

FEEOC EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employer's acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members. The Amended Equal Opportunity Act also prohibits employers from discriminating on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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. Barriers to employment include: AGE The Age Discrimination in Employment Act of 1967, as amended, prohibits employment discrimination based on age, color, religion, sex, sexual orientation, gender identity, or national origin. The Age Discrimination in Employment Act of 1967, as amended, prohibits employment discrimination to ensure equality of opportunity in all aspects of employment.

PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin. It also prohibits affirmative action to ensure equality of opportunity in all aspects of employment.

PROTECTED VETERANS The Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, including 38 U.S.C. 4212, prohibits employment discrimination against, and provides 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 Reservists.

RETALIATION Retaliation is prohibited against a person who files a complaint or requests information, for filing a charge or complaint, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has discriminated in violation of these Federal laws should contact the Equal Employment Opportunity Commission (EEOC), 1400 G Street, N.W., Washington, DC 20004. You should call (800) 669-4000 (toll-free) or (202) 693-6251 (toll-free) or (202) 693-1337 (TTY). OEECP may also provide information and assistance by e-mail at EEOC-PublicAffairs@eeoc.gov or by calling an OEECP regional or district office, listed in most telephone directories under "Federal Government Offices".

If you believe that you have experienced discrimination contact OEECP: 1-800-375-5221 (TTY: 1-877-889-5627) www.eeoc.gov

DISCRIMINATION NOTICE

EMPLOYMENT DISCRIMINATION IS UNLAWFUL

How Does the Law Protect Me? State and local laws also prohibit under the law when you exercise your rights to seek relief and redress.

If an employer decides to file an employment discrimination complaint, you are protected by the following laws:

- Interference with:
- Restraint;
- Denial of exercise or;
- Any form of retaliation to exercise the right.

Any form of retaliation is grounds for file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

What if I Am a Victim of Discrimination? If you believe your rights under the law have been violated, you must file a complaint with MCCR within 60 days of the date of the violation. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is a basis for filing a discriminatory violation complaint. You can reach MCCR by phone, email, fax, letter, or walk-in.

All procedures by MCCR are confidential until your case is certified for public hearing or trial.

State of Maryland Commission on Civil Rights 6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631
Main: (410) 767-8600 Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1373 | Fax: (410) 333-1841 | mccr@maryland.gov | www.mccr.maryland.gov

MDLIR MARYLAND MINIMUM WAGE AND OVERTIME LAW

MARYLAND MINIMUM WAGE AND OVERTIME LAW

Minimum Wage Rates Effective 7/1/16

Rate	Effective 7/1/16	Effective 7/1/17	Effective 10/1/18
\$8.75	\$9.215	\$9.715	\$10.710

Effective July 1, 2016 Montgomery Co. and Effective Oct. 1, 2016 Prince George's Co. NEW minimum wage rates take effect. Employers in these counties are required to post the applicable rate information.

Maryland Minimum Wage and Overtime Law (Labor and Employment Article, Title 8, Subtitle A, Annotated Code of Maryland)

Minimum wage: The minimum wage is the sum of the minimum wage rate and any applicable tips. No employer may pay an employee less than the minimum wage.

Minimum Wage and Overtime Exemptions:

- Immediate family member of the employer
- Certain agricultural employees
- Executives, administrative, and professional employees
- Employees for educational, charitable, religious, or non-profit organizations
- Employees under 16 working less than 20 hours per week
- Outside salesman

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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.
- To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Eligible employees are those who are employed by a covered employer for at least one year and who have worked for the employer for at least 1,250 hours in the 12 months before the leave. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Other employees must not use leave in one block. When it is medically necessary and otherwise 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 insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees are restored to the same job or one equally identical to it with equivalent pay, benefits, and other 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.

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 before the leave;
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

For additional information or to file a complaint: **1-866-4-USWAGE** (1-866-438-7121) TTY: 1-677-688-5271
www.wagehour.dol.gov
U.S. Department of Labor Wage and Hour Division

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Individuals with disabilities are protected from discrimination under these Federal laws. Any person who believes a contractor has discriminated in violation of these Federal laws should contact the Equal Employment Opportunity Commission (EEOC), 1400 G Street, N.W., Washington, DC 20004. You should call (800) 669-4000 (toll-free) or (202) 693-6251 (toll-free) or (202) 693-1337 (TTY). OEECP may also provide information and assistance by e-mail at EEOC-PublicAffairs@eeoc.gov or by calling an OEECP regional or district office, listed in most telephone directories under "Federal Government Offices".

If you believe that you have experienced discrimination contact OEECP: 1-800-375-5221 (TTY: 1-877-889-5627) www.eeoc.gov

MDLIR MARYLAND MINIMUM WAGE AND OVERTIME LAW

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

Department of Labor, Licensing and Regulation
Division of Labor - Licensing and Regulation
1100 North Eutaw Street, Room 607 Baltimore, MD 21201
Telephone Number: (410) 767-2357 - Fax Number: (410) 333-7903
Toll-free: 1-800-375-5221

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:
Department of Labor, Licensing and Regulation
Division of Labor - Licensing and Regulation
1100 North Eutaw Street, Room 607 Baltimore, MD 21201
Telephone Number: (410) 767-2357 - Fax Number: (410) 333-7903
Toll-free: 1-800-375-5221

HEALTH INSURANCE COVERAGE

TO BE POSTED HEALTH INSURANCE COVERAGE

If you wish to continue your health insurance, you MUST give your employer written notice no later than forty-five (45) days after your last day of work.

IMPORTANT: You will be responsible for paying the entire cost of the health insurance policy. For further information about the program, you should contact your employer. If necessary, telephone the Insurance Administration in Baltimore at (410) 468-2244 or 1-800-424-6116 or call 1-877-688-5271.

State of Maryland - Department of Labor, Licensing and Regulation
THIS NOTICE APPLIES TO STATE LAW. YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW. DO NOT POSTED.

WORKERS' COMPENSATION

LA COMPENSACIÓN DEL TRABAJADOR en MARYLAND

Job Related Accidental Personal Injury or Occupational Disease? If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law).

If you are injured on the job:

1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you were injured.
2. Tell the doctor that treats you that you were hurt on the job.
3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to you as soon as possible.

Note: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.

PAYDAY NOTICE

Regular Paydays for Employees of Public Employers

(Company Name) Shall be as follows:

By: _____ Title: _____

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING

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

YOU ARE ELIGIBLE FOR: Weekly, Bi-Weekly, Monthly, Other

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify whom documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration-Related Unfair Employment Practices Office at 800-253-7688.

Maryland Workers' Compensation Commission

10 East Baltimore Street
Baltimore, Maryland 21202-1641
(410) 864-5100
Outside Baltimore (800) 492-0479
Webpage-<http://www.wcc.state.md.us>
TTY Users-711 in Maryland or (800) 735-2258

AVISO: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarceramiento o ambas.

Accidentes por lesión/daño corporal relacionados con el Empleo o Enfermedad Profesional? Si usted se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le compensarán 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

Si usted sufre una lesión en el trabajo, debe:

1. Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuera notificado que sufrió una lesión.
2. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.
3. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitando uno por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

UNEMPLOYMENT INSURANCE

YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose.

IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

IF YOU ARE RETURNING TO WORK, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

YOU ARE ENTITLED TO BENEFITS IF:

1. You are unemployed through no fault of your own.
2. You have sufficient earnings in your Base Period.
3. You have registered for work and filed a claim for benefits with a Department of Labor, Licensing and Regulation Claim Center listed below.

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 web site.

EMPLOYEE: Please post or publish this Bulletin Board Poster so that your Employer will be notified. Please indicate where they can get forms and information on this subject.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

PUBLIC SECTOR

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Public Employers: Each public employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees and shall comply with occupational safety and health standards issued under the Act.

Public Employees: Each public employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

Inspection: The Act provides that the State Government and each of its political subdivisions or any agency thereof shall develop, conduct and maintain a program of self-inspection. This program is to be approved and monitored by the Commissioner of Labor and Industry.

The Act requires that a representative or representatives authorized by the employees be given an opportunity to participate in the inspection procedure.

Where there is no authorized employee representative, the inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint: Public employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

Maryland Workers' Compensation Commission

10 East Baltimore Street
Baltimore, Maryland 21202-1641
(410) 864-5100
Outside Baltimore (800) 492-0479
Webpage-<http://www.wcc.state.md.us>
TTY Users-711 in Maryland or (800) 735-2258

This notice must be printed on 8.5" X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.03.

UNEMPLOYMENT INSURANCE

TO FILE A CLAIM VIA THE INTERNET: www.undemo.com/claim

Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or failure to report ALL earnings will be disqualified and will be subject to criminal prosecution. The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin. If you feel you have been discriminated against in the Unemployment Insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201.

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION OFFICE OF UNEMPLOYMENT INSURANCE
CLAIMS MUST BE POSTED IN A CONSPICUOUS PLACE

DLDDUI328 (Revised 12-10) Maryland Labor and Employment Article, Title 8, Sec. 6-03

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

PRIVATE SECTOR

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Employers: Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees and shall comply with occupational safety and health standards issued under the Act.

Employees: Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

Inspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint: Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits an employer from using lie detector tests either for pre-employment screening or during the course of employment.

EXEMPTIONS: Federal, 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 (or lie detector) tests, 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. The law does not prohibit an employer from using lie detector tests to screen job applicants for:

- (1) Employment in the private sector.
- (2) Employment in the public sector.
- (3) Employment in the private sector as a contractor or subcontractor of the Federal Government.

U.S. Department of Labor
1-866-487-2365 TTY: 1-877-889-5627

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

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

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job or to be placed in a new position if you leave that job to perform service in the uniformed service or if you:

- ensure that your employer receives advance written or verbal notice;
- have five years or less of cumulative service in the uniformed services while with that particular employer;
- 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 (i.e., other than those honorable conditions).

If you are eligible to be reemployed, you must be restored to the job and you must not have been discharged or discharged for cause. If you are not eligible to be reemployed, you may be placed in a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

USERRA prohibits an employer from discriminating against or retaliating against an employee who is or was in the uniformed service or who is a past or present member of the uniformed service; or

- has been applied for membership in the uniformed service; or
- has been discharged or discharged for cause in the uniformed service; or
- was not reemployed by the employer;
- was discharged or discharged for cause in the uniformed service; or
- was discharged or discharged for cause in the uniformed service; or
- was discharged or discharged for cause in the uniformed service; or

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

MARYLAND OCCUPATIONAL SAFETY AND HEALTH ACT

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM:

MOSH TRAINING AND EDUCATION
10946 Golden West Drive, Suite 160
Hunt Valley, Maryland 21151
Phone: 410-527-2091

MARYLAND EQUAL PAY FOR EQUAL WORK

(Labor and Employment Article Title 3, Subtitle 3)

3-301. Definitions.

(1) "Employer" means:

- (i) a person engaged in a business, industry, profession, trade, or other enterprise in the State;
- (ii) a municipal government;
- (iii) a county and its units; and
- (iv) any partnership, firm, association, or corporation.

(2) "Employer" includes a person who acts directly or indirectly in the interest of another employer with respect to the employment of that person.

(3) "Gender identity" has the meaning stated in § 20-101 of the State Government Article. "Gender identity" means the perception of one's gender or self-identification, or behavior of a person, regardless of the person's assigned sex at birth and that is not necessarily related to the anatomical and uniform assignment of the person's gender identity; or any other evidence that the gender identity is sincerely held as part of the person's core identity.

(4) "Wage" means all compensation for employment.

(5) "Wage" includes board, lodging, or other advantage provided to an employee for the convenience of the employer.

3-302. Scope of subtitle.

(1) This subtitle applies to an employer of both men and women in a lawful enterprise.

3-303. Miscellaneous powers of Commissioner.

(1) The Commissioner may exercise any power he or she may possess as follows:

- (i) to inform informal methods of conference, conciliation, persuasion, or mediation by practices that are unlawful under this subtitle and to encourage the use of such a wage owing to an employee or the payment of such a wage;
- (ii) to provide information to the public on any matter within the scope of this subtitle;
- (iii) to investigate and report on any matter within the scope of this subtitle;
- (iv) to require the production of records or information that may be necessary for the effective administration of this subtitle;
- (v) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;
- (vi) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;
- (vii) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;
- (viii) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;
- (ix) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;
- (x) to make and cause to be made any rule or regulation necessary for the effective administration of this subtitle;

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

OVERTIME PAY At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

Child labor restrictions: An employer must be at least 18 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs placed hazardous by the Secretary of Labor. An employer must be at least 14 and 15 years old to work in non-hazardous jobs in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply to agricultural employment.

Same type work and an additional equal amount as claim a partial wage credit based on tips received by their employees. Employees must be paid employees a cash wage of at least \$2.13 per hour not less than the federal minimum wage obligation. If an employer fails to pay such minimum wage, the employer is liable for each hour of work in violation of various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply to agricultural employment.

Some states may provide greater overtime protections than the minimum wage. An employer who is subject to such a law must comply with both laws.

Equal Information: Federal law prohibits retaliating against or discharging workers who file this complaint by disclosing the text of this notice where they customarily place notices for employees.

Publication Date: October 2008
U.S. Department of Labor: 1-866-487-2365
U.S. Department of Justice: ESRG
Employee Support Office: And Reserve: 1-800-336-6590

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following: **Employers:** Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees and shall comply with occupational safety and health standards issued under the Act. **Employees:** Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job. **Inspection:** The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection. Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace. **Complaint:** Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

ACCOMMODATION FOR PREGNANCY DISABILITIES

PREGNANT & WORKING

Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability and the accommodation does not impose an undue hardship on your employer. State Government Article 202-609(b)

What Does That Mean?

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at work. Your employer may refuse to provide a reasonable accommodation if:

- It would impose an undue hardship on your employer. State Government Article 202-609(b)
- It would violate any federal, state, or local law.
- It would violate any other applicable law.
- It would violate any other applicable law.

Examples of accommodations:

- (1) temporary transfer to a less strenuous or hazardous position
- (2) modification of your job duties
- (3) changing job duties
- (4) providing mechanical or electrical aids
- (5) transfers to less strenuous or less hazardous positions
- (6) providing more frequent breaks

What if I Am a Victim of Discrimination?

If you believe your rights under the law have been violated, you must contact MCCR within 60 days of the alleged incident. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is a basis for filing a discriminatory violation complaint. You can reach MCCR by phone, email, fax, letter, or walk-in.

All procedures by MCCR are confidential until your case is certified for public hearing or trial.

State of Maryland Commission on Civil Rights
6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631
Main: (410) 767-8600 Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1373 | Fax: (410) 333-1841 | mccr@maryland.gov | www.mccr.maryland.gov

ACCOMMODATION FOR PREGNANCY DISABILITIES

PREGNANT & WORKING

Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability and the accommodation does not impose an undue hardship on your employer. State Government Article 202-609(b)

What Does That Mean?

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at work. Your employer may refuse to provide a reasonable accommodation if:

- It would impose an undue hardship on your employer. State Government Article 202-609(b)
- It would violate any federal, state, or local law.
- It would violate any other applicable law.
- It would violate any other applicable law.

Examples of accommodations:

- (1) temporary transfer to a less strenuous or hazardous position
- (2) modification of your job duties
- (3) changing job duties
- (4) providing mechanical or electrical aids
- (5) transfers to less strenuous or less hazardous positions
- (6) providing more frequent breaks

What if I Am a Victim of Discrimination?

If you believe your rights under the law have been violated, you must contact MCCR within 60 days of the alleged incident. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is a basis for filing a discriminatory violation complaint. You can reach MCCR by phone, email, fax, letter, or walk-in.

All procedures by MCCR are confidential until your case is certified for public hearing or trial.

State of Maryland Commission on Civil Rights
6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631
Main: (410) 767-8600 Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1373 | Fax: (410) 333-1841 | mccr@maryland.gov | www.mccr.maryland.gov

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following: **Employers:** Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees and shall comply with occupational safety and health standards issued under the Act. **Employees:** Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job. **Inspection:** The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection. Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace. **Complaint:** Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

MDLIR MARYLAND MINIMUM WAGE AND OVERTIME LAW

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

Department of Labor, Licensing and Regulation
Division of Labor - Licensing and Regulation
1100 North Eutaw Street, Room 607 Baltimore, MD 21201
Telephone Number: (410) 767-2357 - Fax Number: (410) 333-7903
Toll-free: 1-800-375-5221

NOTICE TO TIPPED EMPLOYEES

Regularly reviewed more than 530 each month tips or gratuities. Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay an employer for the amount of a customer's charge for work-related to the customer's place of business. An employer who is required to pay the employer for the amount of a customer's charge for work-related to the customer's place of business without paying the charges, in addition, unless otherwise provided by law, and employer is prohibited from making a deduction to an employee's wages.

Department of Labor, Licensing and Regulation
Division of Labor - Licensing and Regulation
1100 North Eutaw Street, Room 607 Baltimore, MD 21201
Telephone Number: (410) 767-2357 - Fax Number: (410) 333-7903
Toll-free: 1-800-375-5221

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT **ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM:** **MOSH TRAINING AND EDUCATION** 10946 Golden West Drive, Suite 160 Hunt Valley, Maryland 21151 Phone: 410-527-2091 Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309