deny you employment opportunities based on a refusal to provide a reasonable accommodation f you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Workers' Compensation

This employer is subject to the provisions of the WORKERS' COMPENSATION ACT

In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury. An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice.

IGNORING THIS POSTER
CAN BE HAZARDOUS TO YOUR HEALTH Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplac

You have a right to know:

• the common name or trade names of the substance, including the chemical name;
• the level at which exposure to the substance is hazardous, if known;
• the effects and symptoms of exposure at hazardous levels;
• the potential for flammability, explosion, and reactivity of the substance;
• appropriate emergency treatment;
• proper procedures for the safe use of and exposure to the substance;
• proper protective equipment for safe use; and

The Rhode Island Right-To-Know Law

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570. "Because not knowing about the hazardous substances you work with is the greatest hazard of all." This poster must be displayed in a conspicuous location in the workplace.

Prevailing Wages

Working on State or Municipal Financed Construction Projects? Prevailing Wage
You must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice Overtime
Overtime rate applies when working over 8 hours a day or 40 hours a week.

Apprentices
Apprentice rates apply only to apprentices properly registered under approved State apprenticeship programs

Proper Pay f you do not receive proper pay, you may file a complaint with the RI Department of Labor and Training and your claim will be investigated by the department. You nay contact the Prevailing Wage Division at (401) 462-6580, option # 7 for additional information. In addition, please note that RI Law 37-13-17 also provides for a private right of action to collect wages and benefits.

government. One shall employ another if services are performed for wages or under any contract of hire, written or oral, express or (3) "Person" means an individual, sole proprietorship, partnership, corporation, association, or any other legal entity. (4) "Public body" means all of the following: (i) A state officer, employee, agency, department, division, bureau, board, commission, council, authority, or other body in the executive

v) A law enforcement agency or any member or employee of a law enforcement agency. (vi) The judiciary and any member or employee of the judiciary. (vii) Any federal agency.
(5) "Supervisor" means any individual to whom an employer has given the authority to direct and control the work performance of the affected employee or any individual who has the authority to take corrective action regarding the violation of a law, rule or regulation about which the employee complains. § 28-50-3 Protection. - An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the

knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the laws of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false. Provided, that if the report is verbally made, the employee must establish by clear and convincing evidence that the report was made. § 28-50-4 Relief and damages. – (a) A person who alleges a violation of this act may bring a civil action for appropriate injunctive relief, 3 20-04 Relia and damages. – (a) A person who alleges a violation of this act may bring a divitation for appropriate injuriture relief, or actual damages, or both within three (3) years after the occurrence of the alleged violation of this chapter.

(b) An action commenced pursuant to subsection (a) of this section may be brought in the superior court for the county where the alleged violation occurred, the county where the complainant resides, or the county where the person against whom the civil complaint is filed resides or has their principal place of business. (c) As used in subsection (a) of this section, "damages" means damages for injury or loss caused by each violation of this chapter (d) [Deleted by P.L. 2012, ch. 306, § 5 and P.L. 2012, ch. 344, § 5.] § 28-50-5 Reinstatement. - A court, in rendering a judgment in an action brought under this act, shall order, as the court considers

appropriate, reinstatement of the employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the complainant all or a portion of the costs of litigation, including attorneys' fees if the court determines that the award is appropriate § 28-50-6 Collective bargaining. – This chapter shall not be construed to diminish or impair the rights of a person under any collective § 28-50-7 Exemption. – This chapter shall not be construed to require an employer to compensate an employee for participation in an investigation, hearing or inquiry held by a public body in accordance with § 28-50-3.

§ 28-50-8 Notices posted. – An employer shall post notices and use other appropriate means to keep his or her employees informed of their protections and obligations under this chapter. unconstitutional provision or application, and to this end the provisions of this chapter are declared to be severable.

§ 28-50-9 Severability. – If any provision of this chapter or its application to any person or circumstances is held invalid or unconstitutional, the invalidity or unconstitutionality shall not affect other provisions or applications of this act which can be given effect without the invalid or

Commission for Human Rights and your company representative:

Commission for Human Rights Third Floor Providence, RI 02903 TDD: 401-222-2664 DISCRIMINATION IS ILLEGAL
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The prohibition against sexual harassment does not only apply to employers . It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment is a violation of state and federal laws.

Unemployment Insurance & Disability Visit www.dlt.ri.gov to find a Career Center near you. You can also access many services on the Internet at www.employri.org.

 You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more,
 You are under the care of an approved Qualified Health Care Provider,
 You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto, and

3. You earned enough in qualifying wages to be monetarily eligible.

from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related

Workers' Compensation Insurance Company Adjusting Company: ___

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7. In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

Right to Know

§ 28-50-2 Definitions. - As used in this chapter 1) "Employee" means a person employed by any employer, and shall include, but not be limited to, at-will employees, contract inployees and independent contractors. (2) "Employer" means any person, partnership, association, sole proprietorship, corporation or other business entity, including any department, agency, commission, committee, board, council, bureau, or authority or any subdivision thereof in state or municipal

(iv) Any other body which is created by state or local authority or which is primarily funded by or through state or local authority, or any ember or employee of that body.

employee's compensation, terms, conditions, location, or privileges of employment:

(1) Because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in vriting, a violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule ulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has

Report incidents of harassment and discrimination to the

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

John O. Pastore Center
1511 Pontiac Avenue, Cranston, RI 02920-4407
www.dlt.ri.gov/pw TTY via RI Relay 711 • Equal Opportunity Employer/Program • Auxiliary aids and services are available upon request **Ban the Box** Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense. Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information **Whistleblower Protection** (2) Because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or The Rhode Island Whistleblowers' Protection Act (3) Because an employee refuses to violate or assist in violating federal, state or local law, rule or regulation, or § 28-50-1 Short title. - This chapter may be cited as the "Rhode Island Whistleblowers' Protection Act" (4) Because the employee reports verbally or in writing to the employer or to the employee's supervisor a violation, which the employee

(ii) An agency, board, commission, council, member, or employee of the legislative branch of state government. (iii) A county, city, town, or regional governing body, a council, school district, or a board, department, commission, agency, or any member or employee of the entity.

Discrimination

DISCRIMINATION IS ILLEGAL State and Federal laws prohibit discrimination in hiring, promoting, discharge, salary, benefits, harassment and other aspects of employment based on the following issues: Race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression*, physical or mental disability or age (over 40). *State only