■ Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

■ Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

FREE ASSISTANCE to identify and correct

hazards is available to small and medium-

through OSHA-supported consultation

programs in every state.

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

**Federal Minimum Wage** 

**Pregnant Workers Fairness Act (PWFA)** 

**Equal Employment Opportunity** 

**ENFORCEMENT** 

or participate in any proceeding under the FLSA.

ands, and the Commonwealth of Puerto Rico.

classified independent contractors are not.

Commission (EEOC))

200 Constitution Avenue, N.W.

**Workers' Compensation** 

If you are injured on the job, you must follow these simple steps:

OBTAIN first aid or other necessary medical treatment as soon as possible. The treating health care provider must be authorized by the Workers' Compensation Board, except in an emergency situation. You can find out more information about authorized providers and locate authorized providers in the injured Workers or Health Care Providers sections of this website or by calling 1-800-781-2362. If your employer has been authorized to participate in a Preferred Provider Organization (PPO) or Alternate Dispute Resolution (ADR) program, you may be required to obtain medical treatment from a participating health care provider. Participating employers are required to notify their employees, in writing, of all information pertaining to a PPO or ADR program. Also, if you are in need of diagnostic tests or prescription medicine, your employer or your workers' compensation insurance carrier may require you to obtain your tests or your medicine from a diagnostic network or designated pharmacies or a network of pharmacies or a network of pharmacies or a network of pharmacies or or an enterval pharmacies or or one the provider surface and by your employer's insurance carrier, if the case is not disputed. Health care providers may request that injured workers sign form A-9. This form is meant to provide notice to the injured worker does not bursue the claim.

NOTIFY your supervisor about the injury and the way in which it occurred, as soon as possible. An injured employee who fails to inform his or her employer, in writing, within 30 days after the date of the accident causing the injur

ay lose the right to workers' compensation benefits. In the case of occupational disease, notification should be given within two years after disablement, or within two years after the claimant knew or should have known that the

usease was wont-relaced, winterlock is a later in COMPLETE a claim for workers' compensation on Form C-3 and mail it to the nearest office of the Workers' Compensation Board, if there is lost-time. If a claim is not filed within two years from the date of the injury or disablement

from an occupational disease, (or after disablement and after you knew, or should have known that the disease was work-related), you may lose your right to benefits.

THEREAFTER . . . . Follow doctor's instructions to speed full recovery. Attend an Independent Medical Examination if you are required to do so. Go back to work as soon as you are able. Attend such hearings as may be held in the

**Pregnancy and Employment Rights** 

It is illegal for an employer to refuse to provide a reasonable accommodation or fire you because of your pregnancy, having a child, or related medical conditions.

Pregnant women and those recovering from childbirth are protected from discrimination under the NYC Human Rights Law. Your employer may be obligated to grant you a reasonable

• Bathroom breaks • Breaks to facilitate increased water intake • Periodic rest if you stand for long periods of time • Assistance with manual labor • Changes to your work environment • Unpaid

If you believe that you have been discriminated against, call 311 or www.nyc.gov/311 NYC COMMISSION ON HUMAN RIGHTS

**Paid Family Leave** 

based on disability (enforced by the EEOC)

(enforced by the U.S. Department of Labor)

ADDITIONAL INFORMATION:

sized employers, without citation or penalty,

and free from intrusion from coworkers and the public, which may be used by the employee to express

he 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

ecommend 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 doubled when the violations are determined to b

willful or repeated. The law also prohibits retaliating against or discharging workers who file a complain

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

· 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.

than the minimum wage under special certificates issued by the Department of Labor.

provisions. Certain narrow exemptions also apply to the pump at work requirements.

• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana

unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid les

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, includ **Title VII** of the Civil Rights Act of 1964 which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity

The Americans with Disabilities Act (The ADA) which prohibits employment discrimination

The Family and Medical Leave Act which provides unpaid leave for certain workers for

The PUMP Act which provides nursing mothers a time and private place to pump at work

Learn more at www.EEOC.gov/Pregnancy-Discrimination

Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

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

Asking About, Disclosing, or Discussing Pay
Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from

discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability

who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal

contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at al levels of employment, including the executive level.

The Vietnam Era Veterans' 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

proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecon

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under

relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories

under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov.

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary

objective of the financial assistance is provision of employment, or where employment discrimination causes of

may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receiv

Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in al ects of employment against persons with disabilities who, with or without reasonable accommodation, can form the essential functions of the job.

If your employer terminates your employment, reduces your pay and/or benefits, or disciplines you in any way as

a result of you requesting or taking Paid Family Leave, you may request to be reinstated by taking these steps:

1. Complete the Formal Request for Reinstatement Regarding Paid Family Leave
Form PFL-DC-119).

3. If your employer does not reinstate you or take other corrective action within 30 days, you may file a discrimination complaint with the Workers' Compensation Board using the *Paid Family Leave Discrimination/Retaliation Complaint (Form PFL-DC-120)*. The Workers' Compensation Board will assemble your case and schedule a

4. There are other state and federal laws that protect employees from discrimination, Additional information is

You must submit your completed request package to your employer's insurance carrier within 30 days after the

To this standard or avoid losing benefits.
 In most cases, the insurance carrier must pay or deny benefits within 18 calendar days of receiving your

For more information, forms and instructions, visit PaidFamilyLeave.ny.gov or call the PFL Helpline

This information is a simplified presentation of your rights as required by Section 229 of the Disability and Paid

**Made in USA** 

2. Send your completed form to your employer and a copy of the completed form to:

Notify your employer at least 30 days in advance, if foreseeable, or as soon as possible

Complete and submit the Request for Paid Family Leave (Form PFL-1) to your employe

You may obtain all forms from your employer, their insurance carrier listed below, or online at

Family Leave Benefits Law. Your employer's Paid Family Leave benefits insurance carrier is:

Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030

completed request or your first day of leave, whichever is later.

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

PO Box 9030, Endicott NY 13761

**Emergency Notice** 

POLICE:

Race. Color. Religion. Sex. Sexual Orientation, Gender Identity, National Origin

pregnancy and to bond with a new child (enforced by the U.S. Department of Labor)

Report to OSHA all work-related

of an eye within 24 hours.

recognized hazards. It is illegal to retaliate

against an employee for using any of their

**OSHA** Job Safety and Health

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

Request an OSHA inspection of your

workplace if you believe there are unsafe

or unhealthy conditions. OSHA will keep

your name confidential. You have the

right to have a representative contact

Participate (or have your representative

participate) in an OSHA inspection and

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

Employers subject to the state

OVERTIME PAY:

CHILD LABOR:

employer must make up the difference

Extra bathroom break

Who is Protected?

What Organizations are Covered? Most private employers
 State and local governments (as employers)
 Educational institutions (as employers)

Discharge, firing, or lay-off

**Call** 1–800–669–4000 (toll free) 1–800–669–6820 (TTY)

FILL IN INFORMATION

Assignment
Pay (unequal wages or compensation)

Hiring or promotion

A chair or stool to sit on while working

The ability to telework full or part-time

Know Your Rights: Workplace Discrimination is Illega

Job applicants
 Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

A private place to pump breast milk

NURSING MOTHERS (PUMP AT WORK):

inimum wage law are obligated to pay the higher rate

determine overtime exemption status for most salaried employees

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

\$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

Starting July 1, 2024, most salaried workers who earn less than \$844 per week will become eligible

ertime pay under the final rule. And on Jan. 1, 2025, most salaried workers who make less than \$1,128 per week will become eligible for overtime pay. As these changes occur, job duties will continue

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in nonfarm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on

tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13

with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the

The FLSA requires employers to provide reasonable break time for a nursing employee to express

The Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered employers

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

Disability
 Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
 Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit,

nvestigation, or proceeding.

Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or

Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or

Conduct that might reasonably dissociated a string of the string of the

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

For more information contact: NYS Workers' Compensation Board, 20 Park Street, Albany, NY 12207. Customer Service Toll-Free Number (877) 632-4996

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

(current and former), including managers and temporary employees

Religion
 National origin
 Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
 Age (40 and older)
 Problith

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Requesting or disclosing medical information of employee

What can You Do if You Believe Discrimination has Occurred?

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

ommodation to allow you to perform the essential requisites of your job.

Paid Family Leave is employee-funded insurance that provides job-protected paid time off to:

· BOND with a newly born, adopted or fostered child:

Citizenship or immigration status is not a factor in your eligibility.

Rights and Protections:

• Job Protection: Return to the same or comparable job after you take leave.

If you need to take time off from work to care for a family member, you may be entitled to Paid Family Leave

CARE for a family member with a serious health condition (see paidfamilyleave.ny.gov for eligible family

• ASSIST loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military

n order of quarantine or isolation due to COVID-19. See PaidFamilyLeave.ny.gov/COVID19 for full details.

of employment with your employer.

If you have a regular work schedule of less than 20 hours per week, you are eligible after working for your employer for 175 days, which do not need to be consecutive.

You can take up to 12 weeks of Paid Family Leave and receive 67% of your average weekly wage, capped at 67% of the New York State Average Weekly Wage. Generally, your average weekly wage is the average of your last eight weeks of pay prior to starting Paid Family Leave. Leave can be taken all at once or intermittently, but

• You keep your health insurance while on leave (you may have to continue paying your portion of the premium

Your employer is **prohibited from discriminating or retaliating** against you for requesting or taking Paid

If your Paid Family Leave claim is denied, you may request to have the denial reviewed by a neutral arbitrator,

State&FederalPoster®

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.CO

Paid Family Leave may also be available for use in situations when you or your minor dependent child are under

If you have a regular work schedule of 20 or more hours per week, you are eligible after 26 consecutive weeks

n in employment. If you believe you've been discriminated against at work or in applying for a job,

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Schedule changes or time off to go to health care appointments

to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the

mployer an "undue hardship." An undue hardship is defined as causing significant difficulty or

'Reasonable accommodations" are changes to the work environment or the way things are usually done

breast milk for their nursing child for one year after the child's birth each time the employee needs to

er hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek

substances in your workplace.

job hazards, including all hazardous

your employer or OSHA, or report a work-

related injury or illness, without being

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

IT'S THE LAW!

**Employers must:** 

injury or illness.

understand.

workplace.

**EHW** 

Am I eligible to take FMLA leave?

You work for a covered employer,

Were there major changes to ..

ou are an eligible employee if all of the following apply:

Airline flight crew employees have different "hours of service" requirements

y Title II of the FMLA, administered by the Office of Personnel Management

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed Form W-4 with your employer did you.

Marry or divorce? Gain or lose a dependent? Change your name?

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

EMPLOYEE RIGHTS LINDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or

ou have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous

aleriual year,
You work for an elementary or public or private secondary school, or
You work for an elementary or public or private secondary school, or
You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered

our nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and

waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status

he Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

HE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

The New York State Public Employee Safety and Health Act of 1980 provides job safety and health

in compliance with any other regulations issued under the PESH Act by the Commissioner of Labor.

loyees must also comply with any regulations issued under the PESH Act that apply to their job.

nspection: When DOSH staff inspect a workplace, a representative of the employer and a representative

missioner of Labor issues safety and health standards. The Department's Division of Safety and Health

approved by the employees must be allowed to help with the inspection. When there is no employee-approved representative, DOSH staff must speak with a fair number of employees about the safety and health conditions in

o comply notice to the employer. The order will list dates by which each violation must be fixed. If violations are not fixed by those dates, the employer may be fined. The order to comply must be posted at or near the place of violation, where it can be easily seen. This is to warn employees that a danger may exist.

complaint: Any interested person may file a complaint if they believe there are unsafe or unhealthful conditions in

Make this complaint in writing to the nearest DOSH office or by email to: Ask.SHNYPESH@labor.ny.gov. On request, DOSH will not release the names of any employees who file a complaint. The Department of Labor

will evaluate each complaint. The Department will notify the person who made the complaint of the results of the

3) "Employee" means an individual who performs services for and under the control and direction of an employer for wages rother remuneration, including former employees, or natural persons employed as independent contractors to carry out rork in furtherance of an employer's business enterprise who are not themselves employers.
3) "Employer" means any person, firm, partnership, institution, corporation, or association that employs one or more materials.

"Law, rule or regulation" includes: (i) any duly enacted federal, state or local statute or ordinance or executive order

the United States Congress, any state legislature, or any elected local governmental body, or any member or employee

ii) any federal, state, or local regulatory, administrative, or public agency or authority, or instrumentality thereof;
v) any federal, state, or local aw enforcement agency, prosecutorial office, or police or peace officer;
v) any federal, state or local department of an executive branch of government; or
vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i)

(e) Netaladiny action means an adverse action taken by an employee or first or let agent to discribinger, linearly, perialize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse employment nations or threats to take such adverse employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee's current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee's family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.

formance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the to regulation of which the employee complains. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the

ployee's job duties, because such employee does any of the following:
discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that
employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a

antial and specific danger to the public health or safety; ovides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such

ew York State I along I aw Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law

he New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the

th the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space

nployers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are

ers must provide thirty (30) minutes of paid break time for their employees to express breast milk when the employee hable need to express breast milk. Employees must be permitted to use existing paid break or meal time if they need ad st milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers ovide paid break time as often as an employee reasonably needs to express breast milk. The number of paid breaks an employ

I need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individua

all employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time egardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal veried or a break period under state and federal law, please see the following resources:

NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: doi.ny.gov/day-rest-and-meal-periods

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an

aid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal

mployees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who

an employee wants to express breast milk at work, they must give the employer reasonable advance notice, generally before returning the workplace if the employee is on leave. This advance notice is to allow the employer time to find an appropriate location and adjust

mployees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a writte

quest to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this quest for a room or other location to express breast milk in writing within five days.

mployers must notify all employees in writing through email or printed memo when a room or other location has been designated fo

pose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

HIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

ALL EMPLOYERS, EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

lso covered: domestic workers; interns and nonemployees working in the workplace (for example temp or contract workers) are

RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE

nilial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbustin

mplovees of this firm: you are covered by the New York State Unemployment Insurance Lav

To file an application for Unemployment Insurance:
 Call the Telephone Claims Center at (888) 209-8124 (translation services are available) or

splayed poster and as an information sheet distributed to individual employees at the time of hire. This document satisfies the

he NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against iscrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations ke stores and restaurants. Violators can be held accountable with civil penalties of up to \$20,000 in the case of a willful iolation. The Commission can also assess emotional distress damages and other remedies to the victim, require the violator to

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's

Your employer may not deduct from your wages for this purpose If you are laid off, work less than four days a week, or resign:

- Call the Telephone Claims Center at (888) - Go to our website at www.labor.ny.gov

ndergo training, and mandate other remedies such as community service.

threatening or engaging in adverse action after someone refuses a sexual advance

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

making lewd or sexual comments about an individual's appearance, body, or style of dress

containing promographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc. making sexist remarks or derogatory comments based on gender

inwelcome or inappropriate touching of employees or customers

itioning promotions or other opportunities on sexual favors

Sexual Harassment Under the Law

CODE

only to callers using TDD equipment.

teasonable accommodations and modifications for persons with disabilities may also be required. Does not apply to:

1) rental of an apartment in an owner-occupied two-family house

2) restrictions of all rooms in a housing accommodation to individuals of the same sex

3) rental of a room by the occupant of a house or apartment

4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such person

bited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support);

- Get a "Record of Employment," form from your employer. Keep it for your records to use if you file for Unemployment Insurance benefits

- The "Record of Employment" form must have your employer's name, registration number, and address where payroll records are kepi

Discrimination based upon age, race, creed, color, national origin, sexual orientation, military status, sex, pregnancy, gender identity or expression, citizenship or immigration status, disability, domestic violence victim status, familial status, or marital status is prohibited by the New York State Human Rights Law. Sexual harassment or harassment based upon any of these protected classes also is prohibited.

so prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race

frequently-asked-questions.pdf
U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked
U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: dol.gov/agencies/whd/fact-

ployers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace. employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break

es of paid break time for their employees to express breast milk when the employee has a

tory action" means an adverse action taken by an employer or his or her agent to discharge, threaten, penalize,

) any rule or regulation promulgated pursuant to such statute or ordinance or executive order; or (iii) any judicial or

ployers must provide employees with a workplace that is:

An employee

Updated 4/24

A representative of a group of employees

otice of Employee Rights, Protections, and Obligations

740. Retaliatory action by employers; prohibition.
Definitions. For purposes of this section, unless the context specifically indicates otherwise:

any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;

POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK in the Workplace

USING BREAK TIME FOR BREAST MILK EXPRESSION

MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK

LACTATION ROOM REQUIREMENTS

Be close to an employee's work area Provide good natural or artificial ligh

aw, ensuring that all employees know their rights and all employers understand their responsibilities. This tandard, but employers are encouraged to include additional accommodations tailored to their workplace.

Y Department of Labor FAQs on Meal and Rest Periods: dol.ny.gov/system/files/docu

Under Labor Law Section 740 Prohibited Retaliatory Personnel Action by Employers Effective January 26, 2022

protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

our spouse started or ended a job)? Your itemized deductions? Your tax credits?

may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

You have worked for your employer at least 12 months,
You have worked for your employer at least 12 months,
You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
Your employer has at least 50 employees within 75 miles of your work location.

Iness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

related to the foreign deployment of your spouse, child or parent who is a military

Fligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

To care for your spouse, child or parent with a serious mental or physical health condition, and

Your serious mental or physical health condition that makes you unable to work

What does my employer need to do?

About your FMLA rights and respons

about our WHD complaint process

Give notice at least 30 days before your need for FMLA leave, or

• If advance notice is not possible, give notice as soon as possible

If you are eligible for FMLA leave, your employer must:

• Allow you to take job-protected time off work for a qualifying reason

· How much of your requested leave, if any, will be FMLA-protected leav

You do not have to share a medical diagnosis but must provide enough information to your employer so they can

determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave. **Your employer may request** 

certification from a health care provider to verify medical leave and may request certification of a qualifying exigence

and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office o

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, an Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working condition including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the

law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible your employer must notify you in writing:

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

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

Nithholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it.

These complaints may also be made to the United States Department of Labor. Occupational Safety and Health

complaints or otherwise exercising their rights under the Act. If an employee believes that they have been discriminated against, he or she may file a complaint with the nearest DOSH office. File this complaint within 30

The Division of Safety and Health can provide free help with identifying and correcting job site hazards. Employe may request this assistance on a voluntary basis by emailing: Ask.SHNYPESH@labor.ny.gov.

Additional information may be obtained from the nearest DOSH District Office listed below

400 Oak Street

Telephone: (516) 228-3970

New York City District

Shirley A. Chisholm State Office Building

55 Hanson Place, 12th Floo

rooklyn, New York 11217-152 Telephone: (212) 775-3554

Rochester District

109 S. Union St., Rm. 402 Rochester, NY 14607

Telephone: (585) 258-8806

(c) objects to, or refuses to participate in any such activity, policy or practice.
3. Application. The protection against retaliatory action provided by paragraph (a) of subdivision two of this section pertaining to disclosure to a public body shall not apply to an employee who makes such disclosure to a public body unless the employee has made a good faith effort to notify his or her employer by bringing the activity, policy or practice to the attention of a supervisor of the employer and has afforded such employer a reasonable opportunity to correct such activity, policy or practice. Such employer notification shall not be required where:

(a) there is an imminent and serious danger to the public health or safety;
(b) the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice:

concealment of the activity, policy or practice;
(c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;
(d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any

(e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not

4. Violation; remedy.
(a) An employee who has been the subject of a retaliatory action in violation of this section may institute a civil action in a court of competent jurisdiction for relief as set forth in subdivision five of this section within two years after the alleged

retaliatory action was taken.
(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the

(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the county in which the complainant resides, or in the county in which the employer has its principal place of business. In any such action, the parties shall be entitled to a jury trial.
(c) It shall be a defense to any action brought pursuant to this section that the retaliatory action was predicated upon grounds other than the employee's exercise of any rights protected by this section.
5. Relief. In any action brought pursuant to subdivision four of this section, the court may order relief as follows:

(a) an injunction to restrain continued violation of this section;
(b) the reinstatement of the employee to the same position held before the retaliatory action, or to an equivalent position, or front pay in lieu thereof;
(c) the reinstatement of full fringe benefits and seniority rights;
(d) the compensation for lost wages, benefits and other remuneration;
(e) the payment by the employer of reasonable costs, disbursements, and attorney's fees;
(f) a civil penalty of an amount not to exceed ten thousand dollars; and/or
(g) the payment by the employer of punitive damages, if the violation was willful, malicious or wanton.
6. Employer relief. A court, in its discretion, may also order that reasonable attorneys' fees and court costs and

Employer relief. A court, in its discretion, may also order that reasonable attorneys' fees and court costs and isbursements be awarded to an employer if the court determines that an action brought by an employee under this section

was without basis in law or in fact.

7. Existing rights. Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of any employee

under any other law or regulation or under any collective bargaining agreement or employment contract.

8. Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted conspicuously in easily accessible and well-lighted places custom frequented by employees and applicants for employment.

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and mainta

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a

In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a roo

Undue hardship is defined in the statute as "causing significant difficulty or expense when considered in relation to the size, financial

1-888-52-LABOR, email us at LSAsk@labor.ny.gov, or visit our website at dol.ny.gov/breast-milk- expression-workplace to file a

A list of our offices is available at dol.nv.gov/location/contact-division-labor-standards. Complaints are confidential.

The New York State Department of Labor is an Equal Opportunity Employer/Program. P705 (6/24)

resources, nature, or structure of the employer's business." However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.

ployee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer tion of this policy, they should contact the New York State Department of Labor's Division of Labor Standards. Call us at

federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit:

Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-122 (English) / 1-877-662-4886.

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS

Il public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations; also for-profit ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

A complaint must be filed with the Division within one year for alleged acts of discrimination that occurred on or before 2/14/2024.

Complaints for acts of discrimination that occur on or after 2/15/2024 may be filed within three years of the alleged act. A complaint alleging sexual harassment in employment that occurred on or after 08/12/2020 may be filed with three years of the alleged act. A complaint alleging sexual harassment in employment that occurred on or after 08/12/2020 may be filed with three years of the alleged act. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Divis

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through

direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transfer

to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at www.dhr.ny.gov

OF THE MONTH

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at

Report sexual harassment to the NYC Commission on Human Rights. Call 718-722-3131 or visit NYC.gov

State and Federal Government Resources
Sexual harassment is also unlawful under state and federal law, where statutes of limitations vary.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breat

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not

responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workpla Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

NEW YORK STATE DEPARTMENT OF LABOR RESOURCES

a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

Discrimination: Employees may not be fired or discriminated against in any way for filing safety and health

Voluntary Activity: The Department of Labor encourages employers and employees to voluntarily:

reduce workplace hazards, and
 develop and improve safety and health programs in all workplaces.

State Office Campus

elephone: (518) 457-5508

Binghamton District

44 Hawley St., Rm. 901

Binghamton, NY 13901

**Buffalo District** 

295 Main Street, Suite 905 Buffalo, New York 14203-2412

orrect such activity, policy or practice.

c) objects to, or refuses to participate in any such activity, policy or practice.

Be private - both shielded from view and free from intrusion

dedicate a centralized location to be used by all employees.

Have accessible, clean running water nearby
Have an electrical outlet (if the workplace is supplied with electricity)

Provide a desk, small table, desk, counter or other flat surface

Bldg. 12. Rm. 158

Please indicate where they can get forms and information on this subject.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal

**Family Medical Leave Act** 

**IRS Withholding** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

JSERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaste

Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services

• you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may no

• 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 reinstated in your employer's health plan when you are reemployed, generally without any

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/. An interactive online USERRA Advisor can be viewed at https://

webapps.dol.gov/elaws/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 the Office 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.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/

programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they

**Polygraph Protection** 

mployers 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

ederal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, he Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct 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.

ENFORCEMENT

**State OSHA** 

**Whistleblower Protections** 

**Right To Express Breast Milk** 

**Discrimination** 

**Unemployment Insurance** 

-learing impaired individuals who have telephone Device for the Deaf (TTY/TDD) equipment may file a claim by calling a relay operator at (800) 662-1220 and requesting the operator call (888) 783-1370. Service at this number is provided

workplace, or human resources as soon as possible.

To Employer: You must post this poster conspicuously in each workplace.

Employers who utilize the fill-in version of this poster certify to the completeness and accuracy of the legal name, address and Employer Registration # displayer For additional posters, write to the: New York State Department of Labor, Liability and Determination Section, Harriman State Office Campus, Albany, NY 12226.

(IA 133) Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities

**Payday Notice** 

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

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

**Sexual Harassment** 

Office of Special Counsel

U.S. Department of Justice

Updated 6/2

Updated 8/10

Syracuse, NY 13202 Telephone: (315) 479-3212

**Utica District** 

Utica, NY 13501

White Plains District

Telephone: (914) 997-9514

**Food Minimum Wage Post** 

Tipped workers

Overtime after 40 hours

If you have questions, need more information or want to file a complaint, please visit www.labor.ny.gov/minimumwage or call: 1-888-469-7365.

\$16.00

\$24.00

Credits and Allowances that may reduce your pay below the minimum wage rates shown above Tips - Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit. Meals and lodging — Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.

Extra Pay you may be owed in addition to the minimum wage rates shown above:

New York State Department of Labor, Division of Labor Standards. Guidelines for Implementation of Employee Blood Donation Leave
Section 202-j of the Labor Law mandates that employers provide leave time to employees for the purpose of donating blood. As the entity respor

Tipped workers

Overtime after 40 hours

• Overtime – You must be paid 1½ times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees). Exceptions: Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate. Call-in pay - If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day. Spread of hours – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate Uniform maintenance – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

## **Blood Donation Leave**

LS 207 (11/23) Minimum Wage Poster Post in Plain View

section 202-) of the Labot Law manufactes that enipoles is not heave:

1. Definitions: As used in these guidelines, the following terms shall have the following meaning: a. "Apheresis" is the collection of individual components of blood, such as platelets, plasma, or double red blood cells. b. "Employee" means employee as defined in Labot Law § 202-j (1)(a). c. "Employer" means employer as defined in Labot Law § 202-j (1)(a). c. "Employer" means employer as defined in Labot new § 202-j (1)(a). c. "Employee" means employer as defined in Labot new § 202-j (1)(a). c. "Employee's place of employment" means the physical location at which the employee works. Such location may be in a different building on the same location, e.g. another building on a school campus or office complex, so long as such location is affiliated and physically proximate to the employee's physical work location. e. "Off-premises blood donation" shall mean blood donation which is not made in connection with a blood drive at the employee's place of employment or in connection with some other convenient time and place set by the employer. f. ation leave alternative" shall include either a blood drive at the employee's place of employment or a blood donation option at some other convenient time and place set by the employee I. Compensation for Leave: Leave granted to employees for off-premises blood donation is not required to be paid leave. Leave taken by employees for donation leave alternatives shall be paid leave given without requiring the II. Compensation for Leave: Leave granted to employees for off-premises blood donation is not required to be paid leave. Leave taken by employees for donation leave alternatives shall be paid leave given without requiring the employee to use accumulated vacation, personal, sick, or other already existing leave time.

III. Off-Premises Donation: Leave for off-premises donation shall be subject to the following: a. Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. b. Any additional leave time taken by employees in connection with off-premises blood donation shall be subject to all other rules and guidelines governing leave established by the employeer or applicable collective bargaining agreements. c. Employers are not required to allow off-premises blood donation leave under Labor Law § 202-1 to accrue if it is not used during the calendar year.

IV. Blood Donation Leave Alternatives: As an alternative to providing the leave time otherwise required by Labor Law §202-1 and the preceding guidelines for off-premises blood donation, an employer may elect blood donation IN. Blood Donation Leave Alternatives. As an alternative to providing the leave time otherwise required by Labor Law §2.02-] and the preceding guidelines for oir-premises blood donation leave alternatives shall be subject to the following: a. Leave for blood donation leave alternatives shall be given without use of vacation, personal, sick, or other already existing leave accruals. b. Leave for blood donation leave alternatives shall be given without use of vacation, personal, sick, or other already existing leave accruals. b. Leave for blood donation leave alternatives under this section of the guidelines shall be for the purpose of donating blood at a convenient time and place set by the employer and may include a blood drive at the employee's place of employment. For the purposes of this paragraph, a "convenient time and place set by the employer" shall mean a time that will not require an employee to attend outside of his/her normal work hours and shall not require an employee to travel to a location which is not a reasonable travel distance for employees leave time under this section must be given during an employee's work hours. For purposes of this paragraph, "during work hours" means that the blood drive must be held during the employee's regularly scheduled work hours. If an employee provides prompt notice that he or she is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunit she is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation in accordance with section III. e. Off-premises donation leave time shall be subject to all the terms and conditions applicable to off-premises donation leave time set forth elsewhere in these guidelines. f. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work. g. Nothing herein shall prevent two or more employers from coordinating or cosponsoring a blood donation leave alternative at a shared work location. h. Notivithstanding the discretion afforded employers under this guideline to elect to offer blood donation leave alternatives, employers electing these alternatives are encouraged to offer their employees up to three hours of blood donation leave for the purpose of donating blood components through apheresis should they wish to do so. Such leave would be subject to all the provisions applying to off-premises blood donation leave alternatives shall be prominently posted in the workplace at least two weeks beforehand. To count towards the two blood donation leave alternatives in a calendar year under this section, notice of the final such leave must be provided prior to December 1 of that year. No blood leave alternatives should be weeks beforehand. To count towards the two blood donation leave alternatives in a calendar year under this section, notice of the final such leave must be provided prior to December 1 of that year. No blood leave alternatives should be scheduled during a time when a significant number of employees are out of the office, such as during the last week of December or around other significant holidays. J. To meet the requirements of § 202-j through blood donation leave alternatives, at least two such alternatives provided during a calendar year must take place at least sixty days apart.

V. Notice and Recordkeeping: The following notice and recordkeeping requirements shall apply to all leaves for blood donation: Notice: a. Employers must notify employees in writing of their right to take blood donation leave. Such notification must be made in a manner that will ensure that employees see it, each as by posting in a prominent spot in an area where employees congregate, inclusion of notice with employees' paychecks, mailings, notices in employee handbooks, or other comparable method. b. Such notice must be provided to all employees within sixty (60) days after issuance of these guidelines, and shall be updated as necessary. If the employer provides written notice is the provided to all employees and the provided to all employees are the sixty of the provided to all employees are the sixty of the provided to all employees are the sixty of the provided to all employees are the sixty of the provided to all employees are the sixty of the sixty of the provided to the provided to the provided to all employees are the sixty of the provided to the pr directly to the employee, it shall do so at the time of hire to new employees, and thereafter, to all employees on an annual basis, no later than the fifteenth day of January. c. The employer may require employees to give reasonable notice of their intended use of leave time governed by these guidelines. If leave is for a blood donation leave alternative, reasonable notice would consist of notice two days prior to the day on which leave will be taken. If leave is for a blood donation leave alternative, reasonable notice would consist of notice two days prior to the day on which leave will be taken. d. In cases where the employee fills a position essential to the operation of the employer or necessary to comply with legal requirements, and three days notice is insufficient to allow the employee's position to be filled during the donation, the employee fills a position essential to the operation of the employer or necessary to comply with legal requirements, and three days notice is insufficient to allow the employee's position to be filled during the donation, the employer shall require notice no longer than is necessary to feasibly fill the position, but in no case longer than ten working days. The employer shall notify all covered employees of this extended notice requirement in compliance with the notice requirements of these guidelines. e. Should the employee experience an emergency requiring that he/she donate blood for his or her own surgery or that of a family member, employers must provide reasonable accommodations for a shorter notice period. Recordkeeping: An employer may equire employees making off-premises blood donation to show proof of their blood donation in the form of notice of blood donation or a good faith effort at blood donation from the blood bank or some other proof sufficient to the

Albany District State Office Campus Bldg. 12 Room 185A Albany, NY 12226 (518) 457-2730	Buffalo District 295 Main Street Suite 914 Buffalo, NY 14203 (716) 847-7141	New York City District 55 Hanson Place 11th Floor Brooklyn, NY 11217 (212) 775-3880	Syracuse District 333 East Washington Street Room 121 Syracuse, NY 13202 (315) 428-4057
Bronx District 55 Hanson Place 11th Floor Brooklyn, NY 11217 (212) 775-3719	Garden City District 400 Oak Street Suite 102 Garden City, NY 11530 (516) 794-8195	Rochester District 276 Waring Road Room 104 Rochester, NY 14609 (585) 258-4550	White Plains District 120 Bloomingdale Road White Plains, NY 10605 (914) 997-9521

http://www.labor.state.nv.us

		Industry or Occupation	Maximum			
Age of Minor G	irls and Boys		Daily Hours	Weekly Hours	Days per Week	Permitted Hours
Attending School, When school is in session:	14 and 15	All occupations except farm work, newspaper carrier and street trades	3 hours on school days. 8 hours on other days.	18¹	6	7 AM to 7 PM
	16 and 17	All occupations except farm work, newspaper carrier and street trades	4 hours on days preceding school days: Monday, Tuesday, Wednesday, Thursday <sup>2</sup> 8 hours on: Friday, Saturday, Sunday and Holidays <sup>4</sup>	284	64	6 AM to 10 PM <sup>3</sup>
Attending School, When school is not in	14 and 15	All occupations except farm work, newspaper carrier and street trades.	8 hours	40	6	7 AM to 9 PM June 21 to Labor Day
session (vacation):	16 and 17	All occupations except farm work, newspaper carrier and street trades.	8 hours <sup>4</sup>	484	64	6 AM to Midnight 4
Not Attending School:	16 and 17	All occupations except farm work, newspaper carrier and street trades	8 hours <sup>4</sup>	484	64	6 AM to Midnight <sup>4</sup>
Farm Work:	12 and 13	Hand harvest of berries, fruits and vegetables.	4 hours			June 21 to Labor Day, 7 AM to 7 PM. Day after Labor Day to June 20, 9 AM to 4 PM.
	14 to 18	Any farm work				
Newspaper Carriers:	11 to 8	Delivers, or sells and delivers newspapers, shopping papers or periodicals to homes or business places.	4 hours on school days. 5 hours on other days.			5 AM to 7 PM or 30 minutes prior to sun- set, whichever is later
Street Trades:	14 to 18	Self-employed work in public places selling newspapers or work as a bootblack	4 hours on school days. 5 hours on other days.			6 AM to 7 PM

her than a Sunday or Holiday when school is in session, as long as the hours are in conjunction with the Program

The Employer must post a schedule of work hours for minors under 18 years old in the establishment. An Employment Certificate (Working Paper) is required for all employed minors under 18 years old. Penalties for Child Labor Laws violations:

f a minor is seriously injured or dies while illegally employed, the penalty is three times the maximum penalty.

New York State Department of Labor, Division of Labor Standards

295 Main Street State Office Campus 55 Hanson Place 333 East Washington Street Suite 914 Room 121 Syracuse, NY 13202 Bldg. 12 Room 185A 11th Floor Brooklyn, NY 11217 Albany, NY 12226 (716) 847-7141 (518) 457-2730 (315) 428-4057 White Plains District 55 Hanson Place 400 Oak Street 276 Waring Road 120 Bloomingdale Road White Plains, NY 10605 Suite 102 Garden City, NY 11530 11th Floor Brooklyn, NY 11217 Rochester, NY 14609 (914) 997-9521 (585) 258-4550

ours, take off so much working time as will, when added to his or her voting time outside his or her working hour t. If an employee has four consecutive hours either between the opening of the polls and the beginning of his or er working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be eemed to have sufficient time outside his or her working hours within which to vote. If he or she has less than pur consecutive hours he or she may take off so much working time as will, when added to his or her voting time utside his or her working hours enable him or her to vote, but not more than two hours of which shall be without oss of pay, provided that he or she shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.

If the employee requires working time off to vote the employee shall notify his or her employer not more than ten or less than two working days before the day of the election that he or she requires time off to vote in accordance with the previous effects. vith the provisions of this section. I. Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of his section. Such notice shall be kept posted until the close of the polls on election da

POLLS TO THE BEGINNING OF YOUR WORKING SHIFT , OR BETWEEN THE END OF YOUR WORKING SHIFT AN D THE CLOSING OF THE POLLS , YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF SHIFT AN DITHE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.

• YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED.

• YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE. i Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in

NEW YORK CORRECTION LAW ARTICLE 23-A. LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY ONVICTED OF ONE OR MORE CRIMINAL OFFENSES. Section 750. Definitions. 751. Applicability. 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. 753. Factors to be considered concerning a previous criminal conviction; presumption. 754. Written statement upon denial of license or employment. 755. Enforcement. **8750**. **Definitions.** For the purposes of this article, the following terms shall have the following meanings: ( Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. (2) "Private employer" means any person, company, corporation, labor organization or association which

employs ten or more persons. (3) "Direct relationship" means that the nature of criminal conduct for which the person vas convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities ecessarily related to the license, opportunity, or job in question. (4) "License" means any certificate, license, permit grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition r the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire ny explosive, pistol, handgun, rifle, shotgun, or other firearm. (5) "Employment" means any occupation, vocation or mployment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the urposes of this article, include membership in any law enforcement agency. mployment at any public or private employer, who has previously been convicted of one or more criminal offenses in

in is state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee. §752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual,

sions of this article are applicable, shall be denied or acted upon adversely by reason of the

criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public, 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein §754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial. §755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable

eight of the civil practice law and rules, 2. In relation to action by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city

## **Fringe Benefits & Hours** benefits or furnish such supplements within thirty days after such payments are required to be made, shall be

Fringe Benefits (LS 601)

Division of Labor Standards

Updated 6/24

agreement to pay or provide benefits or wage supplements to employees or to a third party or fund for the penefit of employees and who fails, neglects or refuses to pay the amount or amounts necessary to provide such Buffalo District Albany District (518) 457-2730 (716) 847-7141 Bronx District New York City Distric ooklyn, NY 11217

Guidelines for Employers: Requirements to Notify Employees About Time Off and Work Hours (LS 606) Every employer shall notify his employees in writingh or by publicly posting the employer's policy on sick leave acation, personal leave, holidays and hours."

he employer upon the request of the Department must be able to affirmatively demonstrate that such written The employer upon the request of the beginning into the above the alminiatively definitional and such written notification was provided to employees by means, which may include, but not be limited to, distribution through company newspapers or newsletters or by inclusion in a company payroll. Or Albany District State Office Campus Bldg. 12, Room 185A

(716) 847-7141 Bronx District New York City Distric Brooklyn, NY 11217 Brooklyn, NY 11217 212) 775-3719

guilty of a misdemeanor, and upon conviction shall be punished as provided in section on hundred ninety-eight-of this article. Where such employer is a corporation, the president, secretary, treasurer or officers exercising corresponding functions shall each be guilty of a misdemeanor. As used in this section, the term "benefits or wage supplements" includes, but is not limited to, reimbursement for expenses; health, welfare and retirement benefits; and vacation, separation or holiday pay. 3. This section shall not apply to any person in a bona fide executive, administrative, or professional capacity whose earnings are in excess of nine hundred dollars a week. For more information, call or write the nearest office of the Division of Labor Standards, of the New York State

Section 198c. Benefits or wage supplements. In addition to any other penalty or punishment otherwise prescribed by law, any employer who is party to an

o assist employers in complying with this provision, the Division of Labor Standards has issued the

518) 457-2730

Department of Labor, listed below: Garden City District (315) 428-40575 Rochester Distric White Plains District

120 Bloomingdale Road White Plains, NY 10605 (914) 997-9521

are customarily posted, a notice that states where on the employer's premises they may see such information in writing. Such information may be contained in a union contract, employee handbook, personnel manual, or in other written form. Deviations for an employee from such stated policy must be given to said employee in writing. the establishment, and any other regular schedule, such as for part-time employees. Deviations should be given to For more information, call or write the nearest office of the Division of Labor Standards, of the New York State

Syracuse District
333 East Washington St. Room 121 Syracuse, NY 13202 (315) 428-4057 White Plains District

(585) 258-4550

## **Veteran Benefits and Services**

MENTAL HEALTH AND SUBSTANCE NYS Department of Tax and Finance All calls and texts are free and confidential tax.ny.gov/pit/file/military\_page.htm U.S. Department of Veterans Affairs Veterans Crisis Line: tax.ny.gov/pit/property/exemption/vetexempt.htr Call: 988, press 1 Text: 83825 Suicide and Crisis Lifeline: www.veteranscrisisline.net EDUCATION, WORKFORCE Crisis Textline: AND TRAINING RESOURCES Chat: crisistextline.ord leteran Readiness and Employment NYS Office of Mental Health (OMH) New York State Civil Service Credits NYS Office of Addiction Services and Supports (OASAS): for Veterans Program: www.cs.ny.gov Call: 1-877-8-HOPENY (467469) Text: HOPENY (467369 NYS Domestic and Sexual Violence Hotline

OF LABOR VETERANS' PROGRAM Website: dol.ny.gov/services-veterans Help Line: 1-888-469-7365 Email: Ask.Vets@labor.ny.gov program, and more. WE ARE YOUR DOL Call: 800-942-6906 Text: 844-997-2121 NEW YORK Department of Labor Veterans Treatment Courts (VTC): NYS Workplace Sexual Harassment Hotline: vw2.nycourts.gov/courts/problem\_solving/vet/courts.shtml Email: ProblemSolving@courts.state.ny.us NYS Department of Motor Vehicles: NYS Defenders Association Veteran Defense Program Veteran Status Designation Photo Documen dmv.ny.gov/more-info/veteran-statusdesignation-photo-docume tps://www.nysda.org/page/VDP

**Clean Air Indoor Act** 

m exposure to harmful secondhand smoke and vaping aerosols. The Act prohibits smoking and vaping in all rivate offices, and prohibits employers from providing a smoking or vaping break room for employees. Businesses nay not allow smoking or vaping anywhere in the building. "No Smoking" or "Smoking" signs, or "No Vaping" or aping" signs, or a sign with the international "No Smoking" symbol must be prominently posted and properly by the owner, operator, manager or other person in control of an area where smoking and vaping are hibited or permitted. The Act prohibits smoking and vaping in the following indoor areas: Places of employmen rs; Restaurants; Enclosed indoor swimming areas; Public transportation including all ticketing, boarding and raiting areas; buses, vans, taxicabs and limousines; All places of employment where services are offered to shildren; All schools, including school grounds; All public and private colleges, universities and other educational and vocational institutions; General hospitals; Residential health-care facilities, except separately designated moking rooms for adult patients: Commercial establishments used for the purpose of carrying on or exercising ny trade, profession, vocation or charitable activity; All indoor arenas; Zoos; and Bingo facilitie

The owner, manager or operator of an area open to the public, food service establishment, or bar, that is covered by this Act must make a reasonable effort to prevent smoking and vaping. Employers, employees and the public may confidentially report violations of the Act to their local district office or local health department where the business or establishment is located for action. The enforcement officer for a city or county health department or State Health Department can assess a fine of up to \$2,000 for each violation.



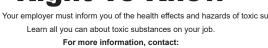




YOU HAVE A RIGHT TO KNOW! Your employer must inform you of the health effects and hazards of toxic substances at your worksite Learn all you can about toxic substances on your job

Website: veterans.ny.gov Email: DVSInfo@veterans.ny.gov

**NEW YORK STATE DEPARTMENT** 



THE RIGHT TO KNOW LAW WORKS FOR YOU. NEW YORK STATE DEPARTMENT OF HEALTH

VI. Employer Discretion: Nothing herein shall prevent an employer from establishing policies or practices which support more frequent donation of blood by employees including, but not limited to, paid leave, additional blood donati leave, shorter notice periods, or more generous leave periods for donation of blood in preparation for surgery on the employee or an employee's family member.

VII. Collective Bargaining: Nothing herein shall prevent employers and employees, or their representatives, from making the terms and conditions of employee blood donation leave a matter of collective bargaining, provided however that any collectively bargained conditions affecting blood donation leave shall not diminish the minimum requirements set forth in Labor Law 202-j and these guidelines.

**Child Labor** Summary of New York State Child Labor Law, Permitted Working Hours for Minors Under 18 Years of Age

<sup>3</sup> 6 AM to 10 PM or until midnight with written parental and educational authorities consent on day preceding a school day and ur midnight on day preceding a non-school day with written parental consent.

4 This provision does not apply to migrate the consent of the provision does not apply to migrate the consent.

For more information about New York State Child Labor Laws and provisions please visit the Department of Labor's website at <a href="http://www.labor.ny.gov">http://www.labor.ny.gov</a>. If you have questions, please send them to one of the offices listed below at: Third or more violations: maximum \$3,000\*

# **Time Off To Vote**

lew York State Election Law by Chapter 56 of the Laws of 2020) § 3-110. Time allowed employees to vote.

TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY

N.Y. ELECTION LAW SECTION 3-110I STATES THAT:

• IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE

individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted or

ions from Wages • Section 193 of the New York State Labor Lav

WE ARE YOUR DOL

New York State Public Health Law - Article 13E

Veteran License Plate:

Article 13-E of the Public Health Law, also known as the Clean Indoor Air Act, prohibits smoking and vaping in almost all public and private indoor workplaces, including restaurants and bars, to protect workers and the public



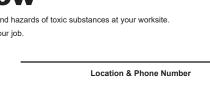
\$15.00

\$22.50

Note: There are many prohibited occupations for minors in New York State.

one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. §753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. (c) The bearing, any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the

**Deduction of Wages** 



**Garden City District** 400 Oak Street Suite 102 Garden City, NY 11530 (516) 794-8195 Rochester Distric



volunteer, financial, health care, and more

P37 (2/24) The New York State Department of Labor is an Equal Opportunity Employe Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886. Updated 2/24

An employer shall post and keep posted in each establishment in a conspicuous place where notices to employee

Services: Workforce and training resources,

Services: Legal, education, employment and

NEW YORK STATE DEPARTMENT OF VETERANS' SERVICES

ALL RIGHTS RESERVED, COPYRIGHT BY STATE AND FEDERAL POSTER, INC