

Maine & Federal Employment Notices

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8 1/2 X 14 INCHES WITH 16 POINT TYPE.



Job Safety and Health IT'S THE LAW!

U.S. Department of Labor Occupational Safety and Health Administration

- ### All workers have the right to:
- A safe workplace.
 - Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
 - Receive information and training on job hazards, including all hazardous substances in your workplace.
 - Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact 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 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.

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

Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009
The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY: At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR: Most workers must be at least 16 years old in most non-farm jobs and at least 18 to work in non-farm jobs that declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-hazardous jobs with certain work restrictions. Different rules apply in agricultural employment.

TIP CREDIT: Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employer's tip combined with the employer's cash wage does not meet \$7.25 per hour, the employer must make up the difference.

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

ENFORCEMENT: OSHA has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may investigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime provisions of the FLSA and child labor provisions. Heightened civil money penalties are assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION:

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Some provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employees are "seasonal workers" and are exempt from the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay provisions and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Equal Employment Opportunity

Equal Employment Opportunity is the LAW. It prohibits employment discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, and pay. Private employers, employment agencies and labor organizations are prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, genetic information, and pay. State and local governments, educational institutions, employment agencies and labor organizations are prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, genetic information, and pay.

ADDITIONAL INFORMATION:

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Some provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
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- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Equal Pay Law

Maine Equal Pay Law (Title 26, § 628) Maine Law requires that employees be paid the same wages for performing the opposite sex for work that is of a comparable nature to that of the employee. Are you being paid less than the employee of the opposite sex for doing the same or similar job? If so, please ask yourself the following questions:

1. Does the other employee work for the business or been in that job longer than I have?
2. Does the other employee have more training, education or experience related to the job than I do?
3. Is there a merit system in place that rewards employees with pay increases or other advantages on the basis of their abilities or qualifications?
4. Does the other employee have more responsibilities in comparison to my own responsibilities?

If you cannot answer at least one of the above questions with a "yes," you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access at www.maine.gov/labor/laws/wagehour.html or you may call 207-623-7900 and request that an Equal Pay Complaint form be mailed to you.

For more information, contact:

Maine Department of Labor - Bureau of Labor Standards Telephone: 207-623-7900 or 207-623-7930
45 State House Station
Augusta, Maine 04333-0045
www.maine.gov/labor/laws
TTY users call Maine Relay 711

Human Trafficking

STOP HUMAN TRAFFICKING - REMEMBER YOU MAY BE THE VICTIM'S ONLY CHANCE!
Fooded Labor, Sex Trafficking and Human Trafficking are crimes under State and Federal Law.
If you or someone you know is a victim, contact:

NATIONAL HUMAN TRAFFICKING HOTLINE
1-877-786-7868
TTY: 711
Text: 237333

The Maine Department of Labor provides free opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request.

Emergency Notice

AMBULANCE: FIRE-RESCUE: HOSPITAL: PHYSICIAN: ALTERNATE: POLICE: HAZARDOUS MATERIAL:

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Payday Notice

Payday Notice

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

1. You reported a violation of the law;
2. You are a hazardous worker and you reported a medical condition;
3. You reported something concerning the safety of your workplace;
4. You have refused to do something that will endanger your life or someone else's life;
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

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

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

(Name) _____
(Title) _____
(Location or phone) _____

ProService HAWAII
HR that states your business
Made in USA

Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT
UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employer's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform his or her job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

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

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employer requires the use of accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS: Most employees are on FMLA leave, employees must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, employees must be restored to the same job or one nearly identical to that with equivalent pay, benefits, and other employment terms and conditions of labor.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by FMLA, or being involved in any proceeding under or related to the FMLA.

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

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

REQUESTING LEAVE: Generally, employees must give 30-day advance notice of their intent to take FMLA leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. If the employer doubts the employee if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees must obtain a certification or certification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employees must be able to provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. If the employee is eligible, the employer must designate the employee as FMLA leave, and if so, how much leave will be designated as FMLA leave.

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

The FMLA does not affect any federal or state law prohibiting discrimination or enforcing any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information: 1-866-USA-WAGE (1-866-473-6243)
TTY: 1-877-889-5627
www.dol.gov/whd
Wage and Hour Division

Sexual Harassment

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION, SEXUAL HARASSMENT ON THE JOB IS ILLEGAL.

UNWELCOME SEXUAL ADVANCES, SUGGESTIVE OR LEWD REMARKS, UNWANTED HUGS, TOUCHES, KISSES, REQUESTING LEAVE, SEXUAL FAVORITISM, RETALIATION AGAINST SEXUAL HARASSMENT COMPLAINTS.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION OFFICE:
51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
Phone: (207)624-6050 Fax: (207)624-6063 TTY: 1-888-577-8690

OR CONTACT YOUR PERSONNEL DEPT. _____ REPRESENTATIVE

Polygraph Protection

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.

PROHIBITIONS: Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the act.

EXEMPTIONS: Federal, state and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not apply to any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS: Where polygraph tests are permitted, they are subject to numerous strict standards concerning the content 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 to not have test results disclosed to unauthorized persons.

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.
1-866-487-2423 TTY: 1-877-889-5627 www.dol.gov/whd

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING
If you are a taxpayer, you may need to check your withholding. If you are a taxpayer, you may need to check your withholding. If you are a taxpayer, you may need to check your withholding.

More or fewer? Major changes to...
Your income (interest, dividend, capital gains, etc.)
Your family wage (other than your spouse started or earned a job?)
Your itemized deductions? Your tax credits?

IRS Withholding

USERRA

FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS - YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and returning to the uniformed services.

REEMPLOYMENT RIGHTS: You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and you ensure that your employer receives advance written or verbal notice of your service.

You have five years or less of cumulative service in the uniformed services while with that particular employer, barring undue hardship to the employer.

you return to work or apply for reemployment in a timely manner after conclusion of service; and

you have not been separated from service with a disqualifying discharge or other conduct than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHTS TO BE FREE FROM DISCRIMINATION AND RETALIATION If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service, then an employer may not deny you:
- initial employment;
- reemployment;
- retention in employment;
- promotion or advancement;
- any benefit of employment because of this status.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userraposter.html>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices to employees.

Child Labor Law

Child Labor Laws of the State of Maine provide protection for people under the age of 18 who are employed in hazardous jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

Work Permits: All minors under 16 years of age need work permits in order to work.

- Supervision of schools certified academic standing.
- Minor allowed only one permit during the school year but two during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

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

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Domestic Violence & Workplace

Maine Labor Laws on Domestic Violence, Sexual Assault, and Stalking

Maine law protects victims of domestic violence, sexual assault, and stalking in employment. This poster describes some important parts of the laws. A copy of the actual laws may be obtained from the Maine Department of Labor by calling (207) 623-7900. This poster may be copied.

How You Are Protected

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking: You may take unpaid leave from your employment if you, your child, spouse, or parent is a victim of domestic violence, sexual assault, or stalking. Title 26, § 680, Unlawful Employment Practices.

Unemployment Benefit Eligibility:

- If you voluntarily leave work, you may not be disqualified from receiving benefits if your leaving was necessary to protect yourself from domestic abuse, and you made all reasonable efforts to look for a job.
- If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Customs Enforcement.

Unemployment benefits are taxable: Unemployment benefits are taxable and have to be included in your federal income tax return.

Child Support: If you are a parent, you may apply to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld for child support.

Benefits for part-time employment: An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed fulltime and who is given less than a full-time hours duty week due to lack of work, and who is not separated from that employer.

Other Resources:

Statewide Sexual Assault Crisis Line: 1-800-871-7741 TTY: 1-888-458-5599
Maine Department of Labor: 207-623-7900 TTY: 1-800-794-1154
Maine Coalition to End Domestic Violence: 207-441-1154
Houlton Band of Micmacs Family Violence Prevention Hotline: 1-800-439-2323
Aroostook Band of Micmacs Domestic Violence Response Hotline: 207-522-6401
Passamaquoddy/Beaubien Domestic Violence Response: 207-465-2613
Penobscot Nation Domestic Violence Hotline: 1-800-863-9909

Employment Security Law

Basic eligibility requirements

Rate of benefits during the base period: The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times the amount of wages in Maine in each of two different calendar quarters, and a total of six times the amount, average weekly wage in Maine in the whole base period. In most cases, the Department of Labor will accept a copy of your wage information on file. If it is not on file, the Department will take steps to obtain it.

Discharge: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you were separated from your last job for reasons other than lack of work, you will need an investigation and a finding of discharge. A determination will then be made regarding your eligibility for benefits.

Weekly requirements: Weekly eligibility requirements include being able to work and being available to work, making available and necessary for work (unless your search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the Department of Labor.

Alien: If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Customs Enforcement.

Unemployment benefits are taxable: Unemployment benefits are taxable and have to be included in your federal income tax return.

Child Support: If you are a parent, you may apply to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld for child support.

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Penobscot Nation Domestic Violence Hotline: 1-800-863-9909

Video Display Terminal

The program must include, at a minimum:

1. A notification of the rights and duties created under this subchapter by posting in a conspicuous and readable location a copy of this subchapter.
2. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from radiation exposure.
3. Instruction related to the importance of maintaining proper posture during terminal operation.
4. Information on the availability of ergonomic assessment and training programs, including the use of any adjustable work station equipment used by the operator.
5. Literature, clearinghouse, the bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate content and pertinent data on terminal use.
6. Information on the availability of ergonomic assessment and training programs with this education and training program within 30 days of employment and annually thereafter.

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

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

Video Display Terminal (VDL) Law 26 § 221.

2. Employ "Ergonomic" means the use of computer workstation equipment that is designed to be used by an employer located or doing business in the State.

4. Employer "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.

5. Operator "Terminal" means any electronic video primary task station to operate a terminal, commonly called "terminal" means any electronic video screen data presentation machine, more than four.

Maine Supports Nursing Moms

This document is a collaborative effort of the Maine WIC Nutrition Program and the Maine Department of Labor. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/laws>

An employer who is found to have violated this law through a hearing process must pay a civil penalty of \$100-500 for every violation.

Employers of nursing mothers, for three years after the birth of a child, must:

- 1. Provide a reasonable unpaid break time if the parent employee is unable to pump breast milk each time she needs to express breast milk for her nursing child.
- 2. Provide a clean, private space for the mother to express breast milk in private.

An employer shall not retaliate or discriminate against an employee who exercises the right provided under this section.

How can employers support nursing mothers?

- 1. Provide a workplace policy, including identifying who oversees implementation, and inform employees of new policy.
- 2. Provide a clean, private space with access to electric outlets and a chair.
- 3. Offer flexible breaks.

What can employers do to make nursing in the workplace easier?

- 1. Create a lactation room.
- 2. Create a "pump to work" plan before your baby is born.
- 3. Offer flexible scheduling and support needs and talk to your employer as soon as possible.
- 4. Do a workplace walk-through and suggest ideas.

Why do Maine workplaces support nursing moms?

An average annual savings equals \$400 per breastfed baby (lower medical costs with fewer health insurance claims).

For more information on working and pumping visit:
WIC Nutrition Program: www.maine.gov/WIC
207-623-7900
www.workandpump.com
www.willll.org

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
TTY: 207-624-6226
TTY users call Maine Relay 711
www.maine.gov/hrc

The following agencies may provide information on workplace safety and labor laws:

U.S. Department of Labor/OSHA
40 Western Avenue
Boston, Massachusetts, MA 02106
TTY: 207-626-9100
www.osha.gov

U.S. Department of Labor
Wage and Hour Division
P.O. Box 3584
Washington, DC 20512
TTY: 207-780-3344
www.dol.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
207-623-7900
TTY users call Maine Relay 711
Web site: www.maine.gov/labor/laws
Email: bsi.mdo@maine.gov

Whistleblower Protection

Whistleblower Protection Act

This poster describes some important parts of the law. A copy of the actual law and interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site, Maine Law (Title 26 M.R.S.A. § 639) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

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

1. You reported a violation of the law;
2. You are a hazardous worker and you reported a medical condition;
3. You reported something concerning the safety of your workplace;
4. You have refused to do something that will endanger your life or someone else's life;
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You are protected by this law ONLY if:

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

(Name) _____
(Title) _____
(Location or phone) _____

ProService HAWAII
HR that states your business
Made in USA

State Minimum Wage

Minimum Wage

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

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

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

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

Minimum Wage

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

Municipal Minimum Wage Ordinances

Employers who work in Bangor and Portland or any other municipality that passes a local minimum wage ordinance may be subject to additional regulations and should check with municipal offices.

Service Employee

A service employee is someone who regularly receives more than \$100 in month in tips. As of January 1, 2022, employers must pay a direct wage of at least \$0.30 per hour to service employees. If the employer's direct wage combined with the tips received on a weekly basis, the state required minimum wage, the employer must not be different.

Overtime

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Employees have the right to refuse overtime pay. Overtime compensation must be paid in accordance with state requirements. Compensatory or "comp time" cannot be used by private sector employers, although private sector employers can allow employees to flex their time within the workweek (but not the pay period) if the pay period is longer than a seven day cycle in the workweek.

Exemptions from Overtime

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

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Service Employee

A service employee is someone who regularly receives more than \$100 in month in tips. As of January 1, 2022, employers must pay a direct wage of at least \$0.30 per hour to service employees. If the employer's direct wage combined with the tips received on a weekly basis, the state required minimum wage, the employer must not be different.

Overtime

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Employees have the right to refuse overtime pay. Overtime compensation must be paid in accordance with state requirements. Compensatory or "comp time" cannot be used by private sector employers, although private sector employers can allow employees to flex their time within the workweek (but not the pay period) if the pay period is longer than a seven day cycle in the workweek.

Exemptions from Overtime

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

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

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

Minimum Wage

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

Municipal Minimum Wage Ordinances

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