week or part thereof of employment.

WAGE AND WORKPLACE STANDARDS DIVISION

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76I OF THE CONNECTICUT GENERAL

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE

AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6. Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions (a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of he working agreement, but shall be subject to the limitation hereinafter set forth. b) Record of wages. Each employer shall maintain records of wages paid to each employee who is ompensated for his services in accordance with an incentive plan in such form as to enable such ompensation to be translated readily into terms of average hourly rate on a weekly basis for each work

) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(2) When an employee is compensated at piece rates for certain hours of work in a week and at an ourly rate for other hours, the employee's hourly rate shall be at least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for (3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a inimum hourly guarantee), the employee shall receive an average rate of at least the minimum wage

an hour for each hour worked in any week and the wage paid to such employee shall be not less than he minimum wage for each hour worked. (1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked. (2) When an employee is paid in accordance with a plan providing for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum wage an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once

Sec. 31-60-2. Gratuities as part of the minimum fair wage.

For the purposes of this regulation, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered.

(a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may be recognized (a) Unless direivise profibilities by statutory profision of by a wage chart, graduates may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

(1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and

(2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be ecorded on a weekly basis as a separate item in the wage record, even though payment is made more (3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall

Public Act 19-4, An Act Increasing the Minimum Fair Wage.

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to, regulations defining and governing an executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009 equal to thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent of the minimum fair wage per hour for persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry, and shall also recognize deductions and allowances for the value of board, in the amount of eighty-five cents for a full meal and forty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employer-employ relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailmen of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed Sec. 31-60-4. Physically or mentally handicapped employees. [This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a Sec. 31-60-6. Minors under the age of 18. or" means a person at least 16 years of age but not over 18

eriod during which training for adjustment to employment conditions may be accomplished, a minor lay be employed at a modification of the minimum fair wage established by subsection (i) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage. *This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage nereafter, except in institutional training programs specifically exempted by the commissioner. b) In addition to the records required by section (a) in addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of nis employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his

adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the general statutes and section 31-60-12.

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage

Sec. 31-60-7. Learners. This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable.] Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of

the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application process.] For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction

not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee (a) For the purpose of this regulation, "travel time" means that time during which a worker is required (a) I all papes of the logistation, and it is made an attained which is exployed the for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter

rovided in this regulation. (b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage. c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such. d) When at the end of a work day a work assignment at other than his usual place of employment nvolves, on the part of the employee, travel time in excess of that ordinarily required to travel from his

Sec. 31-60-11. Hours worked. (a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shal

usual place of employment to his home, such additional travel time shall be considered to be working

(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing: (1) His name: the occupation in which he is employed;

(4) the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes; (5) his total hourly, daily or weekly basic wage;) his overtime wage as a separate item from his basic wage

7) additions to or deductions from his wages each pay period 8) his total wages paid each pay period; 9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16: (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee (b) The labor commissioner may authorize the maintenance of wage records and the retention of

weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records. (d) The employer shall maintain and retain for a period of 3 years the following information and data on

2) his home address: the occupation in which he is employed; (4) his total wages paid each work period (5) the date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide Executive capacity. (a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the imployee is compensated for his services on a salary basis at a rate not less than three hundred eventy-five dollars per week exclusive of board, lodging, or other facilities during the training period (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is

employees therein, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction eductions may only be made in the following five (5) instances:

51gg-17 of the regulations of Connecticut state agencies; or (E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance. include only those relating to the prevention of serious danger to the employer's premises, or to other employees. (2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to (i) lack of work occasioned by the operating requirements of the employer; (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or temporary military leave. (B) An employer is permitted to offset payments an employee receives for any of the services described

ovided the employee receives payment in an amount equal to his guaranteed salary. (4) No deduction of any kind shall be made for an absence of less than one week which results from a sciplinary suspension for violating ordinary rules of employee conduct Sec. 31-60-15. Employee in bona fide Administrative Capacity. (a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or

to a rate of not less than the rate set forth in subsection (a) of this section.

course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section. Wage and Workplace Standards 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

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 paren 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 <mark>does not need to use leave in one bloc</mark>k. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule Employees m<mark>ay choose, or an employer may require</mark>, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Jpon 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 in any proceeding under or related to the FMLA. 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 worked for the employer for at least 12 months; 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.

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 as possible and, generally, follow the employer's usual procedures. mployees 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. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers 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 what 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 s 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 ineligibility. 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 employe 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

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • 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 Disaste

Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: vou ensure that your employer receives advance written or verbal notice of your service; vou have five years or less of cumulative service in the uniformed services while with that particular nployer; • 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 If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION 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 no deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status. 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

nilitary. • 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. 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 tation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA

In 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/ programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.







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

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 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 (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR





Discrimination Connecticut law prohibits discrimination in EMPLOYMENT On the basis of age, ancestry, color, genetic information, learning disability, marital status

past or present history of mental disability*, intellectual disability, national origin, physical disability, race, religious creed, sex, including pregnancy, sexual harassment or transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, criminal record (in state employment and licensing) Veteran status recruiting, hiring, referring, classifying, promoting, advertising, discharging, training, laying off, compensating, terms and conditions By employers, employment agencies, labor organizations Connecticut law prohibits discrimination in HOUSING & PUBLIC ACCOMMODATIONS On the basis of age, ancestry, breastfeeding in a place of public accommodation, color, familial status (in housing), lawful source of income learning disability, marital status, mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex or transgender status,, gender identity or expression, sexual orientation or civil

inion status, use of a guide dog/training a guide dog, Veteran status. In services rendered the public, rentals and sales of public and private housing Connecticut law prohibits discrimination in CREDIT TRANSACTIONS On the basis of age, ancestry, blindness, color, learning disability, marital status, intellectual disability, national origin, physical disability, race, religious creed, sex or transgender status, gender identity or expression, exual orientation or civil union status, Veteran status. <u>In</u> loans, mortgages, any credit transactions If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint. For assistance contact: Connecticut Commission on Human Rights & Opportunities

Telephone 203-579-6246 TTD 203-579-6246 FAX 203-579-6950 350 Fairfield Avenue, Bridgeport, CT 06604 55 West Main Street, Suite 210, Waterbury, CT 06702 West Capitol Region Telephone 203-805-6579 TTD 203-805-6579 FAX 203-805-6559 Telephone 860-566-7710 TTD 860-566-7710 FAX 860-566-1997 Capitol Region 450 Columbus Blvd Suite 2, Hartford, CT 06103 Telephone 860-886-5703 TTD 860-886-5707 FAX 860-886-2550 100 Broadway, Norwich, CT 06360 450 Columbus Blvd Suite 2, Hartford, CT 06103 Telephone 860-541-3400 TTD 860-541-3459 FAX 860-246-5419 Administrative Office website: www.state.ct.us/chro This notice provides general information about Connecticut law and is not to be considered an equivalent of the complete text

Workers' Compensation

occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer. An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement. NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim. The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is: The State of Connecticut Workers' Compensation Commission office for this workplace is located at State____ Zip Code Approved Medical Care Plan Yes No

Public Act 17-141 allows an employer the option to designate and post — "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] - a location where employees must file claims for compensation If your employer has listed a location below, you MUST file your compensation claim there.

If blank below, ask your employer where to file your claim.

When filing your claim, you are also required – by law – to send it by certified mail.

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.). Date Posted: Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).

Unemployment Insurance

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law. IF YOU BECOME UNEMPLOYED and are able to work and want to work: 1. Ask your employer for an Unemployment Notice. 2. Follow the instructions on the Unemployment Notice to file a claim for benefits or contact a local Job Center for filing instructions or access the web site listed above. Do not wait if your Unemployment Notice is delayed. You can file your claim without it, and file before your eligibility for benefits is determined. 3. When you file your claim, you will be provided with nent-related services available at the local Job Centers, the state employment agency that works without charge to match job seekers with employers. 4. File claims for subsequent weeks o unemployment benefits according to instructions you receive when you file your claim If you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are for less than full-time work, call the local Job Center for filing instructions. State Labor Commissioner, Administrator, Unemployment Insurance Act. Addresses for local Job Centers are in the blue pages of telephone books under DEPARTMENT OF LABOR

No Smoking

Sec. 19a-342. (Formerly Sec. 1-21b). Smoking prohibited. Exceptions. Signs required. Penalties. (a) As used in this section, "smoke" or "smoking" means the lighting or carrying of a lighted ciga<mark>rette, cigar, pipe or similar</mark> device.
(b) (1) Notwithstanding the provisions of section 31-40q, no person shall smoke: (A) In any building or portion of a building owned and operated or leased and operated by the state or any political subdivision thereof; (B) in any area of a health care institution; (C) in any area of a retail food store; (D) in any restaurant; (E) in any area of an establishment with a permit issued for the sale of alcoholic liquor pursuant to section 30-20a, 30-21, 30-21b, 30-22c, 30-22c, 30-28a, 30-38a, 30-38a, 30-37a, 30-37e or 30-37f, in any area of an establishment with a permit for the sale of alcoholic liquor pursuant to section 80-23 issued after May 1, 2003, and, on and after April 1, 2004, in any area of an establishment with a permit issued for the sale of alcoholic liquor pursuant to section 30-22a or 30-26 or the bar area of a bowling establishment holding a permit pursuant to subsection (a) of section 30-37c; (F) within a school building while school is in session or student activities are being conducted; (G) in any passenger elevator, provided no person shall be arrested for violating this subsection unless there is posted in such elevator a sign which indicates that smoking is prohibited by state law; (H) in any dormitory in any public or private institution of higher education, or (I) on and after April 1, 2004, in any area of a dog race track or a facility equipped with screens for the simulcasting of off-track betting race programs or jai alai games. For purposes of this subsection, "restaurant" means space, in a suitable and permanent building, kept, used, maintained, advertised and held out to the public to be a place where meals are regularly served to the public. (2) This section shall not apply to (A) correctional facilities; (B) designated smoking areas in psychiatric facilities; (C) public housing projects, as defined in subsection (b) of section 21a-278a; (D) classrooms where demonstration smoking is taking place as part of a medical or scientific experiment or lesson; (E) smoking rooms provided by employers for employees, pursuant to section 31-40q; (F) notwithstanding the provisions of subparagraph (E) of subdivision (1) of this subsection, the outdoor portion of the premises of any permittee listed in subparagraph (E) of subdivision (1) of this subsection, provided, in the case of any seating area maintained for the service of food, at least seventy-five per cent of the outdoor seating capacity is an area in which smoking is prohibited and which is clearly designated with written signage as a nonsmoking area, except that any temporary seating area established for special events and not used on a regular basis shall not be subject to the smoking prohibition or signage requirements of this subparagraph; or (G) any tobacco bar, provided no tobacco bar shall expand in size or change its location from its size or location as of December 31, 2002. For purposes of this subdivision, "outdoor" means an area which has no roof or other ceiling enclosure, "tobacco bar" means an establishment with a permit for the sale of alcoholic liquor to consumers issued pursuant to chapter 545 that, in the calendar year ending December 31, 2002, generated ten per cent or more of its total annual gross income from the on-site sale of tobacco products and the rental of on-site humidors, and "tobacco product" means any substance that ontains tobacco, including, but not limited to, cigarettes, cigars, pipe tobac<mark>co or ch</mark>ewing tobacco. c) The operator of a hotel, motel or similar lodging may allow quests to smoke in not more than twenty-five per cent of the rooms offered as accommodations to quests

d) In each room, elevator, area or building in which smoking is prohibited by this section, the person in control of the premises shall post or cause to be posted in a conspicuous place signs stating that smoking is prohibited by state law. Such signs, except in elevators, restaurants, establishments with permits to sell alcoholic liquor to consumers issued pursuant to chapter 545, hotels, motels or similar lodgings, and health care institutions, shall have letters at least four inches high with the principal strokes of letters not less than one-half inch wide. (e) Any person found guilty of smoking in violation of this section, failure to post signs as required by this section or the unauthorized removal of such signs shall have committed an infraction. Nothing in this section shall be construed to require any smoking area in any building. (g) The provisions of this section shall supersede and preempt the provisions of any municipal law or ordinance relative to smoking effective prior to, on or after October 1, 1993.

Electronic Monitoring

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of

| Telephone | Camera (including hidden cameras) | Computer | Radio | Wire |
|-----------------|--------------------------------------|---------------|-------|------|
| Electromagnetic | Photoelectronic | Photo-optical | Other | |

If you have any questions regarding this notice, contact: ____ The Connecticut Department of Labor provides this sample poster as a public service, Wage & Workplace Standards Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114 A copy of § 3

Sec 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees, Exceptions, Civil penalty, (a) As used in this section: (1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees; (2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and (3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collecation of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law. b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice. (2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice. c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense. proceeding against an employee.

IRS Withholding

Paid Sick Leave

Sick leave shall accrue at a rate of one hour of paid sick leave for each forty hours worked, and in one-hour increments up to a maximum of forty hours per calendar year. Up to forty unused accrued hours of paid sick leave may be carried over to the following calendar year, but no more than the maximum number (forty) of accrued hours may be used in any year. The forty hours may or may not include hours worked to

replace hours or shifts you missed. You are entitled to the use of accrued paid sick leave upon the completion of your six-hundred eightieth hour of employment from January 1, 2012, if you were hired prior to

You may use paid sick leave: (1) For your, your child's or spouses illness, injury or health condition, the medical diagnosis, care or treatment of mental illness or physical illness, injury or health condition, or preventative medical care; (2) If you, your child or spouse is a victim of family violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to such family violence or sexual assault, or to participate in any civil or criminal proceedings related to or resulting from such family violence or

If your need to use paid sick leave is foreseeable, your employer may require advance notice, not to exceed seven days prior to the date the leave is to begin. If your need is not foreseeable, your employer may

tted purpose. Documentation signed by a health care provider treating you, your spouse or child or a court record or documentation signed by a service worker or volunteer working for a victim services

require you to give notice of such intention as soon as practicable. For paid sick leave of three or more consecutive days, your employer may require reasonable documentation that leave is being taken for a

Nothing in the Paid Sick Leave Law shall be construed to: prevent employers from providing more paid sick leave than is required under the law, diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012. Nothing in the Paid Sick Leave Law shall be construed to prohib

your employer from establishing a policy whereby you may donate unused accrued paid sick leave to another service worker, nor to prohibit an employer who provides more paid sick leave than is required under

Unless an employee policy or collective bargaining agreement provides for the payment of accrued fringe benefits upon termination, you are not entitled to payment of unused accrued sick leave upon termination

accrue sick leave in accordance with the law, and will not be entitled to any unused hours of paid sick leave that had been accrued prior to your break in service unless agreed to by your employe

of employment. Any termination of your employment by your employer, whether voluntary or involuntary, shall be construed as a break in service. Should you be rehired following a break in service, you will begin to

Your employer may not take retaliatory personnel action or discriminate against you because you (1) request or use paid sick leave either in accordance the law or in accordance with your employer's own paid sick

leave policy, as the case may be, or (2) for filing a complaint with the Labor Commissioner alleging your employer's violation of the law. If you believe your rights under the law have been violated by your employer

you may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, the commissioner may hold a hearing. If your employer is found, by a preponderance of the evidence, to have violated

organization, an attorney, a police officer or other counselor involved with the you shall be considered reasonable documentation depending on the reason for the leave. Your employer is permitted to take

January 1, 2012. If you were hired after January 1, 2012, you will be eliqible upon the completion of your six-hundred-eightieth hour of employment from the date of hire, unless you employer agrees to an earlier

date. You are not entitled to the use of accrued paid sick leave if you did not work an average of ten or more hours a week for your employer in the most recent complete calendar quarter. Your employer may offer

Your employer must pay you for paid sick leave at a pay rate equal to the greater of either (1) your normal hourly wage, or (2) the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which you use paid sick leave. If your hourly wage varies depending on the work performed, the "normal hourly wage" shall mean your average hourly wage in the pay period prior to the one in

Since you last filed Form W-4 with your employer did you. Marry or divorce? Change your name? Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)?

YOU MAY NEED TO CHECK YOUR WITHHOLDING

ended a job)?

Your employer is required to provide paid sick leave annually to all of their employees defined as Service Workers.

disciplinary action against you if you use paid sick leave for purposes other than those described.

paid vacation, personal days or paid time off in lieu of Paid Sick Leave as long as the minimum standards of this law are met.

Paid Sick Leave

the law for the purposes described above

from limiting the amount of such leave you may use for other purposes.

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. Please

Periodic rest Assistance with manual labor Job restructuring · Light duty assignments

Covered Employers

during 6-8 week recovery period after birth)*

Break time and appropriate facilities (not a bathroom) for expressing milk No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

For Spanish: http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

ttp://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc

CHRO link "How to File a Discrimination Complaint": http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp? DLN=45570&chroNav=|45570|

Domestic Violence Resources DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise. If you or someone you know is experiencing an abusive relationship, help is available. Whether you need (ii) Obtaining services including safety planning from a domestic violence or rape crisis center nformation, help, or just someone to talk to, we're here to listen.

All services are safe, free, confidential & voluntary

shelter and other housing options."

Connecticut's domestic violence information and resource hub CTSafeConnect.org | 888.774.2900 CALL • TEXT • CHAT • EMAIL • 24/7

proceedings in relation to domestic violence.

(v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding

Sec. 31-60-12, Records

both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either than the place of employment when it is demonstrated that the retention of such records at the place of employment either than the place enterprise enterprise employment either than the place enterprise e (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or

(2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total

ch individual employed in a bona fide executive, administrative or professional capacity

provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other

because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes (1) Although the employee need not be paid for any workweek in which he performed no work, A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked; (B) Deductions may be made for one or more full days if the employee is absent for personal reasons ther than sickness or accident;

C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes; (D) Deductions may be made for absences of less than one full day taken pursuant to the federal amily medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-

in this subdivision against the employee's regular salary during the week of such absence.

(3) No deduction shall be made for an absence of less than one full day from work unless: (A) The absence is taken pursuant to the federal family and medical leave act. 29 USC 2601 et seq (A) The absence is taken plustating to the level and in limited in health leave act, 29 052 2001 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorize the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work,

nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision were special assignments and tasks; and (4) who does not devote more than twenty percent, or in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventyfive dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of b) "Salary basis" [refer to Section 31-60-14.]
c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are

unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount Sec. 31-60-16. Employee in bona fide Professional Capacity. (a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged

knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (b) "Salary basis" [refer to Section 31-60-14.]

Sexual Harassment

Examples of Sexual Harassment COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES Unwelcome sexual advances
 Suggestive or lewd remarks romoting Equality and Justice for all People Unwanted hugs, touches, or kisses SEXUAL HARASSMENT IS ILLEGAL and is prohibited by

Title VII of the Civil Rights Act of 1964 Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work ormance or creating an intimidating, hostile or offensive working environment. Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

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

The Connecticut Discrimination Employment Practices Act. and

 Requests for sexual favors
 Retaliation for complaining about sexual harassment Derogatory or pornographic posters, cartoons or drawings · Cease and desist orders Compensatory damages Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment. If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

Minors in Food Service & Retail Trade

Minors who have withdrawn from school may work no more than 9 hours per day within the times listed for non-school weeks. No person under age 16 may be employed in a restaurant or public dining

MINORS IN RESTAURANT - FOOD SERVICE Time and Hour Restrictions for Young Persons Under Age 18 During school weeks (16 - 17 years of age): 6 a.m. to 11 p.m. (midnight if no school the next day) no more than 6 hours per day/32 hours per week. No more than 8 hours per day on non-school days or days not preceding a school day (generally Friday,

MINORS IN MERCANTILE - RETAIL TRADE Time and Hour Restrictions for Young Persons Under Age 18 During school weeks (16 - 17 years of age): - 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size) No more than 6 hours per day/32 hours per week. - No more than 8 hours per day on non-school days or days not preceding a school day (Friday, Saturday or Sunday).

During non - school weeks (16 - 17 years of age):
- 8 hours per day/48 hours per week - no more than 6 days per week. Minors who have withdrawn from school are subject to the non-school week restrictions. 15 - Year - Old Minors can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work during non-school weeks only - for no longer than 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail and food stores may employ 15-year-old minors on Saturdays until 7 p.m. for no longer than 8 hours during the school year. for no longer than 8 hours during the school year.

A Statement of Age/Working Paper is required for all employees under the age of 18. Minimum Wage: \$8.25 per hour effective Jan. 1, 2010 Inquiries or complaints of violation should be sent to: 200 Folly Brook Boulevard - Wethersfield, CT 06109 (860) 263-6791 - www.ct.gov/dol

Electronic Monitoring

Pursuant to the requirements of Public Act 98-142, **An Act Requiring Notice to Employees of Electronic Monitoring by Employers**, state employees should recognize that their work activities and communications may be subject to electronic monitoring. "Electronic monitoring" is defined by the Act as "the collection of information on an employer's premises concerning employees activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law." Employees may be subject to electronic monitoring or for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or recording (including sound, voice or video devices) while in State facilities and other locations where State business is conducted, except that employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees or for safeguarding of their possessions, such as rest rooms, locker rooms or lounges. Employees should understand that their activities involving State computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed. Employees will

not be subject to electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal lav THIS NOTICE SHALL BE POSTED IN A CONSPICUOUS PLACE WHICH IS READILY AVAILABLE FOR VIEWING BY EMPLOYEES

Ombudsman Care Program

In Connecticut you have certain rights as a managed care member. Since each managed care plan may have different rules, make sure you know if Connecticut state laws apply to you. Under State of nnecticut law, you have the right to... Appeal a decision made by your health plan. Initiate a first level appeal over the telephone. Receive mental health services at no more cost than your medical coverage. • Access emergency care services if your health is in danger without prior approval from your health

• Receive insurance coverage for certain Lyme disease treatments. • Receive insurance coverage for cancer screenings for prostate cancer, colorectal cancer and cervical · Receive insurance coverage for certain medical equipment and education if you have been diagnosed Receive insurance coverage for mammography exams according to specific criteria. If you have questions about any laws listed above or to find about other laws, contact the Office of Managed Care Ombudsman.

don't understand something about your health plan. • Follow your plan's procedures regarding referrals, preauthorization, appeals and other requirements in Pay your co-payment or deductible according to your agreement with your health plar · Notify your plan if there is a change, such as a birth or adoption of a child, divorce, death or any other Keep all paperwork that pertains to medical services that you have received. · Know what is required to ensure that your full-time student has health coverage. There are many differences between health plans. You need to know if you belong to a self-insured plan or a fully insured plan. Your employer determines which. This is important because there are two types of private health insurance: (1) state-licensed health plans, and (2) self-funded health plans. State-licensed managed care plans are regulated under state law. Self-funded health plans operate under federal law.

limitation related to pregnancy or the accommodation is not required to perform the essential duties of

** Note: To demonstrate an undue hardship, the employer must show

Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

that the accommodation would require a significant difficulty or

expense in light of its circumstances

Prohibition of Retaliation

employee within 10 days after

Requiring employee to take a leave of absence where a reasonable accommodation could have been

Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing

she notifies the employer of her pregnancy or related conditions; and to new employees upon

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

Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the

time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated

or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor

As a member of a managed care health plan, you have the responsibility to understand your health

insurance coverage. It is your responsibility to...
• Read your benefits manual before you need to use a medical service and ask questions when you

is important that you understand your health coverage before you need it. Selecting the right health plan for you and your family is important. For specific questions or concerns, contact: Office of Managed TOLL FREE: 1 (866) HMO-4446 www.omc.state.ct.us

Pregnancy Discrimination and Accommodation in the Workplace Each employer with more than 3 employees must comply with these anti-discrimination and reasonable

odation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation. No employer may discriminate against an employee or job applicant because of her pregnancy childbirth or other related conditions (e.g., breastfeeding or expressing milk at work). Prohibited discriminatory conduct includes: Terminating employment because of pregnancy, childbirth or related condition

Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest

lying disability or leave benefits accrued under plans maintained by the employe

Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive her of employment Discriminating against her in the terms or conditions of employment *Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law. Reasonable Accommodation

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.
Reasonable accommodations include, but are not Being permitted to sit while working

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

anyone to retaliate against you for filing a complaint.
CHRO main number: 860-541-3400

CHRO website: www.ct.gov/chro/site/default.asp

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM

DOL complaint form

For English

Your employer cannot treat you differently or take actions against you based on your status as a victim of abuse you or your dependent children have experienced, including: (i) Seeking attention for injuries caused by domestic violence, including for a child;

(iii) Obtaining psychological counseling related to domestic violence, including for a child;

(iv) Taking other actions to increase safety from future incidents of domestic violence, including

Safe Connect advocates can help you think through options and get you connected with one of CCADV's

3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

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the law your employer shall be liable for a civil penalty of one hundred to five hundred dollars per violation depending on the section violated. The Labor Commissioner may award you all appropriate relief, including the payment for used paid sick leave, rehiring or reinstatement to your previous job, payment of back wages and reestablishment of employee benefits to which you otherwise would have been eligible if you had no been subject to such retaliatory personnel action or discriminated against. Any party aggrieved by the decision of the commissioner may appeal the decision to the Superior Court in accordance with the provisions of chapter 54 of the general statutes. TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Occupational Safety and Health IT'S THE LAW!

Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

recognized hazards. It is illegal to retaliate

against an employee for using any of their

Employers must:

injury or illness.

understand.

All workers have the right to: A safe workplace.

SKU: CT2-27X40-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 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.

Employers subject to the

state minimum wage law are

obligated to pay the higher rate

OVERTIME PAY:

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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.



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.

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 compensation of other applicants or employees.

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.

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, (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.

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

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free)

OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/co

reasonable accommodation, can perform the essential functions of the job

employer after a first conviction doubles these maximum penalties

CONSULTATION/TRAINING

consultation and training services.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Retalilation 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 Federal

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 Lie" webpage at https://www.ude.gov/govprois/ofcp/contact

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 provision 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 receive Federal financial assistance.

Individuals with Disabilities
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

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

The Act provides for mandatory penalties against public employers of up to \$1,000 for each serious violation and for optional penalties of up to \$1,000 for each nonserious violation. Penalties of up to \$1,000 per day may be proposed for failure to correct violations within the time period set in

the citation. Also, a public employer who willfully or repeatedly violates the Act may be assessed

penalties of up to \$10,000 for each violation. There are also provisions for criminal penalties. Any willful violation resulting in death of a public employee, upon conviction, is punishable by a fine of not more than \$10,000, or by imprisonment for up to six months, or both. Conviction of a public

While providing penalties for violations, the Act also encourages efforts by labor and management, before CONN-OSHA inspection, to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. There are many public organizations that can provide information and assistance in this effort, if requested.

Free assistance in identifying and correcting hazards and in improving safety and health management is available to public employers, without citation or penalty, through CONN-OSHA

aspicuous place or places where notices to employees are customarily posted. Steps shall be

monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional Office of OSHA, JFK Federal Building, Room E-340, Boston, MA 02203. Telephone: (617) 565-9860 Fax:

Commissioner Kurt D. Westby
For after hours fatality/catastrophe reporting: 1-866-241-4060 Website: www.ct.gov/dol

Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with

Asking About, Disclosing, or Discussing Pay

Updated 8/16

At least 1% times the regular rate of pay for all hours worked over 40 in a workweek. An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. 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 leas \$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.

\$7.25 PER HOUR BEGINNING JULY 24, 2009

view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. The Department 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 litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the 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 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.

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 employee to express breast milk for he

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

· 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. 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/who WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

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

Equal Employment Opportunity Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. ees (current and former), including managers and temporary employees Job applicants
Union members and applicants for membership in a union

Some state laws provide greater employee protections; employers must comply with both.

What Organizations are Covered?

• Most private employers

• State and local governments (as employers)

• Educational institutions (as employers) 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:

• Race National origin
National origin
Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
Age (40 and older)
Disability

Cenetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination awsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:

Discharge, firing, or lay-off
Harassment (including unwelcome verbal or physical conduct)
Hiring or promotion
Assignment Assignment
Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice
Benefits
Ich training

What can You Do if You Believe Discrimination has Occurred?
Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filling 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: 1-800-669-6820 (TTY)
1-844-234-5122 (ASL video phone)
Visit an EEOC field office (information at www.eeoc.gov/field-office)
E-Mail info@eeoc.gov

Obtaining or disclosing genetic information of employees
Requesting or disclosing medical information of employees
Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

Additional information about the EEOC, including information about filing a charge of discrimination, is 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 Federal contract or subcontract, you are protected under Federal law

State OSHA JOB SAFETY & HEALTH PROTECTION STATE OF CONNECTICUT OF THIS STATE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS

REGULATIONS AND ORDERS Each public employer must furnish to employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Public employers must comply with occupational safety and health standards issued under the Act. Public employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on the job.

THE CONNECTICUT OCCUPATIONAL SAFETY AND HEAL TH ACT OF 1973 AS AMENDED BY PUBLIC ACT 77-610 PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF STATE AND LOCAL GOVERNMENT AGENCIES (PUBLIC EMPLOYERS). THE PURPOSE THE CONNECTICUT STATE LABOR DEPARTMENT HAS PRIMARY RESPONSIBILITY FOR ADMINISTERING THE ACT. THE DEPARTMENT ISSUES OCCUPATIONAL SAFETY AND HEALTH STANDARDS, REGULATIONS AND ORDERS, AND EMPLOYERS AND EMPLOYEES IN THE PUBLIC SECTOR ARE REQUIRED TO COMPLY WITH THESE STANDARDS,

Under provisions of the Act, public employers must post this notice in each establishment and in a The Act requires that a representative of the public employer and a representative authorized by the public employees be given an opportunity to accompany the CONN-OSHA inspector for the purpose of aiding the inspection. Where there is no authorized employee representative, the CONN-OSHA taken to insure that this notice is not altered, defaced, or covered by other materia Additional information and copies of the Act, specific OSHA safety and health standards, training Compliance Officer must consult with a reasonable number of employees concerning safety and and other applicable regulations may be obtained from your employer or by contacting the Department of Labor, Division of Occupational Safety and Health 38 Wolcott Hill Road, Wethersfield, CT 06109 Public employees or their representatives have the right to file a complaint with the Connecticut Department of Labor requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. CONNOSHA will withhold, on request, names of employees complaining. The A provides that public employees may not be discharged or discriminated against in any way for filing Website: www.ct.gov/dol safety and health complaints or for otherwise exercising their rights under the Act. Public employee who believe they have been discriminated against may file a complaint within 180 days of the alleged discriminatory action with the Connecticut Department of Labor, OSHA Division. Under a plan approved October 2, 1978 and certified August 16, 1986 by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Connecticut is providing iob safety and health protection for workers in the public sector throughout the State. OSHA will

CHATION
If upon inspection the Connecticut Department of Labor believes an employer has violated the Act, a citation alleging such violations will be issued to the public employer. Each citation will specify a

ime period within which the alleged violation must be corrected. Citations issued by the Connecticut Department of Labor 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 public employees of dangers that may exist there.

Managed Care

Health Insurance is Complicated Free, Expert Assistance & Representation Insurance Denials & Appeals, Billing Errors, and Access to Care Any type of health coverage - Commercial, Medicare, HUSKY & others There's help. Call: 1.866.466.4446 Visit: ct.gov/oha Email: Healthcare.Advocate@ct.gov OHA Office of Healthcare Advocate

A free service of the State of Connecticut.

Emergency Notice

| MBULANCE: | FIRE-RESCUE: |
|------------|---------------------|
| IOSPITAL: | PHYSICIAN: |
| ALTERNATE: | POLICE: |
| OSHA: | HAZARDOUS MATERIAL: |
| | |
| | |

PAYDAY IS ON

Payday Notice

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

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ OF THE MONTH PAYCHECKS ARE ISSUED ON THE

