PRODUCT ID: PA2-27X40-ENG

Occupational Safety and Health IT'S THE LAW!

All workers have the right to:

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

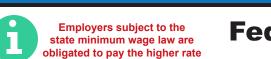
Employers must:

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

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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



Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it. At least 1½ 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 year 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 least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour lo not equal the minimum hourly wage, the employer must make up the difference

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 expres breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. 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 provision of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

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

• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of

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

Equal Employment Opportunity Race. Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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.

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

Who is Protected? · Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union What Organizations are Covered?

 Most private employers State and local governments (as employers) Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are Illegal?

immigration status, on the bases of: • Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of

Under the EEOC's laws, an employer may not discriminate against you, regardless of your

genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a iscrimination lawsuit, 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)

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

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

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) -844-234-5122 (ASL video phone) Visit an FFOC field office (information at www.eeoc.gov/field-office)



Additional information about the EEOC, including information about filing a charge of liscrimination, is available at www.eeoc.gov.

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 mployee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

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

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their

compensation or the compensation of other applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, jo

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

The Vietnam Era Veterans' Readiustment Assistance Act of 1974, as amended 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty

wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative 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)

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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 reasonable accommodation, can perform the essential functions of the iob.

substance. In public sector workplaces and private sector workplaces not covered by the

OSHA Hazard Communication Standard, an MSDS must be accessible in the work area

to employees without the intervention or permission of management or supervisors, and

workplace. If an employee's request to obtain a copy of an MSDS is made to the employee

n writing and, after five working days from the date the request is made, the employer

provide the employee with proof of the employer's effort to obtain the requested MSDS

from the manufacturer, importer, supplier or distributor and from the Department of Labor

Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

public sector workplaces and private sector workplaces not covered by the OSHA Hazard

Communication Standard must be properly labeled. Employers must ensure that each

label, sign, placard or other operating instruction is prominently affixed and displayed

on the container or port of a pipeline system so that employees can easily identify the

Public sector employers and private sector employers not covered by the OSHA Hazard

Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200)

Labeling:
All containers and ports of pipelines of hazardous and non-hazardous substances in

fails to furnish the employee with an MSDS in the employer's possession or fails to

The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the

& Industry, the requesting employee may refuse to work with the substance.

where the hazardous substance it describes is used. MSDSs must be readily available

any employee may obtain and examine an MSDS for any hazardous substance in the

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

Right To Know Act

DEPARTMENT OF LABOR & INDUSTRY BUREAU OF WORKERS' COMPENSATION EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR ennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: **RA-LI-BWC-**

Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

either in written form or in training sessions.

Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous

substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector must provide a copy to any employee upon request.

area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least innually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area. Material Safety Data Sheet:

HOSPITAL

ALTERNATE

Public sector employers and private sector employers not covered by the OSHA Hazard

employers not covered by OSHA must post the HSSF prominently in the workplace and The Work Area List names the hazardous substances used or produced in a specific work

or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210). If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged disciplined or discriminated against by an employer for exercising his or her rights granted

under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of PENNSAFE. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program The Material Safety Data Sheet (MSDS) provides detailed information about a hazardous

Payday Notice

MONDAY TUESDAY TWEDNESDAY THURSDAY TERIDAY TSATURDAY TSUNDAY PAY SCHEDULE IS

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ ____ _____AND ______OF THE MONTH PAYCHECKS ARE ISSUED ON THE

> **Emergency Notice** PHYSICIAN:

> > **HAZARDOUS MATERIAL**



TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COI



Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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

To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

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

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:

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);

For the employee's <mark>own qualifying serious he</mark>alth condition that makes the employee unable to perform the employee's job;

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

comply with the employer's normal paid leave policies.

· Have worked for the employer for at least 12 months;

indicating what additional information is required.

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Marry or divorce?

Change your name?

Gain or lose a dependent?

Your itemized deductions? Your tax credits?

Were there major changes to ..

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

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

of this notice where they customarily place notices for employees.

UNITED STATES DEPARTMENT OF LABOR

MINIMUM WAGE LAW SUMMARY

\$7.25 per hour Effective July 24, 2009

(Except as Described)

KEEPING RECORDS:

SPECIAL ALLOWANCES FOR:

EXEMPTIONS FROM BOTH

nonths in any one year

which has no more than 750 stations

the officeholder to serve on a policy making level

EXCEPTIONS from Minimum Wage Rates

earners: 40 hours a week. Maximum eight weeks

Minimum Wage and Overtime Rates

Delivery of newspapers to the consumer

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY

formally adopted by the Department of Labor & Industry.

neet the regular Pennsylvania minimum wage.

worked, and provide access to Labor & Industry.

wages and other civil or criminal action where warranted.

PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

Norkers shall be paid 11/2 times their regular rate of pay after 40 hours worked in a

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime

& Industry and for employers. In addition, the Minimum Wage Act provides penalties for

Rate for employees. It also sets forth compliance-related duties for the Department of Labor

noncompliance. This summary is for general information only and is not an official position

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00

Every employer must maintain accurate records of each employee's earnings and hours

Failure to pay the legal minimum wage or other violations may result in payment of back

•Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000

vhen the major portion of circulation is in the county where published or a bordering county

•Educational, charitable, religious, or nonprofit organization where no employer-employee

In seasonal employment, if the employee is under 18 years of age or if a student under

•In employment by a public amusement or recreational establishment, organized camp,

or religious or nonprofit educational conference center, if (i) it does not operate more than

6 months were not more than 33% of its average receipts for the other 6 months of such

•Switchboard operator employed by an independently-owned public telephone company

•Employees not subject to civil service laws who hold elective office or are on the personal

staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by

•Executive, Administrative, and Professional employees, as defined by the Department

Wages paid to any employee may include reasonable cost of board, lodging and other

facilities. This may be considered as part of the minimum wage if the employee is notified

change of classification. The wages, including food credit plus tips, must equal the current

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated

of this condition and accepts it as a usual condition of employment at the time of hire or

Lodging: Housing facility available for the personal use of the employee at all hours.

Learners and students (bona fide high school or college), after obtaining a Special

Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301,

Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods

Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

Complaints must be filed within 180 days of the alleged act of discrimination

Employer Name:

Name of person handling claims at the self-insured:

Employer Information

717.772.3702

Complete all applicable spaces)

Name of Insurance Company:

(Complete all applicable spaces)

Telephone Number:

Telephone Number

Insurer Code:

Board: Food furnished in the form of meals on an established schedule.

seven months a year or (ii) during the preceding calendar year, the average receipts for any

24 years of age is employed by a nonprofit health or welfare agency engaged in activities

dealing with children with disabilities or by a nonprofit day or resident seasonal recreational

camp for campers under the age of 18 years, which operates for a period of less than three

Overtime applies to certain employment classifications. (see pages 2 and 3)

Students, learners and people with disabilities, upon application only.

•Domestic service in or about the private home of the employer

elationship exists and service is rendered gratuitously

per month in tips. The employer must make up the difference if the tips and \$2.83 do not

1-866-487-2365

Your family wage income (you or your spouse started or

being involved in any proceeding under or related to the FMLA.

Have at least 1,250 hours of service in the 12 months before taking leave; and

employer as soon as possible and, generally, follow the employer's usual procedures.

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

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

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

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

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

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.

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

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.

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information

could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or

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

EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the

employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must

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

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

IRS Withholding

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

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

gencies/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

employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

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

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

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

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

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

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

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

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

Employment Provisions Labor Laws change often. Please call your distributor twice a year to confirm if you are in compliance. COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

FAIR HOUSING PRACTICES

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT (Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS he purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion

ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization. UNLAWFUL DISCRIMINATORY PRACTICES t is unlawful — on the basis of the facts listed above — for an employer, labor union or mployment agency to:

. Deny any person an equal opportunity to obtain employment, to be promoted and to be ccorded all other rights to compensation, tenure and other terms, conditions and privileges of Pennsylvania Crimes Code and may subject you to fine or imprisonment. . Deny membership rights and privileges in any labor organization. . Deny any person equal opportunity to be referred for employment For further information, write, phone or visit the Pennsylvania Human Relations Commission Refuse to contract or otherwise discriminate in contracting with any independent contractor who Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126 licensed by the Bureau of Professional and Occupational Affairs. (717) 787-4410 · (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful iscriminatory practice under the Human Relations Act

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

(412) 565-5395 • (412) 565-5711 (TTY) Harrisburg • 333 Market Street,8th Floor • Harrisburg, PA 17104 (717) 787-9780 • (717) 787-7279 (TTY) Philadelphia • 110 N. 8th St., Suite 501 • Philadelphia, PA 19107 (215) 560-2496 • (215) 560-3599 (TTY)

To file a complaint, contact the Regional Office nearest you:

Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222

Fair Housing Practices

ARE GUARANTEED BY THE PENNSYLVANIA HUMAN RELATIONS ACT ccording to this Act it is unlawful, because of any person's: RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN OR

refuse to sell, lease, finance or otherwise withhold housing or commercial property, or discriminate in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial

OR. BECAUSE OF any person's use of a quide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals, or the disability of an individual with whom the person is known to have a relationship or association

refuse to lease or finance, or discriminate in the terms of selling or leasing, or in providing acilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or print or otherwise circulate any statement indicating a preference or mitation, or make any inquiry or record in connection with the lease of any housing or commercial roperty, engage in practices which attempt to induce the listing, sale or other transaction, or courage the purchase or lease of housing or commercial property by making direct or indirect

eferences to the present or future composition of the neighborhood in which such a facility is

ocated with respect to race, color, religion, sex, ancestry, national origin, disability or guide or

support animal dependency, age or familial status

IT IS ALSO UNLAWFUL FOR any person to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act Complaints must be filed within 180 days of the alleged act of discrimination Prominent posting of this notice in a well-lighted, easily accessible place in the office, model

customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended). WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Commission Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126 (717) 787-4410 • (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us

home, sample apartment or other places of business where negotiations or agreements are

To file a complaint, contact the Regional Office nearest you: Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222 (412) 565-5395 • (412) 565-5711 (TTY)

Harrisburg • 333 Market Street, 8th Floor • Harrisburg, PA 17126 (717) 787-9780 • (717) 787-7279 (TTY) Philadelphia • 110 N. 8th St., Suite 501Philadelphia, PA 19107

Hours of Work for Minors

Hours of Work for Minors Under Eighteen employed at													LABOR & INDUSTRY COMMONWEALTH OF PENNSYLVANIA				
Name of employee	Age	Sunday From: To:		Monday From: To:		Tuesday From: To:		Wednesday From: To:		Thursday From: To:		Friday From: To:		Saturday From: To:		Total school hrs. per week if under 16	Total hours for week
IOTE: Minore between 14 and 16 years of a	ao may no	ho om	nlovoc	l at tim	oe that	intorf	oro with	rogul	ar echo	al atton	danco	Hours	enont	in ech	ool mu	st be included	in dail

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily

Manager signature Address of establishment

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. his Schedule Must be Kept up to Date and Correct.

Beginning on September 11, 2008, smoking is not allowed in public places or workplaces. The CIAA defines a "public place" as an enclosed area which serves as a workplace, commercial establishment, or an area where the public is invited or permitted. The term "public place" includes, but is not limited to:

Clean Indoor Air Act

The CIAA defines a "workplace" as an indoor area serving as a place of employment, occupation, business, trade, craft, professional or volunteer activity. Place of employment means the area that an employee uses for work or any other purpose which includes, but is not limited to: Offices. Meeting rooms. Sales, production and storage areas. Cafeterias, lunch rooms, oreak rooms. Restrooms. Stairways. Hallways. Warehouses. Garages.

Child Labor Abstract

HOURS OF EMPLOYMENT—AGES 14 & 15*

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school ttendance. Plus eight additional hours on Saturdays and Su Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day. During School Vacations: Maximum eight hours/day, 40 hours/week mployment prohibited after 7 p.m. and before 7 a.m.

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays. During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week. pployment prohibited before 6 a.m. and after 12 a.m.

ublic School Code are not subject to the Act's hours of employment or work time restrictions 3) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization. MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper deliver 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

Child Labor Act Hours Rules for Performances By Minors
This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations. Max. hours (24-hour period) at place of employment (24-hour period)

at minors' residences Infants < 6 mos. Not Applicable 6 mos.—1 year 2—5 years 6—8 9—15 16—17 Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday) Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment. Non-work time at place of employment includes education, rest and recreation Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool davs. 12 hours must elapse between time of dismissal and time of call on the following day. Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance Altoona District Office Harrisburg District Office Philadelphia District Office Pittsburgh District Office Suite 200 651 Boas St. Suite 330 100 Lackawanna Ave Suite 203 Harrisburg, PA 17121 717-787-4671 or Altoona, PA 16601 Philadelphia, PA 19107 Pittsburgh, PA 15222 Scranton PA 18503 814-940-6224 or 215-560-1858 or 412-565-5300 or 570-963-4577 or 877-792-8198 877-214-3962 Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

Unemployment Compensation For State Employees

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are nemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed NOTE: To file an application for UC benefits, you will need to provide your:

You may file your application or get information about the UC Program by calling the UC Service Center in your area at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046. When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits. Auxiliary aids and services are available upon request to individuals with disabilities

Equal Opportunity Employer/Program

Scan with your mobile phone

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as: EMPLOYER NAME

ADDRESS PA UC ACCOUNT NUMBER

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own. f you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a ompleted Form UC-1609, How to Apply for Unemployment Compensation (UC) Benefits.

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are nemployed or that your hours are reduced. You may risk losing some bénefit eligibility if you file after the first week you are unemployed Social Security Number
 Alien registration number (if not a U.S. citizen)

You may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046. When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions. REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could

partment of Labor & Industry, Bureau of Labor Law Compliance, Abstract of the Equal Pay Lav

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law Discrimination on Basis of Sex Prohibited: Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on

a seniority, training or merit increase system that does not discriminate on the basis of sex. administration: Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act. Collection of Unpaid Wages in Case of Discrimination: Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for collection. Limits the period for such action to two years from the date upon which the violation occurs. Records Required: Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary 1) employer who willfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings

> PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program.

Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act. PARTIES EXEMPT FROM THE ACT or her parents, spouse or child.

WHO MUST POST THIS NOTICE location customarily frequented by applicants, employees or members

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service. (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted WARNING: Removing, defacing, covering up or destroying this notice is a violation of the

(215) 560-2496 • (215) 560-3599 (TTY)

I hereby certify that the schedules of hours given above are true and correct.

Facilities which provide education, food or health care-related services: Schools. Restaurants and bars. Healthcare facilities (hospitals, outpatient clinics, medical offices). Vehicles used for mass transportation: Train. Subway. Bus, including a chartered bus. Plane. Taxicab. Limousine. Mass transportation stations: Train. Subway. Bus.

Public Facility: Child or adult daycare facilities. Private homes providing childcare or adult daycare services. Sports or recreational facility. Theater or performance establishment.

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the

(does not include hours (including work time at minors' residences)

OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS PENNSYLVANIA UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the department, agency, commission, or bureau where you worked MUST provide you with a completed Form UC-1609, How to Apply for Unemployment Compensation (UC) Benefits. If you do not receive a completed Form UC-1609, you should request one from your supervisor.

 Complete Mailing and Home Address
 Name and Address of Employer(s) from Form UC-1609
 Dates of Employment and Reasons for Leaving You may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov.

PENNSYLVANIA UNEMPLOYMENT COMPENSATION DEPARTMENT OF LABOR & INDUSTRY OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

NOTE: To file an application for UC benefits, you will need to provide your:

Most recent pay stub (optional but helpful)
 Personal Identification Number (PIN) (if you have one from a prior claim)

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits. Auxiliary aids and services are available upon request to individuals with disabilities.

of Labor & Industry shall prescribe. Requires that employers post an abstract of the law. Penalties: Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: inder the act; and (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense

in 24-hour period. · Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance. Adams, Columbia, Cumberland, Dauphin Franklin, Juniata, Lancaster, Lebanon, Bucks, Chester, Delaware, Montgomery,

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, we are registered with the Pennsylvania Department of Labor & Industry as:

Social Security Number Alien Registration Number (if not a U.S. citizen)

Unemployment Compensation

Complete mailing and home address
 Name, address, and account number of employer(s) from Form UC-1609
 Dates of employment and reasons for leaving

Equal Pay

More Information is Available Online Additional information about the Equal Pay Law is available online at: www.state.pa.us,

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IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:

PA Relay 7-1-1 ra-li-bwc-helpline@pa.gov

• you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that irticular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying 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 If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an

•The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under 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/

Polygraph Protection

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security The Act 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 Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

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

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

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

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.

State Minimum Wage

the Fair Labor Standards Act from the U.S. Department of Labor **EXEMPTIONS from Overtime Rates** • Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a nonmanufacturing establishment primarily engaged in the selling of such vehicles to ultimate

purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such

• Any employee of a motor carrier the Federal Secretary of Transportation has power to

• Individuals with a physical or mental deficiency or injury may be paid less than the

applicable minimum wage if a license specifying a rate commensurate with productive

capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room

1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of

establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment • Any employee engaged in the processing of maple sap into sugar (other than refined Employment by a motion picture theatre · Announcer, news editor, chief engineer of a radio or television station, the major studio of • City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or

airline miles from the principal city in the area • The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when: • the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or • the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary

agreement or understanding arrived at between the employer and employee

QUESTIONS/COMPLAINTS

Harrisburg District Office

651 Boas Street Room 1301

Phone: 717-787-4671 or 800-932-0665

Bureau of Labor Law Compliance

Harrisburg, PA 17121-0750

hiladelphia District Office

• City or town of 25,000 population or less, which is part of such an area but is at least 40

COUNTIES SERVED CONTACT Bureau of Labor Law Compliance Armstrong, Bedford, Blair, Cambria, Altoona District Office Cameron, Centre, Clarion, Clearfield, Clinton, Elk. Favette, Forest, Fulton, 1130 12th Avenue Suite 200 Huntingdon, Indiana, Jefferson, McKean, Mifflin, Potter, Somerset, Warren, Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-8198 Westmoreland Bureau of Labor Law Compliance

Montour

10 North 8th St., Suite 203 hiladelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497 Megheny Beaver Butler Crawford Frie Bureau of Labor Law Compliance Greene, Lawrence, Mercer, Venango, Pittsburgh District Office 301 5th Avenue. Suite 330 **Nashington** Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354

Bureau of Labor Law Compliance Berks, Bradford, Carbon, Lackawanna, ehiah, Luzerne, Lycomina, Monroe, Scranton District Office Northampton, Pike, Schuvlkill, Sullivan, 201-B State Office Bldg 100 Lackawanna Avenue Susquehanna, Tioga, Wayne, Wyoming Scranton PA 18503 Phone: 570-963-4577 or 877-214-3962

Additional information about the Minimum Wage Act is available online at:

MORE INFORMATION IS AVAILABLE ONLINE

PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

Public Accommodations

www.dli.pa.gov,

LLC-1 REV 06-22

WARNING: Removing, defacing, covering up or destroying this notice is a violation PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT of the Pennsylvania Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333 It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or (717) 787-4410 • (717) 787- 7279 (TTY) • www.phrc.state.pa.us employee of any public accommodation to discriminate against any person in the full use

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF WORKERS' COMPENSATION

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation

and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use To file a complaint, contact the Regional Office nearest you: of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals. Pittsburgh • 301 5th Ave., Suite 390 • Piatt Place • Pittsburgh, PA 15222 (412) 565-5395 • (412) 565-5711 (TTY) This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by an y owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those Harrisburg • R333 Market Street, 8th Floor • Harrisburg, PA 17126-0333 (717) 787-9780 • (717) 787-7279 (TTY) seeking or granting any of the accommodations, advantages, facilities or privileges of such

Philadelphia • 110 N. 8th Street Suite 501 • Philadelphia, PA 19107 (215) 560-2496 • (215) 560-3599 (TTY) **Workers' Compensation**

> Name of TPA (Claims administrator): Telephone Number: IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS Name of TPA (Claims administrator):

Telephone Number:

Equal Opportunity Employer/Program MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

toll-free inside PA: 800.482.2383 local & outside PA: 717.772.4447 Auxiliary aids and services are available upon request to individuals with disabilities

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. \$1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud). Claims Information Services