(P.A. 19-4)

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

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 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

work performed, and which amount has been the

(B) Deductions may be made for one or more full

days if the employee is absent for personal reasons

(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 been

exhausted which has been disclosed to the employee

in accordance with section 31-71f of the Connecticut

(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 seg., or the

Connecticut family and medical leave act, section 31-

51kk et seg., 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;

(E) 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

(2)(A) No deduction of any kind shall be made for any

lack of work occasioned by the operating

jury duty, or attendance at a judicial

oceeding in the capacity of a witness; or

part of a workweek absence that is attributable to:

requirements of the employer;

nporary 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

(3) No deduction shall be made for an absence of

(A) The absence is taken pursuant to the federal

family and medical leave act, 29 USC 2601 et seq.,

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 Connecticut

(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

(4) No deduction of any kind shall be made for an

absence of less than one week which results from a

disciplinary suspension for violating ordinary rules of

Sec. 31-60-15. Employee in bona fide

(a) For the purposes of said section 31-58 (f),

"employee employed in a bona fide administrative

capacity" means any employee (1) whose primary

duty consists of either: (A) the performance of office

or nonmanual work directly related to managemen

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 establishment 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

or the Connecticut family and medical leave ac

less than one full day from work unless:

state agencies; or

to his guaranteed salary.

Administrative Capacity.

other than sickness or accident:

General Statutes:

requirements of this section.

terminated at any time by the labor commissione

### Minimum wage is annually indexed CONNECTICUT DEPARTMENT OF LABOR ONE-HALF TIMES THE

rates or incentive pay plans, including commissions and bonuses. who are employed in the hotel and restaurant below the minimum fair wage. industry, including a hotel restaurant, who (a) Definitions. 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 valuation or specific rate per unit of accomplishment "Incentive plan" means any method of compensation. ncluding, without limitation thereto, commission eighteen and one-half per cent of the minimum fair for as such. piece rate, bonuses, etc., based upon the amount of vage per hour for persons employed as bartenders results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upor fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth. services supplied by the employer; and other special be paid for as such. (b) Record of wages. Each employer shall maintain conditions or circumstances which may be usual in a particular employer-employee relationship. The Sec. 31-60-11. Hours worked.

section.

commissioner may provide, in such regulations,

Sec. 31-60-3. Deductions and allowances fo

modification of the minimum wage.]

Sec. 31-60-6. Minors under the age of 18.

employer at less than the minimum fair wage.\*

specifically exempted by the commissioner

(b) In addition to the records required by section

employment prior to his date of accession with his

of good faith on the part of the employer with respect

compliance with the requirements of section 31-66 of

(c) Deviation from the provisions of this regulation

will cancel the modification of the minimum fair wage

subject to call but is contacted by his employer or on

employee is notified of his assignment and shall end

time and shall be paid for as such. Expenses directly

herein provided for all hours during which the

the general statutes and section 31-60-12

occupation which is not apprenticeable.]

wage shall be paid.

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.

Sec. 31-60-1. Piece rates in relation to time

(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 the 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 vage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (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 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 (j) 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 that 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 or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum fair wage establishe by subsection (j) of section 31-58 of the Connecticut General Statutes an hour 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 (j) of section 31-58 of the Connecticut General Statutes for each hour

(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 air wage established by subsection (j) 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 commission, 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. 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 those defined herein the employee shall receive weekly at least the minimum fair wage established by subsection (j) of of the Connecticut General Statutes per hour for each hour worked in the work week, and the balance earned shall be settled at least

Sec. 31-60-2. Gratuities as part of the minimum fair wage. voluntary monetary contribution received by the

employee from a guest, patron or customer for service (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 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 claimed, which shall not exceed the allowance hereinafter provided, was received by the received from the Labor Commissioner through an For example, an attestation or statement in electronic Sec. 31-60-9. Apparel

or written format demonstrating that wages received by the service employee, including gratuities, together with other authorized allowances, represents a payment of not less than the minimum fair wage established by subsection (i) 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 applicable regulations shall be complied with. Such attestation, statement, or substantial evidence shall satisfy the requirements of subdivisions (2) and (3) of

Public Act 19-4, An Act Increasing the Minimum

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions o chapter 54, as may be appropriate to carry out the ourposes of this part. Such regulations may include, but re not limited to, regulations defining and governing an 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 amoun ) equal to twenty-nine and three-tenths per cent, and ffective 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 incidental to and resulting from such travel shall be case of an employee of a retail or service to thirty-six and eight-tenths per cent of the minimum paid for by the employer when payment made by the establishment who does not devote as much as forty fair wage per hour for persons, other than bartenders, employee would bring the employee's earnings

customarily and regularly receive gratuities, (2) equal (c) When an employee is required to report to other to eight and two-tenths per cent, and effective than his usual place of employment at the beginning January 1, 2009, equal to eleven per cent of the of his work day, if such an assignment involves trave minimum fair wage per hour, and effective January 1, time on the part of the employee in excess of that 2014, equal to fifteen and six-tenths per cent of the ordinarily required to travel from his home to his usual minimum fair wage per hour, and effective January 1, place of employment, such additional travel time shall 2015, and ending on June 30, 2019, equal to be considered to be working time and shall be paid

who customarily and regularly receive gratuities, and (d) When at the end of a work day a work assignment (3) not to exceed thirty-five cents per hour in any at other than his usual place of employment involves, other industry, and shall also recognize deductions on the part of the employee, travel time in excess of and allowances for the value of board, in the amount that ordinarily required to travel from his usual place of eighty-five cents for a full meal and forty-five cents of employment to his home, such additional trave for a light meal, lodging, apparel or other items or time shall be considered to be working time and shall

modifications of the minimum fair wage herein (a) For the purpose of this regulation, "hours worked" established for learners and apprentices; persons include all time during which an employee is required under the age of eighteen years; and for such special by the employer to be on the employer's premises or cases or classes of cases as the commissioner finds to be on duty, or to be at the prescribed work place, appropriate to prevent curtailment of employment and all time during which an employee is employed opportunities, avoid undue hardship and safeguard or permitted to work, whether or not required to do the minimum fair wage herein established. so, provided time allowed for meals shall be excluded Regulations in effect on July 1, 1973, providing for a unless the employee is required or permitted to work board deduction and allowance in an amount Such time includes, but shall not be limited to, the differing from that provided in this section shall be time when an employee is required to wait on the construed to be amended consistent with this premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.

reasonable value of board and lodging was (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 Sec. 31-60-4. Physically or mentally handicapped working time and shall be paid for as such, whether or not the employee is actually called upon to work.

[This regulation defines a "physically or mentally (c) When an employee is subject to call for handicapped person" as a person whose earning emergency service but is not required to be at a capacity is impaired by age or physical or mental location designated by the employer but is simply deficiency or injury and provides guidelines for a 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 (a) For the purposes of this regulation, "minor" means indirectly and assigned to duty, working time shall a person at least 16 years of age but not over 18 begin when the employee is notified of his years of age. To prevent curtailment of employment assignment and shall end when the employee has opportunities for minors, and to provide a reasonable completed his assignment.

period during which training for adjustment to employment conditions may be accomplished, a Sec. 31-60-12. Records.

greater, and shall be equal to the minimum fair wage (8) his total wages paid each pay period;

minor may be employed at a modification of the minimum fair wage established by subsection (i) of (a) For the purpose of this regulation, "true and section 31-58 of the general statutes, but at not less accurate records" means accurate legible records for than 85% of the minimum wage, for the first 200 each employee showing: hours of employment. When a minor has had an aggregate of two hundred hours of employment, he (1) His name; may not be employed by the same or any other (2) his home address;

(3) the occupation in which he is employed: the total daily and total weekly hours worked, showing \*This subsection is amended by P.A. 19-4, An Act the beginning and ending time of each work period, Increasing the Minimum Fair Wage. CGS Sec. 31- computed to the nearest unit of 15 minutes; 58(i)(5). The rates for all persons under the age of (5) his total hourly, daily or weekly basic wage; eighteen years, except emancipated minors, shall be (6) his overtime wage as a separate item from not less than eighty-five per cent of the minimum fair his basic wage; wage for the first ninety days of such employment? or additions to or deductions from his wages each pay ten dollars and ten cents per hour, whichever is period;

thereafter, except in institutional training programs (9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16: (10) working certificates for minor employees 31-66 of the 1969 supplement to the general (sixteen to eighteen years). True and accurate statutes, each employer shall obtain from each minor records shall be maintained and retained at the place to be employed at a modification of the minimum fair of employment for a period of 3 years for each

wage rate as herein provided, a statement of his employee present employer. Such statement of prior (b) The labor commissioner may authorize the employment, supplemented by the present maintenance of wage records and the retention of major significance. Safety rules of major significance employer's record of hours worked by the minor while both wage and hour records as outlined either in include only those relating to the prevention of in his employ, will be deemed satisfactory evidence whole or in part at a place other than the place of serious danger to the employer's premises, or to to his adherence to the provisions of this regulation, retention of such records at the place of employment provided such record shall be in complete 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 violation prevailed and for such time the minimum 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.

[This regulation contains the requirements to apply to (c) In the case of an employee who spends 75% or the Labor Commissioner for a subminimum rate in an more of his working time away from his employer's 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 [Under this regulation, apprentices duly registered jeopardy because of his inability to control the by the Connecticut State Apprenticeship Council of accuracy of such entries, a record of total daily and the Labor Department may not be employed at less total weekly hours will be approved as fulfilling the than the minimum wage unless permission has been record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

For the purpose of this regulation, "apparel" means (d) The employer shall maintain and retain for a uniforms or other clothing supplied by the employer period of 3 years the following information and data for use in the course of employment but does not on each individual employed in a bona fide executive, include articles of clothing purchased by the employee administrative or professional capacity. or clothing usually required for health, comfort

or convenience of the employee. An allowance (1) His name; (deduction) not to exceed \$1.50 per week or the actual (2) his home address; cost, whichever is lower, may be permitted to apply as (3) the occupation in which he is employed; part of the minimum fair wage for the maintenance of (4) his total wages paid each work period; wearing apparel or for the laundering and cleaning of (5) the date of payment and the pay period covered is not specifically required by his employer to be by payment.

the employer's authorization directly or indirectly and Sec. 31-60-14. Employee in a bona fide Executive assigned to duty, working time shall begin when the (a) For the purposes of section 31-58 (f) of the

when the employee has completed his assignment. general statutes, as amended, "employee employed n a bona fide executive capacity" means any Sec. 31-60-10. Travel time. employee (1) whose primary duty consists of the (a) For the purpose of this regulation, "travel time" management of the enterprise in which he is means that time during which a worker is required or employed or of a customarily recognized department permitted to travel for purposes incidental to "a or subdivision thereof; and (2) who customarily and performance of his employment but does not include regularly directs the work of two or more other time spent traveling from home to his usual place of employees therein; and (3) who has the authority to employment or return to home, except as hereinafter hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as provided in this regulation. to the advancement and promotion or any other change of status of other employees will be given employment, is required or permitted to travel for particular weight; and (4) who customarily purposes which inure to the benefit of the employer, regularly exercise discretionary powers; an

such travel time shall be considered to be working does not devote more than twenty per

EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION WAGE AND WORKPLACE STANDARDS DIVISION 31-76i OF THE CONNECTICUT GENERAL STATUTES.

> 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 judgement, shall be

(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. 31-60-16. Employee in bona fide (b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent Professional Capacity. basis, regardless of the number of days or hours worked, which amount is not subject to reduction (a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional because of variations in the quality or quantity of the

capacity" means any employee (

subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes. 1) whose primary duty consists of the performance (1) Although the employee need not be paid for any workweek in which he performed no work, (A) work requiring knowledge of an advanced type in

deductions may only be made in the following five (5) a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general (A) During the initial and terminal weeks of academic education and from an apprenticeship, and employment, an employer may pay a proportionate from training in the performance of routine mental, part of an employee's salary for the time actually 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

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

(C) teaching, tutoring, instructing or lecturing in the

(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 employee who is the holder of the requisite academic degree for the general practice of medicine and is pursuant to the practice of medicine or any of its branches, or in the case of an employee employee 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 section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed

(b) "Salary basis" [refer to Section 31-60-14.]

to meet all of the requirements of this section.

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 which payment on an identical basis is made o and over again. Payment on a fee basis shall amo to a rate of not less than the rate set fort subsection (a) of this section.

MINORS UNDER 18 EMPLOYED BY THE OR POLITICA PAID 859 SUBDIVISION T OF THE APPI VAGE. RE MAY BE PAID **EMPLOYE** MINIMUM WAGE BY AGRICULTURA DID NOT. DURING THE DAR YEAR, EMPLOY RKERS AT THE SAME MINIMUM WAGE OF OF THE MINIMUM YMENT - SEE

Summary of Pu

Act Increasing the Mir

2.00 effective on September 1, 2020

effective on August 1, 2021

effective on July 1, 2022

ffective on June 1, 2023

n each October fifteenth thereafter, the Labor Commi

all be effective on January first immediately following.

t later than each January first thereafter, the minimum fair

he percentage change in the employment cost index, or its

nd salaries for all civilian workers, as calculated by the

of Labor, over the twelve-month period ending on June

ım Wage Direct or Cash Wage

ne rates for all persons under the age of eighteen years, except emancipated minors,

nall be not less than eighty-five per cent of the minimum fair wage for the first ninety

by sof such employment, or ten dollars and ten cents per hour, whichever is greater,

nd shall be equal to the minimum fair wage thereafter, except in institutional training

nent in the minimum fair wage which shall become the new

Connecticut Law Regarding

**Employment of Minors** in Mercantile/Retail Trades Time and Hour Restrictions for Young Persons ILCC

Mandatory Order No. 8

a) RATE: THE FOLLOWING MINIMUM WAGES

(a) RATE: THE FOLLOWING MINIMUM WAGES ARE ORDERED: \$8.70 per hour on 1-1-14; \$9.15 per hour on 1-1-15; \$9.60 per hour on 1-1-16; \$10.10 per hour on 1-1-15; \$9.60 per hour on 10-1-19; \$12.00 per hour on 9-1-20, \$13.00 on 8-1-21; \$14.00 per hour on 7-1-22; and \$15.00 per hour on 6-1-23 except those persons employed under this wage order as service employees (waitpersons) shall be paid \$5.69 per hour plus gratuities on 1-1-16; \$6.87 per hour plus gratuities on 1-1-16; \$6.38 per hour plus gratuities on 1-1-17; \$6.38 per hour plus gratuities on 1-1-17; \$6.38 per hour plus gratuities on 9-1-20; \$6.38 per hour plus gratuities on 9-1-20; \$6.38 per hour plus gratuities on 9-1-21; \$6.38 per hour plus gratuities on 9-1-21; \$6.38 per hour plus gratuities on 1-1-16; \$7.30 per hour plus gratuities on 1-1-16; \$7.30 per hour plus gratuities on 1-1-16; \$8.23 per hour plus gratuities on 1-1-17; \$8.23 per hour plus gratuities on 1-1-19; \$8.23 per hour plus gratuities on 1-1-12; \$8.23 per hour plus gratuities on 1-1-22; \$8.23 per hour plus gratuities on 7-1-22; \$8.23 per hour plus gratuities 01 9-1-19; \$8.23 per hour plus gr

(b) MINIMUM DAILY EARNINGS GUARANTEED:

(a) Minimum Dall's Parnings GOARANTEED. An employee regularly reporting for work, unless given adequate notice the day before to the contrary, or any employee called for work in any day shall be assured a minimum of two hours' earnings at not less than the minimum rate if the employee is able and willing to work for that length of time. If the employee is either unwilling or unable to work the number of hours necessary to insure the two-hour guarantee, a

ecords.
c) WORK ON SEVENTH CONSECUTIVE DAY: Not sess than one and one-half times the minimum rate or all time worked on the seventh consecutive day.
c) OVERTIME: Not less than one and one half times he regular rate for all hours worked in excess of 40 any work week.

SEC. 31-62-E2. DEFINITIONS: As used in sections 31-62-E1 to 31-62-E15, inclusive

AS USED IN SECTIONS 3 1-02-E 1 10.3 1-02-E 13, Illihustre, of the Regulations of Connecticut State Agencies:

(a) "RESTAURANT OCCUPATION" includes all persons engaged in the preparation and serving of food for human consumption, or in any operation incidental or supplemental thereto irrespective of whether the food is served at or away from the point of preparation, and irrespective of whether the

the exception that this definition shall not include the preparation and serving of food in a nonprofit educational, charitable or religious organization where the food service is not regularly available to the general public, or the preparation and serving of food in hospitals, convalescent homes or homes for the elderly where the food service is not regularly available to the general public and is incidental to the care of the patient.

This occupation includes but is not limited to employees of restaurants, cafeterias, that portion of hotel business involving the preparation and serving of food, commissaries, dairy bars, grills, coffee shops, luncheonettes, sandwich shops, tearooms, nightclubs, cabarets, automats, caterers, frankfurter stands, operators of food vending machines, and that portion of the business involving the serving of

stated in this subsection.
(b) "RESTAURANT EMPLOYEE" means any person who is employed or permitted to work in any restaurant

occupation, establishment or enterprise. c.) SERVICE EMPLOYEE" means any employed whose duties relate solely to the serving of food o becarge to patrons seated at tables or booths, and to the performance of duties incidental to such service

d who customarily receives gratuities.
"DUTIES INCIDENTAL TO SUCH SERVICE"
ans performance of the following tasks:
1) Taking orders from patrons for food or

Taking orders from patrons for food or beverages;
 Checking with customers to ensure that they are enjoying their meals and taking action to correct any problems;
 Checking patrons' identification to ensure that they met minimum age requirements for consumption of alcoholic beverages;
 Collecting payments from customers;
 Writing patrons' food orders on order slips, memorizing orders, or entering orders into computers for transmittal to kitchen staff;
 Preparing checks that itemize and total meal costs and sales taxes;
 Presenting menus to patrons and answering questions about menu items, making recommendations upon request;

mmendations upon request; oving dishes and glasses from tables unters and taking them to the kitcher

(9) Serving food or beverages to patrons, and preparing or serving specialty dishes at tables as required;
(10) Cleaning tables or counters after patrons have finished dining;
(11) Preparing tables for meals, including setting up items such as linens, silverware, and glassware;

(12) Explaining how various menu items are prepared, describing ingredients and cooking methods;

during, or after serving patrons;

cooking methods;
(13) Escorting customers to their tables;
(14) Cleaning tables and floors in service

of preparation, and irrespective of wheth preparation and serving of food is the sole bu of the employing establishment or enterprise the exception that this definition shall not in

During school weeks (16-17 years of age): - 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size). No more than 6 hours per day/32 hours per week/6 days per week. - No more than 8 hours per day on non-school days or days not preceding a school day (normally Friday, Saturday or Sunday).

**Under Age 18** 

During non-school weeks (16-17 years of age): - 8 hours per day/48 hours per week - no more than 6 days per week

Minors who have withdrawn from school are subject to the non-school week restrictions 15-Year-Old Minors can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work

during non-school weeks only - for no longer than 8 hours per day. 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail food stores may employ 15-year-old minors on Saturdays only until 7 p.m. for no longer than 8 hours during the school year. Minimum Wage \$14.00 per hour effective July 1, 2022

A Statement of Age/Working Paper is required for all employees under the age of 18. Inquiries or complaints of violation should be sent to: Connecticut Department of Labor - Wage & Workplace Standards Division 200 Folly Brook Boulevard - Wethersfield, CT 06109 WPM-1 (Rev 5/23) (860) 263-6791 - www.ct.gov/dol This notice shall be posted in a conspicuous place in rooms where minors are employed. See

applicable laws on back.

\$15.00 per hour effective June 1, 2023

Annually indexed to cost of living effective Jan. 2, 2024

Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

NOTICE

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 employees' activities or communications;

> Telephone Camera (including hidden cameras) Computer Wire Electromagnetic

Other If you have any questions regarding this notice,

Photoelectronic

for additional information

Connecticut Department of Labor provides this sample poster as a public service, Vorkplace Standards Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114 A copy of § 31-48d ET. Seq. CGS appears on the reverse.

 "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees; (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 which such result is accomplished; and (3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collectromagnetic, photoelectronic or photo-optical systems, but not including the collectronic or photo-optical systems.

(b) (1) Except as provided in subdivision (2) of this subsection, each emi who engages in any type of electronic monitoring shall give prior writte employees who may be affected, informing them of the types of monitoring occur. Each employer shall post, in a conspicuous place which is readily viewing by its employees, a notice concerning the types of electronic the employer may engage in. Such posting shall constitute such is viewing by the constitute of the concerning the types of electronic the employer may engage in. Such posting shall constitute such is viewed to the constitute of (2) When (A) an employer has reasonable grounds to belie engaged in conduct which (i) violates the law, (ii) violates the lega or the employer's employees, or (iii) creates a hostile workplace engaged in conduct which (i) violates the law, (ii) violates true or the employer's employees, or (iii) creates a hostile workp electronic monitoring may produce evidence of this misor conduct monitoring without giving prior written notice.

res your employe

o provide benefits to you in case of in Section 31-294b of the Workers' Comp in the course of his employment shall imme epresenting his employer. If the employee fails to report the injury aw judge may reduce the award of comp

Zip Code

the option to designate and ublic Act 17-14 must file cla ed a location below, you MUST file y tion claim there ertified mail. aim, you are also required – by lav

Address THIS NOTICE MU Any questions as to your rights under the

POST THIS NOTICE WILL SUB. STATUTORY PENALTY (Section 31-279 C.G.S.).

law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, o the Workers' Compensation Commission (1-800-223-9675).

Sec. 31-62-D9. COOPERATIVE STUDENTS.

employee shall be paid, weekly, wages not les han the minimum provided in this order, and a commissions as defined herein shall be settled a

employer shall establish a regular hourly rate for employees covered by this order. When an mployee is paid commission in whole or in part or his earnings, the regular hourly rate for the

SEC. 31-62-E2a. SERVICE EMPLOYEES

LABOR LAW COMPLIANCE CENTER

STATE OF CONNECTICUT MINIMUM FAIR WAGE RATES FOR PERSONS EMPLOYED IN THE

RESTAURANT AND HOTEL RESTAURANT OCCUPATIONS POST AND KEEP POSTED WHERE EMPLOYEES MAY READ Web Site: www.ct.gov/dol SEC. 31-62-E9. HOURS WORKED. Hours worked shall include all time during which the employee is required to be on the employer's premises or to be on duty, or to be at a prescribed work place, (15) Cleaning and tidying up server stations and drink including prewing conee and chilling bottles of wine;

(18) Rolling silverware, setting up food stations, or setting up dining areas to prepare for the next shift or for large parties;

(19) Stocking service areas with supplies such as coffee, food, tableware, and linens;

(20) Bringing wine selections to tables with appropriate

and all time during which an employee is employed or permitted to work, whether or not required to do so. Meal periods may be credited as nonworking time, provided the beginning and ending time of the meal period shall be so recorded on the time records, and provided the employee shall be entirely free from all work requirements during the period and shall be free o leave the establishment.

SEC. 31-62-E10. TRAVEL TIME AND TRAVEL EXPENSES. (22) Describing and recommending wines to customers; KPENSES.

by employee who is required or permitted to travel

on one establishment to another after the beginning or

fore the close of the work day, shall be compensated ishing and decorating dishes in preparation for serving.

(e) "NON-SERVICE EMPLOYEE" means an employee other than a service employee, and includes, but is not a service employee, and includes out is not contain the service employee. other than a service employee, and includes, but is n imited to, countergirls, counterwaitresses, counterme counterwaiters and those employees serving food beverage to patrons at tables or booths and who do n

customarily receive gratuities.
(f) "GRATUITIES" means a voluntary monetary contribution received by the employee directly from a guest, patron or customer for service rendered. (Effective September 24, 2020) SEC. 31-62-E2a. SERVICE EMPLOYEES A service employee shall not be deemed to have performed service duties while an establishment is not open to patrons, shall not claim a credit for gratuities for the time a service employee works when an establishment is not open to patrons, and shall not include any portion of such time as part of the calculation of non-service duties when applying the provisions of section 31-62-E3a of the Regulations of Connecticut State Agencies.

(Effective September 24, 2020) SEC. 31-62-E14. RECORDS.
(a) For the purpose of this regulation issued in accordance with the provisions of section 31-66 of the general statutes, true and accurate records means accurate legible records for each employee showing:

Occupation in which employed: 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:

isic wage; yment for the seventh consecutive day of

(1) works an undue hardship upon the 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.

SEC. 31-62-E3a. SERVICE AND NON-SERVICE DUTIES WITHIN THE RESTAURANT INDUSTRY (a) On any day that a service employee performs non-service employee duties:

(1) For two hours or more, or

(2) For more than 20 percent of the service employee's shift, whichever is less, the employer shall not claim credit for gratuities as part of the minimum fair wage for that day.

(b) If a service employee performs non-service duties during the course of a day's work in excess of the lesser SEC. 31-62-E4. DIVERSIFIED EMPLOYMENT WITHIN THE RESTAURANT INDUSTRY has been repealed. section.

-lowever, in such cases the original time entries shall be made by the employee in his own behalf and the ime entries made by the employee shall be used as he basis for payroll records.

SEC. 31-62-E7. DEDUCTIONS has been repealed.

Inquiries or complaints of violation of this order should be sent to Wage and Workplace Standards Division, Labor Department, Wethersfield, CT 06109-1114 STATE OF CONNECTICUT LABOR DEPARTMENT - WAGE AND WORKPLACE STANDARDS MERCANTILE TRADE

MANDATORY ORDERS 7A & 7B Website: www.ct.gov/do Minimum Fair Wage Rates for Persons Employed in Mercantile Trade.

(b) If a service employee performs non-service duties during the course of a day's work in excess of the lesse of subdivision (1) or (2) of subsection (a) of this section the employer shall segregate and record time spent or non-service duties to claim a credit for gratuities as par of the minimum fair wage for that day. (Effective September 24, 2020)

(b) Other: If an employee is engaged partly in a

31-62-D1. **DEFINITIONS** As used in ions 31-62-D1 to 31-62-D11, inclusive: overtime shall be determined by dividing the (a) "Commissions" means earnings based on hours in the usual work week as supported by provisions of section 31-62-D8.

Sec. 31-62-D6. BEGINNERS. \* \*This section is amended by P.A. 19-4, An under the age of eighteen years, except emancipated minors, shall be not less than may be excluded eighty-five per cent of the minimum fair wage

e) "Working time rovided by the em Sec. 31-62-D2. THE FOLLOWING VAGE IS ORDERED: Effective 7-1-

ess than \$14.00 per hour, and effective 6-1-2023, not less than fifteen dollars per hour. On 1-1-24, the minimum fair wage shall be adjusted by the percentage change in the employment cos ERS. For the first 200 hours in the

. The rates for all persons unde stitutional training programs specifically

c) OVERTIME. One and one-half times the

d) MINIMUM DAILY EARNINGS ec. 31-62-D3. PAYMENT OF WAGES. Each

C 31-62-D7 HANDICAPPED WORKERS Any employee whose earning capacity has been impaired by physical or mental disability may be paid less than the minimum wage. ined by the employer from the Labo 31-67 of the general statutes

Sec. 31-62-D8. RECORDS. The employer shall

nerein for the entire work period, unless he s engaged partly in an occupation covered

Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The cost of uniforms or other facilities requi he employer as a condition of employment, an the reasonable cost of their mai not be charged to the employee if such expe would result in the payment of a wage less than

equired under this part or by regulation made n accordance with this part or to furnish such nissioner or any authorized representativ

(d) Nothing in this part shall be deemed

WETHERSFIELD, CONNECTICUT

## **JOB SAFETY & HEALTH PROTECTION**

# STATE OF CONNECTICUT

THE CONNECTICUT OCCUPATIONAL SAFETY AND HEALTH ACT OF 1973 AS AMENDED BY P ACT 77-610 PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF STATE LOCAL GOVERNMENT AGENCIES (PUBLIC EMPLOYERS). THE PURPOSE OF THIS STATE LAW I TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE.

THE CONNECTICUT STATE LABOR DEPARTMENT HAS PRIMARY RESPONSIBILITY FOR ADMINISTERING THE ACT. THE DEPARTMENT ISSUES OCCUPATIONAL SAFETY AND HEALTH STANDARDS, REGULATIONS AND ORDERS, AND EMPLOYERS AND EMPLOYEES IN THE PUBLIC SECTOR ARE REQUIRED TO COMPLY WITH THESE STANDARDS, REGULATIONS AND ORDERS.

**EMPLOYERS** 

**EMPLOYEES** yees must comply with all occupational safety and healt

their own actions and conduct on the job. INSPECTION The Act requires that a representative of the public employer and a

COMPLAINT ticut Department of Labor requesting an inspection if the or unhealthful conditions exist in their workplace. CON

ed against in any way for filing safety and health complaints o

SHA will withhold, on request, names of employees complaining. The Act provides that public employees may not be discharged or

rious violation. Penalties of up to \$1,000 per day may be proposed for failure to correct violations within the time period set the citation. Also, a public employer who willfully or repeatedly violat resulting in death of a public employee, upon conviction, is punishable by a fine of not more than \$10,000, or by imprisonment for up to six months,

VOLUNTARY ACTIVITY While providing penalties for violations, the Act also encourages efforts b ons that can provide information and assistance in this effort, if CONSULTATION/TRAINING

POSTING INSTRUCTIONS Inder provisions of the Act, public employers must post this notice in eac ment and in a conspicuous place or places where notices to rily posted. Steps shall be taken to insure that thi

Fax #: (860) 263-6940 Rev. 04/2016

Additional information and copies of the Act, Additional information and copies of the Act, specific OSHA safety and health standards, training and other applicable regulations may be obtained from your employer or by contacting the Department of Labor, Division of Occupational Safety and Health 38 Wolcott Hill Road, Wethersfield, CT 06109 Tall #: (880) 263-6900

prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn public employees Narti hartomeo

> in Restaurant/Food Service **Time and Hour Restrictions**

**Employment of Minors** 

6 a.m. to 11 p.m. (midnight if no school the next day) no more than 6 hours per day/32 hours per week. No more than 8 hours per day on non-school days or days not

During non-school weeks (16-17 years of age): Minors who have withdrawn from school may work no more than 9 hours per day within the times listed for non-school weeks.

in a restaurant or public dining room.

Annually indexed to cost of living effective Jan. 1, 2024 Minors may be paid 85% of Minimum Wage during their first 90 days of employment. A Statement of Age/Working Paper is required for all employees under the age of 18. Inquiries or complaints of violation should be sent to: Connecticut Department of Labor - Wage & Workplace Standards Division

\$14.00 per hour effective July 1, 2022

\$15.00 per hour effective June 1, 2023

PROPOSED PENALTY

Where there is no authorized employee representative, the CONN-OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace. Public employees or their representatives have the right to file a complaint

file a complaint within 180 days of the alleged discriminatory action with If upon inspection the Connecticut Department of Labor believes an employer has violated the Act, a citation alleging such violations will be issued to the public employer. Each citation will specify a time period

Citations issued by the Connecticut Department of Labor must be

of dangers that may exist there.

Under a plan approved October 2, 1978 and certified August 16, 1986 by the U.S. Department of Labor, Occupational Safety and Health Admir the State of Connecticut is providing job safety and health protection for workers in the public sector throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional Office of OSHA, JFK Federal Building, Room E-340, Boston, MA 02203. Telephone: (617) 565-9860 Fax: (617) 565-9827. For after hours fatality/catastrophe reporting: 1-866-241-4060 Website: www.ct.gov/dol Connecticut Law (C.G.S. 31-18) Regarding

for Young Persons Under Age 18

During school weeks (16-17 years of age): preceding a school day (generally Friday, Saturday or Sunday).

8 hours per day/48 hours per week - no more than 6 days per week.

No person under age 16 may be employed Minimum Wage

WPR-1 (Rev 4/23)

200 Folly Brook Boulevard - Wethersfield, CT 06109

COMMISSION ON HUMAN RIGHTS AND OPP Promoting Equality and Justice

**SEXUAL HARASSMENT IS ILLEGAL** and is prohibited by The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964

exual harassment means: "Any unwelcome sexual advances or requests for sexual ivors or any conduct of a sexual nature when: ) Submission to such conduct is made either explicitly or implicitly a term or ission to or rejection of such conduct by an individual is used as the basis

yment decisions affecting such individual; or t has the purpose or effect of substantially interfering with an performance or creating an intimidating, hostile or offensive

ts of sexual harassment may be subject to civil and

 Unwelc Cease and desist orders Suggestive of ack pay Unwanted hugs Requests for sexual Retaliation for compla sexual harassment

Derogatory or pornographic

worker's date of employment.

enefits in order to administer paid sick leave).

connecticut law requires that a written compl

days of the date the alleged harassment for events 1, 2019. Fo arassment occurring before October 1, 2019, compla tact the Connecticut If you feel you have been discriminated against, con

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

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

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October , shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning lanuary 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service to obtain services from a victim services organization; The accrual is at a rate of one hour of paid sick leave for each 40 hours to relocate due to such family violence or sexual assault; vorked by a service worker up to a maximum of 40 hours per year (the

 No service worker shall be entitled to use more than the maximum number of accrued hours. If leave is foreseeable, the employer may require advance notice. Each service worker shall be entitled to carry over up to 40 unused following year period may be required Use of Paid Sick Leave

Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave

from January 1, 2012, for current service workers, or 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 to an earlier date. A service worker shall not be entitled to the use of accrued paid sick

A service worker shall be entitled to the use of accrued paid sick

leave upon the completion of the service worker's 680<sup>th</sup> hour of

employer shall choose any 365-day period used to calculate employee

Each employer shall pay each service worker for paid sick leave at pay rate equal to the greater of either the normal hourly wage for that service worker, or the minimum fair wage rate under section 31-58 of the

employee used paid sick leave.

illness, injury or health condition;

Reasons for Use of Leave

health condition; or

EMERGENCY

AMBULANCE:

HOSPITAL:

PHYSICIAN:

POLICE

FIRE - RESCUE:

ALTERNATE:

general statutes in effect for the pay period during which the

eave if such service worker did not work an average of 10 or more

hours a week for the employer in the most recent complete calendar

illness or physical illness, injury or health condition; mental health wellness day 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

the medical diagnosis, care or treatment of his or her men

A service worker may use paid sick leave for his or her own:

A service worker may use paid sick leave if the service worker or the ervice worker's child or ward is a victim of family violence or sexual for medical care or psychological or other counseling for

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional informatio

PAYDAY NOTICE

TITLE .

PLEASE POST

REGULAR PAYDAYS FOR EMPLOYEES OF

the case may be; or

**Complaint Process** 

 to participate in any civil or criminal proceedings related to o resulting from such family violence or sexual assault.

Documentation for paid sick leave of 3 or more consecutive work days documentation signed by a health care provider who is treating

indicating the need for the number of days of such leave shall be

a court record or documentation signed by a service worker o

volunteer working for a victim services organization, an

considered reasonable documentation for a victim of family **Prohibition of Retaliation or Discrimination** No employer shall take retaliatory personnel action or discriminate against an employee because the employee

requests or uses paid sick leave either in accordance with the

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

files a complaint with the Labor Commissioner alleging the employer's violation of the act **Collective Bargaining** Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

nissioner may assess a civil penalty or award other relief.

SHALL BE AS FOLLOWS:

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 busive behavior is designed to make the victim dependent upon the abuser, leaving the victim eling scared, confused, and insecure about their ability to survive on their own, final 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 CALL • TEXT • CHAT • EMAIL • 24/7 CTSafeConnect All services are safe, free, confidential & voluntary

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

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED

ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

NOTICE

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

**Pregnancy Discrimination and Accommodation in the Workplace** 

Complaint Process

Your employer cannot treat you differently or take actions against you based on your status as a ctim of domestic violence, nor can they deny you reasonable leave of absence for certain issues elated to the abuse you or your dependent children have experienced, including: (i) Seeking attention for injuries caused by domestic violence, including for a child; (ii) Obtaining services including safety planning from a domestic violence or rape crisis center (iii) Obtaining psychological counseling related to domestic violence, including for a child; (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or

(v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence. victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at



accommodation when she has no known limitation related

to pregnancy or the accommodation is not required to perform

Requiring employee to take a leave of absence where a reasonable

# Discrimination is Illegal

public accommodation

awful source of income

learning disability

intellectual disability

national origin physical disability

**EMPLOYMENT** 

past or present history of mental disability national origin physical disability

sexual orientation or civil union status

workplace hazards to reproductive system

Eastern Region

services rendered the public rentals and sales of public and private housing

Veteran status

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will restigate without cost to you. It is illegal for anyone to retaliate against you for filing a complain Connecticut Commission on Human Rights & Opportunities

350 Fairfield Avenue, Bridgeport, CT 06604 55 West Main Street, Suite 210, Waterbury, CT 06702 450 Columbus Blvd Suite 2, Hartford, CT 06103 100 Broadway Norwich CT 06360

or expression, sexual orientation or civil union status

860-886-5703

450 Columbus Blvd Suite 2, Hartford, CT 06103 website: www.state.ct.us/chro This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete tex

'he CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12onth period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL ovides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run a ualifying reasons for leave include . The birth of a child and care within the first year after birth; he placement of a child with employee for adoption or foster care and care for child within the first year after placement

Because of the employee's own serious health condition: To serve as an organ or bone marrow donor;  $To \ address \ qualifying \ exigencies \ arising \ from \ a \ spouse, son, daughter \ or \ parent's \ active \ duty \ service \ in \ the \ armed \ forces; or \ address \ qualifying \ exigencies \ arising \ from \ a \ spouse, son, daughter \ or \ parent's \ active \ duty \ service \ in \ the \ armed \ forces; or \ address \ qualifying \ exigencies \ and \ address \ qualifying \ exigencies \ and \ address \ qualifying \ exigencies \ arising \ from \ a \ spouse, son, \ daughter \ or \ parent's \ active \ duty \ service \ in \ the \ armed \ forces; or \ address \ qualifying \ exigencies \ and \ address \ qualifying \ exigencies \ arrow \ and \ address \ addres$ To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces. also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs

loyees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or ederal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

TFMLA leave is unpaid. However, an employer may require, or an employee may request to use their accrued, paid time off. An employee may pose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits vailable to employees under CTPL. APPLYING FOR INCOME-REPLACEMENT BENEFITS UNDER CTPL age replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave rogram and instructions for how to apply are available at https://ctpaidleave.org/

eatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence. EMPLOYER NOTIFICATION FOR CTFMLA LEAVE mployees should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are unable to ecause they do not know they need leave, the employee must provide notice as soon as they can. An employer may require a medical

Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to  $grant\ CTFMLA\ leave\ or\ discouraging\ employees\ from\ using\ CTFMLA\ leave\ or\ applying\ for\ CTPL\ benefits.$ Disciplining, terminating, discriminating against, or retaliating against any individual for taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

Insurance Denials & Appeals,

(860) 263-6791 - www.ct.gov/dol This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.

**Covered Employers** 

r related conditions, including lactation.

ach employer with one or more employees must comply with

these anti-discrimination and reasonable accommodation laws

elated to an employee or job applicant's pregnancy, childbirth

No employer may discriminate against an employee or job

applicant because of her pregnancy, childbirth or other related

nditions (e.g., breastfeeding or expressing milk at work).

Terminating employment because of pregnancy,

Denving reasonable leave of absence for disability due to

Denving disability or leave benefits accrued under plans

Failing to reinstate employee to original job or equivalent

Limiting, segregating or classifying the employee in a

· Discriminating against her in the terms or conditions

Note: There is no requirement that the employee be employed

for a certain length of time prior to being granted job protected

An employer must provide a reasonable accommodation to an

or needing to breastfeed or express milk at work.

Being permitted to sit while working

More frequent or longer breaks

Assistance with manual lapor

Doctor, typically 6-8 weeks

Job restructuring

Light duty assignments

for expressing milk

Denial of Reasonable Accommodation

Modified work schedules

yee or job applicant due to her pregnancy, childbirth

onable accommodations include, but are not limited to:

Temporary transfers to less strenuous or less

Time off to recover from childbirth (prescribed by a

Break time and appropriate facilities (not a bathroom)

o employer may discriminate against employee or job applicant

ov denving a reasonable accommodation due to pregnancy

way that would deprive her of employment

pregnancy (e.g., doctor prescribed bed rest during 6-8

childbirth or related condition

naintained by the employer

opportunities

Periodic rest

ms specifically exempted by the commissioner.

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

considered reasonable documentation.

attorney, a police officer or other counselor involved with the service worker or service worker's child or ward shall be

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

phibited discriminatory conduct includes: · Failing to make reasonable accommodation (and is not Effective 10/1/23

Internet Web Site:

because of request for reasonable accom Your employer is subject to STATE UNEMPLOYMENT INSURANCE LAW

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your

wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law.

Denying job opportunities to employee or job applicant

IF YOU BECOME UNEMPLOYED and are able to work and want to work: Ask your employer for an Unemployment Notice. Follow the instructions on the Unemployment Notice to file a claim for benefits or contact a local Job Center for filing instructions or access the web site listed above. Do not wait if your Unemployment Notice is delayed. You can file your claim without it, and file before your eligibility for benefits is determined. When you file your claim, you will be provided with information on employment-related services available at the local Job Centers, the state employment agency that works without charge to match job seekers with employers. 4. File claims for subsequent weeks of unemployment benefits according to instructions you receive when you file your

if you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are r less than full-time work, call the local Job Center for filing instructions. Administrator, Unemployment Insurance Act

Addresses for local Job Centers are in the blue pages of telephone books under DEPARTMENT OF LABOR.

Don't Worry Alone

Visit: ct.gov/oha

There's help. Call: 1.866.466.4446

is Complicated.

Sec. 31-69 PENALTY. (a) Any employer or his agent, or the officer or agent of any Sec. 31-62-D5. COMPUTATION OF TIME. All ns specifically exempted by the

interfere with, impede or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or conditions

PROMULGATED JANUARY 4, 2001

sex, transgender status, gender identity or expression, sexual Veteran status

FAVE ENTITI EMENT AND ELIGIBILITY

WHAT IS PROHIBITED?

To Reorder Posters Contact: 23855 Gosling Rd.

Office of the Billing Errors, and Access to Care

SEC. 31-62-E3. GRATUITIES AS PART OF THE MINIMUM FAIR WAGE. Gratuities shall be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with: Total hourly, daily or weekly basic wage; Additions to or deductions from wages each pay period; Total wages paid each pay period; Overtime wage as a separate Item from

are complied with:

(a) The employer 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
(b) 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 (c) each employer claiming credit for gratuities as part of the minimum fair wage paid to any service employee shall obtain substantial evidence as described in Section 30-60-2, such as a daily, weekly, or bi-weekly attestation or statement in electronic or written format demonstrating that the service employee has received in gratuities not as part of the minimum fair wage:
(11) Statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of the minimum fair wage;
(12) Such other records as are stipulated in accordance with administrative regulation sections 31-60-1 through 31-60-14
(13) Working certificates for minor employees (16 to18 years).
(b)True and accurate records shall be maintained and retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the or statement in electronic or written format demonstrating that the service employee has received in gratuities not less than the amount claimed as credit for part of the minimum fair wage. Such attestation or statement shall contain the week ending date of the payroll week for which credit is claimed. Such attestation or statement may include documentation via an electronic point of service system or any other method that verifies the amount a service employee has received in gratuities for nount a service employee has received in gratuities for e pay period in question. Such attestation, statement, substantial evidence shall satisfy the requirements of besection (b) and this subsection. flective August 21, 1974; Amended January 4, 2001; Amended 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 letten of employment when it is demonstrated that the retention of such records at the place of employment

ersonnel either imposes an undue hardship upon the mployer or exposes him to jeopardy because of his ability to control the accuracy of such entries, a record fotal daily and total weekly hours will be approved as ulfilling the record-keeping requirements of this action.

SEC. 31-62-E5. EMPLOYMENT UNDER OTHER WAGE DRDERS PRUERS.

If an employee is engaged partly in the estaturant occupation but is also engaged partly in the ccupation covered by the mercantile wage order, the rovisions of the mercantile wage order shall apply to re entire work period, except that, when time spent in Under Connecticut General Statutes section 31-23 no minor under 16 years of age shall be employed or permitted to work in any restaurant. Thomas J. Wydra

marital status intellectual disability physical disability

ou believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on ore information about the CTFMLA is available at THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS and 3 (5/31/22)

800-801-0597 Health Insurance Free, Expert Assistance

Any type of health coverage – Commercial, Medicare, HUSKY & others Pub. Date: (01/2024)

**HOUSING &** CREDIT TRANSACTIONS PUBLIC ACCOMODATIONS On the basis of breastfeeding in a place of

> sex, transgender status,, gender identity ase of a guide dog/training a guide dog

NOTICE OF EMPLOYEE RIGHTS UNDER THE CONNECTICUT FAMILY AND MEDICAL LEAVE ACT (CTFMLA) & CONNECTICUT PAID LEAVE ACT (CTPL) CONNECTICUT DEPARTMENT OF LABOR AND CONNECTICUT PAID LEAVE AUTHORITY Paid Leave

www.laborlawcc.com

\* Note: To demonstrate an undue hardship, the employer must show To care for a family member with a serious health condition. Family includes spouse (the person to whom one is legally married), sibling, hat the accommodation would require a significant difficulty or son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity; xpense in light of its circumstance **Prohibition of Retaliation** imployers are prohibited from retaliating against an employee because of a request for reasonable accommodation uring pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered imployers must post or provide this notice to all existing employees by nuary 28, 2018; to an existing employee within 10 days after he notifies the employer of her pregnancy or related conditions; and to new eave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of iscrimination, or from the time that you reasonably became aware of the iscrimination, 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 HRO website: https://portal.ct.gov/CHRO CHRO link "How to File a Discrimination Complaint": me employers have received approval from the CT Paid Leave Authority to provide CTPL benefits to their employees through an approved ttps://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-tovate plan instead of through the state's CTPL program. Employers that have approved private plans are required to notify their employees ow to file claims for benefits through their private plan and who the employees can contact for answers to questions about their plan. CTPL penefits are available for up to 12 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medical dditionally, women who are denied the right to breastfeed or express milk at work, or 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 ttps://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

CONNECTICUT

& Representation

Email: Healthcare.Advocate@ct.gov

CONNECTICUT DEPARTMENT OF LABOR \* Inquiries or Complaints of Violation of this Order Should SEC. 31-62-E8. DEPOSIT.
No deposit shall be required by an employer from any employee for a uniform or for any other purpose except by permission of the labor department. This notice must be posted and maintained wherever persons covered by this order are employed.