Failure to provide reasonable accommodation for

condition; or a sincerely-held religious belief,

disability; pregnancy, childbirth, or related medical

been discriminated against at work or in applying for a job, the EEOC may be able to help. • Retaliation for filing a charge, reasonably opposing Who is Protected? Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees Job applicants Interference, coercion, or threats related to exercising Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy /hat Organizations are Covered? Most private employers What Employment Practices can be Challenged as **Discriminatory?** All aspects of employment, including: State and local governments (as employers) Educational institutions (as employers) Harassment (including unwelcome verbal or Staffing agencies physical conduct) Under the EEOC's laws, an employer may not discriminate

against you, regardless of your immigration status, on the Pay (unequal wages or compensation) Race National origin Sex (including pregnancy, childbirth, and related medical Job training conditions, sexual orientation, or gender identity) Age (40 and older)

 Referral Obtaining or disclosing genetic information Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic Requesting or disclosing medical information services, or family medical history)

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** 

of an otherwise qualified individual with a disability who is an applicant or employee, in most telephone directories under U.S. Government, Department of Labor and or parring undue hardship to the employer. Section 503 also requires that Federal OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. pasis of sex in educational programs or activities which receive Federal financial assistance. agency providing such assistance.

Pursuant to the requirements of Public Act 98-142, An purposes in common areas of the employer's premises or electronic documents, data and communications Act Requiring Notice to Employees of Electronic which are held out for use by the public, or which is including e-mail and internet usage, are subject to being Monitoring by Employers, state employees should ecognize that their work activities and communications may be subject to electronic monitoring. "Electronic sound, voice or video devices) while in State facilities and communication has been "deleted" by the employee does monitoring" is defined by the Act as "the collection of other locations where State business is conducted, except not mean that the item cannot be monitored or retrieved nformation on an employer's premises concerning that employees will not be subject to any such monitoring and reviewed. Employees will not be subject to electronic employees' activities or communications by any means or recording in areas designed for the health or personal monitoring or recording of the content of their direct other than direct observation, including the use of a comfort of the employees or for safeguarding of their telephone conversations, except as may be permitte photo electronic or photo-optical systems, but not Employees should understand that their activities POSTED IN A CONSPICUOUS PLACE WHICH IS READILY ncluding the collection of information for security involving State computer equipment and computer and/ AVAILABLE FOR VIEWING BY EMPLOYEES

· atención médica preventiva.

NOTICE CONNECTICUT GENERAL STATUTES **§§ 31-57R - 31-57W - PAID SICK LEAVE** 

UNEMPLOYMENT COMPENSATION

All liable employers must display a poster furnished by this agency

to inform workers that their employer is covered by the Connecticut

Unemployment Compensation Law (UC-8). All employers of one or

nore persons (full or part-time) must register by filing an Employer

Status Report. Failure to receive a copy of the form does not relieve

the employer of the obligation to register. Employers can register by

the Employer Status Unit at 860-263-6550

mpleting the appropriate forms which can be obtained by calling

sick leave shall accrue beginning January 1, 2012, for current employees, or Accrual The accrual is at a rate of one hour of paid sick leave for each (the employer shall choose any 365-day period used to calculate employee penefits in order to administer paid sick leave). No service worker shall be entitled to use more than the maximum number of accrued hours. accrued hours of paid sick leave from the current year period to the following

year period Use of Paid Sick Leave A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour ochenta horas de empleo. of employment • from January 1, 2012, for current service workers, or • if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer such service worker did not work an average of 10 or more hours a week for

ne employer in the most recent complete calendar quarter Pay Each employer shall pay each service worker for paid sick leave at a pay una tasa salarial igual al mayor de, ya sea: rate equal to the greater of either the normal hourly wage for that service worker, or • the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

A service worker may use paid sick leave for his or her own: • illness, injury or health condition; • the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; préventative medical care; or

mental health wellness day A service worker may use paid sick leave for a child's or spouse's: • illness, injury or health condition; the medical diagnosis, • care or treatment of a mental or physical illness, injury or health condition; or preventative medical care A service worker may use paid sick leave if the service worker or the service

worker's child or ward 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 • to participate in any civil or criminal proceedings related to or resulting

from such family violence or sexual assault. **lotice** If leave is foreseeable, the employer may require advance notice. If eave is unforeseeable, the employer may require notice as soon as practicable. more consecutive work days may be required · documentation signed by a health care provider who is treating the

service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation. a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker or service worker's child r ward shall be considered reasonable documentation for a victim of family violence or sexual assault.

ersonnel action or discriminate against an employee because the employee:

 requests or uses paid sick leave either in accordance with the act; or • in accordance with the employer's own paid sick leave policy, as the case files a complaint with the Labor Commissioner alleging the employer's violation of the act ollective Bargaining Nothing in the act shall 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 **Complaint Process** Any employee aggrieved by a violation of the provisions

of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone rights, regarding disability discrimination (including

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

1-800-669-6820 (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 Additional information about the EEOC. including information about filing a charge of discrimination, is available at www.eeoc.gov

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) contractors take affirmative action to employ and advance in employment qualified enforces the nondiscrimination and affirmative action commitments of companies individuals with disabilities at all levels of employment, including the executive leve doing business with the Federal Government. If you are applying for a job with, or are Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, requires affirmative action to recruit, employ, and advance in employment, disabled Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as veterans, recently separated veterans (i.e., within three years of discharge or release amended, prohibits employment discrimination by Federal contractors based on race, from active duty), active duty wartime or campaign badge veterans, or Armed Forces color, religion, sex, sexual orientation, gender identity, or national origin, and requires service medal veterans. Retaliation Retaliation is prohibited against a person who mative action to ensure equality of opportunity in all aspects of employment. files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, opposes discrimination by Federal contractors under these Federal laws. Any person who protects applicants and employees of Federal contractors from discrimination based believes a contractor has violated its nondiscrimination or affirmative action obligation of other applicants or employees. Disability Section 503 of the Rehabilitation Act of Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. 1973, as amended, protects qualified individuals with disabilities from discrimination in Washington, D.C. 20210 1–800–397–6251 (toll-free) If you are deaf, hard of hearing, o ilring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and have a speech disability, please dial 7–1–1 to access telecommunications relay services other aspects of employment by Federal contractors. Disability discrimination includes OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at not making reasonable accommodation to the known physical or mental limitations https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, lister

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits amended, prohibits employment discrimination on the basis of disability in any iscrimination on the basis of race, color or national origin in programs or activities receiving program or activity which receives Federal financial assistance. Discrimination is Federal financial assistance. Employment discrimination is covered by Title VI if the primary prohibited in all aspects of employment against persons with disabilities who, with o objective of the financial assistance is provision of employment, or where employment without reasonable accommodation, can perform the essential functions of the job. I ścrimination causes or may cause discrimination in providing services under such programs. you believe you have been discriminated against in a program of any institution whicl litle IX of the Education Amendments of 1972 prohibits employment discrimination on the receives Federal financial assistance, you should immediately contact the Federa

prohibited under state or federal law." Employees may be monitored, recorded and reviewed. Employees should be subject to electronic monitoring or recording (including aware that the fact that a document, data or possessions, such as rest rooms, locker rooms or lounges. under state and federal law. THIS NOTICE SHALL BE

 Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas acumuladas nente Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no usadas Carry Over Each service worker shall be entitled to carry over up to 40 unused 💮 de licencia por enfermedad con goce de sueldo del periodo del año del calendario actual al siguiente periodo del año del calendario. Uso de licencia por enfermedad con goce de sueldo Un trabajador de servicios tendrá derecho al uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios seiscientos • a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o • si es contratado después del 1° de enero de 2012, al

de contratación, a menos que el empleador conceda una fecha más temprana. Un trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de sueldo A service worker shall not be entitled to the use of accrued paid sick leave if si dicho trabajador no hubjese trabajado un promedio de diez o más horas por semana para e empleador durante el más reciente trimestre completo del calendario. uneración Cada empleador pagará a cada trabajador de servicios la licencia por enfermedad a • el salario normal por hora de dicho trabajador de servicios, o · la tasa del salario mínimo justo bajo la sección 31-58 de las leyes generales vigentes para el período

de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de sueldo. Razones para el uso de licencia Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias personales: enfermedad, lesión o condición de salud; • el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición de salud: o

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para la siguientes circunstancias de un hijo o cónyuge: enfermedad, lesión o condición de salud • el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o condición de atención médica preventiva

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el trabajador de servicios es víctima de violencia familiar o agresión sexual: • para atención médica o consejería psicológica o de otro tipo por heridas físicas o psicológicas o discapacidad. • para obtener servicios de una organización de servicios a víctimas; • para mudarse debido a tal violencia familiar o agresión sexual;

• para participar en cualesquier procedimientos civiles o criminales relacionados con, o resultante de tal violencia familiar o agresión sexual. Notificación Si la licencia es previsible, el empleador puede exigir notificación previa. Si la licencia es imprevisible, el empleador puede exigir notificación lo más pronto practicable. Documentación razonable Documentación para licencia por enfermedad con goce de sueldo d tres o más días laborales consecutivos puede ser requerida. • Documentación firmada por un proveedor de servicios de salud que esté tratando al trabajador de servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad para el número de

razonable para una víctima de violencia familiar o agresión sexual. represalia ni discriminará contra un empleado debido a que el empleado: de sueldo, según sea el caso; o parte del empleador. ciación colectiva Nada en la Ley disminuirá ningún derecho concedido a cualquier empleado trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará ni invalidará los términos de cualquier acuerdo de negociación colectiva vigente antes del 1° de enero de 2012. **Proceso de queia** Cualquier empleado con motivo de queia por una violación de las provisiones de la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de cualquier tal queja, dicho

comisionado podrá celebrar una audiencia. Después de una audiencia, el Comisionado podrá imponer una multa civil o conceder otro alivio. This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 10/1/23

Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favo comuníquese con Recursos Humanos para información adicional.

Fecha de vigencia: 10/1/23

**PAYDAY NOTICE Regular Paydays for Employees of** 

Shall be as follows:

## SEXUAL HARASSMENT

**SEXUAL HARASSMENT IS ILLEGAL** and is prohibited by COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES The Connecticut Discrimination Employment Practices Act,

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

Examples of Sexual Harassment Suggestive or lewd remarks Unwanted hugs, touches, or kisses Retaliation for complaining about sexual harassment

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 Opportunitie at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

**OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT** 

## Occupational Safety and Health Administration Job Safety and Health Administration Job Safety and Health Health Health Administration

All workers have the right to:

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

substances in your workplace.

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

See any OSHA citations issued to your employer.

 Reguest copies of your medical records, tests that measure hazards in the

Contact OSHA. We can help.

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or

 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

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 OSHAsupported consultation programs in every



or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal,

IGHT TO BE FREE FROM DISCRIMINATION AND RETAILIATION

mployment; • promotion; or • any benefit of employment, because of this status.

proceeding under USERRA, even if that person has no service connection.

embezzlement, etc.) that resulted in economic loss to provision of any State or local law or any collective State and local governments are not affected by the bargaining agreement which is more restrictive with law. Also, the law does not apply to tests given by the respect to lie detector tests. **EXAMINEE RIGHTS** Federal Government to certain private individuals Where polygraph tests are permitted, they are engaged in national security-related activities. The subject to numerous strict standards concerning the Act permits polygraph (a kind of lie detector) tests to conduct and length of the test. Examinees have a be administered in the private sector, subject to number of specific rights, including the right to a

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

The Employee Polygraph Protection Act prohibits restrictions, to certain prospective employees of written notice before testing, the right to refuse or nost private employers from using lie detector security service firms (armored car, alarm, and guard), discontinue a test, and the right not to have test tests either for pre-employment screening or and of pharmaceutical manufacturers, distributors results disclosed to unauthorized persons during the course of employment. PROHIBITIONS and dispensers. The Act also permits polygraph ENFORCEMENT The Secretary of Labor may bring Employers are generally prohibited from requiring or testing, subject to restrictions, of certain employees court actions to restrain violations and assess civ requesting any employee or job applicant to take a of private firms who are reasonably suspected of penalties against violators. Employees or job lie detector test, and from discharging, disciplining, involvement in a workplace incident (theft, applicants may also bring their own court actions the employer. The law does not preempt any POSTER WHERE EMPLOYEES AND JOB WAGE AND HOUR DIVISION DEPARTMENT OF LABOR

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in th National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants You have the right to be reemployed in your civilian job if you leave that job to perform • If you leave your job to perform military service, you have the right to ele to continue your existing employer-based health plan coverage for you ar

existing condition exclusions) except for service-connected illnesses or injurio f you are eligible to be reemployed, you must be restored to the job and benefits you (VETS) is authorized to investigate and resolve complaints of USERRA violation vould have attained if you had not been absent due to military service or, in some cases, • For assistance in filing a complaint, or for any other information on USERR contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERR f you: • are a past or present member of the uniformed service; • have applied for Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra bership in the uniformed service; or • are obligated to serve in the uniformed service; • If you file a complaint with VETS and VETS is unable to resolve it, you m request that your case be referred to the Department of Justice or th Office of Special Counsel, as applicable, for representation. then an employer may not deny you: • initial employment; • reemployment; • retention in on, an employer may not retaliate against anyone assisting in the enforcement 🔹 You may also bypass the VETS process and bring a civil action against a of USERRA rights, including testifying or making a statement in connection with a employer for violations of USERRA.

• Even if you don't elect to continue coverage during your military service, yo

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., pr

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may neet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Gual And Reserve 1-800-336-4590

FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** 

The law requires employers to display this poster time the employee needs to express breast milk. where employees can readily see it. Employers must provide a place, other than a OVERTIME PAY At least 1 ½ times your regular rate of bathroom, that is shielded from view and free from pay for all hours worked over 40 in a workweek. intrusion from coworkers and the public, which may LD LABOR An employee must be at least 16 years be used by the employee to express breast milk. old to work in most non-farm jobs and at least 18 to **ENFORCEMENT** The Department has authority to work in non-farm jobs declared hazardous by the recover back wages and an equal amount in liquidated Secretary of Labor. Youths 14 and 15 years old may damages in instances of minimum wage, overtime, work outside school hours in various non- and other violations. The Department may litigate manufacturing, non-mining, non-hazardous jobs with and/or recommend criminal prosecution. Employers certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of or repeated violation of the minimum wage or tipped employees" who meet certain conditions may overtime pay provisions of the law. Civil money" m 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 any minor employee, and such assessments may be mployer's cash wage of at least \$2.13 per hour do not doubled when the violations are determined to be qual the minimum hourly wage, the employer must willful or repeated. The law also prohibits retaliating

FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor make up the difference. PUMP AT WORK The FLSA against or discharging workers who file a complaint or requires employers to provide reasonable break time participate in any proceeding under the FLSA for a nursing employee to express breast milk for their nursing child for one year after the child's birth each • Certain occupations and establishments are exempt

Special provisions apply to workers in America Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employe protections; employers must comply with both Some employers incorrectly classify workers "independent contractors" when they are actual the difference between the two because employe (unless exempt) are entitled to the FLSA's minimur wage and overtime pay protections and correctl classified independent contractors are not. Certain full-time students, student learner apprentices, and workers with disabilities may be paid less than the minimum wage under specicertificates issued by the Department of Labor. WAGE AND HOUR DIVISION OF LABOR 1-866-487-9243

DOMESTIC VIOLENCE RESOLURCES IN CONNECTICAL emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive pehaviors to gain and maintain that power and control. The pattern of abusive pehavior is designed to make the victim dependent upon the abuser, leaving the

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable violence, including temporary or permanent relocation; or leave of absence for certain issues related to the abuse you or your dependent (v) Obtaining legal services, assisting in the prosecution of the offense, of otherwise participating in legal proceedings in relation to domestic violence (i) Seeking attention for injuries caused by domestic violence, including for a child: If you feel you have been discriminated against due to your status as a victim

PREGNANCY DISCRIMINATION

NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) NOTIFICACIÓN Secciones 46a-60(a), (b)(7), (d)(1) de las Leyes Generales d related conditions, including lactation. phibition of Discrimination No employer may discriminate against an related conditions (e.g., breastfeeding or expressing milk at work). Prohibited discriminatory conduct includes

ii) Obtaining services including safety planning from a domestic violence or

• Terminating employment because of pregnancy, childbirth or related Denying reasonable leave of absence for disability due to pregnancy (e.g. doctor prescribed bed rest during 6-8 week recovery period after birth)\* Denying disability or leave benefits accrued under plans maintained Failing to reinstate employee to original job or equivalent position after Limiting, segregating or classifying the employee in a way that would

deprive her of employment opportunities Discriminating against her in the terms or conditions of employment certain length of time prior to being granted job protected leave of absence under this law. leasonable Accommodation An employer must provide a reasonable ommodation 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 limited to:

Periodic rest Assistance with manual labo Job restructuring Light duty assignments Modified work schedules Temporary transfers to less strenuous or less hazardous work

More frequent or longer breaks

Being permitted to sit while working

someone to talk to, we're here to listen.

children have experienced, including:

Time off to recover from childbirth (prescribed by a Doctor, typically Break time and appropriate facilities (not a bathroom) for expressing milk Denial of Reasonable Accommodation No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy. Prohibited discriminatory conduct includes

Failing to make reasonable accommodation (and is not an undue Denying job opportunities to employee or job applicant because of request for reasonable accommodation For cingemployee or job applicant to accept a reasonable accommodationwhen she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead \*Note: To demonstrate an undue hardship, the employer must show that he accommodation would require a significant difficulty or expense in hibition of Retaliation Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements Employers must post and provide this notice

to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400 CHRO website: https://portal.ct.gov/CHRO CHRO link "How to File a Discrimination Complaint" https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/ <u>How-to-File-a-Discrimination-Complaint</u> <u>DOL</u> 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 (DOL). DOL phone number: 860-263-6791 DOL complaint form

Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO Connecticut Discriminación por embarazo y adaptación en el lugar de trabajo

of domestic violence or if you have been denied a reasonable leave of

absence to deal with issues related to abuse, contact the Connecticut

Negar las prestaciones por discapacidad o por permiso de ausencia acumulada conforme a los planes que el empleador mantenga • No reincorporar a la empleada a su puesto de trabajo original o a un puesto equivalent

después de su ausencia Limitar, segregar o clasificar a la empleada de forma tal que la prive de oportunidade de empleo Establecer términos o condiciones de empleo que discriminen a la emplead \*Note: There is no requirement that the employee be employed for a \*Nota: No hay requisito alguno de que la empleada deba prestar sus servicios empleador durante un cierto periodo antes de que se le otorque el permiso de ausencia con protección del empleo de acuerdo con esta ley. Adaptación razonable El empleador debe proporcionar una adaptación razonable a un empleada o solicitante de empleo debido a su embarazo, a su parto o a que necesite

> Descanso periódico Avuda con el trabajo manual Réestructuración del trabajo Asignaciones de trabajo liger Horarios de trabaio modificados

Transferencias temporales a tareas menos extenuantes o menos peligrosa Tiempo libre para recuperarse del parto (recetado por un médico, por lo general entr 6 v 8 semanas) Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna egación de la adaptación razonable Ningún empleador habrá de discriminar a un empleada o solicitante de empleo negándole una adaptación razonable debido a su embarazo. La conducta discriminatoria prohibida incluye

Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a petición de contar con una adaptación razonable Forzar a la empleada o solicitante d empleo a que acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales de su trabaio Pedirle a una empleada que acepte un permiso de ausencia cuando en vez de ello se l pudo haber provisto una adaptación razonable \*Nota: Para demostrar una penuria excesiva, el empleador debe presentar evidencia d que la adaptación supondría una dificultad o gasto considerables tomando en cuenta su

**Se prohíbe tomar represalias** Los empleadores tienen prohibido tomar represalia contra una empleada debido a la petición de disponer de una adaptación razonable. uisitos de la notificación Los empleadores deben publicar y proporcionar est notificación a todas las empleadas a más tardar el 28 de enero de 2018, a cualquier emplead dentro de los 10 días posteriores al momento en el que notifique al empleador de su embaraz o condiciones relacionadas, y a las nuevas empleadas cuando inicien su relación laboral. Procedimiento de presentación de queias CHRO Cualquier empleada periudicada po Complaint Process CHRO Any employee aggrieved by a violation of la inobservancia de estas leyes podrá presentar una queja ante la Comisión de Derecho these statutes may file a complaint with the Connecticut Commission on Humanos y Oportunidades (Commission on Human Rights and Opportunities, CHRO) of Human Rights and Opportunities (CHRO). Complainants have 180 days Connecticut. Las denunciantes tienen 180 días a partir de la fecha del presunto acto de from the date of the alleged act of discrimination, or from the time that you discriminación, o a partir del momento en el que se dé cuenta de manera razonable d reasonably became aware of the discrimination, in which to file a complaint. la discriminación, para presentar una queja. Es ilegal que alguien tome represalias contra usted por presentar una queia. Número principal de la CHRO: 860-541-3400

Sitio web de la CHRO: <a href="https://portal.ct.gov/CHRO">https://portal.ct.gov/CHRO</a> Enlace de la CHRO sobre <u>"Cómo Presentar una Queja por Discriminación"</u> https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a <u>DOL</u> Además, las mujeres a las que se les niegue el derecho a amamantar o extraers leche materna en el trabajo, o que se vean expuestas a discriminación o represalias po hacerlo, podrán presentar una queja ante el Departamento del Trabajo (Department o Número telefónico del DOL: 860-263-6791

Formulario de presentación de queias ante el DOL: En español: https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that is not possible, give notice as soon as possible. You do not have to share a medica placement of a child with you, Your serious mental or physical health condition that from a health care provider to verify medical leave and may requ

leave on the same basis as if you had not taken leave, and • Allow you to return to the ble to take FMLA leave? You are an eligible employee if all of the cannot interfere with your FMLA rights or threaten or punish you for exercising for requesting FMLA leave or cooperating with a WHD investigation. After become employer must confirm whether you are eligible or not eligible for FMLA leave. much of your requested leave, if any, will be FMLA-protected leave. SCAN ME

onnel Management. How do I request FMLA leave? Generally, to request with WHD or file a private lawsuit against your FMLA leave you must: • Follow your employer's normal policies for refugesting leave,

Give potice at least 30 days before your pood for FMLA leave or a fradvance potice. Give notice at least 30 days before your need for FMLA leave, or • If advance notice about our WHD complaint process. ELECTRONIC MONITORING DEVICES

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

for additional information (Company Representative)

Camera (including hidden cameras)

The Connecticut Department of Labor provides this sample poster as a public service Wage & Workplace Standard Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114 DISCRIMINATION **DISCRIMINATION IS ILLEGAL** 

Connecticut law prohibits discrimination in HOUSING & PUBLIC ACCOMMODATIONS

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, transgender status, gender identity or expression, sexual orientation or civil union status • workplace hazards to reproductive systems • criminal record (in state employment and licensing) • recruiting • hiring • referring • classifying • promoting • advertising

 discharging • training • laying off • compensating • terms and By: employers • employment agencies • labor organization

age • ancestry • blindness • color • learning disability • marital status • intellectua disability • national origin • physical disability • race • religious creed • sex, transgender ission on Human Rights & Opportunities

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 Comm 350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 203-579-6246 203-579-6950 West Capitol Region: 55 West Main Street, Suite 210, 203-805-6579 203-805-6559 203-805-6579

Waterbury, CT 06702 Capitol Region: 450 Columbus Blvd Suite 2, Hartford, CT 06103 860-566-7710 860-566-7710 860-566-1997 **Eastern Region** 100 Broadway, Norwich, CT 06360 860-886-5707 860-886-2550 860-886-5703 450 Columbus Blvd Suite 2, Hartford, CT 06103 Administrative Office: 860-541-3400 860-541-3459 860-246-5419 website: www.state.ct.us/chro This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete tex

\_ Photo electronic

**WORKERS' COMPENSATION NOTICE TO EMPLOYEES** 

**State of Connecticut Workers' Compensation Commission** 

to file your claim.

The State of Connecticut Workers' Compensation Commission office for this workplace is located at: to provide benefits to you in case of injury or occupational disease in the course of employment. 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

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:

> **Telephone: Zip Code:**

**Employer Name** Address Telephone City/Town

POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE obligations of the employer or insurance company should IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS be addressed to the employer, the insurance company, or NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY the Workers' Compensation Commission (1-800-223-9675).

CONNECTICUT MINIMUM WAGE

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed. CONNECTICUT | DEPARTMENT OF LABOR WAGE AND WORKPLACE STANDARDS DIVISION

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION **OVERTIME - ONE AND ONE - HALF** THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE TIMES THE EMPLOYEES REGULAR

**RATE OF PAY AFTER 40 HOURS** 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 PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE SAMETIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE **CONNECTICUT GENERAL STATUTES.** AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6 incentive pay plans, including commissions and bonuses. statement of prior employment, supplemented by the present terminated at any time by the labor commissioner upon (a) Definitions. For the purposes of this regulation, "piece rates" employer's record of hours worked by the minor while in his proper notice, if he finds that the intent of the program as employ, will be deemed satisfactory evidence of good faith on approved has not been carried out. An employee who is means an established rate per unit of work performed without

regard to time required for such accomplishment, the part of the employer with respect to his adherence to the compensated on a salary basis at a rate of not less than four provisions of this regulation, provided such record shall be in hundred seventy-five dollars per week, exclusive of board complete compliance with the requirements of section 31-66 lodging, or other facilities, and whose primary duty consists of valuation or specific rate per unit of accomplishment. of the general statutes and section 31-60-12. (c) Deviation the management of the enterprise in which he is employed or from the provisions of this regulation will cancel the of a customarily recognized department or subdivision modification of the minimum fair wage herein provided for all thereof, and includes the customary and regular direction of bonuses, etc., based upon the amount of results produced. hours during which the violation prevailed and for such time the work of two or more other employees therein, shall be the minimum wage shall be paid. Sec. 31-60-7. Learners. [This regulation contains the requirements to apply to the Labor Commissioner for a pay period on a weekly or less frequent basis, regardless of the subminimum rate in an occupation which is not

hereinafter set forth. (b) Record of wages. Each employer shall maintain records of wages paid to each employee who is Sec. 31-60-8. Apprentices. [Under this regulation compensated for his services in accordance with an incentive apprentices duly registered by the Connecticut State plan in such form as to enable such compensation to be Apprenticeship Council of the Labor Department may not translated readily into terms of average hourly rate on a employed at less than the minimum wage unless weekly basis for each work week or part thereof of nission has been received from the Labor Commissioner employment. (c) Piece rates in relation to time rates. (1) When through an application process.] an employee is compensated solely at piece rates he shall be

> "apparel" means uniforms or other clothing supplied by the nployer 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 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 leave act, 29 USC 2601 et seq., or the Connecticut family and to duty, working time shall begin when the employee is medical leave act, section 31-51kk et seq., of the Connecticut notified of his assignment and shall end when the employee has completed his assignment.

section 31-58 of the Connecticut General Statutes for each worker is required or permitted to travel for purposes, violating a safety rule of major significance. Safety rules of nour worked. (3) When an employee is employed at a incidental to a performance of his employment but does not major significance include only those relating to the combination of hourly rate and piece rate for the same hours include time spent traveling from home to his usual place of prevention of serious danger to the employer's premises, or to of work (i.e., an incentive pay plan superimposed upon an employment or return to home, except as hereinafter other employees, (2)(A) No deduction of any kind shall be nourly rate or a piece rate coupled with a minimum hourly provided in this regulation. (b) When an employee, in the made for any part of a workweek absence that is attributable course of his employment, is required or permitted to travel to: (i) lack of work occasioned by the operating requirements least the minimum fair wage established by subsection (i) of for purposes which inure to the benefit of the employer, such of the employer; (ii) jury duty, or attendance at a judicial section 31-58 of the Connecticut General Statutes an hour for travel time shall be considered to be working time and shall proceeding in the capacity of a witness; or (iii) temporary each hour worked in any week and the wage paid to such 🛮 be paid for as such. Expenses directly incidental to and 🔻 military leave. (B) An employer is permitted to offset payments employee shall be not less than the minimum fair wage resulting from such travel shall be paid for by the employer an employee receives for any of the services described in this established by subsection (j) of section 31-58 of the when payment made by the employee would bring the subdivision against the employee's regular salary during the Connecticut General Statutes for each hour worked. (d) employee's earnings below the minimum fair wage. (c) When week of such absence. (3) No deduction shall be made for an Commission. (1) When an employee is compensated solely on an employee is required to report to other than his usual absence of less than one full day from work unless: (A) The a commission basis, he shall be paid weekly an average of at place of employment at the beginning of his work day, if absence is taken pursuant to the federal family and medical least the minimum fair wage established by subsection (j) of such an assignment involves travel time on the part of the leave act, 29 USC 2601 et seq., or the Connecticut family and section 31-58 of the Connecticut General Statutes per hour for employee in excess of that ordinarily required to travel from medical leave act, section 31-51kk et seq., of the Connecticut each hour worked. (2) When an employee is paid in accordance his home to his usual place of employment, such additional General Statutes, as permitted by 29 CFR 825.206 or by section assignment at other than his usual place of employment nmissions shall be settled at least once in each month in employment to his home, such additional travel time shall be in an amount equal to his guaranteed salary. (4) No deduction regulation, "hours worked" include all time during which an ordinary rules of employee conduct. 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 employer. Working time in every instance shall be computed school system or educational establishment or institution, or employee is actually called upon to work. (c) When an a wage record, even though payment is made more location at which he may be contacted, or when an employee specialized or technical lines requiring special training, is not specifically required by his employer to be subject to call

> (2) his home address (3) the occupation in which he is employed: 4) the total daily and total weekly hours worked, showin the beginning and ending time of each work period computed to the nearest unit of 15 minutes: ) his total hourly, daily or weekly basic wage; (6) 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:

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 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 (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or ) is not practical for enforcement purposes. Where sion 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

wage records. administrative or professional capacity. (2) his home address:

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 of 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 has had an aggregate of two hundred hours of employment, 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 shal all persons under the age of eighteen years, except 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 cent of the minimum fair wage for the first ninety days of such period does not exceed six months; and (B) the employee i employment, or ten dollars and ten cents per hour, whichever—compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive o board, lodging, or other facilities during the training period; (C exempted by the commissioner. (b) In addition to the records ) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer

eighteen years). True and accurate records shall be

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 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 shall be used as the basis for payroll records. (d) The employer shall maintain and data on each individual employed in a bona fide executive

deemed to meet all of the requirements of this section. (b) "Salary basis" means a predetermined amount paid for each number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject

apprenticeable.

Sec. 31-60-9. Apparel. For the purpose of this regulation

week, and the wage paid to such employee shall be not less Sec. 31-60-10. Travel time. (a) For the purpose of this or (E) Deductions may be made for one or more full days if the than the minimum fair wage established by subsection (j) of regulation, "travel time" means that time during which a employee is absent as a result of a disciplinary suspension for

0) working certificates for minor employees (sixteen to

be available for inspection in connection with such 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

(3) 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

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, deductions may only be made in the following five (5) instances: (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 other than sickness or accident: 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 family medical General Statutes, as permitted by 29 CFR 825.206 or by section 31-51gg-17 of the regulations of Connecticut state agencies: off benefits plan that specifically authorizes the substitution of 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 nonmanual work directly related to management policies or general business 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 general supervision 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 establishmen 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 seventy-five 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

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 longed 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, ending time of each work period for such employee either 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 knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational retain for a period of 3 years the following information and 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 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 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 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 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 (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. (b) "Salary basis" [refer to Section 31-60-14.1 (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

to meet all of the requirements of this section. (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.

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"

the rate set forth in subsection (a) of this section.

ment on a fee basis shall amount to a rate of not less than

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

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section shall be clear and conspicuous.(p) Nothing in this employee pursuant to the provisions of this section shall cease

1, 2018, the commissioner shall determine whether such a study shall be conducted, and shall report such determination already been initiated or conducted, in accordance with the provisions of section 11-4a to the joint standing committee of accordance with the provisions of chapter 54, to ensure compliance with this section. Sec. 31-72. Civil action to collect wage claim, fringe labor organization shall recover, in a civil action, (1) twice the employer establishes that the employer had a good faith with costs and such reasonable attorney's fees as may be

week, an employee with a payroll card shall be allowed to leave, and an employee is terminated without having received such accrued fringe benefits, such employee shall

> Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter, chapter 557 or subsection (g) of section 31-288 shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said napters and for each violation of subsection (g) of section 31-288, except that (1) any person who violates (A) a stop work order issued pursuant to subsection (c) of section 31-76a shall be liable to the Labor Department for a civil penalty of one thousand dollars and each day of such violation shall

shall not discharge, discipline, penalize or in any manner ing or because of the exercise by such er alleging violation of the provisions of subsection (a) of this section. Upon receipt of any such complaint, the commissioner shall hold a hearing. After the hearing, the commissioner shall send each party a written copy of his decision. The commissioner may award the employee all appropriate relief including rehiring or reinstatement to his previous job, payment of back wages and reestablishment of employee benefits to which he otherwise would have been eligible if he had not been discharged, disciplined, penalized or discriminated against. Any employee who prevails in such a complaint shall be awarded reasonable attorney's fees and costs. 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.

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT to the uniformed services. service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with · 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

STATE EMPLOYEE ELECTRONIC MONITORING ACT

**HEALTH INSURANCE** 

Call: 1.866.466.4446 Visit: ct.gov/oha Email: Healthcare.Advocate@ct.gov PAID SICK LEAVE NOTICE AVISO LEYES GENERALES DEL ESTADO DE CONNECTICUT §§ 31-57R

en la fecha de contratación del empleado. Acumulación La acumulación es a razón de una hora de licencia por enfermedad con goce de sueldo los beneficios del trabajador a pagarse por la licencia por enfermedad).

días de dicha licencia se considerará documentación razonable.

Title:

Remedies For Sexual Harassment Cease and desist orders Back pay Compensatory damages

Hiring, promotion or reinstatement **Emotional distress 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.

A safe workplace.

 Receive information and training on job hazards, including all hazardous Request a confidential OSHA inspection

EMPLOYEE POLYGRAPH PROTECTION AC

from the minimum wage, and/or overtime par the pump at work requirements.

Domestic violence is a pattern of coercive, controlling behavior that can include Connecticut's domestic violence information and resource hub CTSafeConnect.org | 888.774.2900 CALL • TEXT • CHAT • EMAIL • 24/7 All services are safe, free, confidential & voluntary Safe Connect advocates can help you think through options and get victim feeling scared, confused, and insecure about their ability to survive on their connected with one of CCADV's 18 local domestic violence organizations for own, financially or otherwise. If you or someone you know is experiencing an services such as counseling, support groups, advocacy for accessing basic need abusive relationship, help is available. Whether you need information, help, or just court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options." (iv) Taking other actions to increase safety from future incidents of domesti

(iii) Obtaining psychological counseling related to domestic violence, including

comply with these anti-discrimination and reasonable accommodation debe cumplir con Estas leyes contra la discriminación y de ajustes razonables relacionado laws related to an employee or job applicant's pregnancy, childbirth or con el embarazo, el parto de una empleada o solicitante de empleo o afecciones relacionadas, incluida la lactancia. Se prohíbe la discriminación Ningún empleador puede discriminar a una empleada employee or job applicant because of her pregnancy, childbirth or other solicitante de empleo debido a su embarazo, parto u otras condiciones relacionadas (poi ej., amamantar a su bebé o extraerse leche materna en el trabajo). La conducta discriminatoria prohibida incluye: • La terminación del empleo debido a embarazo, parto o condición relacionada Negar un permiso de ausencia razonable por discapacidad debido a embarazo (por ej que el médico hava recetado descanso en cama durante el periodo de recuperación d 6 a 8 semanas después del parto)\*

> amamantar a su bebé o extraerse leche materna en el trabajo. Ejemplos de adaptaciones razonables incluyen, entre otros: Permitirle estar sentada mientras trabaia Pausas más frecuentes o más largas

No proporcionar una adaptación razonable (y que no represente una penuria excesiva

provides eligible employees with job-protected leave for qualifying family and diagnosis but must provide enough information to your employer so they car medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) determine whether the leave qualifies for FMLA protection. You must also inform enforces the FMLA for most employees. Eligible employees can take up to 12 your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification makes you unable to work. • To care for your spouse, child or parent with a serious — qualifying exigency. The FMI A does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement foreign deployment of your spouse, child or parent who is a military servicemember. that provides greater family or medical leave rights. State employees may be subject

age • ancestry • breastfeeding in a place of public accommodation • color • familial status n housing) • lawful source of income • learning disability • marital status • menta disability • intellectual disability • national origin • physical disability • race • religiou creed • sex, transgender status, gender identity or expression, sexual orientation or civil union status • use of a guide dog/training a guide dog • Veteran status Connecticut law prohibits discrimination in **CREDIT TRANSACTIONS** 

status, gender identity or expression, sexual orientation or civil union status • Veteran

YES

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 vebsite [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. When filing your

claim, you are also required - by law - to send it by

certified mail. If blank below, ask your employer where

Zip Code:

**Zip Code** 

Revised 10-01-2021

ollective bargaining agreement. terminates his employment, the employer shall pay the employee's wages in full not later than the next regular pay day, as designated under section 31-71b, either through the regular payment channels or by mail. (b) Whenever an employer discharges an Employee, the employer shall pay the employee's wages in full no later than the business day next succeeding the date of such discharge. (c) When work

least once monthly. attestation, statement, or substantial evidence shall satisfy the requirements of subdivisions (2) and (3) of this section. 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,

consistent with this section. value of board and lodging was repealed.

curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (i) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor 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 emancipated minors, shall be not less than eighty-five per greater, and shall be equal to the minimum fair wage hereafter, except in institutional training programs specifically required by section 31-66 of the 1969 supplement to the

condition to payment shall be void. Sec. 31-71e. Withholding of part of wages. No employer state or federal law, or (2) the employer has written approved by the commissioner, or (3) the deductions are employer and recorded in the employer's wage record book

their balances in the payroll card account without cost; and (5) A statement indicating that third parties may assess additional of any employee is suspended as a result of a labor dispute, make at least three withdrawals from the payroll card account or when an employee for any reason is laid off, the employer at no cost to the employee, one of which permits withdrawal be compensated for such accrued fringe benefits exclusive shall pay in full to such employee the wages earned by him of the full amount of the employee's net wages, salary or other not later than the next regular pay day, as designated under compensation for the pay period at a depository financial Sec. 31-71d. Payment where wages disputed. (a) In case employer's costs associated with paying wages, salary or other compensation using a payroll card or establishing the payroll wages, salary or other compensation delivered to the employee.(f) (1) Neither the employer nor the payroll card following, regardless of how such fee is labeled: (A) Issuing the initial payroll card; (B) transferring wages, salary or other (C) maintaining a payroll card account; (D) providing one replacement card per calendar year upon the employee's request; (E) closing the payroll card account; (F) maintaining a low balance; (G) inactivity or dormancy of the payroll card account for the first twelve months of inactivity or dormancy; expiration date, provided (A) the funds in the payroll card account do not expire; and (B) prior to the expiration date, the charge, during the period when wages, salary or other compensation are applied to the payroll card account by the nployer and for sixty days after the last transfer of wages, salary or other compensation is applied to the payroll card account by the employer.(3) The payroll card account may theat to the state pursuant to the provisions of section 3-57a.(g) Each employer shall provide the employee a means of checking his or her payroll card account balance through an electronically without cost to the employee twenty-four hours per day and seven days per week.(h) Neither the payroll card credit and, to the extent technologically feasible, the payrol card account shall not allow for overdrafts. No fees or interest first two declined transactions of each calendar month.(i) The employer shall furnish the employee with a statement of ductions made from his or her wages, salary or other mpensation for each pay period in accordance with section I-13a.(j) Each employee with a payroll card shall be or fear of reprisal or discrimination or the assessment of any penalty, to receive his or her wages, salary or other bank. Connecticut credit union or federal credit union that has agreed to accept such deposits or by negotiable check. The practicable but not later than the first pay day after fourteen days from receiving both the employee's request and the check as soon as practicable but not later than the first pay day after fourteen days from receiving the employee's request.(k)

Consumer protections, including transaction histories and advanced notice of changes in terms and conditions, shall be provided to each employee with a payroll card in accordance month term, and each twelvemonth term thereafter.(I) The (m) Wages, salary or other compensation paid to an employee

employment-related polices to his or her employees, of the specified in said sections shall be no defense to such action fund or such arbitration award, as well as interest calculated use of the payroll card, including an itemized list of fees that payment been made in a timely manner. In addition, the wages, salary or other compensation in lawful money of the to an employee welfare fund or arbitration award, and the such access and for avoiding or minimizing fees for use of the reasonable attorney's fees as may be allowed by the court. payroll card, including, but not limited to, a clear and The commissioner shall distribute any wages, arbitration other compensation without cost at automated teller collected pursuant to this section to the appropriate person. machines, depository financial institutions or other convenient Sec. 31-76k. Payment of fringe benefits upon termination of employment. If an employer policy or of accrued fringe benefits upon termination, including but not limited to paid vacations, holidays, sick days and earned

rney General, upon complaint of the Labor Commissioner vered shall be deposited in the General Fund and credited

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

Free, Expert Assistance & Representation Insurance Denials & Appeals, Billing Errors, and Access to Care Any type of health coverage Commercial, Medicare, HUSKY & others Office of th There's help.

Each employer with 50 or more employees based on the number of Los empleadores con 50 ó más empleados, con base en el número de empleados que existan en imployees on its payroll for the week containing October 1, shall provide la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por enfermedad con paid sick leave annually to each of its service workers in the state. The paid goce de sueldo anualmente a cada uno de sus trabajadores de servicios en el estado. La licencia por enfermedad con goce de sueldo se acumulará a partir del 1° de enero de 2012 para empleado for a service worker hired after January 1, 2012, beginning on the service actuales, o para un trabajador de servicios contratado después del 1° de enero de 2012, comenzando 40 hours worked by a service worker up to a maximum of 40 hours per year por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de cuarenta horas por año del calendario (el empleador deberá elegir el periodo de 365 días a usarse para calcular

cumplimiento de seiscientos ochenta horas de empleo por el trabajador de servicios desde la fecha

• día del bienestar de la salud mental

• Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario trabajando para una organización de servicios a víctimas, un abogado, un agente de policía u otro consejero que esté interviniendo con el trabajador de servicios se considerará documentación ibición de represalia o discriminación Ningún empleador tomará acción de personal er • hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad con la • en conformidad con las propias normas del empleador sobre licencia por enfermedad con goce hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la ley de

**Employers must:** 

workplace.

**Address:** City/Town:

Date Posted:

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN Any questions as to your rights under the law or the

make available to his employees, either in writing or through a posted notice maintained in a place accessible to his employees, any employment practices and policies or change therein with regard to wages, vacation pay, sick leave, health and welfare benefits and comparable matters. Sec. 31-71g. Penalty. Any employer or any officer or agent of an employer or any other person authorized by an employer to pay wages who violates any provision of this part: (1) Shall

employee is five hundred dollars or less.

employees. [This regulation defines a "physically or mentally nandicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage. Sec. 31-60-6. Minors under the age of 18. (a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent

weekly, or once every two weeks, all wages, salary or other an account in any bank. Connecticut credit union or federal compensation due each employee on a regular pay day, designated in advance by the employer using one or more of the following methods: (A) Cash; (B) by negotiable checks; (C) salary or other compensation are made and accessed through section 31-71k are satisfied.(2) Unless otherwise requested by

United States, as from time to time amended, established by the employer, or in the Connecticut Retirement Security Exchange established pursuant to section 31-418, or (5) the employer is required under the law of another state to withhold income tax of such other state with respect to (A) employees performing services of the employer in such other state, or (B) employees residing in such other state. Sec. 31-71f. Employer to furnish employee certain information. Each employer shall: (1) Advise his employees in writing, at the time of hiring, of the rate of remuneration hours of employment and wage payment schedules, and (2)

Sec. 31-71i. Waiver of payment schedule requirement.

The commissioner may, upon application, waive the account that is insured by the Federal Deposit Insurance

aeneral statutes, each employer shall obtain from each minor shall pay tuition costs, and fees, if any, for such instruction and Thomas Wydra, Director to be employed at a modification of the minimum fair wage reimburse the employee for travel expenses to and from each Wage and Workplace rate as herein provided, a statement of his employment prior destination other than local, where such instruction or training Standards Division

pay all wages due each state employee, as defined in section provided:(1) Each employee has the option of receiving 5-196, by electronic direct deposit to such employee's account wages, salary or other compensation by direct deposit and by n any bank, Connecticut credit union or federal credit union negotiable check; and(2) The employee voluntarily and 1) prohibit a local or regional board of education or an entity employer shall make the payment of wages, salary or other payments to an employee welfare fund, such employee o called a state-aided institution pursuant to section 5-175 and compensation by means of a payroll card account a condition of its certified or noncertified employees from including other form of remuneration for any employee.(c) Prior to an attorney's fees as may be allowed by the court, or (2) if the within their collective bargaining agreement a schedule for employee electing to receive wages, salary or other employees that differs from the requirements of subsections employer using payroll card accounts to deliver wages, salary with law, the full amount of such wages or compensation, (a) and (b) of this section, or (2) prohibit a private or parochial or other compensation to an employee shall provide such school from entering into a written agreement with its employee with clear and conspicuous notice, in writing, and in certified or noncertified employees for the payment of wages the language the employer normally uses to communicate and his or her employer for payment of wages other than as to such employees that differs from the requirements of ibsections (a) and (b) of this section.(d) Any agreement entered into pursuant to subdivision (2) of subsection (c) of compensation by means of a payroll card account is voluntary such unpaid wages, payments due to an employee welfare this section shall be null and void if such private or parochial and the employee may instead choose to receive wages, wages due to its certified or noncertified employées and such en negotiable check:(2) The terms and conditions relating to the date the wages or payment should have been received, had private or parochial school shall be liable for the payment of Nothing in this section shall be construed to apply to methods available to employees both for accessing their full recover twice the full amount of unpaid wages, payments due employees swapping workdays or shifts as permitted under a Sec. 31-71c. Payment of wages on termination of employment. (a) Whenever an employee voluntarily

be guilty of a class D felony, except that such employer, officer or agent shall be fined not less than two thousand nor more han five thousand dollars for each offense if the total amount of all unpaid wages owed to an employee is more than two thousand dollars; (2) may be fined not less than one thousand nor more than two thousand dollars or imprisoned not more than one year, or both, for each offense if the total amount of I unpaid wages owed to an employee is more than one thousand dollars but not more than two thousand dollars; (3) may be fined not less than five hundred nor more than one with Regulation E, 12 CFR Part 1005, as from time to time housand dollars or imprisoned not more than six months, or amended. Notwithstanding the foregoing, employees shall be both, for each offense if the total amount of all unpaid wages provided the option to receive, on a monthly basis, automatic owed to an employee is more than five hundred but not more written transaction histories at no cost to the employee for a than one thousand dollars; or (4) may be fined not less than term of at least twelve months or until such option is cancelled two hundred nor more than five hundred dollars or imprisoned not more than three months, or both, for each by the employee. Renewal of the option to receive written transaction histories at no cost to the employee may be offense if the total amount of all unpaid wages owed to an required by the employer upon expiration of the initial twelve-Sec. 31-71h. Regulations. The commissioner is authorized payroll card shall be associated with an automated teller to issue regulations for the establishment of procedures for machine network that ensures the availability of a substantial carrying out the provisions of sections 31-71a to 31-71i, number of in-network automated teller machines in the state.

provisions of section 31-71b with respect to any particular Corporation or the National Credit Union Administration on a week or weeks, and may also, upon application, permit any pass-through basis to the employee.(n) A payroll card account nployer, subject to the provisions of this section, to that is used to receive only employee wages, salary or other

constitute a separate offense, and (B) any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections, and (2) a violation of subsection (g) of section 31-288 shall constitute a separate offense for each day of such violation.(b) Any employer, officer, agent or other person who violates any provision of chapter 563a may be liable to the Labor Department for a civil penalty of not greater than five hundred dollars for the first violation of chapter 563a related to an individual employee or former ployee, and for each subsequent violation of said chapter related to such individual employee or former employee, may be liable to the Labor Department for a civil penalty of not

workplace, and the workplace injury and illness log. This poster is available free from OSHA.

PENALTY (Section 31-279 C.G.S.).

https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm workweeks of FMLA leave in a 12-month period for: • The birth, adoption or foster mental or physical health condition, and • Certain qualifying reasons related to the

An eligible employee who is the spouse, child, parent or next of kin of a covered to certain limitations in pursuit of direct lawsuits regarding leave for their own seriou servicemember with a serious injury or illness may take up to 26 workweeks of health conditions. Most federal and certain congressional employees are also right to use FMLA leave in **one block of time.** When it is medically necessary or therwise permitted, you may take FMLA leave intermittently in separate blocks for FMLA leave, your employer must: Allow you to take job-protected time off wor Fact Sheet #28M(c) for more information. FMI A leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if same job, or a virtually identical job with the same pay, benefits and other working following apply: • You work for a covered employer, • You have worked for your your rights under the law. For example, your employer cannot retaliate against yo mployer at least 12 months, • You have at least 1,250 hours of service for your employer during the 12 months before your leave, and • Your employer has at least aware that your need for leave is for a reason that may qualify under the FMLA, yo 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a covered employer if one of the following applies: • You work for a private employer that had at least 50 writing: • About your FMLA rights and responsibilities, and • How employees during at least 20 workweeks in the current or previous calendar year, • work for an elementary or public or private secondary school, or • You work for a public agency, such as a local, state or federal government agency. Most federal dol.gov/fmla to learn more, if you believe your rights under the employees are covered by Title II of the FMLA, administered by the Office of FMLA have been violated, you may file a complaint

If you have any questions regarding this notice contact: Connecticut law prohibits discrimination in

\_\_\_\_\_Computer

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

Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

may withhold or divert any portion of an employee's wages ınless (1) the employer is required or empowered to do so by authorization from the employee for deductions on a form authorized by the employee, in writing, for medical, surgical or hospital care or service, without financial benefit to the or (4) the deductions are for contributions attributable to automatic enrollment, as defined in section 31-71j, in a etirement plan described in Section 401(k), 403(b), 408, 408A or 457 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the

company, trust, corporation, the administrator or executor of or assignee of any of the same, employing any person; labor or services rendered by an employee, whether the other basis of calculation; (4) "Commissioner" means the Sec. 31-71b. Payment of wages. Electronic direct deposit of

of a dispute over the amount of wages, the employer shall pay, without condition and within the time set by sections 31-71a to 31-71i, inclusive, all wages, or parts thereof, conceded by him to be due, and the employee shall have all remedies provided by law, including those under said sections as to recovery of any balance claimed. (b) The acceptance by an employee of a payment under this section shall not constitute a release as to the balance of his claim and any release required by an employer as a

of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage established ov subsection (i) of section 31-58 of the Connecticut General Statutes for each hour worked on piece rate for that work guarantee), the employee shall receive an average rate of at

each year, effective Jan 1.

\$15.69 per hour effective 1-1-2024

commissions" means any premium or incentive compensation

for business transacted whether based on per centum of total

'Incentive plan" means any method of compensation,

including, without limitation thereto, commissions, piece rate,

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 the

working agreement, but shall be subject to the limitation

paid a sufficient amount at piece rates to yield an average rate

of at least the minimum fair wage established by subsection (j)

of section 31-58 of the Connecticut General Statutes for each

hour worked in any week, and the wage paid to such

established by subsection (i) of section 31-58 of the

an employee is compensated at piece rates for certain hours

Connecticut General Statutes for each hour worked. (2) When

employee shall be not less than the mini

through 12-31-2024 (P.A. 19-4)

with a finding for a base rate plus commission, the wage paid travel time shall be considered to be working time and shall 31-51qq-17 of the regulations of Connecticut state agencies; weekly to the employee from these combined sources shall 🔝 be paid for as such. (d) When at the end of a work day a work 💍 or (B) The absence is taken pursuant to a bona fide paid time equal at least an average of the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General involves, on the part of the employee, travel time in excess of reduction from accrued benefits for the time that an employee Statutes an hour for each hour worked in any work week. All that ordinarily required to travel from his usual place of is absent from work, provided the employee receives payment full. When earnings are derived in whole or in part on the basis considered to be working time and shall be paid for as such. of any kind shall be made for an absence of less than one week of an incentive plan other than those defined herein, the Sec. 31-60-11. Hours worked. (a) For the purpose of this which results from a disciplinary suspension for violating employee shall receive weekly at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked in the work week, and the balance earned shall be settled at For the purposes of this section, "gratuity" means a voluntary monetary contribution received by the employee from a not be limited to, the time when an employee is required to operations of his employer or his employer's customers, or (B) guest, patron or customer for service rendered. (a) Unless wait on the premises while no work is provided by the the performance of functions in the administration of a otherwise prohibited by statutory provision or by a wage order gratuities may be recognized as constituting a part of to the nearest unit of 15 minutes. (b) All time during which an the minimum fair wage when all of the following provisions employee is required to be on call for emergency service at a are complied with: (1) The employee shall be engaged in an location designated by the employer shall be considered to be employment in which gratuities have customarily and usually—working time and shall be paid for as such, whether or not the constituted and have been recognized as part of his emuneration for hiring purposes and (2) the amount received employee is subject to call for emergency service but is not employed in a bona fide executive or administrative capacity, in gratuities claimed as credit for part of the minimum fair required to be at a location designated by the employer but is as such terms are defined in section 31-60-14 and 31-60-15, or wage shall be recorded on a daily, weekly, or bi-weekly basis simply required to keep the employer informed as to the (B) who performs under only general supervision work along ntly, and (3) each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall but is contacted by his employer or on the employer's provide substantial evidence that not less than the amount—authorization—directly or indirectly and assigned to duty, claimed, which shall not exceed the allowance hereinafter—working time shall begin when the employee is notified of his provided, was received by the employee. For example, an assignment and shall end when the employee has completed attestation or statement in electronic or written format his assignment demonstrating that wages received by the service employee, Sec. 31-60-12. Records. (a) For the purpose of this including gratuities, together with other authorized regulation, "true and accurate records" means accurate represents a payment of not less than the leaible records for each employee showing: minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes 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 be complied with. Such

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 thirtysix and eight-tenths per cent of the minimum fair wage pe 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 thirtyfive 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-employee 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 curtailment 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 amount differing from that provided in this section shall be construed to be amended Sec. 31-60-3. Deductions and allowances for reasonable Sec. 31-60-4. Physically or mentally handicapped

WAGE PAYMENT LAWS CONNECTICUT DEPARTMENT OF LABOR | Wage & Workplace Standards Division | WAGE PAYMENT LAWS The following represent a summary of selected laws; sections 31-69a through 31-76k – For Review of full text consult Connecticut General Statutes Sec. 31-71a. Payment of Wages; Definitions. Whenever establish regular pay periods less frequently than once compensation shall be exempt from execution or attachment used in sections 31-71a to 31-71i: inclusive: (1) "Employer" every two weeks, provided each employee affected shall be (1) by creditors of the employer, and (2) under section includes any individual, partnership, association, joint stock paid in full at least once in each calendar month on a 52-367b.(o) All notices required by the provisions of this regularly established schedule. the estate of a deceased person, the conservator of the Sec. 31-71k. Payment of wages by payroll cards. Study of section shall be construed to preempt or override the terms of estate of an incompetent, or the receiver, trustee, successor payroll card usage. Regulations. (a) As used in this section:(1) any collective bargaining agreement with respect to the "Direct deposit" means the electronic payment of an methods by which an employer provides payment of wages, including the State and any political subdivision thereof; (2) employee's wages, salary or other compensation that is deposited into such employee's account in any bank, section shall be construed to restrict the fees that a payroll work by an employer; (3) "Wages" means compensation for Connecticut credit union or federal credit union that has card issuer may charge the employer pu amount is determined on a time, task, piece, commission or other compensation;(2) "Payroll card" means a stored value employer, provided those fees are not charged to or passed on card or other device used by an employee to access wages to any employee.(r) The employer's obligations to the employee's election at multiple unaffiliated merchants or sixty days after the employer-employee relationship has wages for state employees. Exemptions. (a)(1) Except as service providers, bank branches or automated teller ended.(s) The Labor Commissioner, within available machines. Payroll card does not mean a gift certificate, as appropriations, may conduct a study of payroll card usage and or the agent or representative of an employer, shall pay defined in section 3-56a; and(3) "Payroll card account" means the actual incidence of associated fees. Not later than October an employer to which transfers of the employee's wages, or the status or results of such a study if such a study has deposit; or (D) by payroll card, provided the requirements of of Regulation E, 12 CFR Part 1005, as from time to time the General Assembly having cognizance of matters relating amended.(b) An employer may offer the use of payroll cards to to labor.(t) The Labor Commissioner may adopt regulations, in that has agreed with the Comptroller to accept such wage expressly authorizes, in writing or electronically, the payment to pay an employee wages in accordance with the provisions deposits.(b) The end of the pay period for which payment is of wages, salary or other compensation by means of a payroll of sections 31-71a to 31-71i, inclusive, or fails to compensate before such regular pay day, provided, if such regular pay day discharge or reprisal from the employer for the employee's employee or a labor organization representing an employee falls on a nonwork day, payment shall be made on the refusal to accept such payment of wages, salary or other institutes an action to enforce an arbitration award which

> accordance with such agreement or policy but in no case itution or other convenient location.(e) None of the less than the earned average rate for the accrual period pursuant to sections 31-71a to 31-71i, inclusive

> > greater than one thousand dollars. In setting a civil penalty for any violation in a particular case, the Labor Commissione relevant, including, but not limited to, (1) the level of assessment necessary to insure immediate and continued compliance with the provisions of chapter 563a; (2) the character and degree of impact of the violation; and (3) any prior violations of such employer of chapter 563a.(c) The shall institute civil actions to recover the penalties provided for under subsections (a) and (b) of this section. Any amount Department, for other current expenses, and may be used by the Labor Department to enforce the provisions of chapter 557, chapter 563a, this chapter and subsection (g) of section 1-288 and to implement the provisions of section 31-4. Sec. 31-69b. Discharge, discipline, penalty or discrimination prohibited. Right of action. (a) An employer

> > > CT-0124-F04

discriminate against any employee because the employee has filed a claim or instituted or caused to be instituted any investigation or proceeding under part III of chapter 557 o this chapter, or has testified or is about to testify in any such behalf of himself or others of any right afforded by part III of chapter 557 or this chapter.(b) Any employee who believes that he has been discharged, disciplined, penalized or otherwise discriminated against by any person in violation of this section may file a complaint with the Labor Commissione