

EEOC - 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, prohibits employment discrimination on the basis of race, color, religion, sex, or national origin. This includes hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Act also prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. Employers are required to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship on the employer's business.

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability. The Act requires employers to provide reasonable accommodations to qualified individuals with disabilities unless it would impose an undue hardship on the employer's business.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Act prohibits discrimination on the basis of age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY Executive Order 11246, as amended, prohibits applicants and employees from being discriminated against for discussing their compensation or the compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in employment by the Federal Government or in most telephone directories in the U.S. Government or Federal Government service. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

VIDEO DISPLAY TERMINALS

VIDEO DISPLAY TERMINALS

The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Video Display Terminals MSA Title 26 5251.

- Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.
- Employ. "Employer" means to employ or permit to work.
- Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
- Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.
- Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
- Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

Full text of the statute visit MSA Title 26 5251.1, 252.

If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor, Bureau of Labor Standards

TTY users call Maine Relay 711
Toll-free: 1-877-333-3345
Website: www.maine.gov/labor/bis
Email: bis.mdo@maine.gov

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

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 employer's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For a qualifying exigency related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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.

An employee does not need to use leave in one block. When it is medically necessary or 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 must be restored to the same job or one nearly 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 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 taking leave;
- Work at a location where the employer has at least 50 employees within 75 miles.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) 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 more information, please contact the Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

PAYDAY NOTICE

Regular Paydays for Employees of

If you can answer "YES..." (Company Name) Shall be as follows:

Weekly Bi-Weekly Monthly Other

SEXUAL HARASSMENT ACT

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWELCOME SEXUAL ADVANCES
- REPEATED OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

MAINE HUMAN RIGHTS COMMISSION • 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
Phone: (207) 624-6290 • Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL DEPARTMENT: _____ DEPARTMENT / AGENCY CONTACT
Printed under appropriation: 010941010012 (10/02) REV10

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX. 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. Discrimination is covered by Title VI if the primary objective of the program or activity is to provide Federal financial assistance. Discrimination causes or may cause discrimination in providing services under the program. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities receiving Federal financial assistance.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Many you filed form W-4 with your employer did you...
- Since or divorced?
- Gain or lose a dependent?
- Change your name?
- Were there major changes to...
- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?
- Are you a taxpayer "YES"...
- To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

WHISTLEBLOWER'S PROTECTION ACT

WHISTLEBLOWER'S PROTECTION ACT

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

- You reported a violation of the law;
- You are a healthcare worker and you reported a medical error;
- You reported something that risks someone's health or safety;
- You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
- You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

- You tell your boss about the problem and allow a reasonable time for it to be corrected; or
- You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or illegal act in your workplace, contact: (This information should be filled in by the employer)

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests for pre-employment screening or during the course of employment.

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or job applicant for refusing to take a test or for exercising their right not to take a test.

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 tests to be administered in the private sector to certain individuals subject to restrictions to certain prospective employees of security service firms (armor, alarm, and guard, and of pharmaceutical manufacturers, distributors and dispensers). The Act also permits polygraph testing 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 preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINER RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examiners 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 The Secretary of Labor may bring court actions to restrain violators and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

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

UNEMPLOYMENT INSURANCE

Maine Employment Security Law

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force of effect law. For more information, call 1-800-593-7660 toll free.

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Full- and Part-Time Workers

Basic eligibility requirements: Earnings during the base period: The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two National Disaster Medical Quarters, and one or more times the annual average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. The following agencies may provide information on workplace safety and labor laws:

U.S. Department of Labor Wage and Hour Division P.O. Box 534 Portland, Maine 04112 Tel: 207-780-3344 www.dol.gov

Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Tel: 207-623-7900 TTY users call Maine Relay 711 www.maine.gov/mhrc

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

WHISTLEBLOWER'S PROTECTION ACT

Publication Date — April 2017

MAINE MINIMUM WAGE

MINIMUM WAGE

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Minimum Wage is \$12.75 per hour effective January 1, 2022

Private Wage Under Maine labor laws, any business operating in the state with one or more employees is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2022, the minimum wage in Maine is \$12.75 per hour.

Municipal Minimum Wage Ordinances Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

Service Employee A service employee is someone who regularly receives more than \$100 a month in tips. As of January 1, 2022, employers must pay a direct wage of at least \$6.26 per hour to service employees in addition to their employer's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

Overtime Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek. This includes all public and one-half their regular rate of pay. Employers have the right to pay or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although public employers may use comp time for employees to flex their time within the workweek (but not the pay period if the pay period is longer than seven day cycle in the workweek).

For more information, contact: Maine Department of Labor, Bureau of Labor Standards, 45 State House Station, Augusta, Maine 04333-0045 Tel: 207-623-7900 TTY users call Maine Relay 711. Website: www.maine.gov/labor/bis Email: bis.mdo@maine.gov

HUMAN RIGHTS ACT

EQUAL OPPORTUNITY IS THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

because of previous actions taken that are protected under the Whistleblowers' Protection Act:

- Fail or refuse to hire or otherwise discriminate against an applicant for employment;
- Discriminate against an employee in the terms, conditions, or privileges of employment;
- Retaliate against an employee who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
PHONE: (207) 624-6290 FAX: (207) 624-8729 TTY: 1-800-577-6690
www.maine.gov/mhrc

Printed under appropriation: 010941010012 (10/01) REV10

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 U.S. Armed Forces, National Guard, or Reserves. 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 if you leave that job to perform service in the uniformed services and:

- 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 that particular employee was employed;
- 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 than honorable conditions.

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.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you are a past or present member of the uniformed services, you have the right to membership in the uniformed services or - or be obligated to serve in the uniformed services; then an employer may not deny you - initial employment; re-employment; retention in employment; or promotion; or - any benefit of employment, because of this status.

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, even if that person has no service connection.

Publication Date — April 2017

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: <http://www.dol.gov/whs/programs/users/poster.htm>. 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 customarily place notices for employees.

CHILD LABOR LAWS

CHILD LABOR LAWS

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

Work Permits

- All minors under 16 years of age need work permits in order to work.
- Superintendent of schools certifies academic standing.
- Minor allowed only one permit during the school year but two during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

Recordkeeping All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day.

Notes: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or <http://youth.dol.gov/>.

For more information, contact: Maine Department of Labor, Bureau of Labor Standards, 45 State House Station, Augusta, Maine 04333-0045 Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711. Website: www.maine.gov/labor/bis Email: bis.mdo@maine.gov

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 easily see it.

OVERTIME PAY At least 1.5 times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work. A minor cannot work after 9 p.m. and before 5 a.m. in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under certain work-hour restrictions. **TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial tip credit against their minimum wage. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum hourly wage. The employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employer to express breast milk for her nursing child for one year after the child's birth each time the employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, for the employee to express breast milk from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be liable for back wages and liquidated damages.

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-800-745-9970 • Product ID: ME50 Compliance Code: ME-0122-F02 • Check Compliance by Scanning Here

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health IS THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

WORKERS' COMPENSATION

WORKERS' COMPENSATION

NOTICE TO EMPLOYERS: State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work. 60 DAYS OF YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers. It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass. If you have any questions about your rights, please contact one of the regional offices.

A l'attention des Employeurs: D'après les lois de l'état du Maine, votre employeur est tenu de souscrire à une assurance contre les accidents de travail. Si vous êtes victime d'un accident de travail, PRÉVEZ VOTRE EMPLOYEUR IMMÉDIATEMENT. Passez un délai de 60 jours, vous risquez de perdre vos droits à l'indemnité. Votre droit de réclamation est également soumis à une prescription de deux ans. Si vous n'êtes pas indemnisé, contactez le Bureau de l'Administration des Compensations de l'état du Maine. Les employeurs ne peuvent pas classer leurs employés en tant que travailleurs indépendants pour éviter de payer des cotisations de l'assurance compensatrice. Pour plus d'informations sur les lois relatives à l'utilisation des services étrangers, visitez le site internet de Worker Misclassification Task Force (Unité anti-travailleur de la classification des salariés): www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits, consultez un avocat spécialisé en droit du travail.

For more information, contact: Maine Department of Labor, Bureau of Labor Standards, 45 State House Station, Augusta, Maine 04333-0045 Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711. Website: www.maine.gov/labor/bis Email: bis.mdo@maine.gov

REGULATION OF EMPLOYMENT

Regulation of Employment

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

Time of Payment Employees must be paid in full at least every 16 days. Employers must be notified of any decrease in wages or salary at least one day prior to the change.

Payment of Wages Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. This may also include the payment of accrued vacation pay and/or Earned Paid Leave if established and financial arrangements with the worker.

Unfair Agreement Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

Rest Breaks Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work.

Nursing Mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

Family Medical Leave An employee who has worked for the last 12 months at a workplace with 15 or more employees can have leave for up to 10 paid or unpaid weeks in 2 years for:

- Birth or adoption of a child or domestic partner's child;
- Serious health condition of the employee or immediate family member, including domestic partner, domestic partner's child, grandchild, or domestic partner's grandchild;
- Domestic partner;
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- Serious health condition or death of a sibling who shares joint custody with the employee.

Leave for Victims of Violence, Assault, Sexual Assault or Stalking Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any other act that would support an order for protection under Title 19-A, M.R.S.A. c. 101 and the employee needs the time to:

- Prepare for and attend court proceedings; or
- Receive medical treatment; or
- Obtain necessary services to remedy crisis.

For more information, contact: Maine Department of Labor, Bureau of Labor Standards, 45 State House Station, Augusta, Maine 04333-0045 Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711. Website: www.maine.gov/labor/bis Email: bis.mdo@maine.gov

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health IS THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

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