disability; pregnancy.

• Benefits

Job training

Age (40 and older)

Genetic information

for, or purchase, use, or

disciosure of generic tests

genetic services, or family

What Organizations are Covered? Most private employers
 Educational institutions State and local governments Staffing agencies What Employment Practices can be Challenged as Discriminatory? Oischarge, firing, or lay-off
 Obtaining or disclosing · Harassment (including · Requesting or discloss · Hiringar promotion

Conduct that might

discrimination, flling a

exercising their rights,

nccurating comeans

(including accommoda

lace, Color, National Origin, Sex addition to the protections of Title VII of the Civil Rights Ac ded, prohibits discrimination on the basis of race solor of primary objective of the financial assistance is provision ment or where employment discrimination causes or scrimination on the basis of sex in educational program ivities which receive Federal financial assistance

on 504 of the Rehabilitation Act of 1973, as amended, protection ited in all aspects of employment against persons with Institution which receives Federal financial assistance, a dimmediately contact the Federal agency providing such

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (tol) free) 1-800-669-6820 (TTY) 1-844--234--5122 (ASL video phone)

commitments of companies doing burness with the

nployee of a company with a Federal contract or subcontract

Race, Color, Religion, Sex, Sexual Orientation

eligion, sex, sexual orientation, gender identity, or national orig

Asking About, Disclosing, or Discussing Par

executive Order 11246, as amended, protects applicants and

quiring about, disclosing, or discussing their compensation o

Gender Identity, National Origin

secutive Order 11746, as amended prohibits

deral Government, if you are applying for a job with, or are an

rights regarding disability

discrimination or pregnancy

Visit an EEOC field office (information a www.eeoc.gov/field-affice) E-Mail info@eeoc.gov Additional information about the EEOC including information about filing a charge of discrimination, is available at www.eeoc.gov

discrimination, participates in an OFCCP proceeding, or otherwise hinng, promotion, dischargs, pay fringe benefits, job training, opposes discrimination by Federal contractors under these nondiscs mination or affirmative action obligations under OFCCP who is an applicant or employee, barring undue hardship to the er iployer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified nidividuals with disabilities at all levels of employment, including Protected Veteran Status 1-800-397-6251 (toll-free) The Vietnam Era veterans' Readjustment Assistance Act of 1974 amended, 38 IJ.S.C. 4212, prohibits employment dis

dial 7-1-1 to access telecom againsl, and equires affirmative action to recuit, employ and advance in employment, disabled veterans, recently separated also be contacted by submitting a question online to OFCCP's Hel eterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Force: service medal veterans webpage at https://www.doigov/ugencles/ofccp/contoct

DOMESTIC VIOLENCE STATE UNEMPLOYMENT INSURANCE LAW **RESOURCES IN CONNECTICUT** Inder this law, your employer must pay I nat on he Connection unemployment Insurance F und, with rout any deductions from you mestic violence is a panein of opercive, controlling behavior that can include emotional abus rchological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of

Ask your employer for an unexaptoyment flotice.

Finition the instructions on the Unexaptoyment Motice to file a claim for benefits or nonzect a local Job Center for filing seling scared, confused, and insecure about their ability to survive on their own, financially o nstructions or access the web site list ed above. Do not wait if your Une applyment Motion is distayed. You can file employment agency that works without charge to match job seekers with early early veeks of Unicarphyrated Denefits according to instructions you receive with work less than you a normal workneek, you may be eligible for partial benefits. As soon as you lenow that your earnings at

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

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act

prohibits most private employers from using

lie detector tests either for pre-employment

screening or during the course of employment.

ny employee or job applicant to take a lie detector test, and from prospective employees for refusing to take a test or for exercising officer

Federal Stale and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered employees of security service firms (armored car, alarm, and guard), and

of pharmaceutical manufacturers, distributors and dispensers. The Actalso permits polygraph lesting, 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 Where polygraph tests are permitted, they are subject to numerous strict

standards 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 ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

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

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE

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 workwee in non-farm ji obsidents; ed hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside echool hours in various non-manufacturing, non-mining, non-hazardous jobs will certain work hours restrictions. Deferent is less apply in agricultural employment

based on tips meadwart by their employees Employees major pay lipped employees a cited invage of a tession 8.1 pp. in the proof a tession 8.1 pp. in the internation was obligation. If an employee 5 650 combined with the employees 5 640 wage of at tession 52.1 pp em for at one equal the minimum hoorly wage, the employees 5 640 wage of at tession 52.1 pp em for at one equal the minimum hoorly wage, the employers caust make up the difference. breast n lik for their nursi lig clisid for one year after the clisid's birth each time the employee need to express breast milk. Employers must provide a place, officer than a bathroom, that is shallow

The Department has summyly for ecovier bagic vietges and an extra all amount in require led dam, in strances of information and maintained and other violations. The Department may Blights incider recommend criminal protection in Employers may be assessed civil money penalties it each writing or repealed violation of the minimum vego or or receive pay provisions of the law. At invente penalties may a tello assessed for violations or the FLSKs blight alled provisions have required on it in money penalties may be assessed for violations or the FLSKs blight alled provisions has treated as the provisions of the law. be death or sectous injuly of any minou employee, and such essessments in lay be doublied wh he violations are determined to be well of reprected. The law also prohibite retaining against charging workers who file a complaint or participate in any proceeding under II to FLSA

Special provisions apply to workers in American Santoa, the Commonwealth of the Northern · Some statistian's provide greater employee protections; Employers must comply with both. ecause employees (unless everyst) are enaked to the FLSA's minimum wage and overtime By protections and correctly classified independent contractors are not.

PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF_

PLEASE POST

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

a Definitions, not the purposes of this regulation, piece rates' means are established rate per unit of work performed without regard to time required for uch accomplishment. Commissions' means any semium or incentive compensation for business rangacted whether based on per centum of total alluation or specific rate per unit of accomplishment. Incentive plan' means any method of compensation, juding, without ilimitation thereto, commissions, cerate bonuses, etc., based upon the amount of uits produced, where the payment is in boordance with a fixed plan by which the employee bomes entitled to the compensation upon sillment of the conditions established as part of the riking agreement, but shall be subject to the fration hereinafter set forth. coentine plan in such form as to enable such

OOL-75 (Rev. 12//23)

(P.A. 19-4)

MINIMUM WAGE:

Minimum wage is annually indexed

1-1-2024 through 12-31-2024 ** DEPARTMENT

each year, effective Jan 1.

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

rates or incentive pay plans, including

\$15.69 per hour effective

(c) Piece rates in relation to little rates. (1) when an employee is compensated solely at piece rates he shell 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 rage established by subsection (j) of section 31-56 of the Connecticut General Statutes for each hour he Connecticut General statutes for each nour vortied. (2) When an employee is compensated at siece ratest or certain hours of work in a week and at an houly rate for othar hours, the amployee'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 earlings prince tract shall average at laast the minimul age established by subsection () of section 3 the Connecticut General Statutes for each ho ked on piece rate for that work week, and to worked on piece fast on lind work week, and weak and wage paid to such employee shall be not less than the minimum fair wage established by subsection () of section 31-56 of the Connecticut Genera Statutes for each hour worked. (3) When ar employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., ar incentive pay plan superimposed upon an hourly rate. y plan superimposed upon an hourly rate rate coupled with a minimum hourl

Sec. 31-60-6. Minors under the age of 18, (a) For the purposes of this regulation, "minor" means or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum tair wage established by subsection (i) of section 31-59 of the Connectiout General Statutes an hour for each hour worked in any week and the wage paid to such loyee shall be not less than the minimum f e established by subsection (I) of section 31-58 Connecticul General Statutes for each ho

be paid weekly an average of at least the minimular wage established by subsection (j) of section 3 of the Connecticut General Statutes per hour I be settled at least once in each month in full. Wher earnings are derived in whole or in patt on the basis of an incentive plan other than those defined herein, the employee shall receive weekly at least the

Soc. 31-60-2. Gratuities as part of the minimum For the purposes of this section, "gratuity" means a nployee from a guest, patron or customer for s

of the minimum fair wage paid to any employee shell provide substantial evidence that not less than the mount claimed, which shall not exceed the

side salesperson; leamers and apprenticas, their

January 1, 2015, and ending on June 30, 2019, equal for by the employer when payment made by the case of an employee of a retail or service to thirty-six and eighteenths per cent of the minimum fair wage per hour for persons, other than barillenders, who are employed in the hotel and restaurant below the minimum fair wage. including a hotel resteurant, who customarily and regularly receive gratuities, (2) equal 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 minimum fair wage per hour, and effective January 1.

Itime off the part of the employee in excess of that ordinarily required to havel fromhis home to his usual minimum fair wage per hour, and effective January 1. place of employment, such additional travel time shall—salary basis at a rate of not less than four hundred be considered to be working time and shall be paid—dollars per week exclusive of board, lodging, or other 2015, and ending on June 30, 2019, equal to

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

wage per hour for persons employed as baitenders wage per nour for persons employed as attendeds who customarily and regularly receive gratuities, and (d) Wher, at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of and allowances for the value of board, in the amount that Ordinarily required to travel from his usual place feighty-five cents for a full meal and forty-live cents of employment to his home, such additional trave icr a light meal, lodging, apparet or other items or time shall be conside services supplied by the employer; and other special be peid for as such; dered to be working time and shall

services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employeremployee 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 custailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wege herein established. Regulations in effect on July 1, 1973, providing 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.

See, 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required to be on duly, or lobe at the prescribed work place, and all lime during which an employee is employed or permitted to work, whether or not required to do so, provided time allowance for an amount differing from that provided in this section shall be construed to be amended consistent with this section.

See, 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required to be on duly, or lobe at the prescribed work place, and all lime during which an employee is required to work, whether or not required to do so, provided time allowedfor meals shall be excluded unless the employer is required to wait on the construed to be amended consistent with this section.

See, 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required to be on duly, or lobe at the prescribed work place, and all lime during which an employee is required to work, whether or not required to do so, provided time allowedfor meals shall be excluded unless the employer is employed.

See, 31-60-11. Hours worked. reasonable value of board and lodging was (b) All time during which an employee is required to be on call for amounts. 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 Sec. 31-60-4. Physically or mentally handicapped

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 section 31-71f of the Connecticul General Statutes. employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employers authorization directly of indirectly and assigned to duly, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment. years of age. To prevent cuttairment of employment assignment and shall end when the employee has 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 minimum fair wage established by subsection (i) of section 31-58 of the general statules, but all not less than 65% of the minimum wage. for the first 200 hours of employment. Whan a minor has had an aggregate of two hundred hours of employment, he

en dollars and ten cents per hour, whichever is period: greater, and shall be equal to the minimum fair wage (S) his total wages paid each pay period. thereafter except in institutional training programs (9) such other records as are stiput specifically exempted by the commissioner, accordance with sections 31-60-1 through 31-60-16. (10) working certificates for minor employees (b) In addition to the records required by section 31-66 of the 1969 supplement to the general (sixteen to eighteen years). Thre 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 lover's record of hours worked by the minor while 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 employmen (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or

(f) in the case of an employee who spends 75% or more of his working time away fmm his employer's place of business and the maintaining of time records showing the beginning and ending time of each work pariod for such employer or exposes him to place of business and the maintaining of time records showing the beginning and ending time of each work pariod for such employer or exposes him to place the connection state Apprenticeship Council of the Labor Depaitment may not be employed at less than the minimum wage unless permission has been recorded from the Labor Commissioner through an application process.]

Sec. 31-60-9. A p p a r el as the basis for payroll records.

For the purpose of this regulation, "apparel" means (d) The employer shall mambain 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 included employed in a bona fide executive, include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (ceduction) not to exceed \$1.50 per week or the actual (2) his home address; (ceduction) not to exceed \$1.50 per week or the actual costs of this section, provided all other irements of this and other licable regulations shall be complied wills. Such station, statement, or substantial evidence shall station, s assigned to duty, working time shall beginwhen the when the employee has completed his assignment. when the employee has completed his assignment.

Seo. 31-60-10. Travel time.

Seo. 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 the second of the customarily and regularly directs the work of two or more other times even the twenting thoughouse the size usual nature of employees therein; and (3) who has the authority to

plation prevailed and for such time the minimum

performance of his employment but does not include time sPent baveling from home to this usual place of (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 and shall be paid for as such. Expenses directly

CONNECTICUT DEPARTMENT OF LABOR EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK FOR EXCEPTIONS - SEE SECTION WAGE AND WORKPLACE STANDARDS DIVISION 31-76 OF THE CONNECTICUT GENERAL STATUTES. devote more than twenty percent, or, in the case o provided this subdivision shall not apply in the case of an employee who owns at least twenty peicer and (6) who is compensated for his services on a

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 lour hundred dottars pe week exclusive of board, lodging, or other facilitia or (B) who, in the case of academic administrative facilities, except that this subdivision shall not apply in the case of an employee in treining for a bona fide personnel, is compensated for his services a required by subparagraph (A) of this subdivision executive position as defined in this section if (A) th on a salary basis which is at least equal to the training period does not exceed six months; and (E the employee is compensated for his services on a educational establishment or institution by which h salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of hornd lodging, or other facilities during the training period (C) a tentative outline of the training program has exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of

OVERTIME - ONE AND

ONE-HALF TIMES THE

PLCC

NOTICE OF EMPLOYEE FIGHTS UNDER THE OCNING CTROUT FAMILY AND MIDDICAL LEAVE ACT (CTE MIA) & CONNECTION FAIL

period for qualifying family or medical leave reasons. Employees are entitled to return to their score job at the entitle fleave, The CTPL

To care for a family member with a serious health condition. Family includes spouse (the person tio whom one is legally married), albing,

provides income replanament benefits to eligible employees who are usuable to work for the carne leave reasons. These leave options may

The phanement of a child with employee for adoption out set excare time care for child within the first yearsher placement

ta car e or a spouse, son, daughter, parent or next of bin with a serious in jury or libross incurred on retire time in chearmed forces

leral law. Whalever's a not protected under CTAMA it is protected under the Connection if and Wollence leave Act and an employee co

doo; not have to be taken all at once. Employee: may take leave interoxitionally (in segments blocks of time) or no reduce their wi

to preserve up to 2 weeks of their anomed paid if maolfi. This acrossed, paid time officer addition to the income-replacement because

players there received approval from the Cliffield those Authority to provide CTPs, benefits to their employees through an account

Tile citains for benefits throught veir private plan and who the employees can no ntact for answer to questions about their plan. CTP

should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are un

aciplining terminating, Georgializating against, or net allothing against any and midical for talking CTFAMLA leave or applying For CIP

Hiere that your CRFMIA rights have been violated, you can either file a complaint directly in 5 a period Court or with the Connection

formation about the CTFMLA is available at THE CONTROL OF TAMEY A MEDICAL PLAN ACT BACK PROPERLY APPEALS and

EMERGENCY

NOTICE

In accordance with §31-48d of the Connecticut General Statute:

this will serve as notice that this employer may engage in the

following types of Electronic Monitoring of employees

activities or communications:

Camera (including hidden cameras)

Telephone

Computer

Electromagnetic

Photo-optical

Radio

(b) (i) Except as provided in subdivision on agages in any type of electronic monitoring the confliction of the confliction of

HEALTH

E PUBLIC

ID ORDERS

risions of this section shall not apply to a ori minal investigation of the course of a criminal layestigation (hrough the us

EC. 31e2-E1 WAGE ORDER;

is gratuities on 1-1-17; 56.50 per nour plus gratuities on 10-1-19; \$6.38 per hour plus gratuities on 8-12, 38 per hour plus gratuities on 8-12, 38 per hour plus gratuities on 7-1-22; and \$6.32 per plus gratuities on 6-1-23 and 9 artenders at \$7. er hour plus gratuities on 1-1-14; \$7.46 per hour plus gratuities on 1-14; \$7.46 pe

per hour plus gratuities on 2-123 and war lethours at 87-34 gratuities on 3-1-15; \$7.32 per hour plus gratuities on 1-1-17; \$7.32 per hour plus gratuities on 1-1-17; \$8.23 per hour flus gratuities on 1-1-17; \$8.23 per hour plus gratuities on 1-1-19; \$8.23 per hour plus gratuities on 9-1-20; \$8.23 per hour plus gratuities on 8-1-21; \$8.23 per hour plus gratuities on 6-1-23; \$8.23 per hour plus gratuities on 6-1-23; \$8.23 per hour plus gratuities on 6-1-23.

) MINIMUM DAILY EARNINGS GUARANTEES

e ourds, (c) WCRK ON SEVENTH CONSECUTIVE DAY: Not ess than one and ona half times the minimum rate or all time worked on the seventh consecutive day. (c) OVERTIME: Not less than one and one helf times ha regular rate for all hours worked in excess of 40 n any work week.

SEC. 31-62-E2. DEFINITIONS: As used in sections 31-62-E11 to 31-62-E15, Inclusive

includes but is not limited to

dabbuttions of Edition alted in this subsection alted in this subsection (PRESTAURANT EMPLOYEE" means any person (PRESTAURANT EMPLOYEE" means any restaurant

id who customarily receives graturities.
) "DUTIES INCIDENTAL TO SUCH SERVICE eans performance of the fellowing tasks:
(1) Taking orders from patrons for food or

benefit a for consisting or consciousing a board any unlawful practice, or being involved in appropriate for a tribulan the CTFMLA.

enther do not know they need leave, the employee must provide notice as soon as they calls. An employee must prequire a medical

benefits are available for up to 112 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medi-

I YINGPORHOOOME-REPLACEMULINT BENEETTS MODER CTI

IYER NOTIFICATION FOR CTFMIA LEAVE

AMBULANCE:

HOSPITAL:

PHYSICIAN:

POLICE:

ALTERNATE:

WHAT ISPROMMITED?

m and instructions for how to apply are a raifable of https://capaidleave.org/

THE THE SECOND STATE OF THE PROPERTY OF THE PROPERTY OF THE BOTTON OF THE PROPERTY OF

abows elablic employees to receive two extra weaks of leave (up to a total of 1:) weeks) in connection with an incapacity a test occur

on or daughter, is and burent, or and whici'r parent, or an individual related to the employee by blood or affinity.

(c) "Fee basis" meiaris the payment of an agreed sui 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 requirements of its section. (b) "Salary basis" means a precielermined amount paid for each pay period on a weekly or lass fraquen (a) For the purposes of said section 31-58 (I "employee employed in a bona fide protessional capacity" means any employee (

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 1) whose primary duty consists of the performance (1) Although the employee need not be paid for any workweek in which he performed no (A) work requiring know-ledge of an advenced type i a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general deductions may only be made in the following fire (5) instances: (A) During the initial and terminal weeks employment, an employer may pay a proportismate part of an employee's salary for the time actually

work which can be produced by a person endowe the invention, imagination or talent of the employe practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee (C) leaching, 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 the the school system or in accordance with section 31-71f of the Connecticu 2) whose work requires the consistent exercise of discration and judgement in its performance; and 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 Statules, as (3) whose work is predominantly intellectual and permitted by 29 CFR 825.206 or by section 31-51qq 17 of the regulations of Connectious state agencies

(E) Deductions may be made for one or more ful days if the employee is absent as a result of a disciplinary suspension for violating a safety rute of major significance. Safety jules of major significance (2)(A) No deduction of any kind shall be made for any or fee basis at a rate of not less than four hundred clears per week exclusive of board-lodging, or other facilities; provided this subdivision shall not apply i tha 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 ar imployee who is the holder of the requisite acade degree for the general practice of medicine and is amployee recalves for any of the services described in this subdivision against the employee's regular salary during the week of such absence. engaged in an internship or resident Program pursuant to the practice of medicine or any of the branches, or in the case of an employee employe and angaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who less than one full day from work unless: ensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars week exclusive of board, lodging or other facilities and whose primary duty consists of the performancither of work described in subdivision (1) (A) or (C) (A) The absence is taken pursurant to the tedera family and medical lesive act, 29 USC 2601 et seq., or the Connecticult family and medical leave act, section 31-51kk et seq., of the Connecticult General Statutes, as permitted by 29 CFR 825,266 or by section 31-51q q-17 of the regulations of Connecticut state agenotes; or
(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accused benefits for the time that an employee is absent from work provide (c) "Fee basis" means the payment of an agreed su to his guaranteed salary (4) No deduction of any kind shall be made for a

payment shall be permitted only for Jobs which are repealed an indefinite number of times and which payment on an identical basis is made to a rate of not less than the rate set or nonmanual work directly related to management

AGRICULTURAL DRKERS AT THE SAM AID A MINIMUM WAGE OF 70% OF THE MINIMUM

& Representation

Billing Errors, and Ac

mail: Healthcare.Advocate@ct.gov Any type of health coverage – Commercial, Medicare, HUSKY & others

in work directly related to the academic instruction or

Insurance Denials 8

TTY & HEAL

STATE THE CONNECTICUT OCCUP ACT77-610 PROVIDES JQ LOCAL GOVERNMENT

TO ASSURESAFE A ABOR DEPARTMENT ADMINISTER E DEPARTMENT ISSUES STANDARD AND ORDERS, AND EMPLO SECTOR

Each public emp ployees employment and a place s that are causing or are likely to cause death yees. Public employers mus Public emp(oyees

standards, rules, re

The Act requires that a representative of the public employer and a representative authorized by the public employees be given an opportunity to accompany the CONN-OSHA Inspector for the purpuse of Where there is no authorized employee representative, the CONNOSHA incerning safety and health conditions in the workplace. COMPLAINT

Public employees or their representatives have the right 10 file a complaint ve unsafe or unhealthful conditions exist in their workplace. CONN hiroid, on request, names of employees comp against in any way for filing safety and health complaints or amplovees who believe they have been discriminated against ma

a complaint within 180 days of the alleged discriminatory action with CITATION issued to the public employer. Each citation will specify a time period

prominently displayed at or near the place of alleged violation far three days, or until it is corrected, whichever is later, to warn public employees of dangers that may exist there,

Under e plan approved October 2, 1978 and certified August 16, 1986 by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Connecticul is providing job safety and health protection for workers in the public sector throughout lite State OSHA will non-flor the operation of this plen to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional OSNA, JFK Federal Building, Room E-340, Boston, MA 02203. Telephone: (617) 565-9860 Fax: (617) 565-9827.

1973 AS AMENDED BY PUBLIC MPLOYEES OF STATE AND LIC EMPL OF THIS STATE LAW IS WORKING CO THE STATE.

O COMPLY WITH THESE STAN

JPOSED PENALTY datory penalties against public employers of up ious violation and for optional penalities of up to rious violation. Penalties of up to \$1,000 per day failure to correct violations within the time period s a public employer who willfully or repeatedly violates essed penalties of up to \$10,000 for each violation.

so provisions for criminal penalties. Any willful violation death of a public employee, upon conviction, is punishable by not mare than \$10,000, or by imprisonment for up to six months. . Conviction of a public employer after a first conviction doubl **VOLUNTARY ACTIVITY** While providing penalties for violations, the Act also encourages efforts h

labor and mansgement, before CONN-OSHA inspection, to reduce workplace hazards voluntarily and to develop and Improve safety and health organizations that can provide information and assistance in this effort, if CONSULTATION/TRAINING

safety and health management is available to public employers, without POSTING INSTRUCTIONS

establishment and in a conspicuous place or places where notices to notice is not altered, defaced, or covered by other material,

pecific OSHAsafety and health standards training and other applicable regulations may 38 Wolcott Hill Road, Wethersfield, CT 06109 Tel.#: (860) 263-6900

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by
The Connecticut Discrimination Employment Practices Act, and

Title Vir of the Civil Rights Act of 1964

xual halassment means: "Any unwelcome sexual advances or requests for sexual

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

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

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

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

edicut law requires that a written complaint be filed with the Commission within 300

smierit occuming before October 1, 2019, complaints must be filed within 180 days ofth

nission on Human Rights and Opportunities at 860-541-3400, CT Tall Free 1-800-477-5737, oronline at www.ct.gov/CHRO

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

For after hours fatality/catastrophe reporting: 1-866-241-4060 Website: www.ct.gov/dol Rev. 842016

ors or any conduct of a sexual nature when:

condition of an individual's employment,

working environment."

Examples of Sexual Harassment

Sitggestive or lewd remarks

Requests for sexual layors

sexual harassment

Unwanted Itugs, touches, or kisses

Recallation for complaining about

Derogatory or pornographic posters, cartoons or drawings

ninal penalties.

for employment decisions affecting such individual; or

preparing of sevents specially united at tables as (Fedureal). (10) Cleaning tables or counters after patrons have finished dining. (11) Preparing tables for meals, including setting up litems such as tinens, siliverware, and glassware: (12) Explaining how various menu items are prepared, elescribing ingredients and southing memods:

Propage Equality and Jackins for all Popul

Remedies For Sexual Harassment

Hiring promotion or reinstatement

Emotional distress damages

Compensatory damages

Back pay

Sec. 31-69 PENALTY. (a) Any employer of his agent, or the officer or agent of any corporation, who discharges or itri any other manner discriminates against any employed because such employse has served or is about to serve on a wage board or has testified or is about to testify befere any wage board or in any other investigation or proceeding under or related to this part, or because such employer believes:

Sec. 31.62-D5. COMPUTATION OF TIME. A "This section is amended by P.A. 19-4. An under the aga of eighteen years, excep coiporation who pays or agrees to pay to any employee less than the reles applicable to such employee under the provisions of this pan or a minimum fair wage order shall be; (1) fined not less than four thousand dollars nor more than emancipated minors, shall be not less than eighty-five per cent of the minimum fair wag or the first ninety days of such employment. programs specifically exempted by the

may be paid less than the minimum w provided specific pennission in each shell be obtained by the employer from the b Sec 31-62-08 RECORDS. Theemployer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee officer or agent of any corporation, firm or pertnership, who falls to keep the recores required under this part or by regulation made in accordance with this part or to furnish, such his place of employment or who hinders or delay in the performance of his duties in the enforceme of this part shall be fined not less than fifty dolla of such failure to keep the records require under this part or to furnish the same to the ommissioner or any authorized representa

Sec. 31-62-D9. COOPERATIVE STUDENTS, authorized representative shall constitute right of employees to bargain collectively with it.

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

Website: www.ct.gov/do

employee's total earnings by the number of hours in the usual work week as supported by

time records made in accordance with the previsions of section 31-62Da.

Sec.31-52-D7. HANDICAPPED WORKERS

31-67 of the general stetutes.

y employee whose earning capacity ha en impaired by physical or mental disabilit

Sec. 31-62-D6. BEGINNERS.

Minimum Fair Wage Rates for Persons Employed in Mercantile Trade

OTHERMINIMUM WAGEORDERSOR FOR WHICH NO WAGE ORDER HAS BEEN for the entire work period, unless he is engaged partly in an occupation covere and the time spent in each occupation is

Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The cost of uniforms or other facilities required the leasonable cost of their malmenance, m

DIRECTOR

THOMAS WYDRA

offense, and each day of refusal to admit or

d) Nothing in this part shall be deemed

of work in excess of the applicable minimum.

rierfere with impede or in any way diminish the

WETHERSFIELD, CONNECTICUT PROMULGATED JANUARY 4, 2001

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

military service or certain types of service in the National Disaster Medical System. USERRAAISO prohibits employers from

discriminating against past and present members of the uniformed services, and applicants to the uniformed services REEMPLOYMENT RIGHTS ou have the right to be reamployed, in your civilian job if you leave that

LABOR LAW COMPLIANCE CENTER

IANDATORY ORDERS 7A & 7B

ec. 31-62-D1. DEFINITIONS As used in

ted to work in any occupation in the

wholesale or retail selling of commodities and any operation supplemental or incidental thereto, including, but not limited to, buying, delivery,

Repair and service employees may be excluded if the major portion of their duties is unrelated to the

d) "Minor" means a person less than eighteen

el "Working time" indrides a li time during which

an employee is required to be on duty or at

rovided by the employer, or during which an imployee is peimitted to work though required

Sec. 31-62-D2. THE FOLLOWING MINIMUM WAGE IS ORDERED: Effective 7-1-20/22, not less than \$14,00 per hour, and effective 6-1-20/23, not less than fiften dollars per hour, On 1-1-24, the minimum fair wage shall be edjusted by

h) REGINNERS For the first 200 hours in the

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 eightheen years, except emancipaled

the minimum lair wage thereafter, except in

institutional training programs specifically

(c) OVERTIME. One and one-half times the employee's regular rate of pay after 40 hours a week.

(d) MINIMUM DAILY EARNINGS

Tour nours as munially agreed in whiting between anilphyer and employee, and approved by the Labor Department, this provision may be waived provided the minimum daily pay in every instrance shall be at least twice the applicable

Soc. 3162-D3. PAYMENT OF WAGES. Each

employee shell be paid, weekly, wages not less than this minimum provided in this order, and all commissions as defined herein, shall be settled at

nployer shall establish a regular hourly rate

employee is paid commission in whole or in part for his earnings, the regular hourly rate for the

exempted by the comm

ors, shall be not less than eighty-five per cent

entletiade as herein defined

you exsure that your employer receives advance written or verbal worthere five veacs or less of contribative service in the uniformed ervices while with that perfocular employer you recurn to work or apply for reamployment in a timely manner fter condition of service; and ou have not been separated from service with a disqualifying discharge or under other than honorable conditions.

you are eligible to be reamployed, you must be restored to the job nd benefits you would have attained if you had not been elevent die to natary service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION area past or present member of the uniformed service; have appsed for membership in the uniformed services or

reterinen plument promutions or

aw benefit of employment

U.S. Department of Labor

The U.S. Department of Labor, Veterans Employment and Training (VETS) is authorized to investigate and resolve complaints of USFRRA violatiun For assistance in filing a complaint, or for any other information on USFRRA, contact VETS of 1-866 4-USA-DOL or visiting website at https://www.dol.gov/agencies/vets/. An interactive or line USERRA. Advisor catt be viewed at https://webapps.doi.gov/elaws:/vcts/userra

an employer for violations of USERRA the enforcement of USERRA rights, including testifying or making a

statement in connection with a proceeding under USERA even if that person has no service connection. s/programs/userra/poster Federal law requires employees to notify employees of their rights under LISERIA and

U.S. Department of Justice Office of Special Counsel

SEC. 31-62-E12 PHYSICALLY OR MENTALLY HANDICAPPED EMPLOYEES. (This regulation defines a "physicality or mentally herdicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.)

SEC. 31-62-E10. TRAVEL TIME AND TRAVEL

Any employee who is required or permitted to travel from one establishment to another after the beginning or before the close of the work day, shall be compensated

Name; Horne address; Occupation in which emplayed; Total daily and Ictat weekly hours worked, showing tree beginning and ending time of each work period, computed to the nearest unit of 15 minutes: inutes, hourly, daily or weekly basic wage; jons to br deductions from wages each

payperiod, Totelwages paid each payperiod; Overtime_wage as a separale Item from Dasic wage:
Payment for the se venth consecutive day of

(10) Separate itemization en payroll records of each allowance (masis locging, gratulies) usad as part of the minimum fair wage.
(11) Statement's signed by empleyee in accordance with section 3-1-82-63 when credit for graulities is claimed as pan of the minimum fair wage;
(12) Such other records as are stipulated in sections 31-60-1 through 31-80-1-4
(13) Vorking certificales for minor employees (161c14 years).
(b) True and accurate records shell be maintained and retained at the place of employment for a period of three years for each employee. The labor commissionier may authorize the maintenance of wage records and the retenance of both the second solutions of the place of employment for a period of three years for each employee. The labor commissionier may authorize the maintenance of wage records and the retenance of both wage and hour records as outlined either in whole or in part at a pace other than the place of employment when it is demonstrated that the

ectron. lowever, in such cases the onginal time entries shall Under Connecticul General Statutes section 31-23

Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

Receive information and training on job

hazards, including all hazardous substances

in your workplace. Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have

OSHA on your behalf. Participate (or have your representative participate) in an OSHA inspection and

speak in private to the inspector. • File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been

the right to have a representative contact

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

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.

Contact OSHA. We can help.

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their

 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss

Provide required training to all workers in a

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.



Employers must: rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.

language and vocabulary they can understand.

Prominently display this poster in the workplace.

Post OSHA citations at or near the place of



Comply with all applicable OSHA standards.

of an eye.



Di

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 insurance company, or

he Workers' Compensation Commission

last or present history of mental disability ntellectual disability

sex, including pregnancy, sexual harassment transgender stellus, gendel identity or expression, sexual orientation or civil union status workplace; hazards to reproductive systems

ctiminal record (in state employment and liceusing)
Veteran status

services randered the public

etitals and sales of public and private housing If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will nvestigate without ensi to you. It is illegal for anyone to retaliate against you for filling a complaint Connecticut Commission on Human Rights & Opportunities

Your Employee Rights

Your serious mental or physical health condition that makes you unabla to work. Certain Qualifying reasons related to the foreign deployment of your spousa, child or parent who is a military servicementer.

Am I eligible to take **FMLA leave?** fou are an eligible employae it all of the following apply You work tor a covered employer. You have worked for your employer at least 12 months. You have at loast 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 work weeks in the current or previous calender year, You work for an elementary or public or private secondary school, or You work tona public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Fersonnel Management. How do I request FMLA leave?

Additional information and copies of the Act,

Division of Occupational Safety and Health Fax #: (860) 263-6940

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

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

. No service worker shall be entitled to use more than the

Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service The accrual is at a rate of one hour of paid sick leave for each 40 hou worked by a service worker up to a maximum of 40 hours per year (the

Each service worker shall be entitled to carry over up to 40 unused ccrued hours of paid sick leave from the current year period to the Use of Paid Sick Leave service worker shall be entitled to the use of accrued paid sick eave upon the completion of the service worker's 680th hour of from January 1, 2012, for current service workers, or if fired after January 1, 2012, upon the completion of the service worker's 660th hour of employment from the date of

service worker shall not be entilled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more nours a week for the employer in the most recent complete calendar 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-S8 of the general statutes in effect for the pay period during which the

Reasons for Use of Leave A service worker may use paid sick leave for his or her own: illness, injury or health condition the medical diagnosis, care or treatment of his or her men illness or physical illness, injury or health condit preventative medical care; or

lovee used Paid sick leave.

 illness, injury or health condition; the medical diagnosis,
 care or treatment of a mental or physical illness, injury o A service worker may use paid sick leave if the service worker or the · for medical care or psychological or other counseling for physical or psychological injury or disability

service worker may use paid sick leave for a child's or spouse's:

Covered Employers

Prohibited discriminatory conduct includes Terminating employment because of pregnancy, childbirth or related condition Denving reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 eek fecovery periou after offth)* Denying disability or leave benefits accrued under plans maintained by the employer · Failing to reinstate employee to original job or equivalent

riminating against her in the terms or conditions *Note: There is no requirement that the employee be employee for a certain length of time prior to being granted job protected leave of absence under this law. An employer must provide a reasonable accommodation to an

Limiting, segregating or classifying the employee in a way that would deprive fier of employment

. Being permitted to sit while working More frequent or longer breaks Periodic rest Job restructuring Light duty assignments

employee or job applicant due to her pregnancy, childbirth

 Break time and appropriate facilities (not a bathroom) for expressing milk Denial of Reasonable Accommodation

CONNECTICUT

* DEPARTMENT

OF LABOR *

Partner of the American lob Center Network

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

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

documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation a court record or documentation signed by a service worker o volunteer working for a victim services organization, a attorney, a police officer or other counselor involved with the service worker or service worker's child or ward shall be considered reasonable documentation for a victim of famili violence or sexual assault

in accordance with the employer's own paid sick leave policy, a the case may be; or files a complaint with the Labor Commissioner alleging Collective Bargaining
Nothing in the act shall diminish any rights provided to any employee o service worker under a collective bargaining agreement, or preempt o

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 issioner may assess a civil penalty or award other relief. This is not the complete Paid Sick Leave law. Please conta your Human Resources office for additional information.

Effective 10/1/23

anuary 28, 2018; to an existing employee within 10 days after

Whether you need information, help, or just someone to talk to, we're here to listen. CTSafeConnectorg | 888.7742900 CALL . TEXT . CHAT . EMAIL . 24/7 All services are safe, free, confidential & voluntary

on's feeling of entitlement to have power and control over their partner or family member ar

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE n of domestic violence, nor can they deny you reasonable leave of absence for certain issu to the abuse you or your dependent children have experienced, including

(ii) Obtaining services including safety planning from a domestic violence or rape crisis center; (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or (v) Oblaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence. you feel you have been discriminated against due to your status as a

ate Connect advocates can help you think through options and get you connected with one of CADVs 18 local domestic violence organizations for services such as coursaling, support group ayment of not less than the minimum fair wage stablished by subsection (j) of section 31-58 of worked during the pay period, will be accepted

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

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury

in the course of his employment shall immediately report the injury to his employer, or some person

representing his employer. If the employee fails to report the injury immediately, 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 burden of proof with respect to such

An injury report by the employee is NOT an official written notice of claim for workers' compensation

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

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

illowance hereinafter provided, was received by the written format demonstrating that wages received ne service employee, including gratuities, together

Health Insurance Free, Expert Ass is Complicated.

There's help. all: 1.866.466.4446 /isit: ct.gov/oha

Under Age 18 During school weeks (16-17 years of age): 6 aim: to 10 p.m. (If no achool the next day, permitted nours are extended to 11 p.s n. or midright it employee in a supermarket of store than 3,000 aq.1: in size). Nootore than 8 hours per day 3.2 noors per week 6 days per week preceding a school day (normally Friday Saturdayor Sunday) During non-school weeks (16-17 years of sge);

Employment of Minors

in Mercantile/Retail Trades

Nathersfield, CT 66109 WPh 1 (Rev S/ oyment of Minors aurant/Food Service our Restrictions s Under Age 18

lan. 2, 2024

in a restaurant or publi Minimum Wage per hour effective July 1, 2022 WPR-I per hour effective June 1, 2023 y indexed to cost of living effective Jan, 1, 2024 y pe paid 85% of Minimum Wege during their Age/Working Paper is required for all er the age of 18. r complaints of violation should be sent to by Brook Boulevard - Wethersfield, CT 06109

nployed. See applicable laws on back. Posters Contact:

ring, TX. 77386 w.laborlawcc.com 800-801-0597 mination is Illegal

CREDIT TRANSACTIONS PUBLIC ACCOMODATIONS intellectual disability religious creed
sax, transgender states, gender
identity or expression, sexual
cricetation or civil enior, status Veteran status

Under the Family and Medical Leave Act information to your employer so they can determine whether the leave qualifies for FMLA protection. You <u>must</u> also inform your employer it FMLA leave was previously taken or approved for the same reason The Family and Medical Leave Act (FMLA) is a federal law that provid

> What does my employer need to do? f you are eligible for FMLA teave, your employer must Allow you to take job-protected time off work for a qualitying reason

> > . How much of your requested leave, if any, will be FML Aproxected Where can I find more information? Cal | 1-866-467-924-3 or visit dol.gov/fmta to learn more If you believe your rights under the FMLA have been violated, you

inplaint with the Connecticut Department of Labor (DOL).

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

Pub. Date: (01/2024)

1-800-336-459 Publication Date - May 202

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 (1S) Cleaning and tidying up server stellons and drink (16) Informing customers of daily specials.
(17) Preparing hot, cold and mixed drinks for patrons including brewing coffee and chilling bottles ATE: THE FOLLOWING MINIMUM WAGES CRDE:RED:

per hour on 1-1-14; \$9.15 per hour on \$9.60 per hour on 1-1-16; \$10.10 per hour on 1-1-16; \$10.10 per hour on 1-1-17; \$10.00 per hour on 10-1-19; \$12.00 per ron 9-1-20, \$13.00 on 8-1-21; \$14.00 per hour ron 2-1-23 except persons employed under this wags order Including brewing coffee and chilling bottles
of wine;
(18) Rolling silverware, selling up lood stations, or
setting up dining areas to prepare for the next shift
or for large parties;
(19) Stocking service area with supplies such
as coffee area with supplies such
as coffee wine selections to table with approvide
(20) Bussies, and publing wines for customers;
(21) Filling self, pep per, sugar, cream, condiment, and
nepkin containers;

(22) Describing and recommending wines to customers:

nishing and decorating dishesin preparation

contribution received by the employee directly guest, patron or customer for service rendered. (Effective September 24, 2020) SEC. 31-62/EZa. 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) EC. 31-62-E3. GRATUITIES AS PART OF THE

minimum fair wage when all of the following provisions are complied with:

(a) The employer shall be engaged in an employment in which gratuities have customantly and usually constituted and have been recognized as part of his remuneration for himp 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 besis in a wage record even though payment is made more trequently, end

(c) each employer claiming credit for gratuities as part either minimum fair wage paid to any service employes shall obtain substantial evidence as described in Section or statement in electronic or written format demonstrating that the service employee has received in gratuities not SEC. 31-4-2-23

SEC. 31-4-2-23

SEC. 31-4-2-23

SER VICE AND NON-SER VICE

DUTIES WITHIN THE RESTAURANT INDUSTRY

(a) On any day that a service employee performs nonservice employee duties:

(1) For two nourisor more, or

(2) For more than 20 percent of the service employee's

shift, whichever is less, the employeer shalt not
claim credit for gratuities as part of the minimum
fair wage for that day.

(b) If a service employee performs non-service dutises
curing infectourse of a day's work in excess of the less ener
of subdivision (1) or (2) of subsection (a) of this section,
the employer snall singregate and record time spent on
non-service duties to claim a credit for gratuities as part
of the minimum fair wage to if hald ay.

Taking orders from patrons remove that they 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 reculrements for consumption of alcoholic beverages.
Celecting payments from customers.
William patrons food orders on orders sips, memoraling orders, ordered or orders into memorating orders, and the patrons is into communication orders in transmitted by their staff; ORDERS.

(a) Microantifie: If an employee is engaged partly in the restaurant occupation but is also engaged partly in the occupation covered by the mercantile wage order, the occupation covered by the mercantile wage order shall apply to the entire work period, except that, when time spent in each eccupation is saging acted, and separately recorded, the allowance for gratuities as permitted as part of the minimum fair wage may be applied to the hours worked by an employee in the resilaurant service category. for cleaning;
(9) Serving food or beverage s to patrons, and

SEC. 31-62-E.4. DIVERSIFIED EMPLOYMENTWITHIN THE RESTAURANT INDUSTRY has been repealed. SEC, 31-62-E5, EMPLOYMENT UNDER OTHER WAGE

SEC. 31-62-E6 DEDUCTIONS AND ALLOWANCES FOR THE REASONABLE VALUE OF BOARD AND LCDGING has been repealed.

to obtain services from a victim services organization: to participate in any civil or criminal proceedings related to o resulting from such family violence or sexual assault. If leave is foreseeable, the employer may require advance notice

of throu leave your job to perform military service, you have the right

toelect to continue your existing employer-based health plan health plan when you are reamployed, generally without any walking periods or exclusions (e.g. pre-existing condition exclusions) except micromeded illnesses or nivies.

If you file acomplaint with VETS and VETS is unable to resolve it.) " may request that yourcase be referred to the Department of Justice of the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against

SEC. 31-62-E14. RECORDS.
(a) For the purpose of this regulation issued in economic with the provisions of section 31-66 of the

Prohibition of Retaliation or Discrimination No employer shell take reteliatory personnel action or discriminate against an employee because the employee: requests or uses paid sick leave either in accordance with th act; or

f a request for reasonable accommo mployers must post or provide this notice to all existing employees by she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

tips://www.ctriol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

DOL phone number: 860-263-6791

 Forcing employee or job applicant to accept a reasonable accorrimodation when she has no known limitation related to pregnancy or the accommodation is not required to perforn the essential duties of job Requiring employee to take a leave of absence where a reasonable Note: To demonstrate an undue hardship, the employer must show hat the accommodation would require a significant difficulty or pense in light of its circumstances Prohibition of Retaliation Employers are prohibited from retaliating against an employee because

> Any employee aggrieved by a violation of these statutes may file a comptaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of a serimination, or from the time that you reasonably bacame awars of the rimination, in which to file a complaint. It is illegal for anyone to retalia CHRO website: https://portal.cl.gov/CHRO CHRO link "How to File a Discrimination Complaint": ttps://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-

ditionally, women who are denied the right to breastfeed or express mil at work, or are discriminated or retaliated against for doing so, may also file

Reasonable Documentation

Summary of Public Act 19-4 "An Act Increasing the Minimum Fair Wage" Minimum Wage: \$11.00 effective on October 1, 2019 \$12.00 effective on September 1, 2020 \$13.00 effective on August 1, 2021 \$14.00 effective on July 1, 2022 \$15.00 effective on June 1, 2023

thirtieth of the preceding year, rounded to the nearest whole cent.

August 1, 2021

July 1, 2022

June 1, 2023

MinimumWage Direct or Cash Wage Difference \$4.62 October 1, 2019 \$6.38 September 1, 2020 \$12.00 \$6.38 \$5.62 August 1, 2021 \$13.00 \$6.38 \$6.62 July 1, 2022 \$14.00 \$6.38 \$7.62 June 1, 2023 \$15.00 \$6.38 \$8.62 Gratuity Allowances ("Tip Credit") for Bartenders \$2.77 October 1, 2019 \$3.77 \$8.23

200 hours of employment" rule to 90 days for the 85% minimum wage rate.

On October 15, 2023, and on each October fifteenth thereafter, the Labor Commissioner

shall announce the adjustment in the minimum fair wage which shall become the new

On January 1, 2024, and not later than each January first thereafter, the minimum fair

wage shall be adjusted by the percentage change in the employment cost index, or its

Gratuity Allowances ("Tip Credit") for Service Employees

successor index, for wages and salaries for all civilian workers, as calculated by the

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

minimum fair wage and shall be effective on January first immediately following.

\$13.00 \$8.23 \$4.77 \$14.00 \$15.00 Effective October 1, 2019 The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair 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. This modified section eliminates learners and beginners, and adjusts the "first

860-541-3400 website: www.state.cl.us/ebto
This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete te

> An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illnwss may take up to 26 worktweeks of FMLA leeve in a single 12-manth period to care tor the ou have the right to use FMLA leave inchebtock of time When it is nedically necessary or otherwise permitted, you may take FMLA leave ntermittently in separete blocks of time, or on e reduced echedute by hours each day or week Read Fact Sheet #28M(c) for mor

Your employer has at least 50 employees within 75 miles

WAGE AND HOUR DIVIS

Allow you to return to the same job, or a virtually identicat job with

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

punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FML A leave or cooperating with a WHO investigation.

quelify under the FMLA, your employer <u>must confirm</u> whether you are eligible or not eligible for FMLA leave. If your employer determines that

and location, at the end of your leave.

. About your FMLA rights and responsibilities, and

benefits and other working conditions, including shill

Your employ or <u>may</u> request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth **Prohibition of Discrimination** discrimination or supercede any state or local law or collective bargaining No employer may discriminate against an employee or job applicant because of her pregnancy, chilebirth or other related agreement that provides greater tamily or medical leave rights. State employees may be subject to certain limitations in pursuit of direct iditions (e.g., breastfeeding or expressing milk at work),

tion after leave

opportunities

SCAN ME

No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy. phibited 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 reasonable accommod

gainst you for filing a complaint HRO main number: 860-541-3400

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

victim of domastic violence orlf you have been denied a reasonable leave of absence to dual with issues related to sbuss, contect the Connecticut commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ctgov/CHRO

prejudice shall rest upon the employer."

Approved Medical Care Plan Yes No

Public Act 17-141 allows an employ

where other labor law posters requ

the Workers' Compensation Co

must file claims for compens

If your employer

Employer Na

Address

City/Town

Date Posted:

When filin

HIS NOTICE MUST BE IN TY

POINT BOLD-FACE AND POSTE

PLACE IN EACH PLACE OF EMPLO

POST THIS NOTICE WILL SUBJECT

STATUTORY PENALTY (Section 31-279 C.

NOTICE

(i) Seeking attention for injuries caused by domestic violence, including for a child

uch regulations, in accordance with the provisions of napter 54, as may be appropriate to carry out the not limited to, regulations defining and governing an

TO EMPLOYEES State of Connecticut Workers' Compensation Commission

gnate and post - "in

Department are prominently

ite [wcc.state.ct.us] - a location whe

on below, you MUST file your compensation claim there

are also required - by law - to send it by certified mail.

Telephone

0-223-9675).

State

low, ask your employer where to file your claim.

benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement. 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:

Zip Code

Compliance Center

HOUSING &

familial status (in housing)

lawful source of income

learning disability

national origin physical disability

religiousemed

450Columbus Blvd Stitle 2, Hartford, CT06103 100Broadway, Norvach, CT06660

450Columbus Blvd Suite 2. Hartford, CT06103

CONNECTICUT DEPARTMENT OF LABOR

55 Gosling Rd.

sex, transpender status, gender identity or exircesion, sexual orientation or civil union status use of a guide dog/training a guide dog

What is FMLA leave? plote employees with Job-protected leave for qualifying femily and dical reasons. The US_Department of Labors Wage and Hour Division FD) enforces the FML A for most employees. Eligible employees can take up to 12 workweeks of FMLA leave n a 12-month period for: The birth, adoption or foster placement of a child with you,

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

 Modified work schedules Temporary transfers to less strenuous or less Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks