approved for the same reason when requesting additional leave

U.S. Office of Personnel Management or Congress.

If you are eligible for FMLA leave, your employer must

About your FMLA rights and responsibilities, and

What does my employer need to do?

Where can I find more information?

Call 1-866-487-9243 or visit dol gov/fmla to learn more

notify you in writing:

bargaining agreement that provides greater family or medical leave rights.

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

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

your employer in court. Scan the QR code to learn about our WHD complaint process.

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

WAGE AND HOUR DIVISION

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

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health

conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

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

whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm**

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against

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

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working condition:

whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

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

FED

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

OVERTIME PAY At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek. An employee must be at least 16 years old to work in most non-farm jobs and at least

18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14

and 15 years old may work outside school hours in various non-manufacturing, non-

mining. non-hazardous iobs with certain work hours restrictions. Different rules apply in

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 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 PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee

to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

CT



1-866-487-9243 www.dol.gov/agencies/whd

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

pump at work requirements.

classified independent contractors are not

issued by the Department of Labor.

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

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

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

for violations of the FLSAs child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury

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

are determined to 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

and/or overtime pay provisions. Certain narrow exemptions also apply to the

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

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

Some state laws provide greater employee protections; employers must

Some employers incorrectly classify workers as "independent contractors

when they are actually employees under the FLSA. It is important to know the

difference between the two because employees (unless exempt) are entitled

to the FLSA's minimum wage and overtime pay protections and correctly

Certain full-time students, student learners, apprentices, and workers with

disabilities may be paid less than the minimum wage under special certificate



LABOR

LAWS

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

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

you have five years or less of cumulative service in the uniformed services while with that particular employer you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge

or under other 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

In addition, an employer may not retaliate against anyone assisting in the

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

are obligated to serve in the of the uniformed service; uniformed service; have applied for membership in the uniformed service; or then an employer may not deny you initial employment; promotion; or any benefit of employment

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you may

employer for violations of USERRA.

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 REV. 05/2022

retention in employment;

because of this status.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. 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 DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans including commissions and bonuses.

ons. For the purposes of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. Commissions" means any premium or incentive compensation for business transacted 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, the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth (b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to

enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment. (c) Piece rates in relation to time rates. (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least he minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes for each hour worked. (2) When an employee s 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 fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes for each hour worked on piece rate for that work week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (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 fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any

d) Commission. (1) When an employee is compensated solely on a commission basis he shall be paid weekly an average of at least the minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes per hour for each hour worked. (2) When an employee is paid in accordance with a finding for a base rate plus ission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum fair wage established by subsection (j) of section 31–58 of the Connecticut General Statutes an hour for each hour worked in any work

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

stablished by subsection (j) of section 31-58 of the Connecticut General Statutes for each

week. All commissions shall be settled at least once in each month in full. When earning are derived in whole or in part on the basis of an incentive plan other than those defined herein, the employee shall receive weekly at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly Sec. 31-60-2. Gratuities as part of the minimum fair wage. or the purposes of this section, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered. 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 provisions are complied with: (1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and

(2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a daily, weekly or bi-weekly basis in a wage record, even though payment is made more frequently, and (3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that not less than the amount

For example, an attestation or statement in electronic or written format demonstrating that wages recieved by the service employee, including gratuities together with other authorized allowances, represents a payment of not less than the ninimum fair wage established by subsection (j) of section 31-58 of the **Connecticut** General Statutes per hour for each hour worked during the pay period, will be accepted by the commissioner as substantial evidence for purposes of this section, provided all other requirements of this and other applicable regulations shall be

complied with. Such attestation, statement, or substantial evidence shall satisfy the equirements of subdivisions (2) and (3) of this section. Public Act 19-4, An Act Increasing the Minimum Fair Wage. Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with e provisions of chapter 54, as may be appropriate to carry out the purposes of this part.

Such regulations may include, but are not limited to, regulations defining and governing a executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount 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 to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent 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, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective anuary 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per 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

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by

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

roviding for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed. Sec. 31-60-4. Physically or mentally handicapped employees.

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 not over 18 years of age. To prevent curtailment of employment opportunities for minors. and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the inimum fair wage established by subsection (j) of section 31-58 of the general statute 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,

wage for the first ninety days of such employment, or ten dollars and ten cents per hour. whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner. (7) (b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement o ninor 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 general statutes and section 31-60-12.

for such time the minimum wage shall be paid Sec. 31-60-7. Learners.

subminimum rate in an occupation which is not apprenticeable.

the employer for use in the course of employment but does not include articles of clothing maintained by the employer without charge upon the employee Sec. 31-60-10. Travel time.

a) For the purpose of this regulation, "travel time" means that time during which a 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 mployment or return to home, except as hereinafter provided in this regulation (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 resulting from such travel shall be paid for by the employer when payment made by the ployee 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

laimed, which shall not exceed the allowance hereinafter provided, was received by (d) When at the end of a work day a work assignment at other than his usual place of time shall be considered to be working time and shall be paid for as such. (e) Repealed.

Sec. 31-60-11. Hours worked. (a) For the purpose of this regulation, "hours worked" include all time during which an

the nearest unit of 15 minutes. (b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work. c) When an employee is subject to call for emergency service but is not required to be at a ocation designated by the employer but is simply required to keep the employer informed 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 completed his assignment.

Sec. 31-60-12. Records.

[This regulation defines a "physically or mentally handicapped person" as a person whose

t emancipated minors, shall be not less than eighty-five per cent of the minimum fair prior employment, supplemented by the present employer's record of hours worked by the (c) Deviation from the provisions of this regulation will cancel the modification of the

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by

ployment 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

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 permitted 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 no work is provided by the employer. Working time in every instance shall be computed to

guidelines for a modification of the minimum wage.

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

purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed one dollar and fifty cents 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

for purposes which inure to the benefit of the employer, such travel time shall be considered 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

earning capacity is impaired by age or physical or mental deficiency or injury and provides

This regulation contains the requirements to apply to the Labor Commissioner for a

nder 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

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

records for each employee showing: his home address;

> the occupation in which he is employed: 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; his overtime wage as a separate item from his basic wage

additions to or deductions from his wages each pay period; his total wages paid each pay period; such other records as are stipulated in accordance with sections 31-60-1 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. (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 (1) works an undue hardship on the employer without materially benefiting the

inspection procedures of the labor department, or

(2) is not practical for enforcement purposes. Where permission is granted to 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 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

(d) Repealed. (e) 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 professional capacity. His name:

made by the employee shall be used as the basis for payroll records.

the occupation in which he is employed

his home address:

his total wages paid each work period; the date of payment and the pay period covered by payment. 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 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 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 employe who is compensated on a salary basis at a rate of not less than four hundred seventy-five

consists of the management of the enterprise in which he 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

dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty

31-71f of the Connecticut General Statutes. (1) Although the employee need not be paid for any workweek in which he performed no work. deductions may only be made in the following five (5) instances: (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: (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 een 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 the federal family medical leave act, 29 USC 2601 et seq., 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

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

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

TO THE EMPLOYEES OF

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

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

Employees should contact their local unemployment office for information on how to claim unemployment benefits.

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

Connecticut state agencies: or

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

(iii) temporary military leave (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 week of such absence.

of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or (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 tim 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

administrative 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 educational related to the academic instruction or training carried on therein; and (2) who customaril 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, odging, 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 employed who is compensated on a salary or fee basis at a rate of not less than four hundred seventyfive dollars per week, exclusive of board, lodging, or other facilities, and whose primary

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 an 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. 31-60-16. 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

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

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 employee who is the holder of the requisite academic degree for the general practice of medicine 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 subdivisio (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 section which includes work requiring the

(past and present intellectual, mental, learning, and consistent exercise of discretion and judgement, or of work requiring invention, imaginatio physical disabilities, including, but not limited to, or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the blindness, deafness, mobility impairments, and use requirements of this section. of a guide dog or guide dog in training) (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 familial status egardless of the time required for its completion. A fee basis payment shall be permitted (housing only) only for jobs which are unique in nature rather than for a series of jobs which are repeated

> ACTING DIRECTOR CONNECTICUT

REV. 12/2024

CT

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Employers must:

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

for employment decisions affecting such individual; or Such conduct has the nurpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive Individuals who engage in acts of sexual harassment may be subject to civil and

CT

CT

Use of Paid Sick Leave

after their date of hire

Commission on Human Rights and Opportunities

OTICE: 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

eral 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

Connecticut Coalition Against

or any conduct of a sexual nature when:

condition of an individual's employment;

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/ or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, eaving the victim feeling scared, confused, and insecure about their ability to

survive on their own, financially or otherwise. If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to,

we're here to listen Connecticut's domestic violence information and resource hub CTSafeConnect.org | 888.774.2900 **CTSafeConnect** CALL • TEXT • CHAT • EMAIL • 24/7 All services are safe, free, confidential &

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations fo services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options.

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC **VIOLENCE**

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including: Seeking attention for injuries caused by domestic violence,

including for a child: Obtaining services including safety planning from a domestic violence or rape crisis center Obtaining psychological counseling related to domestic

Taking other actions to increase safety from future incidents

of domestic violence, including temporary or permanent Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence. If you feel you have been discriminated against due to your status as a victim

violence, including for a child;

of domestic violence or if you have been CHRO denied a reasonable leave of absence to deal with issues related to abuse, contact

Commission on **Human Rights and**

An employee may use paid sick leave when a health authority, the employer of the

the employee or the employee's family member poses a risk to the health of others

because of exposure to a communicable disease.

psychological injury or disability;

Prohibition of Retaliation or Discrimination

employee or the employee's family member, or a health care provider determines that

An employee may use paid sick leave if the employee or the employee's family member

for medical care or psychological or other counseling for physical or

"Family member" means a spouse, sibling, child, grandparent, grandchild, or parent

affinity whose close association the employee shows to be equivalent to those family

No employer shall require an employee to provide any documentation that paid sick

No employer shall take retaliatory personnel action or discriminate against an employe

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 may

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

Nothing in the act shall diminish any rights provided to any employee under a collective

agreement effective prior to January 1, 2012, or July 1, 2012, pursuant to chapter 319pp

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

REV. 1/1/2025

Employees may file a complaint on the Department of Labor website:

https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/

bargaining agreement, preempt or override the terms of any collective bargaining

of an employee, or an individual who is related to the employee by blood or by an

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;

the Connecticut Commission on Human Riahts and Opportunities at 860-541-3400. CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w — Paid Sick Leave Each employer with 25 or more employees, based on the number of employees on its payroll for the week containing January 1st annually, shall provide paid sick leave annually to each of its employees in the state. The paid sick leave shall accrue beginning January 1, 2025, for current employees, or for employees hired after January 1, 2025, beginning on the employee's date of employment.

Documentation

because the employee

Complaint Process

wage-complaint?language=en_US

award other relief.

employee 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 sick leave) No employee shall be entitled to use more than the maximum number of Each employee 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.

An employee shall be entitled to the use of accrued paid sick leave 120 calendar days

The accrual is at a rate of 1 hour of paid sick leave for each 30 hours worked by an

Employers must track and keep records of hours worked and paid sick leave accrued and Each employer shall pay each employee for paid sick leave at a pay rate equal to the the normal hourly wage for that employee; or

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.

Employees may use accrued paid sick leave in one-hour increments

Reasons for Use of Leave An employee 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 physica illness, injury or health condition: preventative medical care: or mental health wellness day.

ee may use paid sick leave for a family member's illness, injury or health condition; the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventative medical care. An employee may use paid sick leave when either the employer's place of business; or

a family member's school or place of care closes by order of a public official or due to a public health emergency. This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional informat

The Connecticut Discrimination **Employment Practices Act, and** Title VII of the Civil Rights Act of 1964 sexual harassment Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors Derogatory or pornographi

Examples of Sexual Harassment Remedies For Sexual Harassmen Unwelcome sexual advances Cease and desist orders Suggestive or lewd remarks Unwanted hugs, touches, or kisses Compensatory damages Hiring, promotion or Emotional distress damages

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

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

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior s.Exceptions. Civil penalty. (a) As used in this section: (1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, CONTACT

activities or communications;

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

Workers' Compensation Commission

Chapter 568) requires your employer, to provide benefits to you in case of injury or occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course other labor law posters required by the Labor Department of his employment shall immediately report the injury to are prominently displayed" and on the Workers' his employer, or some person representing his employer. Compensation Commission's website [wcc.state.ct.us] If the employee fails to report the injury immediately, - a location where employees must file claims for the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the

> NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1)

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting.

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

NOTICE

burden of proof with respect to such prejudice shall rest upon An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

The State of Connecticut Workers' Compensation Commission

APPROVED MEDICAL CARE PLAN YES NO

TELEPHONE

The Workers' Compensation Act (Connecticut General Statutes

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 SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section STATE ZIP CODE Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the nsurance company, or the Workers' Compensatio

Pregnancy Discrimination and Accommodation in the Workplace Each employer with one or more employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, Prohibition of Discrimination 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

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

time prior to being granted job protected leave of absence under this law.

Light duty assignments

Modified work schedules

Denial of Reasonable Accommodation

nmodation due to pregnancy.

Terminating employment because of pregnancy, childbirth or related condition

Denying reasonable leave of absence for disability due to pregnancy (e.g.,

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. easonable accommodations include, but are not limited to Being permitted to sit while working More frequent or longer breaks Periodic rest Assistance with manual labor

Temporary transfers to less strenuous or less hazardous work

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

Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks

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

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

reasonable accommodation Forcing employee or job applicant to accept a reasonable accommodation 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 **Prohibition of Retaliation** Employers are prohibited from retaliating against an employee because of a request for

Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants hav 300 days from the date of the alleged act of discrimination, or from the time that you 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 CHRO website: https://portal.ct.gov/CHRO
CHRO link "How to File a Discrimination Complaint" Additionally, women who are denied the right to breastfeed or express milk at work, or

Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible

Employees (current and former), including managers

Union members and applicants for membership in a

What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate against

Sex (including pregnancy, childbirth, and related

medical conditions, sexual orientation, or gender

Genetic information (including employer requests for,

or purchase, use, or disclosure of genetic tests, genetic

Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

services, or family medical history)

lawsuit, investigation, or proceeding

State and local governments (as employers)

What Employment Practices can be Challenged as

Harassment (including unwelcome verbal or physical

The Employee Polygraph Protection Act prohibits most private employers

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 individual

engaged in national security-related activities

What Organizations are Covered?

Most private employers

Staffing agencies

All aspects of employment, including:

Discharge, firing, or lay-off

Discriminatory?

FED

PROHIBITIONS

EXEMPTIONS

DEPARTMENT OF LABOR

On the basis of:

disability

UNITED STATES OF AMERICA

you, regardless of your immigration status, on the bases of

National origin

Age (40 and older)

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying

family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

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

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

You have the right to use EMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may tak

FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week.

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

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

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

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by

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

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

take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemembe

Your employer has at least 50 employees within 75 miles of your work location.

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

The birth, adoption or foster placement of a child with you

your employer's paid leave policy covers the reason for which you need FMLA leave.

You have worked for your employer at least 12 months,

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

You work for an elementary or public or private secondary school, or

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

You work for a **covered employer** if **one** of the following applies

Am I eligible to take FMLA leave?

How do I request FMLA leave?

FED

Who is Protected?

You are an **eligible employee** if **all** of the following apply

You work for a covered employer

U.S. Equal Employment Opportunity Commission

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've

Programs (OFCCP) enforces the nondiscrimination and affirmative

sex, sexual orientation, gender identity, or national origin, and

Asking About, Disclosing, or Discussing Pay

aspects of employment.

requires affirmative action to ensure equality of opportunity in all

action commitments of companies doing business with the Federal

been discriminated against at work or in applying for a job, the EEOC may be able to help. Failure to provide reasonable accommodation for a EMPLOYERS HOLDING FEDERAL disability; pregnancy, childbirth, or related medical CONTRACTS OR SUBCONTRACTS condition; or a sincerely-held religious belief, observance or practice The Department of Labor's Office of Federal Contract Compliance

Classification ernment. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following Obtaining or disclosing genetic information of Requesting or disclosing medical information of Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Conduct that might reasonably discourage someon Executive Order 11246, as amended, prohibits employmen from opposing discrimination, filing a charge, or discrimination by Federal contractors based on race, color, religion

exercise rights, regarding disability discrimination Executive Order 11246, as amended, protects applicants and (including accommodation) or pregnancy employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employee What can You Do if You Disability **Believe Discrimination has** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination Occurred? in hiring, promotion, discharge, pay, fringe benefits, job training,

Contact the EEOC promptly if you suspect discrimination. Do no classification, referral, and other aspects of employment by delay, because there are strict time limits for filing a charge of Federal contractors. Disability discrimination includes not making discrimination (180 or 300 days, depending on where you live reasonable accommodation to the known physical or mental work). You can reach the FEOC in any of the following ways: limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the **Submit** an inquiry through the EEOC's public portal: employer. Section 503 also requires that Federal contractors take https://publicportal.eeoc.gov/Portal/Login.gspx 1-800-669-4000 (toll free) individuals with disabilities at all levels of employment, including 1-800-669-6820 (TTY) the executive level. 1-844-234-5122 (ASL video phone) **Protected Veteran Status** an EEOC field office (information at

participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or

interferes with someone exercising their rights, or

someone assisting or encouraging someone else to

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

www.eeoc.gov/field-office)

duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974,

as amended, 38 U.S.C. 4212, prohibits employment discriminatio

veterans (i.e., within three years of discharge or release from activ

against, and requires affirmative action to recruit, employ, and

advance in employment, disabled veterans, recently separated

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

REV. 06/27/2023

REV. 02/2022

REV. 04/2023

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise

opposes discrimination by Federal contractors under these Federa

nondiscrimination or affirmative action obligations under OFCCP's

If you are deaf, hard of hearing, or have a speech disability, please

dial 7-1-1 to access telecommunications relay services. OFCCP may

regional or district office, listed in most telephone directories under

U.S. Government, Department of Labor and on OFCCP's "Contact Us"

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE

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

assistance. Employment discrimination is covered by Title VI

if the primary objective of the financial assistance is provision

of employment, or where employment discrimination cause

or may cause discrimination in providing services under such

programs. Title IX of the Education Amendments of 1972 prohibits

programs or activities which receive Federal financial assistance

Section 504 of the Rehabilitation Act of 1973, as amended,

persons with disabilities who, with or without reasonable

ohibits 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

accommodation, can perform the essential functions of the job

amended, prohibits discrimination on the basis of race, color or

national origin in programs or activities receiving Federal financia

also be contacted by submitting a question online to OFCCP's Help

Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

webpage at https://www.dol.gov/agencies/ofccp/contact

Race, Color, National Origin, Sex

Individuals with Disabilities

Any person who believes a contractor has violated its

The Office of Federal Contract Compliance Programs (OFCCP)

authorities should contact immediately:

U.S. Department of Labor

Washington, D.C. 20210

200 Constitution Avenue, N.W.

1-800-397-6251 (toll-free)

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

Where polygraph tests are permitted, they are subject to numerous strict standards

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

EXAMINEE RIGHTS

court actions

Connecticut law prohibits discrimination in: EMPLOYMENT, HOUSING, PUBLIC ACCOMMODATIONS, AND CREDIT TRANSACTIONS sexual orientation gender identity or expression genetic information status as a veteran status as a victim of domestic violence (employment only)

> (housing and public accommodations only) marital status national origin

lawful source of income

religious creed (including pregnancy, childbirth and related conditions, accommodations for pregnancy,

breastfeeding, and sexual harassment)

criminal conviction

erased criminal history

retaliation for protected activity

(including filing with CHRO)

(state employment and licensing only)



Job Safety and Health

All workers have the right to:

in your workplace.

- A safe workplace. Raise a safety or health concern with
- retaliated against. Receive information and training on job hazards, including all hazardous substances
- unsafe or unhealthy conditions. You have OSHA on your behalf.
- speak in private to the inspector. File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

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

Post OSHA citations at or near the place of

language and vocabulary they can understand.

Prominently display this poster in the workplace.

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

reporting a work-related injury or illness.

rights under the law, including raising a health

and safety concern with you or with OSHA, or

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.





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FED **YOUR RIGHTS UNDER USERRA** THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT a bathroom, that is shielded from view and free from intrusion from coworkers and the liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be

against past and present members of the uniformed services, and applicants to the uniformed services. **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, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusion (e.g., pre-existing condition exclusions) except for service-connected

(VETS) is authorized to investigate and resolve complaints of USERRA

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

Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily

request that your case be referred to the Department of Justice or the

connection with a proceeding under USERRA, even if that person has no service

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

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

duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, 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

(A) work requiring knowledge of an advanced type in a field of science or learning 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 raining in the performance of routine mental, manual, or physical processes, or (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

(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

an indefinite number of times and for which payment on an identical basis is made over and ver 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

(3) "Electronic monitoring" means the collection of information on an employer's observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic otoelectronic or photo-optical systems, but not including the collection of information (A) ecurity 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 or federal law. (b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees

engage in. Such posting shall constitute such prior written notice. (2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law,(ii) violates the legal rights of the employer or e employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic nonitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice. (c) The Labor Commissioner may levy a civil penalty against any person that the nissioner 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

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

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

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

nformation obtained in the course of a criminal investigation through the use of electronic The Connecticut Department of Labor, Wage & Workplace Standards Division 200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

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

who may be affected, informing them of the types of mor

Notice to Employees office for this workplace is located at: STATE ZIP CODE Public Act 17-141 allows an employer the option to designate and post — "in the workplace location where

> 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. TELEPHONE

REV. 10/01/2021

STATE ____ ZIP CODE

Prohibited discriminatory conduct includes: Failing to make reasonable accommodation (and is not an undue hardship)* Denying job opportunities to employee or job applicant because of request for

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 Any employee aggrieved by a violation of these statutes may file a complaint with the

are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL). DOL phone number: 860-263-6791 DOL complaint form https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

UNITED STATES DEPARTMENT OF LABOR

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT The Act permits polygraph (a kind of lie detector) tests to be administered in the from using lie detector tests either for pre-employment screening or during 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. 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

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.

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

Commission on Human Rights and Opportunities Discrimination is Illegal.

There's help. Call: 1.866.466.4446



your employer or OSHA, or report a workrelated injury or illness, without being

the right to have a representative contact Participate (or have your representative) participate) in an OSHA inspection and

Request a confidential OSHA inspection

of your workplace if you believe there are

retaliated against for using your rights. See any OSHA citations issued to your employer.

Contact OSHA. We can help.

TWO ways to verify poster compliance!

Go to: JJKeller.com/LLPverify

Enter this code: 69336-012025

QR CODE) Scan with phone camera

ONLINE

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov To update your labor law posters contact

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DOI-74 These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed. 0024-075-0 CONNECTICUT DEPARTMENT OF LABOR WAGE AND WORKPLACE STANDARDS DIVISION who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents MINIMUM WAGE: per hour in any other industry, and shall also recognize deductions and allowances for the Minimum wage is annually indexed each year, effective value of board, in the amount of eighty-five cents for a full meal and forty-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 \$16.35 per hour effective 1-1-2025 through 12-31-2025 relationship. The commissioner may provide, in such regulations, modifications of 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,