To any of these or you owed extra tax when you filed your last return, you may need to file a new

Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is

the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax

Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it.

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

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND

against violators. Employees or job applicants may also bring their own court actions.

the conduct and length of the test. Examinees have a number of specific rights, including the righ

to a written notice before testing, the right to refuse or discontinue a test, and the right not to have

Please indicate where they can get forms and information on this subject.

test results disclosed to unauthorized persons

JOB APPLICANTS CAN READILY SEE IT.

UNITED STATES DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION

1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

ENFORCEMENT

Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

An eligible em<mark>ployee who is a covered servicemem</mark>ber'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 wit

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

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

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

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

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

IRS Withholding

Polygraph Protection

USERRA

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

mployer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other

f 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

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filling a complaint or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at <a h webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special

n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA,

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/

Tipped Employees

Notice to Tipped Employees

Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay an employer for the amount of a customer's charge for food or beverage if the customer leaves

the employer's place of business without paying for the charges. In addition, unless otherwise provided by law, and employer is prohibited from making a deduction to an employee's wages to cover the

Department of Labor

Division of Labor and Industry

10946 Golden West Dive. Suite 160 Hunt Valley, MD 21031 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303

E-mail: didliemploymentstandards-dllr@maryland.gov

PURSUANT TO §3-713 (C) OF THE LABOR AND EMPLOYMENT ARTICLE OF THE MARYLAND ANNOTATED CODE,

EMPLOYERS ARE REQUIRED TO CONSPICUOUSLY POST THIS NOTICE IN A PLACE WHERE ANY TIPPED EMPLOYEE IS EMPLOYED.

Lie Detector Tests

detector or similar test.

(g) Enforcement -

Workers' Compensation

you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds

lote: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.

Maryland Workers' Compensation Commission 10 East Baltimore Street, Baltimore, Maryland 21202-1641

(410) 864-5100 / Outside Baltimore (800) 492-0479

Webpage - http://www.wcc.state.md.us / TTY Users -711 in Maryland or (800) 735-2258

State OSHA Private

OCCUPATIONAL SAFETY and HEALTH ACT (PRIVATE SECTOR)

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State.

Employers: Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious

Employees: Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the

b. The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors condu

nspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection. Where there is no

Complaint: Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe of unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request. The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Citation: If upon inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the employer. Each citation shall specify a time period

he MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there

Proposed Penalty: The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each non serious violation

Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed

civil penalties of up \$70.000 for each such violation. Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine o

oluntary Activity: While providing penalties for violations, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissione

of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. Such

ooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private

ADDITIONAL INFORMATION AND COPIES OF THE ACT. SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE

Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall

Pregnancy Accommodations

Interfere with;

· Deny the exercise; or

Restrain:

If required, the certification must include:

• Deny the attempt to exercise the right.

What If I Am A Victim Of Discrimination?

mccr@maryland.gov | www.mccr.maryland.gov

Commission on Civil Rights (MCCR).

· Date a reasonable accommodation is medically advisable

• Probable duration of the accommodation should be provided.

emporary disability due to pregnancy, an employer may not:

are confidential until your case is certified for public hearing or trial.

• Explanation as to the medical advisability of the reasonable accommodation

Retaliation is prohibited under State Government Article, §20-609(h) when exercising your

Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland

rights. If an employee seeks to exercise her right to request a reasonable accommodation for a

If you believe your rights under the law have been violated, you must file a complaint with MCCR

within 300 days of the alleged act of discrimination. A trained Civil Rights Officer will work with you

to discuss what happened and determine if there is reason to believe a discriminatory violation

occurred. You can reach MCCR by phone, email, fax, letter, or walk-in, All procedures by MCCR

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841

authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace

ot more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties

THE COMMISSIONER OF LABOR AND INDUSTRY 1100 North Eutaw Street, Baltimore, Maryland 21201, Phone 410-767-SAFE

subject to a fine not exceeding \$100."

notice required under this subsection.

the Commissioner a written complaint.

required under subsection (d) of this section.

f you think you have been required to make an improper payment or there has been an improper deduction from your wages related to a customer's charges if the customer leaves the place of

Office of Special Counsel

(4) This section does not apply to an applicant for employment as

a correctional officer with the Department of Corrections for Prince George's County.

(c) Prohibited Activity - An employer may not require or demand, as a condition of employment

(1) Each application for employment shall set out, in bold-faced upper case type, the following

employment, prospective employment, or continued employment, that an individual submit to or

take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor an

(2) Each application shall provide a space for an applicant to sign an acknowledgment of the

(e) Acknowledgment of Applicant - An applicant shall sign the acknowledgment of the notice

(f) Rights of Applicants and Employees - If an employer violates subsection (c) or (d) of this

(1) Whenever the Commissioner determines that this section has been violated, the

(ii) ask the Attorney General to bring an action on behalf of the applicant or employee

(i) try to resolve any issue involved in the violation informally by mediation; or

allegedly occurred, for injunctive relief, damages, or other relief.

on conviction is subject to a fine not exceeding \$100.

section, an applicant for employment or prospective employment or an employee may submit to

(2) The Attorney General may bring an action under this section in the county where the violation

(h) Penalty - An employer who violates any provision of this section is guilty of a misdemeanor and

notice: "Under Maryland law, an employer may not require or demand, as a condition of

prospective employment, or continued employment, that an individual submit to or take a lie

rograms/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they

Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services

• 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

f 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.

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

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

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

 Commissioned employees •Employees enrolled as a trainee as part of apublic school special education program •Non-administrative employees of organizedcamps

•Certain establishments selling food and drinkfor consumption on the premises grossing lessthan \$400,000 annually Drive-in theaters •Establishments engaged in the first canning,packing or freezing of fruits, vegetables, poultry,or Overtime Only Exemptions Different minimum wage rates are in effect. Employers in this county are required to post the (must earn the State Minimum Wage Rate)

> Federal Motor Carrier Act, and the Interstate Commerce Con Seasonal amusement and recreationalestablishments that meet certain criteria FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

Minor Fact Sheet (Labor and Employment Article, Section 3 -206, Annotated Code of Maryland) ns for work permits are accepted online at: www.dllr.state.md.us/childworkpermit Steps:

Maryland Minimum Wage and Overtime Law

Employers with 15 or more employees

Employers with 14 or fewer employees

Minimum Wage Rates

scheduled 1/1/23

Scheduled 1/1/24

Scheduled 1/1/23

Scheduled 1/1/24

week. Exceptions:

applicable rate information

14.00

\$12.80

\$13.40

_abor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland)

Most employees must be paid the Maryland State Minimum Wage Rate

Tipped Employees (earning more than \$30 per month in tips) must earn the State Minimum

equal at least the State Minimum Wage Rate. Subject to the adoption of related regulations,

staurant employers who utilize a tip credit are required to provide employees with a writte

r electronic wage state-ment for each pay period showing the employee's effective hourly

Most employees must be paid <u>1.5 times</u> their usual hourly rate for all work over **40 hrs**. per

Vage Rate per hour. Employers must pay at least \$3.63 per hour. This amount plus tips must

Permissible Hours of Employment May not be employed or permitted to work more than five hours continuously without a nonworking period of at least ½ hour.

Minors 14-15: 3 hours on any day when school is in session

40 hours in any week when school is not in session *May only work between the hours of 7:00am and 7:00pm. *May work until 9:00pm from June 1 until Labor Day. The hours worked by a minor enrolled in a bona fide work- study or student-learner program when school is normálly in session may not be counted towards the permissible hours of work his is based upon a more restrictive Federal law

Occupations involved in the operation of power-driven woodworking machines.

May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry (address below) or online at: www.labor.maryland.gov/labor/

_abor, Wage and Hour Division (410) 962-6211.

Division of Industry - Employment Standards Service
10946 Golden West Drive, Suite 160 • Hunt Valley, MD 21031
Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 • E-mail: dldliemploymentstandards-dllr@maryland.gov

 Occupations involving slaughtering, meat-packing or processing, or rendering.
 Occupations involved in the operation of certain power- driven bakery machines.
 Occupations involved in the operation of certain power-driven paper products machines. Occupations involved in the manufacture of brick, tile, and kindred products.
 Occupations involved in the operation of circular saws, band saws, and guillotine shears.

Occupations involved in the operation of power-driven woodworking magnines.

Occupations involving exposure to radioactive substances and to ionizing radiations.

Occupations involved in the operation of elevators and other power-driven hoisting apparatus.

Occupations involved in the operation of power-driven metal forming, punching, and shearing Occupations involved in excavation operations In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors Cleaning, oiling or wiping of machinery

 Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.
3) Occupations in, about, or in connection with (except office or sales work not performed on site): scaffolding public messaging service brickyard certain baking and cooking construction

• occupations causing dust or gases in boats engaged in navigation or commerce

(II) Seek to confirm the wage history voluntarily provided by the applicant to simpleyment to support a wage offer higher than the initial wage offered by the employer.

(3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher wage does not create an unlawful pay differential based on protected characteristics under §3-304

history with an employer voluntarily. §3–305. (a) (1) Each employer shall keep each record that the Commissioner requires on: (i) wages of employees; (ii) job classifications of employees; and (iii) other conditions of employment.

(2) An employer shall keep the records required under this subsection for the period of time that

the Commissioner requires. (b) On the basis of the records required under this section, an employer shall make each report

(a) On request of an employer, the Commissioner shall provide without charge a copy of this

(c) The Commissioner, in consultation with the Maryland Commission on Civil Rights, shall

Whenever the Commissioner determines that this subtitle has been violated, the

(1) try to resolve any issue involved in the violation informally by mediation; or (2) ask the Attorney General to bring an action on behalf of the applicant or employe

subtitle to the employer.

(b) Each employer shall keep posted conspicuously in each place of employment a copy of this

develop educational materials and make training available to assist employers in adopting training policies, and procedures that comply with the requirements of this subtitle.

b) The Attorney General may bring an action under this section in the county where the violation illegedly occurred for injunctive relief, damages, or other relief.

(1) If an employer knew or reasonably should have known that the employer's action violates

§ 3–304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employees of one sex

or gender identity and the wages paid to employees of another sex or gender identity who do the

same type work and an additional equal amount as liquidated damages.
(2) If an employer knew or reasonably should have known that the employer's action violates § 3–304.1 of this subtitle, an affected employee may bring an action against the employer for

injunctive relief and to recover actual damages and an additional equal amount as liquidated

(c) An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3–505(a) of this title.

(e) If a court determines that an employee is entitled to judgment in an action under this section,

) willfully violate any provision of this subtitle;) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of

the court shall allow against the employer reasonable counsel fees and other costs of the action

(d) The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section.

Labor and Employment Article Title 3, Subtitle 3)

Coal-mine occupations.

ráilroads

Update 6/22

qual Pay for Equal Work

a municipal government in the State "Employer" includes a person who acts directly or indirectly in the interest of another employer "Gender identity" has the meaning stated in § 20–101 of the State Government Article. (1) "Wage" means all compensation for employment "Wage" includes board, lodging, or other advantage provided to an employee for the ience of the employer 3–302. This subtitle applies to an employer of both men and women in a lawful enterprise

hat are unlawful under this subtitle: and 2) supervise the payment of a wage owing to an employee under this subtitle. 33–304. (a) In this section, "providing less favorable employment opportunities" means: assigning or directing the employee into a less favorable career track, if career tracks are 2) failing to provide information about promotions or advancement in the full range of career racks offered by the employer; or (3) limiting or depriving an employer; or deprive a way and a way to the employee of employment opportunities that would otherwise be available to the employee but for the employee's sex or gender identity.

(b)(1) An employer may not discriminate between employees in any occupation by:

(i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identity if both employees work in the same establishment providing less favorable employment opportunities based on sex or gender identity

) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at e same establishment as another employee if the employees work for the same employer at orkplaces located in the same county of the State. c) Except as provided in subsection (d) of this section, subsection (b) of this section does not ohibit a variation in a wage that is based on:
) a seniority system that does not discriminate on the basis of sex or gender identity; a merit increase system that does not discriminate on the basis of sex or gender identity;) jobs that require different abilities or skills;) jobs that require the regular performance of different duties or services; work that is performed on different shifts or at different times of day of work that is performed on unlief shifts of a dufficient times of day, of) a system that measures performance based on a quality or quantity of production; or 7) a bona fide factor other than sex or gender identity, including education, training, or xperience, in which the factor:

) is not based on or derived from a gender–based differential in compensation;
i) is job related with respect to the position and consistent with a business necessity; and accounts for the entire differential. omply with this subtitle

) require an employee to sign a waiver or any other document that purports to deny the ployee the right to disclose or discuss the employee's wages; or

inquiring about the employee's wages or another employee's wages; disclosing the employee's own wages;) discussing another employee's wages if those wages have been disclosed voluntarily; y) asking the employer to provide a reason for the employee's wages; or
) aiding or encouraging another employee's exercise of rights under this section.
)(1) Subject to paragraph (2) of this subsection, an employer may, in a written policy provided o each employee, establish reasonable workday limitations on the time, place, and manner for nquiries about or the discussion or disclosure of employee wages.

2) A limitation established under paragraph (1) of this subsection shall be consistent with tandards adopted by the Commissioner and all other State and federal laws. 3) Subject to subsection (d) of this section, limitations established under paragraph (1) of this ubsection may include prohibiting an employee from discussing or disclosing the wages of

another employee without that employee's prior permission. (c) Except as provided in subsection (d) of this section, the failure of an employee to adhere to a easonable limitation included in a written policy under subsection (b) of this section shall be an affirmative defense to a claim made against an employer by the employee under this section if the adverse employment action taken by the employer was for a failure to adhere to the reasonable mitation and not for an inquiry, a discussion, or a disclosure of wages in accordance with the (1) A prohibition established in accordance with subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without that employee's prior

Nothing in this section shall be construed to:

i) limit the rights of an employee provided under any other provision of law or collective create an obligation on any employer or employee to disclose wages; permit an employee, without the written consent of an employer, to disclose proprietary ormation, trade secret information, or information that is otherwise subject to a legal privilege or) permit an employee to disclose wage information to a competitor of the employer 3-304.2

ion for which the applicant applied. Retaliate against or refuse to interview, hire, or employ an applicant for employment because Did not provide wage history; or Requested the wage range in accordance with this section for the position for which the Except a provided in paragraph (2) of this subsection:

Rely on the wage history of an applicant for employment in screening or considering the pplicant for employment or in determining the wages for the applicant; or . Seek the wage history for an applicant for employment orally, in writing, or through an employee or an agent or from a current or former employer

Non-Employment Activities Activities not considered employment if performed outside of the prescribed school day and the ctivity does not involve mining, manufacturing or hazardous occupations. The activities includ · Work performed in a business owned or operated by a parent or one standing in the place of a

with the written consent of a parent or one standing in the place of a parent. with the written consent of a parent of one standing in the · Caddying on a golf course. · Employment as an instructor on an instructional sailboat. Manufacturing of evergreen wreaths in or about a home.
 Delivery of newspapers to the consumer. Work performed as a counselor, assistant counselor, or instructor in a youth camp certified nder the Maryland Youth Camp Act. Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to

estrictions under the child labor provisions of the Federal Fair Labor Standards Act may be reater than State Standards. In all cases, the higher or more restrictive standard prevails. formation on Federal Standards is available from the Baltimore office of the U.S. Department of

Occupations involved in wrecking, demolition, and shipbreaking operations
 Occupations involved in roofing operations.

 any occupation deemed injurious by the sioner after investigation

transportation of persons or property

(2) After an employer makes an initial offer of employment with an offer of compensation to an applicant for employment, an employer may: (I) Subject to paragraph (3) of this subsection, rely on the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the

(II) Seek to confirm the wage history voluntarily provided by the applicant for employment to

employee; and

a) An employer may not:

consolidate 2 or more claims against an employe

the Commissioner in the enforcement of this subtitle:

as well as prejudgment interest in accordance with the Maryland Rules.

a person engaged in a business, industry, profession, trade, or other enterprise in the State;

and perform work of comparable character or work on the same operation, in the same business,

e) An employer who is paying a wage in violation of this subtitle may not reduce another wage to inquiring about, discussing, or disclosing the wages of the employee or another employee; or requesting that the employer provide a reason for why the employee's wages are a condition of

take any adverse employment action against an employee for

permission may not apply to instances in which an employee who has access to the wage information of other employees as a part of the employee's essential job functions if the discussion or disclosure is in response to a complaint or charge or in furtherance of an investigation, a oceeding, a hearing, or an action under this subtitle, including an investigation conducted by the 2) If an employee who has access to wage information as part of the essential functions of the employee's job discloses the employee's own wages or wage information about another employee obtained outside the performance of the essential functions of the employee's job, the employee shall be entitled to all the protections afforded under this subtitle.

A) On request, an employer shall provide to an applicant for employment the wage range for the

(c) The Commissioner may bring an action for injunctive relief and damages against a person with violates subsection (a)(1), (4), or subsection (b)(1), (3), or (4) of this section.

(d) (1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$300.

(2) (i) This paragraph does not apply to a violation of \$304.2. amount of damages owed by the employer.

lf an employer is found to have violated this subtitle two or more times within a 3–year period, the Commissioner or a court may require the employer to pay a civil penalty equal to 10% of the iii) Each civil penalty assessed under this paragraph shall be paid to the General Fund of the in) Each diviting assessed under this paragraph shall be paid to the General Fund of the state to offset the cost of enforcing this subtitle.

E) (1) If the Commissioner determines that an employer has violated §3-304.2 of this subtitle, the (I) shall issue an order compelling compliance; and (II) may, in the Commissioner's discretion, 1. for a first violation, issue a letter to the employer compelling compliance; 2. for a second violation, assess a civil penalty of up to \$300 for each applicant for employment for whom the employer is not in compliance; or 3. for each subsequent violation, assess a civil penalty of up to \$600 for each applicant for

and the consussequent volation, assess a civil penalty of up to 5000 for each applicant for employment for whom the employer is not in compliance if the violation occurred within 3 years after a previous determination that a violation had occurred. ining the amount of the penalty if assessed the f) the size of the employer's business il) the employer's good faith; and V) the employer's history of violations under this subtitle. (3) If the Commissioner assesses a penalty under paragraph (1)(II) of this subsection, the

penalty shall be subject to the notice and hearing requirements of Title 10, Subtitle 2 of the State For additional information or to file a complaint, please contact:

Employment Standards Service

10946 Golden West Drive, Suite 160 – Hunt Valley, MD 21031 Phone: 410-767-2357

Earned Sick and Safe Leave

MARYLAND EARNED SICK AND SAFE LEAVE

The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employers who employ 14 or fewer employees provide unpaid sick and safe leave for certain employees.

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.

An employee is allowed to use earned sick and safe leave under the following conditions: To care for or treat the employee's mental or physical illness, injury, or condition; To obtain preventative medical care for the employee or the employee's family member; To care for a family member with a mental or physical illness, injury, or condition; For maternity or paternity leave: or

elocated as a result of the domestic violence, sexual assault, or stalking,

The absence from work is necessary due to domestic violence, sexual assault, or stalking nmitted against the employee or the employee's family member and the leave is being used: 1) to obtain medical or mental health attention; (2) to obtain services from a victim services rganization; (3) for legal services or proceedings; or (4) because the employee has temporarily

earned sick and safe leave from making a complaint, bringing an action, or testifying in an action in bad faith.

How to File a Complaint or Obtain Additional Information If you feel your rights have been violated under this law or you would like additional information you may contact: Commissioner of Labor and Industry

other costs.

10946 Golden West Drive, Suite 160 - Hunt Valley, MD 21031 ssl.assistance@maryland.gov

finds that an employer withheld the wage of an employee

Section 3-501 - Definitions (a) In General- In this subtitle the following words have the neanings indicated. (b) Employer - "Employer' includes any person who employs an ndividual in the State or a successor of the person.

SUBTITLE 5 - WAGE PAYMENT AND COLLECTION

Fitle 3, Subtitle 5 Annotated Code of Maryland

penefit (iv) Any other remuneration promised for service. Section 3-502 - Payment of Wage. (a) Pay Periods-1) Each employer: (i) Shall set regular pay periods (ii) Except as provided in paragraph (2) of this sub-section, shall pay each employee at least once in every 2 weeks or twice each month. (2) An employer may pay an administrative, executive, or

professional employee less frequently than required under paragraph (1) (ii) of this subsection (b) Paydays- If the regular payday of an employee is a non work day, an employer shall pay the employee on the preceding c) Form of Payment- Each employer shall pay a wage: 1) In United States currency; or (2) By a check that, on demand, is convertible at face value into United States currency.

(d) This section does not prohibit the: 1) direct deposit of the wage of an employee into a personal bank account of the employee in accordance with an credit or the wage of an employee to a debit card or card account from which the employee is able to access the funds

through withdrawal, purchase, or transfer if: (i) authorized by the employee; and (ii) any fees applicable to the debit card or card account are disclosed to the employee in writing in at least 12 Section 3-503 - Deductions An employer may not make a deduction from the wage of an employee unless the deduction is:

employee, and (ii) The regular paydays that the employer sets (2) For each pay period, a statement of the gross earnings of the employee and deductions from those gross earnings, and (3) At least 1 pay period in advance, notice of any change in a (b) Wage Increase- This section does not prohibit an employer from increasing a wage without advance notice. Section 3-505 - Payment on Termination of Employment. Each employer shall pay an employee or the authorized representative of an employee all wages due for work that the employee performed before the termination of employment, on or before the day on which the employee would have been paid

the wages if the employment had not been terminated. Section 3-506 - Reciprocal Agreements To collect wages that employers unlawfully withhold, the another state over wage collection. Section 3-507 - Enforcement. this subtitle has been violated, the Commissioner (1) May try to resolve any issue involved in the violation informally by mediation,

Attorney General to bring an action in accordance with this section on behalf of the employee; and (3) May bring an action on behalf of an employee in the county where the violation allegedly occurred. (1) If, in an action under subsection (a) of this section, a court

(1) An employer who violates subsection (a) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000. (2) an employee who violates subsection (b) of this section is not exceeding \$500. Section 3-509 - Short Title.

in violation of this subtitle and not as a result of a bona fide

dispute, the court may award the employee an amount not

exceeding 3 times the wage, and reasonable counsel fees and

(2) If wages of an employee are recovered under this section,

(a) In general - Notwithstanding any remedy available under

§3-507 of this subtitle, if an employer fails to pay an employee

in accordance with §3-502 or § 3-505 of this subtitle, after 2

weeks have elapsed from the date on which the employer is

required to have paid the wages, the employee may bring an

(b) Award and costs - If, in an action under subsection (a) of

this section, a court finds that an employer withheld the wage

of an employee in violation of this subtitle and not as a result

of a bona fide dispute, the court may award the employee

Section 3-508 - Prohibited Acts and Penalties.

counsel fees and other costs.

connection with the statement.

(c) Penalties-

an amount not exceeding 3 times the wage, and reasonable

(a) Prohibited Acts of Employer- An employer may not willfully

investigation or proceeding under this subtitle, with the intent

that the governmental unit or official consider or otherwise act in

(b) Prohibited Acts of Employee- An employee may not

knowingly make to a governmental unit or official of a

governmental unit a false statement with respect to any

action against the employer to recover the unpaid wages.

Section 3-507.1 - Action of recover unpaid wages.

they shall be paid to the employee without cost to the employee

for filing safety and health complaints or otherwise exercising their rights under the Act. A public employee who believes he or she has been discriminated against may file a complaint with the Commissioner within 30 days of the alleged discrimination. Citation: If upon an inspection performed by the Division of Labor and Industry, the Commissioner

OCCUPATIONAL SAFETY and HEALTH ACT (PUBLIC SECTOR) The Maryland Occupational Safety and Health Act of 1973 provides job safety and health

protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following: Public Employers: Each public employer shall furnish to each of his or her employees ployment and a place of employment free from recognized hazards that are causing or are kely to cause death or serious harm to employees; and shall comply with occupational safety and

Public Employees: Each public employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job. The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. **Inspection:** The Act provides that the State Government and each of its political subdivisions or any agency thereof shall develop, conduct and maintain a program of self-inspection. This program is to be approved and monitored by the Commissioner of Labor and Industry. The Act requires that a representative or representatives authorized by the employees be given an opportunity to participate in the inspection procedure. Where there is no authorized employee epresentative, the inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace. **Complaint:** Public employees or their representatives have the right to file a complaint with the

believes a public employer has violated the Act, a citation alleging such violations shall be issued to the public employer. Each citation shall specify a time period within which the alleged violation

REGULATIONS MAY BE OBTAINED FROM:

Maryland 21201, Phone: 410-767-SAFE Complaints about the Public Employer Self-inspection Program may be made to the Commissioner of Labor and Industry at the above address.

ProService HAWAII HR that powers your business TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM



All workers have the right to:

A safe workplace.

PRODUCT ID: MD2-27X40-ENG

- 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 the right to have a representative contact
- OSHA on your behalf. Participate (or have your representative participate) in an OSHA inspection and
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

- 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.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the
- place of the alleged violations. On-Site Consultation services are

through OSHA-supported consultation programs in every state.

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

wage law are obligated to pay the higher rate Federal Minimum Wage

The law requires employers to display this poster where employees can readily see it. ½ times the regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR: An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours 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 employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS: The FLSA requires employers to provide reasonable break time for a nursing mother employee

ENFORCEMENT:

What Organizations are Covered?

State and local governments (as employers)
 Educational institutions (as employers)

ests, genetic services, or family medical history)

harge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

All aspects of employment, including: Discharge, firing, or lay-off

Call 1–800–669–4000 (toll free)

TO EMPLOYEES

1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at

Hiring or promotion

Job training

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (4" and older)

What Employment Practices can be Challenged as Discriminatory?

luding unwelcome verbal or physical conduct)

Disability
Genetic information (including employer requests for, or purchase, use, or disclosure of genetic

Conduct that might reasonably discourage someone from opposing discrimination, filing a

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.

Additional information about the EEOC, including information about filing a charge of

Pay 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 employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

• Certain full-time students, student learners, apprentices, and workers with disabilities may be who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be paid less than the minimum wage under special certificates issued by the Department of Labor 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd sed by the employee to express breast milk. WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES he Department has authority to recover back wages and an equal amount in liquidated DEPARTMENT OF LABOR damages in instances of minimum wage, overtime, and other violations. The Department may

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Employees (current and former), including managers and temporary employees **Asking About, Disclosing, or Discussing Pay**Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the Union members and applicants for membership in a union compensation of other applicants or employees.

> The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans. or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these

The Office of Federal Contract Compliance Programs (OFCCP) Pay (unequal wages or compensation)

Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

Benefits If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/sconsis.

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provisi of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which

> Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such

ou and other members of your family may be eligible under Maryland law to continue to be covered by your former employer's health insurance policy if: • You quit your job or you were terminated from your employment for a reason other than for cause; and
• You are covered by your employer under a group hospital-medical policy or a health maintenance organization (HMO) for at least three (3) months prior to being separated from your employment;

IMPORTANT: ou will be responsible for paying the entire cost of the health insurance policy For further information about the program, you should contact your employer, or if necessary, telephone the Insurance Administration in Baltimore at (410) 468-2244 or 1-800-492-6116 (Ext. 2244). Maryland Department of Labor

Unemployment Insurance

ne telephone number for the area in which you reside or you may file a claim on the internet at IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights. IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

AMBULANCE:

ALTERNATE

YOU ARE ENTITLED TO BENEFITS IF You are unemployed through no fault of your own. You have sufficient earnings in your Base Period. . You have registered for work and filed a claim for benefits with a Maryland Department of 4. You are able to work, available for work, and actively seeking work

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your

To File A Claim Area Served To File A Claim Area Served To File A Claim Area Served 110-334-6800 1-877-293-4125 410-853-1600 1-877-293-4125 Anne Arundel 1-877-293-4125 Charles Dorchester **Baltimore City** Queen Anne's St. Mary's Somerset 301-723-2000 1-877-293-4125 Allegany Frederick loward Vorcester Vashingtor INSIDE THE STATE OF MARYLAND
(DENTRO DEL ESTADO DE MARYLAND)
Maryland Relay Dial 711
TTY: 1-800-735-2258 SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN **OUTSIDE THE STATE OF MARYLAND** (FUERA DEL ESTADO DE MARYLAND) TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Maryland presione 1-800-877-1264 (U.S.) Speech to Speech: 1-800-785-5630 1-800-877-1264 (U.S.)

Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false tatements or fail to report ALL earnings will be disqualified and will be subject to criminal prosecutior

Payday Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY **PAY SCHEDULE IS**

Emergency Notice

FIRE-RESCUE

HAZARDOUS MATERIAI



imployees 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 medic reatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. imployers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Marry or divorce?

Change your name?

EXEMPTIONS

that resulted in economic loss to the employer

Gain or lose a dependent

Were there major changes to...

Since you last filed Form W-4 with your employer did you...

four nonwage income (interest, dividend, capital gains, etc.)?

Your family wage income (you or your spouse started or ended a job)?

The Employee Polygraph Protection Act prohibits most private employers from using lie

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.

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

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

U.S Department of Labor

usiness without paying the charges, you may contact the Commissioner of Labor and Industry at:

abor and Employment Article Title 3, Subtitle 7, Annotated Code of Maryland

1) This section does not apply to the federal government or any of its units.

(i)as a law enforcement officer, as defined in §3-101 of the Public Safety Article;

iii) as a communications officer of the Calvert County Control Center;

volves direct personal contact with an inmate in the Detention Center;

that involves direct personal contact with an inmate in the Center; or

Job Related Accidental Personal Injury or Occupational Disease?

(2/3) of your salary (limited to the maximum set by law).

leauirements of the Act include the following

1) a person engaged in a business, industry, profession, trade, or other enterprise in the State;

2) This section does not apply to an individual who is an employee of or applies for assignment to

ii) as an employee of a law enforcement agency of the State, a county, or a municipal corporation

v) as a correctional officer of the Calvert County Detention Center or in any other capacity that

(v) as a correctional officer of the Washington County Detention Center or in any other capacity

. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.

Federal Employer ID (FEIN):

Insurance Company Name

Insurance Company Telephone

Business Address

City / State / Zip

Telephone Number:

narm to employees; and shall comply with occupational safety and health standards issued under the Act

rganizations that can provide information and assistance in this effort, if requested.

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy

If you have a disability that is contributed to or caused by pregnancy, you may request a

The law lists an assortment of options for both you and your employer to consider in order to

Every situation is different. You must explore every available option with your employer to decide

t depends on what your employer requests. The law allows an employer, at his or her discretion to require certification from your health care provider regarding the medical advisability of

a reasonable accommodation, but only to the same extent certification is required for other

comply with a request for reasonable accommodation. These include, but are not limited to:

reasonable accommodation at work. Your employer must explore "all possible means

of providing the reasonable accommodation." State Government Article, §20-609(d)

n your employer. State Government Article, §20-609(b)

Transfers to less strenuous or less hazardous positions

temporary disabilities. State Government Article. §20-609(f)

Changing job duties

Changing work hours

Providing mechanical or electrical aids

what accommodation best suits your needs.

vork conditions, and discharging an employee.

auses or contributes to a disability and the accommodation does not impose an undue hardship

. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.

ne Internal Investigative Unit of the Department of Public Safety and Correctional Services.

(3) This section does not apply to an individual who applies for employment or is employed:

Section 3-702 - Lie Detector Tests.

(4) a municipal corporation in the State.

(2) the State:

(3) a county; and

b) Scope of Section -

(vi) as a correctional officer of:

2. the Baltimore County Detention Center;

6. the Harford County Detention Center; or 7. the St. Mary's County Detention Center.

5. the Frederick County Adult Detention Center;

3. the Cecil County Detention Center:

4. the Charles County Detention Center;

. the Baltimore City Jail;

(a) "Employer" Defined - In this section, "employer" means:

leny you: • initial employment: • reemployment: • retention in employment: • promotion: or • any benefit of employment because of this status.

Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

U.S. Department of Justice

Under Maryland law, a tipped employee is an employee who customarily and regularly received more than \$30 each month in tips or gratuities

cost of a customer's charge for food or beverage if the customer leaves the employer's place of business without paying the charge for food or beverages

who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.)

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector,

subject to restrictions, to certain prospective employees of security service firms (armored car,

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

alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

stomarily place notices for employees.

detector tests either for pre-employment screening or during the course of employmen

in any proceeding under or related to the FMLA.

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 employee'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 the employee's job;

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

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must Have at least 1,250 hours of service in the 12 months before taking leave;* and · 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-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon Employers must notify its employees if leave will be designated 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

Post OSHA citations at or near the

available to small and medium-sized employers, without citation or penalty,

litigate and/or recommend criminal prosecution. Employers may be assessed civil money

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be 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.

Equal Employment Opportunity Federal contract or subcontract, you are protected under Federal law from discrimination on the Know Your Rights: Workplace Discrimination is Illega The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

> disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

> Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

rtment of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

receivé Federal financial assistance.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a

Health Insurance Coverage

If you wish to continue your health insurance, you MUST give your employer written notice no later than forty-five (45) days after your last day of work.

THIS NOTICE APPLIES TO STATE LAW. YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW. TO BE POSTED

YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays xes under this law. No deduction is made from your wages for this purpose.

NOTE: To ensure prompt handling of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of dependency.

TO FILE A CLAIM VIA THE INTERNET: IMPORTANT NOTICE

The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201. MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE DLLR/DUI 328 (Revised 3-20) Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603

SB 531 – Discrimination – Race – Hair Texture and Hairstyles Modifies the definition of "race" in Maryland's Fair Employment Practices Act to include "traits apprenticeship programs. associated with race, including hair texture, afro hairstyles, and protected hairstyles." A "protective

Employment Discrimination

practices based on a "bona fide occupational qualification reasonably necessary to the normal operations of that business or enterprise"; permitted schools educational institutions from hiring and employing employees of a particular religion in specific situations; and permitted organizations to observe bona fide seniority systems and benefit plans so long as such systems and plans are This legislation is effective October 1. 2020. Employment Discrimination is Unlawful
How Does The Law Protect Me? State Government Article, §20-602 of the Annotated Code of
Maryland provides every Marylander equal protection in employment regardless of: Race, Sex,
Age, Ethnicity, Ancestry or National Origin, Religion, Physical or Mental Disability, Color, Marital tatus, Sexual, Orientation, Gender Identity, Genetic Information

• Interfere with; • Restrain; • Deny the exercise; or • Deny the attempt to exercise the right. Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

What If I Am A Victim Of Discrimination? If you believe your rights under the law have been violated, you must file a complaint with MCCR within 300 days of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory

What Am I Protected From?

You are protected from unlawful discrimination from the following employment-related practices: by MCCR are confidential until your case is certified for public hearing or trial Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841 Employers cannot discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting mccr@maryland.gov | www.mccr.maryland.gov MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully limits employment. Newspapers and other media cannot publish job advertisements that discriminate. nairstyle" includes braids, twists, and locks. The legislation also deletes from FEPA Section 20-605, which permitted certain employment

What If My Employer Retaliates
Retaliation is also prohibited under the law when you exercise your rights to seek relief and redress. If an employee decides to file an employment discrimination complaint, an employer ma plation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. All procedures

must be corrected. The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of

Voluntary Activity: The Act encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE

THE COMMISSIONER OF LABOR AND INDUSTRY, 1100 North Eutaw Street, Baltimore,

Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request The Act provides that employees may not be discharged or discriminated against in any way ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER. INC

 Taxicab drivers •Certain employees selling/servicingautomobiles, farm equipment, trailers, or trucks •Non-profit concert promoter, theater, musicfestival, music pavilion, or theatrical show •Employers subject to certain railroadrequirements of the U.S. Dept. ofTransportation, the

ate of pay including employer paid cash wages plus tips for tip credit hours worked for each Division of Labor and Industry—Employment Standards Service 10946 Golden West Drive, workweek of the pay period. Addi-tional information and updates will be posted on the Maryland Suite 160 Hunt Valley, MD 21031 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 E-mail: dldliemploymentstandards-dllr@maryland.gov EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION CONSPICUOUSLY. Employees under 18 years of age must earn at least 85% of the State Minimum Wage Rate. THIS IS A SUMMARY OF THE LAW. TO ENSURE COMPLIANCE, CONSULT A LEGAL

ADVISOR.PENALTIES ARE PRESCRIBED FOR VIOLATION OF THE LAW.

Child Labor Law

A minor under the age of 14 is not permitted to work and may not be employed.

Minors 14 through 17 years of age may only work with a work permit.

The work permit must be in the employer's possession before the minor is permitted to work.

Employers must keep the work permit on file for three years. Minor or Parent/Guardian completes required information online and prints work permit TOBE VALID: The Minor, the Minor's Parent/ Guardian, and the Employer must sign the permi

Domestic work performed in or about a home. · Work performed by non-paid volunteers, in a charitable or non- profit organization, employed 8 hours on any day when school is not in session *18 hours in a school week;

irefighting or rescue and who are 16 years of age or older xceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving specific details.

Maryland Department of Labor

OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions including but not limited to Youth Apprenticeship. Occupations in or about plants or establishments manufacturing or storing explosives or articles • Occupations in connection with mining, other than coal. ontaining explosive components. Occupations of motor-vehicle driver and outside helper. Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or

cks or wharves, other than marinas where pleasure boats are sold or served ilots, firemen, or engineers on any vessel or boat engaged in commerce. · Any occupation forbidden by any local, state or federal law. Erection and repair of electrical wires. A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner

Equal Pay for Equal Work

a) In this subtitle the following words have the meanings indicated the State and its units

3–303. In addition to any powers set forth elsewhere, the Commissioner may:
) use informal methods of conference, conciliation, and persuasion to eliminate pay practices

in) accounts on the entire directions.

If this section does not preclude an employee from demonstrating that an employer's reliance on an exception listed in subsection (c) of this section is a pretext for discrimination on the basis of

require an employee to disclose the employee's wages; diminish employees' rights to negotiate the terms and conditions of employment under federal,

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, the legal guardian or ward of the employee or the employee's spouse, or an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor. Employees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.

Wage Payment & Collection

(2) Authorized expressly in writing by the employee

Section 3-504 - Notice of Wages and Paydays. (a) Responsibility of Employer - An employer shall give to each (1) At the time of hiring, notice of: (i) The rate of pay of the payday or wage

> Commissioner may enter into a reciprocal agreement with a labor department or other similar unit that has jurisdiction in (a) In general - Whenever the commissioner determines that

guilty of a misdemeanor and on conviction is subject to a fine This subtitle may be cited as the Maryland Wage Payment and

(3) An employee may bring an action on behalf of the employee and other employees similarly (b) On the written request of an employee who is entitled to bring an action under this section, the (1) take an assignment of the claim in trust for the employee;
(2) ask the Attorney General to bring an action in accordance with this section on behalf of the

(3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of employment that the Commissioner is authorized under this subtitle to inspect; 4) discharge or otherwise discriminate against an employee or applicant for employment because (1) distribute or order with a distributed against an employee or applicant for employment:
(i) makes a complaint to the employer, the Commissioner, or another person; (ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle: or An employee or an applicant for employment may not: 1) make a groundless or malicious complaint to the Commissioner or an authorized presentative of the Commissioner;) in bad faith, bring an action under this subtitle;) in bad faith, bring a proceeding that relates to the subject of this subtitle; or) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of

(c) The Commissioner may bring an action for injunctive relief and damages against a person who

Employers are required to provide employees with a written statement of the employee's available An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited

(3) Allowed by the Commissioner because the employee has received full consideration for the deduction, or (4) Otherwise made in accordance with any law or any rule or regulation issued by a government unit) "Wage" means all compensation that is due to an employee 2) "Wage" includes: (i) A bonus (ii) A commission (iii) A fringe

(2) With the written consent of the employee, may ask the

State OSHA Public