If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

All aspects of employment, including:

• Pay (unequal wages or compensation)

Harassment (including unwelcome verbal or

• Failure to provide reasonable accommodation for

condition; or a sincerely-held religious belief.

• Obtaining or disclosing genetic information

· Discharge, firing, or lay-off

physical conduct)

Assignment

Benefits

Referral

Job training

Classification

Hiring or promotion

observance or practice

RHODE ISLAND & FEDERAL LABOR LAW POSTER

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices must be posted and maintained in conspicuous places

where workers are employed. Fines may be imposed for noncompliance.

DLT is an equal opportunity employer/program,

auxiliary aids and services are available on request to individuals with disabilities.

TTY via RI Relay 711

RHODE ISLAND MINIMUM WAGE

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL NOTICE TO ALL EMPLOYEES - INFORMATION EMPLOYERS MUST POST

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment.

• Retaliation for filing a charge, reasonably opposing • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding • Interference, coercion, or threats related to exercising Job applicants • Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered What Employment Practices can be Challenged as Most private employers

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Race a disability; pregnancy, childbirth, or related medical Color

 Religion National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)

State and local governments (as employers)

Educational institutions (as employers)

Age (40 and older) Genetic information (including employer requests for,

of employees or purchase, use, or disclosure of genetic tests, genetic • Requesting or disclosing medical information services, or family medical history) of employees

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended,

protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment

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

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or ctivities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits

from opposing discrimination, filing a charge, or participating in an investigation or proceeding • Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal:

• Conduct that might reasonably discourage someone

https://publicportal.eeoc.gov/Portal/Login.aspx Call 1-800-669-4000 (toll free) 1_800_669_6820 (TTV) it an EEOC field office (information at w.eeoc.gov/field-office)

Aail info@eeoc.gov 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.

Protected Veteran Status The Vietnam Era Veterans' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation Retaliation is prohibited against a person who files a complaint

of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE **Individuals with Disabilities** Section 504 of the Rehabilitation Act of 1973, as

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

(Revised 6/27/2023)

RHODE ISLAND FAMILY MEDICAL LEAVE ACT

— NOTICE TO EMPLOYEES — **Rhode Island Parental & Family Medical Leave Act**

Family Medical Leave Act, which requires that employers of 50 or more accrued paid vacation leave or other appropriate paid leave.

time employees who work an average of 30 hours a week or more and have been employed continuously for at least 12 months. for one or more of the following reasons:

1. Birth of a child of an employee. 2. Placement of a child 16 years of age or less with an employee in connection Return From Leave Employees who are granted leave under the Act are with the adoption of such child by the employees.

B. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in- law. (Serious Illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or outpatient care requiring continuing treatment or supervision by a health

give at least 30 days notice of the intended date upon which the requested eave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probably duration of the requested leave. **School Involvement Leave** An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee.

This notice is to provide you with information on the Rhode Island Parental & The leave is not required to be paid; except an employee may substitute any

employees grant an unpaid leave of absence, upon the request of an Use of Sick Leave by Adoptive Parent Any employer who allows sick time or eligible employee, for 13 consecutive weeks in any two calendar years, under sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with **Employees Eligible** Employees are eligible to apply for leave if they are full- an employee in connection with the adoption of the child by the employee. Continuation of Health Benefits Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to Purpose of Leave The leave required to be provided under the Act must be maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

> entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement **Prohibited Acts** The Act makes it unlawful for any employer to interface with,

restrain, or deny employees the rights provided under the Act. Any Requests for Leave In order to be entitled to the leave, the employee must discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the **Enforcement** Alleged violations of the Act may be complained of (1) in a civil

action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor

Department of Labor and Training RHODE ISLAND Rev. 6/2020

PREVAILING WAGE RATE



Prevailing Wage for work on State/Municipal Financed Construction Project

Prevailing Wage - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

Overtime rate applies when working over 8 hours a day or 40 hours a week.

Apprentice rates apply only to properly registered apprentices in approved state apprenticeship programs.

Workers who do not receive **Proper Pay** may file a complaint with the DLT; claims will be investigated. Contact the Prevailing Wage Unit at (401) 462-8580, option #7 for more information. RI General Law §37-13-17 also provides for a private right of action to collect wages and benefits.

DLT-L-39 (Rev. 1/2018)

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | **EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private employers agreement which is more restrictive with respect to lie detector tests.

from using lie detector tests either for pre-employment screening or during **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph

(a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, larm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining

numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.







PAY EQUITY ACT

RHODE ISLAND

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT) **Notice to All Employees - Information Employers Must Post** Pay Equity Act



Pay Differentials for Comparable Work Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion, sexual orientation, gender, gender identity or expression, disability, age, and country of ancestral origin for comparable work. A differential wage is permissible where one or more of the following factors is found

"A seniority system; provided, however, that time spent on leave due to a pregnancy related condition or parental, family and medical leave shall not reduce seniority." "A merit system."

"A system that measures earnings by quantity or quality of production." "Geographic location when the locations correspond with different costs of living, provided, that no location within the state of Rhode Island will be considered to have a suffi ciently different cost of living." "Reasonable shift differential, which is not based upon or derived from a differential in compensation based on [a protected] characteristic[]."

"Education, training, or experience to the extent such factors are jobrelated and consistent with a business necessity." "Work-related travel, if the travel is regular and a business necessity." "A bona fi de factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the

Alleged violations of the Act may be complained of (1) in a civil action brought by

an employee, or (2) by a complaint fi led with the DLT Director.

+ Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited from inquiring into or requiring the disclosure of a job applicant's wage history. from relying upon a job applicant's wage history when considering the

individual's candidacy, and from setting a minimum or maximum threshold of prior wage earnings as a condition of employment. + An employer may, for the limited purpose of "support[ing] a wage higher than the wage [initially] offered by the employer," consider and seek to confirm a job applicant's wage history if such wage history was voluntarily provided. At the time of hire or internal transfer to a new position, and whenever requested

by an employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual's position. **Wage Discussion among Employees**

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive the right to discuss wages.

Retaliation Prohibited Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is prohibited

position in question; and which is consistent with business necessity."

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 7111

RIGHT TO KNOW ACT

RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

The Rhode Island Right-To-Know Law **IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH** Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

You have a right to know: • the common name or trade names of the substance, including the chemical name;

• the level at which exposure to the substance is hazardous, if known;

 the effects and symptoms of exposure at hazardous levels; • the potential for flammability, explosion, and reactivity of the substance;

appropriate emergency treatment;

• proper procedures for the safe use of and exposure to the substance; • proper protective equipment for safe use; and • procedures for clean-up of leaks and spills.

This poster must be displayed in a conspicuous location in the workplace.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570. "Because not knowing about the hazardous substances you work with is the greatest hazard of all."

FEDERAL MINIMUM WAGE

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

readily see it. **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over CHILD LABOR An employee must be at least 16 years old to work in most non-farm repeated. The law also prohibits retaliating against or discharging workers who file jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary a complaint or participate in any proceeding under the FLSA. of Labor. Youths 14 and 15 years old may work outside school hours in various non- ADDITIONAL INFORMATION

restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers • Special provisions apply to workers in American Samoa, the Commonwealth of must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum

hourly wage, the employer must make up the difference. PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers

must provide a place, other than a bathroom, that is shielded from view and free independent contractors are not. from intrusion from coworkers and the public, which may be used by the employee • Certain full-time students, student learners, apprentices, and workers with equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal

prosecution. Employers may be assessed civil money penalties for each willful or

repeated violation of the minimum wage or overtime pay provisions of the law.

The law requires employers to display this poster where employees can Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or manufacturing, non-mining, non-hazardous jobs with certain work hours • Certain occupations and establishments are exempt from the minimum wage,

and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified disabilities may be paid less than the minimum wage under special certificates

> WAGE AND HOUR DIVISION 1-866-487-9243 WH1088 REV 04/23



THIS LAW PROVIDES...

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES EXCEPT: Full-time students under 19 years of age working in a non-profit religious,

educational, librarial or community services organization. Minors 14 and 15 years of age working not more than 24 hours in a week

Employees receiving gratuities (as of Jan. 1, 2017): **OVERTIME PAY** - At least 1½ times the regular rate of pay for all hours **ENFORCEMENT** - DLT may bring criminal action against any worked over 40 in any one workweek. The law contains exemptions from employer who pays substandard wages to an employee, minimum wage and/or overtime pay requirements for certain occupations and may seek, upon conviction, a penalty up to \$500 and/

or establishments. MANDATORY NURSE OVERTIME - a hospital may not require certain nurses and certified nurse assistants to work overtime except in an

MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays. CHILD LABOR - Employees must be at least 16 years old to work in most or said representative upon demand; or refuses to furnish a

nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the sworn statement of such record or any other information U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit needed for the proper enforcement of this law, shall be issued by local school officials, in various jobs outside school hours under deemed in violation and subject to a fine of up to \$500. Each certain conditions. Different rules apply to agriculture employment.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT. For more information on the Rhode Island Minimum Wage Law Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/ls

Labor Standards Unit Rhode Island Department of Labor and Training DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

SEXUAL HARASSMENT ACT



Sexual harassment occurs when

submission to or

rejection of this

conduct explicitly or

implicitly affects an

individual's

employment,

unreasonably interferes

with an individual's

unforeseeable emergency.

nature against his or her wishes. a supervisor a co-worker • an agent of the employer • a non-employee • a supervisor in another area • the same sex as the victim

The prohibition against sexual harassment does not only apply to employers. It also applies $\mathfrak t_0$ labor organizations, employment agencies, and to individuals who aid and abet an unlawful Report incidents of harassment to:

work performance or creates an intimidating. hostile, or offensive work environment. Sexual harassment is a violation of state and federal laws.

Address:

If you believe you are or have been the victim of sexual harassment contact: **Rhode Island Commission For Human Rights** 180 Westminster Street, 3rd Floor, Providence, RI 02903 401-222-2661, TDD: 401-222-2664; Fax: 401-222-2616 www.richr.ri.gov

NO SMOKING NOTICE

IT IS ILLEGAL TO SMOKE OR **VAPE IN THIS ESTABLISHMENT** Use of combustible tobacco products and other

similar products, such as electronic cigarettes, are prohibited by R.I. Gen. §§ 23-20.10-2(19) and -7. To report a violation call 401-222-5960.

Regular Paydays for Employees of

PAYDAY NOTICE

Shall be as follows:

DISCRIMINATION **DISCRIMINATION IS ILLEGAL** State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and

other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age (over 40). State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions).

You have the right to a workplace free of harassment and discrimination. Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Location

Rhode Island Commission for Human Rights 180 Westminster Street, Third Floor Providence, RI 02903 401-222-2661 TDD: 401-222-2664

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NOTICE OF RIGHT REGARDING PREGNANCY DISCRIMINATION

NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not: ·refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise,

•require you to take a leave if another reasonable accommodation can be granted; or •deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Email address If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact: **Rhode Island Commission for Human Rights**

180 Westminster Street, 3rd Floor, Providence, RI 02903 (401) 222-2661 | TTY: 401-222-2664 | www.richr.ri.gov

UNEMPLOYMENT INSURANCE

Email address



working reduced hours.

actively seeking work, and

Who is Eligible for TDI Benefits?

Department of Labor and Training

NOTICE TO ALL EMPLOYEES

Unemployment Insurance Benefits If you become totally/partially unemployed: 1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or

2. File your claim online at www.dlt.ri.gov/ui or by telephone at (401) 415-6772. Visit www.dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui 3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your

Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required. a. Be unemployed through no fault of your own, b. Have earned minimum qualifying wages while you

d. Register for work with the RI Dept. of Labor and Training. You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability **Temporary Disability Insurance Benefits**

If you have become ill or injured and meet all of the

following requirements, you may be entitled to receive

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more, 2. You are under the care of an approved Qualified Health 3. You have a timely exam: an in-office physical exam the

period to be monetarily eligible. Who is Eligible for Temporary Caregiver Insurance Benefits? If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child

calendar week prior or subsequent thereto, and

within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements: 1. You are unemployed because you are caring for a

seriously ill family member or bonding with a child,

2. You provide the department with the required medical

evidence of the seriously ill family member and your

need to care for him/her or the required proof of parent child relationship for bonding claims, and 3. You earned enough in qualifying wages to be monetarily How to Apply:

Complete a TDI/TCI application. TDI claims must be filed

within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if 4. To collect unemployment benefits, the law requires that the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more c. Be physically able to work, available for work and information, visit www.dlt.ri.gov/tdi or call (401) 462-8420. NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation,

Employment and Training Services If you need help finding a job:

02908-5829.

The RI Dept. of Labor and Training offers free employment and training related services including: 1. Job referral and placement services. 2. Resource rooms with a wide range of employment and training resources. week within the calendar week in which the first day of 3. Career counseling and testing to help assess aptitudes

Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI

and interests. unemployment due to sickness occurs or within the 4. Internet access for employment and training information. 4. You earned enough qualifying wages during the base 5. Job Search workshops to help you develop interviewing 6. Resume writing seminars to help you create an effective

> Visit www.dlt.ri.gov to find a Career Center near you. You can also access many services on the Internet at www.emplovri.org 1511 Pontiac Avenue, Cranston, RI 02920

TTY via RI Relay 711 | Equal Opportunity Employer

Auxiliary aids and services available upon request | Rev. 6/3/20

Compliance Code: RI-0124-F04 • Check Compliance By Scanning Here ▶

Your Employee Rights Under the Family and Medical Leave Act

FMLA - FAMILY AND MEDICAL LEAVE ACT

/hat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, our serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. n eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA eave in a single 12-month period to care for the service You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate

1/2024

\$14.00

as of 1/1/24

\$12.60

(90% of Minimum Wage)

\$10.50

(75% of Minimum Wage)

\$3.89

DLT - L - 58 (Rev.1/24)

DE PRAMENT OF

enforcement of the law; refuses to admit the Director or said

representative to any place of employment; fails to make,

keep, and preserve, any records as required; falsifies any such

record; refuses to make such record accessible to the Director

day such violation occurs constitutes a separate offense.

blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave Am I eligible to take FMLA leave? You are an eligible employee if all of the following

You work for a covered employer, You have worked for your employer 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 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 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or or imprisonment of up to 90 days. Each week an employer You work for a public agency, such as a local, state or federal government agency. Most fails to pay the applicable minimum wage constitutes a federal employees are covered by Title II of the FMLA, administered by the Office of ow do I request FMLA leave? Generally, to request FMLA leave you must: Any employer who hinders or delays the DLT Director or Follow your employer's normal policies for requesting leave, authorized representative in the performance of duties in the Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You <u>must</u> also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Your **employer** <u>may</u> request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides

greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. What does my employer need to do? If you are eligible for FMLA leave, your

employer must: · Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate

against you for requesting FMLA leave or cooperating with a WHD investigation. fter becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and

· How much of your requested leave, if any, will be FMLA-protected leave. Call 1-866-487-9243 or visit dol.gov/ **fmla** to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR





WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent?

Change your name? Were there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? • Your family wage income (you or your spouse started or ended a job)?

Your itemized deductions? Your tax credits? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.

code to learn about our WHD

complaint process

Department of the Treasury

Internal Revenue Service www.irs.gov **ANTI-DISCRIMINATION NOTICE**

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

HEALTHY AND SAFE FAMILIES AND WORKPLACES ACT

BAN-THE-BOX

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your amily. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense.

> **WORKERS' COMPENSATION** This employer is subject to the provisions of the

Department of Labor and Training RHODE ISLAND WORKERS' COMPENSATION ACT of the State of Rhode Island

Adjusting Company

Workers' Compensation Insurance Companys

YOUR RIGHTS UNDER USERRA

of service; and

Policy Effective Date: In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the

report shall be made within ten (10) days of the injury. An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice. For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or

TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7. In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: · you ensure that your employer receives advance written or verbal notice of your you have five years or less of cumulative service in the uniformed services while with that particular employer, you return to work or apply for reemployment in a timely manner after conclusion

other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service: • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment;

retention in employment; • promotion; or • any benefit of employment, because

In addition, an employer may not retaliate against anyone assisting in the enforcement

of USERRA rights, including testifying or making a statement in connection with a

neet this requirement by displaying the text of this notice where they customarily place notices for employees.

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

exclusions) except for service-connected illnesses or injuries. you have not been separated from service with a disqualifying discharge or under • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. · For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at be viewed at https://webapps.dol.gov/elaws/vets/userra

dependents for up to 24 months while in the military.

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer

• If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

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U.S. Department of Justice Office of Special Counsel



OSHA®

Job Safety and Health IT'S THE LAW!

All workers have the right to: A safe workplace.

RICHR/July 2015

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

job hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have

the right to have a representative contact

Receive information and training on

OSHA on your behalf. Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.

days (by phone, online or by mail) if you have been retaliated against for using your See any OSHA citations issued to your employer.

File a complaint with OSHA within 30

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

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

standards. Notify OSHA within 8 hours of a

 Provide required training to all workers in a language and vocabulary they can understand.

 Prominently display this poster in the workplace.

Post OSHA citations at or near the place

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



RI-0124-F04

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P

• Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may Employer Support Of The Guard

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

for violations of USERRA.

illness. Comply with all applicable OSHA

any work-related inpatient hospitalization, amputation, or loss of an eye.

workplace fatality or within 24 hours of

of the alleged violations.



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