Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if

the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will

continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against

U.S. Department of Labor • Wage and Hour Division • WH1420

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.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the

responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or

employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures

certification is incomplete, it must provide a written notice indicating what additional information is required.

FED

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

\$7.25 PER HOUR

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

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek.

and 15 years old may work outside school hours in various non-manufacturing, nonmining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide





a place, other than a bathroom, that is shielded from view and free from intrusion from

coworkers and the public, which may be used by the employee to express breast milk.

liquidated damages in instances of minimum wage, overtime, and other violations. The

Department may litigate and/or recommend criminal prosecution. Employers may be

wage or overtime pay provisions of the law. Civil money penalties may also be assessed

assessed civil money penalties for each willful or repeated violation of the minimum

for violations of the FLSA's child labor provisions. Heightened civil money penalties

of any minor employee, and such assessments may be doubled when the violations

may be assessed for each child labor violation that results in the death or serious injury

are determined to be willful or repeated. The law also prohibits retaliating against or

discharging workers who file a complaint or participate in any proceeding under the

Certain occupations and establishments are exempt from the minimum wage,

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

the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must

Some employers incorrectly classify workers as "independent contractors"

The Department has authority to recover back wages and an equal amount in

FED **YOUR RIGHTS UNDER USERRA**

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT connection with a proceeding under USERRA, even if that person has no service 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. REFMPI OVMENT RIGHTS

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

vou 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

are obligated to serve in the are a past or present member of the uniformed service: uniformed service: have applied for membership in the uniformed service; or then an employer may not deny you:

any benefit of employment reemployment: retention in employment;

enforcement of USERRA rights, including testifying or making a statement in

because of this status. In addition, an employer may not retaliate against anyone assisting in the

HEALTH INSURANCE PROTECTION 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,

ENFORCEMENT The U.S. Department of Labor, Veterans Employment and Training Service

you have the right to be reinstated in your employer's health plan when

you are reemployed, generally without any waiting periods or exclusions

(e.g., pre-existing condition exclusions) except for service-connected

(VETS) is authorized to investigate and resolve complaints of USERRA 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 http://www.dol.gov/vets. An interactive online USERRA Advisor can be

viewed at http://www.dol.gov/elaws/userra.htm. 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 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:

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

http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

place notices for employees.

(iii) temporary military leave.

week of such absence

REV. 04/2017

FED

LEAVE ENTITLEMENTS

leave intermittently or on a reduced schedule

benefits, and other employment terms and conditions.

Have worked for the employer for at least 12 months

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

Eliqible 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 employee's own qualifying serious health condition that makes the employee unable to perform the employee's

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take

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

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,

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave,

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

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite

opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Have at least 1,250 hours of service in the 12 months before taking leave;* and

The birth of a child or placement of a child for adoption or foster care;

leave in a single 12-month period to care for the servicemember with a serious injury or illness.

To bond with a child (leave must be taken within 1 year of the child's birth or placement);

accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

To care for the employee's spouse, child, or parent who has a qualifying serious health condition

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, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

protect qualified individuals from discrimination 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. barring undue hardship.

Title I and Title V of the Americans with Disabilities Act of 1990, as amended,

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

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' 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 manifestation of diseases or disorders in family members (family

Equal Employment Opportunity is THE LAW

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

REQUESTING LEAVE

leave was previously taken or certified.

EMPLOYER RESPONSIBILITIES

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

medical history); and requests for or receipt of genetic services by applicants, employees, or their family members RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or

otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing

There are strict time limits for filing charges of employment discrimination. To

impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is **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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination 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

individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three

years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243)

TTY: 1-877-889-5627

www.dol.gov/whd

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of

Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (tollfree) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most

telephone directories under U.S. Government, Department of Labor.

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,

Fitle 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 or 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 receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the ederal agency providing such assistance EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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

REV. 11/2009

REV. 04/2016

FED The Employee Polygraph Protection Act prohibits most private employers

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 prospective employee for refusing to take a test

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

from using lie detector tests either for pre-employment screening or during

engaged in national security-related activities THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

ENFORCEMENT The law does not preempt any provision of any State or local law or any collective

The 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.

bargaining agreement which is more restrictive with respect to lie detector tests.

The 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.

1-866-487-9243

TTY: 1-877-889-5627 www.dol.gov/whd

REV. 07/2016

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

On the basis of: age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex, including pregnancy, sexual

harassment, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, criminal record (in state employment and licensing), Veteran status In: recruiting, hiring, referring, classifying, promoting, advertising, discharging,

training, laying off, compensating, terms and conditions By: employers, employment agencies, labor organization

Southwest Region

West Capitol Regio

Capitol Region

Eastern Region

Discrimination is Illegal **Connecticut law prohibits discrimination in:**

On the basis of: age, ancestry, breastfeeding in a place of public accommodation, color, familial status (in housing), lawful source of income, learning disability, marital status, mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex, transgender status, gender identity or expression sexual orientation or civil union status, use of a guide dog/training a guide dog,

In: services rendered the public, rentals and sales of public and private housing

HOUSING & PUBLIC ACCOMMODATIONS

In: loans, mortgages, any credit transactions

If you believe you have experienced illegal discrimination, the CT

CREDIT TRANSACTIONS

Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.

On the basis of: age, ancestry, blindness, color, learning disability, marital status,

intellectual disability, national origin, physical disability, race, religious creed, sex,

transgender status, gender identity or expression, sexual orientation or civil union

Connecticut Commission on Human Rights & Opportunities

TDD FAX 350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 203-579-6950 203-579-6246 55 West Main Street, Suite 210, Waterbury, CT 06702 203-805-6579 203-805-6559 203-805-6579 450 Columbus Blvd Suite 2, Hartford, CT 06103 860-566-7710 860-566-7710 860-566-1997 100 Broadway, Norwich, CT 06360 860-886-5703 860-886-5707 860-886-2550 450 Columbus Blvd Suite 2, Hartford, CT 06103 860-541-3400 860-541-3459 860-246-5419

website: www.state.ct.us/chro This notice provides general information about Connecticut law and is not to be provided an equivalent of the complete text.

CT

Nothing is more important than your health. Under Connecticut law you have rights in health insurance – it's important to know what they are

Learn more by contacting us: 866.HM0.4446 or ct.gov/oha. There's help. Call 1.866.HM0.4446

pulling all-nighters with health insurance questions?

The Office of the Healthcare Advocate can help you understand your rights and assist with appeals.

Office of the Healthcare Advocate STATE OF CONNECTICUT A free service of the State of Connecticut

Job Safety and Health IT'S THE LAW!

Employers must:

All workers have the right to:

related injury or illness, without being retaliated against.

Receive information and training on job hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection

participate) in an OSHA inspection and speak in private to the inspector. • File a complaint with OSHA within 30 days

(by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your

Request copies of your medical records, tests

the workplace injury and illness log.

A safe workplace.

of your workplace if you believe there are OSHA on your behalf. Participate (or have your representative)

employer.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

 Provide required training to all workers in a language and vocabulary they can understand.

Prominently display this poster in the workplace.

 Post OSHA citations at or near the place of the alleged violations.

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



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

TWO ways to verify poster compliance! QR CODE Scan with phone camera: Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 62770-092020

J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

This poster is in compliance with federal and state posting requirements.

FEDERAL MINIMUM WAGE BEGINNING JULY 24, 2009

& Associates, Inc.®

Since 1953

OVERTIME PAY

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

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

ADDITIONAL INFORMATION

comply with both.

and/or overtime pay provisions.

WAGE AND WORKPLACE STANDARDS DIVISION hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry and shall also recognize deductions and allowances for the

minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973. providing for a broad deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section

and lodging was repealed. Sec. 31-60-4. Physically or mentally handicapped employees. [This regulation defines a "physically or mentally handicapped person" as a person whose quidelines for a modification of the minimum wage.]

and to provide a reasonable period during which training for adjustment to employmen conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.* *This subsection is amended by **P.A. 19-4, An Act Increasing the Minimum Fair** Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years, whether based on per centum of total valuation or specific rate per unit of accomplishment.

"Incentive plan" means any method of compensation, including, without limitation thereto, ommissions, piece rate, bonuses, etc., based upon the amount of results produced, where which ever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner. to the compensation upon fulfillment of the conditions established as part of the working (b) In addition to the records required by section 31-66 of the 1969 supplement to he general statutes, each employer shall obtain from each minor to be employed at (b) Record of wages. Each employer shall maintain records of wages paid to each employee a modification of the minimum fair wage rate as herein provided, a statement of his who is compensated for his services in accordance with an incentive plan in such form as to employment prior to his date of accession with his present employer. Such statement of enable such compensation to be translated readily into terms of average hourly rate on a prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the sufficient amount at piece rates to yield an average rate of at least the minimum wage general statutes and section 31-60-12. for each hour worked in any week, and the wage paid to such employee shall be not (c) Deviation from the provisions of this regulation will cancel the modification of the

minimum fair wage herein provided for all hours during which the violation prevailed and

for such time the minimum wage shall be paid. Sec. 31-60-7. Learners. [This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable. wage paid to such employee shall not be less than the minimum wage for each hour Sec. 31-60-8. Apprentices

> Sec. 31-60-9. Apparel. For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage. (c) When an employee is required to report to other than his usual place of employment at

(a) For the purpose of this regulation, "travel time" means that time during which a

employment or return to home, except as hereinafter provided in this regulation.

worker is required or permitted to travel for purposes incidental to "a performance of his

employment but does not include time spent traveling from home to his usual place of

(b) When an employee, in the course of his employment, is required or permitted to travel

to be working time and shall be paid for as such. Expenses directly incidental to and

Sec. 31-60-10. Travel time

wage per hour for each hour worked during the pay period, will be accepted by the (a) For the purpose of this regulation, "hours worked" include all time during which an commissioner as "substantial evidence" for purposes of this section, provided all other employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or mitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while Such regulations may include, but are not limited to, regulations defining and governing an no work is provided by the employer. Working time in every instance shall be computed to executive, administrative or professional employee and outside salesperson; learners and the nearest unit of 15 minutes. apprentices, their number, proportion and length of service; and piece rates in relation to (b) All time during which an employee is required to be on call for emergency service at a time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount

paid for as such, whether or not the employee is actually called upon to work.

nas completed his assignment.

Unwelcome sexual advances

Suggestive or lewd remarks

Requests for sexual favors

sexual harassment

cartoons or drawings

Unwanted hugs, touches, or kisses

Retaliation for complaining about

Derogatory or pornographic posters,

Connecticut law requires that a written complaint be filed with the Commission within

300 days of the date the alleged harassment for events occurring on or after October 1.

2019. For harassment occurring before October 1, 2019, complaints must be filed within

If you feel you have been discriminated against, contact the Connecticut

1-800-477-5737, or online at www.ct.gov/CHRO

(3) "Electronic monitoring" means the collection of information on an employer's

remises concerning employees' activities or communications by any means other than

direct observation, including the use of a computer, telephone, wire, radio, camera,

collection of information (A) for security purposes in common areas of the employer's

premises which are held out for use by the public, or (B) which is prohibited under state

who engages in any type of electronic monitoring shall give prior written notice to all

employees who may be affected, informing them of the types of monitoring which may

occur. Each employer shall post, in a conspicuous place which is readily available for

viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

are engaged in conduct which (i) violates the law,(ii) violates the legal rights of the

employer or the employer's employees, or (iii) creates a hostile workplace environment

and (B) electronic monitoring may produce evidence of this misconduct, the employer

commissioner finds to be in violation of subsection (b) of this section, after a hearing

conducted in accordance with sections 4-176e to 4-184 inclusive. The maximum civil

penalty shall be five hundred dollars for the first offense, one thousand dollars for the

econd offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation.

The Connecticut Department of Labor, Wage & Workplace Standards Division

200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

Any information obtained in the course of a criminal investigation through the use of

electronic monitoring may be used in a disciplinary proceeding against an employee

Public Act 17-141 allows an employer the option

Department are prominently displayed" and on

file claims for compensation.

the Workers' Compensation Commission's website

[wcc.state.ct.us] - a location where employees must

If your employer has listed a location below,

you MUST file your compensation claim there.

When filing your claim, you are also required –

by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT

BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH

PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL

Any questions as to your rights under the law or the

Workers' Compensation Commission (1-800-223-9675).

obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the

TELEPHONE

REV. 10/01/2017

STATE ____ ZIP CODE

to designate and post - "in the workplace location

where other labor law posters required by the Labor

(c) The Labor Commissioner may levy a civil penalty against any person that the

may conduct monitoring without giving prior written notice.

(P.A.98-142.)

Workers' Compensation Commission

Notice to Employees

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment.

(2) When (A) an employer has reasonable grounds to believe that employees

(b) (1) Except as provided in subdivision (2) of this subsection, each employer

electromagnetic, photoelectronic or photo-optical systems, but not including the

sion on Human Rights and Opportunities at 860-541-3400, CT Toll Free

IOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the

ederal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Commission on Human Rights and Opportunities

Promoting Equality and Justice for all People

SEXUAL HARASSMENT IS ILLEGAL

Examples of Sexual Harassment Remedies For Sexual Harassment

location designated by the employer shall be considered to be working time and shall be

c) When an employee is subject to call for emergency service but is not required to be at a

as to the location at which he may be contacted, or when an employee is not specifically

required by his employer to be subject to call but is contacted by his employer or on the

employer's authorization directly or indirectly and assigned to duty, working time shall

begin when the employee is notified of his assignment and shall end when the employee

Cease and desist orders

Compensatory damages

Emotional distress damage

Hiring, promotion or

reinstatement

Back pay

ation designated by the employer but is simply required to keep the employer informed

Sec. 31-60-12. Records.

(a) For the purpose of this regulation, "true and accurate records" means accurate legible

(4) the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes; his total hourly, daily or weekly basic wage; (6) his overtime wage as a separate item from his basic wage

additions to or deductions from his wages each pay period;

through 31-60-16; (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

such other records as are stipulated in accordance with sections 31-60-1

inspection procedures of the labor department, or maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available

as fulfilling the record keeping requirements of this section. However, in such cases, the made by the employee shall be used as the basis for payroll records. (d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or

Sec. 31-60-14. Employee in a bona fide Executive capacity. (a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program

is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statute

(1) Although the employee need not be paid for any workweek in which he performed no

(A) During the initial and terminal weeks of employment, an employer may pay a

proportionate part of an employee's salary for the time actually worked;

work, deductions may only be made in the following five (5) instances:

Connecticut state agencies; or

(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident (C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has peen exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes; (D) Deductions may be made for absences of less than one full day taken pursuant to

Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees. (2)(A) No deduction of any kind shall be made for any part of a workweek absence that is

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting mployees should contact their local unemployment office for information on how to claim unemployment benefits.

Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365 day period used to calculate employee benefits in order to administer paid

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer Each employer shall pay each service worker for paid sick leave at a pay rate equal to

A service worker may use paid sick leave for his or her own: illness, injury or health condition;

the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or preventative medical care. A service worker may use paid sick leave for a child's or spouse's: illness, injury or health condition; the medical diagnosis,

> care or treatment of a mental or physical illness, injury or health condition; preventative medical care

Effective 1/1/15

CT

Each employer with more than 3 employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

Terminating employment because of pregnancy, childbirth or related condition Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)* Denying disability or leave benefits accrued under plans maintained by the Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive

Discriminating against her in the terms or conditions of employment

*Note: There is no requirement that the employee be employed for a certain length of

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work. Reasonable accommodations include, but are not limited to: Being permitted to sit while working Periodic rest Job restructuring

Temporary transfers to less strenuous or less hazardous work

No employer may discriminate against employee or job applicant by denying a

Break time and appropriate facilities (not a bathroom) for expressing milk

Light duty assignmen

Modified work schedules

Denial of Reasonable Accommodation

reasonable accommodation due to pregnancy.

when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead ** **Note:** To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its

have 180 days from the date of the alleged act of discrimination, or from the time that volu reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint. CHRO main number: 860-541-3400 http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp? DLN=45570&chroNav=|45570|

when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

NURSING MOTHERS

DEPARTMENT OF LABOR

CT

0024-075-01

Minimum Wage:

APPLICABLE MINIMUM WAGE.

DEFINED IN SECTION 31-58.

\$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20

\$13.00 per hour effective 8-1-21

\$14.00 per hour effective 7-1-22

\$15.00 per hour effective 6-1-23

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE

MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT. DURING THE

PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME

SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS

(a) Definitions. For the purpose of this regulation, "piece rates" means an established rate

mmissions" means any premium or incentive compensation for business transacted

the payment is in accordance with a fixed plan by which the employee becomes entitled

(1) When an employee is compensated solely at piece rates he shall be paid a

(2) When an employee is compensated at piece rates for certain hours of work in a

week and at an hourly rate for other hours, the employee's hourly rate shall be at

least the minimum wage and his earnings from piece rates shall average at least

the minimum wage for each hour worked on piece rate for that work week, and the

(3) When an employee is employed at a combination of hourly rate and piece rate for

the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate

or a piece rate coupled with a minimum hourly guarantee), the employee shall receive

an average rate of at least the minimum wage an hour for each hour worked in any

week and the wage paid to such employee shall be not less than the minimum wage

(1) When an employee is compensated solely on a commission basis, he shall be paid

(2) When an employee is paid in accordance with a plan providing for a base rate plus

mmission, the wage paid weekly to the employee from these combined sources

in any work week. All commissions shall be settled at least once in each month in full.

When earnings are derived in whole or in part on the basis of an incentive plan other

than these defined herein, the employee shall receive weekly at least the minimum

wage per hour for each hour worked in the work week, and the balance earned shall

For the purposes of this regulation, "gratuity" means a voluntary monetary contribution

(a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may

be recognized as constituting a part of the minimum fair wage when all of the following

(1) The employee shall be engaged in an employment in which gratuities have

(2) The amount received in gratuities claimed as credit for part of the minimum fair

wage shall be recorded on a weekly basis as a separate item in the wage record, even

to any employee shall provide substantial evidence that the amount claimed, which

shall not exceed the allowance hereinafter provided, was received by the employee.

For example, a statement signed by the employee attesting that wages received,

other authorized allowances, represents a payment of not less than the minimum

equirements of this and other applicable regulations shall be complied with.

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with

the provisions of chapter 54, as may be appropriate to carry out the purposes of this part.

(1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to

thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal

January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent

January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective

of the minimum fair wage per hour for persons, other than bartenders, who are employed

in the hotel and restaurant industry, including a hotel restaurant, who customarily and

regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective

January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per

and is prohibited by

The Connecticut Discrimination

Employment Practices Act, and

Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors

Submission to such conduct is made either explicitly or implicitly a term or

Submission to or rejection of such conduct by an individual is used as the basis

Such conduct has the purpose or effect of substantially interfering with an

individual's work performance or creating an intimidating, hostile or offensive

or any conduct of a sexual nature when:

employees' activities or communications

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, CONTACT

any political subdivision of the state which has employees;

which such result is accomplished; and

CT

condition of an individual's employment

for employment decisions affecting such individual; or

Individuals who engage in acts of sexual harassment may be subject to civil and

TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice

that this employer may engage in the following types of **Electronic Monitoring** of

___ CAMERA (INCLUDING HIDDEN CAMERAS)

Sec. 31-48d. Employers engaged in electronic monitoring required to give

prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and

(2) "Employee" means any person who performs services for an employer in a

business of the employer, if the employer has the right to control and direct the person

as to (A) the result to be accomplished by the services, and (B) the details and means by

Section 31-294b of the Workers' Compensation Act states

"Any employee who has sustained an injury in the course

of his employment shall immediately report the injury to

his employer, or some person representing his employer.

the commissioner may reduce the award of compensation

proportionately to any prejudice that he finds the employer

has sustained by reason of the failure, provided the burden

of proof with respect to such prejudice shall rest upon the

An injury report by the employee is NOT an official written

Workers' Compensation Commission's Form 30C is necessary to

NOTE: You must comply with P. A. 17-141 (see box) when filing a

The State of Connecticut Workers' Compensation Commission

notice of claim for workers' compensation benefits; the

satisfy this requirement.

The INSURANCE COMPANY or

SELF-INSURANCE ADMINISTRATOR is:

Approved Medical Care Plan Yes No

office for this workplace is located at:

compensation claim.

If the employee fails to report the injury immediately,

to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective

Public Act 19-4, An Act Increasing the Minimum Fair Wage.

including gratuities not to exceed the amount specified herein, together with

customarily and usually constituted and have been recognized as part of his

received by the employee from a guest, patron or customer for service rendered.

Sec. 31-60-2. Gratuities as part of the minimum fair wage.

shall equal at least an average of the minimum wage an hour for each hour worked

weekly an average of at least the minimum wage per hour for each hour worked.

agreement, but shall be subject to the limitation hereinafter set forth.

weekly basis for each work week or part thereof of employment.

less than the minimum wage for each hour worked

(c) Piece rates in relation to time rates:

for each hour worked.

be settled at least once monthly

remuneration for hiring purposes and

though payment is made more frequently, and

rovisions are complied with:

per unit of work performed without regard to time required for such accomplishment.

THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE

MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

including commissions and bonuses.

AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE

TTY: 1-877-889-5627 www.dol.gov/whd

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed. CONNECTICUT DEPARTMENT OF LABOR

> records for each employee showing: (1) His name the occupation in which he is employed;

> > his total wages paid each pay period;

initial employment;

(b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

(2) is not practical for enforcement purposes. Where permission is granted to for inspection in connection with such wage records. (c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved original time entries shall be made by the employee in his own behalf and the time entries

His name; his home address; (3) the occupation in which he is employed; (4) his total wages paid each work period; (5) the date of payment and the pay period covered by payment.

trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he for purposes which inure to the benefit of the employer, such travel time shall be considered

has been approved by the labor commissioner; and (D) the employer shall pay tuition costs,

and fees, if any, for such instruction and reimburse the employee for travel expenses to and

from each destination other than local, where such instruction or training is provided. Any

the federal family medical leave act, 29 USC 2601 et seg., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes,

as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of

(F) Deductions may be made for one or more full days if the employee is absent as

a result of a disciplinary suspension for violating a safety rule of major significance.

amount equal to his guaranteed salary. (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary. (4) No deduction of any kind shall be made for an absence of less than one week which

(ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness;

(B) An employer is permitted to offset payments an employee receives for any of the

services described in this subdivision against the employee's regular salary during the

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC

2601 et seg., or the Connecticut family and medical leave act, section 31-51kk et seg.,

specifically authorizes the substitution or reduction from accrued benefits for the time

that an employee is absent from work, provided the employee receives payment in an

of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that

results from a disciplinary suspension for violating ordinary rules of employee conduct.

(3) No deduction shall be made for an absence of less than one full day from work unless:

31-51gg-17 of the regulations of Connecticut state agencies; or

Sec. 31-60-15. Employee in bona fide Administrative Capacity. (a) For the purposes of said section 31-58 (f), "employee employed in a bona fide dministrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educationa stablishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than **four** hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent

(b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section. Sec. 31-60-1 6. Employee in bona fide Professional Capacity. (a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science of

earning customarily acquired by a prolonged course of specialized intellectual instruction

and study, as distinguished from a general academic education and from an apprenticeship

and from training in the performance of routine mental, manual, or physical processes, or

judgement, shall be deemed to meet all of the requirements of this section.

(B) work that is original and creative in character in a recognized field of artistic endeavor. as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3). inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an mployee who is the holder of the requisite academic degree for the general practice of nedicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this

or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

section which includes work requiring the consistent exercise of discretion and judgement.

DEPARTMENT

for medical care or psychological or other counseling for physical or

to participate in any civil or criminal proceedings related to or resulting from

to obtain services from a victim services organization

to relocate due to such family violence or sexual assault;

If leave is unforeseeable, the employer may require notice as soon as practicable.

Documentation for paid sick leave of 3 or more consecutive work days may be required

documentation signed by a health care provider who is treating the service

worker or the service worker's child or spouse indicating the need for the

a court record or documentation signed by a service worker or volunteer

working for a victim services organization, an attorney, a police officer

or other counselor involved with the service worker shall be considered

No employer shall take retaliatory personnel action or discriminate against an

requests or uses paid sick leave either in accordance with the act; or

in accordance with the employer's own paid sick leave policy, as the case

files a complaint with the Labor Commissioner alleging the employer's

Nothing in the act shall diminish any rights provided to any employee or service

any collective bargaining agreement effective prior to January 1, 2012.

Any employee aggrieved by a violation of the provisions of the act may file a

worker under a collective bargaining agreement, or preempt or override the terms of

REV. 01/01/2015

reasonable documentation for a victim of family violence or sexual assault.

number of days of such leave shall be considered reasonable documentation.

psychological injury or disability

such family violence or sexual assault

Prohibition of Retaliation or Discrimination

employee because the employee

may be; or

Collective Bargaining

Complaint Process

violation of the act

If leave is foreseeable, the employer may require advance notice.

Thomas Wydra, Director Wage and Workplace Standards Division CONNECTICUT

OF LABOR Partner of the American Job Center Network **REV. 2/2020**

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:

from January 1, 2012, for current service workers, or

the greater of either the normal hourly wage for that service worker, or

NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace Failing to make reasonable accommodation (and is not an undue hardship)** Denying job opportunities to employee or job applicant because of request for

> Prohibition of Retaliation Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment

Additionally, women who are denied the right to breastfeed or express milk at work. or Connecticut Department of Labor (DOL) Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks DOL phone number: 860-263-6791 For English:

http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc

value of board, in the amount of eighty-five cents for a full meal and fourty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employer-employee relationship. The commissioner may provide, in such regulations, modifications of the

earning capacity is impaired by age or physical or mental deficiency or injury and provides Sec. 31-60-6. Minors under the age of 18. (a) For the purposes of this regulation, "minor" means a person at least 16 years of age but

Sec. 31-60-3. Deductions and allowances for reasonable value of board

except emancipated minors, shall be not less than eighty-five percent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour,

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application

the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall (3) Each employer claiming credit for gratuities as part of the minimum fair wage paid be paid for as such. (d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel

time shall be considered to be working time and shall be paid for as such.

(i) lack of work occasioned by the operating requirements of the employer;

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S UNEMPLOYMENT INSURANCE POSTING REQUIREMENT.

No service worker shall be entitled to use more than the maximum number

if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees

the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

> complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief. This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Prohibition of Discrimination Forcing employee or job applicant to accept a reasonable accommodation No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk

time prior to being granted job protected leave of absence under this law. **Complaint Process** Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO), Complainants

http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20 fillable-Spa.doc

SEP2020

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT 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 distributors and dispensers

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

For assistance contact:



 Raise a safety or health concern with your employer or OSHA, or report a work-

unsafe or unhealthy conditions. You have the right to have a representative contact

that measure hazards in the workplace, and

To update your labor law posters contact

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