

FED **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

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

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY
At least 1.5 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 16 years old to work in non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply to 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 may 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 cash combined with the employer's cash wage of at least \$2.13 per hour does not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employer to express breast milk for her nursing child for one year after the child's birth each time such employee has to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION
• Certain occupations and establishments are exempt from the minimum wage, and overtime pay provisions.
• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
• Some state laws provide greater employee protections; employers must comply with both.
• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
• Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

DEPARTMENT OF LABOR **WHD** **WAGE AND HOUR DIVISION**
UNITED STATES OF AMERICA

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

REV. 07/2016

FED **EMPLOYEE RIGHTS**

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS
Employers are generally prohibited from requiring or requesting any employee to take a lie detector test, or from discharging, disciplining, or discriminating against an employee who refuses to take a lie detector test or who is exercising other rights under the law.

EXEMPTIONSFederal, 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 who are not subject to the law. Exemptions have a number of specific rights, including the right to be written notice before testing, the right to refuse or discontinue a test, and the right to have test results disclosed immediately to the employee.

ENFORCEMENT
The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against employers. Employee job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYERS AND JOB APPLICANTS CAN READILY SEE IT.

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REV. 07/2016

FED **YOUR RIGHTS UNDER USERRA**

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the jobs 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.

REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services or:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have fewer years of less 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 of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
If you:

- are a past or present member of the uniformed services or
- have applied for membership in the uniformed services or
- are obligated to serve in the uniformed services;

then an employer may not deny you:

- initial employment;
- employment;
- promotion or
- retention in employment;

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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REV. 05/2022

MA **Wage and Hour Laws**

Office of Massachusetts Attorney General Maura Healey

Fair Labor Hotline
(617) 727-3465
TTY: (617) 727-4765

OFFICE OF THE ATTORNEY GENERAL
COMMONWEALTH OF MASSACHUSETTS
www.mass.gov/ago/fairlabor

State law requires all employers to post this notice at the workplace in a location where it can easily be read.
M.G.L. Chapter 151A, Section 27(1)(c)

| Effective Date | Minimum Wage | Service Charge |
|-----------------|--------------|----------------|
| January 1, 2017 | \$11.00 | \$3.75 |
| January 1, 2019 | \$12.00 | \$4.35 |
| January 1, 2020 | \$13.75 | \$4.95 |
| January 1, 2021 | \$15.00 | \$5.55 |
| January 1, 2022 | \$14.25 | \$6.15 |
| January 1, 2023 | \$15.00 | \$6.75 |

Minimum Wage
In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:

- agricultural workers (\$3.00 per hour or the minimum wage for most agricultural workers);
- members of religious orders;
- workers being trained in certain educational, nonprofit, or religious organizations; and
- outside salespeople.

Tips
M.G.L. Chapter 149, Section 152A, M.G.L. Chapter 151, Section 7 The "hourly service rate" applies to workers who provide services to customers and who make more than \$20 in tips in a week. The hourly service rate paid to the worker must add to the minimum wage per each shift.

Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of your tips.

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Domestic Violence Leave
M.G.L. Chapter 149, Section 25E Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 10 days of leave for related needs, such as health care, counseling, and victim services; safe housing; care and custody of their children; and legal help, protective orders, and going to court.

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Employees Have the Right to Sue
M.G.L. Chapter 149, Section 150 Employees have the right to sue their employer for most violations of wage and hour laws. Employees may sue as an individual or file a lawsuit on behalf of a group if they have sufficient support from other employees who wish their case to be resolved by a trial judge, attorney fees, and court costs.

Important! There are strict deadlines for starting a lawsuit. For most cases, the deadline is 30 days after the last date of the violation.

Employees Must Not Retaliate
M.G.L. Chapter 149, Section 150A It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce his/her rights in this poster.

Employees Under 18 - Child Labor
M.G.L. Chapter 149, Sections 56 - 70.5 All employees must follow state and federal laws that restrict the hours and types of work that children and teenagers can do. There are strict rules about when, where, and how long minors may work. They also must keep their minor worker records up to date.

Work Permits
M.G.L. Chapter 149, Section 56B If you are 16 or 17 years old, you must have a work permit to work in any job. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

Dangerous Jobs & Tasks Minors Must Not Do

| Age | Must Not |
|---------|--|
| 16 & 17 | • Drive most motor vehicles or forklifts • Work at a job that requires that the employee have an use or firearm • Operate, clean or repair certain kinds of power-driven machines • Handle, spray, or apply acidic beverages • Perform any banking activities • Work in or near factories, construction sites, manufacturing plants, mechanical workshops, garages, tunnels, or other risky workplaces |
| 14 & 15 | • Cook (except on electric or gas grills that do not have open flames), operate a fryer, resistor, NEOV, hood, or pressure cooker • Operate, clean or repair, non-powered food slicers, grinders, choppers, processors, cutters, and mixers • Work in or near food processing plants • Perform any banking activities • Work in or near factories, construction sites, manufacturing plants, mechanical workshops, garages, tunnels, or other risky workplaces |

Under 14
• Milions under 14 cannot work in Massachusetts in most cases.

These are just some examples of tasks prohibited under both state and federal law. For all employees in Massachusetts, contact the Attorney General's Office at Labor Division (617) 727-3465, www.mass.gov/ago/fairlabor, or the Department of Labor Standards at (617) 626-6975, www.youth.dol.gov.

Time & Schedule Restrictions for Minors

| Age | Must not work | At any time: |
|---------|---|--|
| 16 & 17 | At night, from 10 p.m. to 6 a.m. or past 10:15 p.m. on school days setting work on school days at 10 p.m. | • More than 9 hours per day • More than 8 hours per week |
| 14 & 15 | At night, from 7 p.m. to 7 a.m. Exception: summer (July 1 - Labor Day), may work until 9 p.m. | • More than 8 hours on any school day • More than 18 hours during any week • More than 40 hours per any weekend or holiday |

During the School Year*
• During school hours, when school is in session:

- More than 3 hours on any school day
- More than 18 hours during any week
- More than 40 hours per any weekend or holiday

*Exception: For school approved career or experience-building jobs, students may be allowed to work during the school day, up to 2.5 hours a week.

Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working at a bank or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

Employers Must Not Discriminate
M.G.L. Chapter 149, Section 150A; M.G.L. Chapter 151B, Section 4 All employees in Massachusetts have the right to sue their employer for most violations of wage and hour laws. Employees may sue as an individual or file a lawsuit on behalf of a group if they have sufficient support from other employees who wish their case to be resolved by a trial judge, attorney fees, and court costs.

Small Necessities Leave
M.G.L. Chapter 149, Section 152D In some cases, employees have the right to take up to 24 hours unpaid leave every 12 weeks for their:

- child's school activities;
- child's doctor or dentist appointment; or
- elderly relative's doctor or dentist appointments, or other appointments.

Contact the Attorney General's Fair Labor Division:
(617) 727-3465 - www.mass.gov/ago/fairlabor

Rev. 06/2021

MA **Fair Employment in Massachusetts**

Applicants to and employees of private employers with 6 or more employees, state and local governments, government agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION AND PREGNANCY-RELATED CONDITIONS, GENETIC IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, disability, national origin (including unlawful language proficiency requirements), age (if you are 40 years or older), sex, pregnancy or a condition related to pregnancy, gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failure to reasonably accommodate an employee's religious practices when the accommodations does not impose an undue hardship.

HARASSMENT
Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on pregnancy or related conditions of pregnancy.

PREGNANCY
The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child, and prohibits employer's obligation to employees that are pregnant or lactating and the protection's provisions.

PARENTAL LEAVE
Social insurance employers that grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employer's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of disability, adoption of a child or parental leave.

Parental Leave
Social insurance employers that grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employer's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of disability, adoption of a child or parental leave.

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Contact the Attorney General's Fair Labor Division:
(617) 727-3465 - www.mass.gov/ago/fairlabor

Rev. 10/6/2015

FED **EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employer's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

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

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

BENEFITS & PROTECTIONS
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's workplace.

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

REQUESTING LEAVE
Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave is for a FMLA-qualifying reason.

Additional information or to file a complaint:
1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whd

U.S. Department of Labor - Wage and Hour Division - WH1420

REV. 04/2016

MA **THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF UNEMPLOYMENT ASSISTANCE**

Information on Employers' Unemployment Insurance Coverage

EMPLOYER

EMPLOYEE

ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL STATEMENT

The above-named insured is required to care of personal injuries arising out of or in the course of employment to benefit adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. The employer may select his or her own physician. The reasonable and necessary costs of the services provided by the treating physician will be paid by the insurer if the treatment is connected to the work-related injury.

The above-named insured has a preferred provider arrangement, in the case requiring hospital admission, employees are hereby notified that the insurer has arranged for such care at:

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

MA **Notice of Unemployment**

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL RELATIONS LAURETT CENTER, 2 AVENUE OF LAURETT, BOSTON, MA 02111 (617) 727-4000 - www.mass.gov/dia

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, c. 149, § 95D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid family leave for the purpose of adoption of a child, or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for the adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:

- The parental leave law is now gender neutral. Both men and women are entitled to parental leave.
- If the employer agrees to provide parental leave for longer than 8 weeks, the employer must restore the employee to the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that the taking longer than 8 weeks of leave will determine if or benefit amount of the leave or the loss of other rights and benefits.
- The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the employer, but which is not greater than 90 days.
- The law clarifies that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave.
- The law clarifies that an employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employer's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control.
- The law clarifies that an employer on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child.

Available Leave
Covered individuals may be entitled to family and medical leave for the following reasons:

- up to 30 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work;
- up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, or care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty for more than 30 consecutive days in a support role in the Armed Forces;
- up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered serious member with a serious health condition.

Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

Benefits
To fund FMLA benefits, employers may deduct payroll contributions of up to 0.138% (adjusted annually) from a covered individual's wages at every earnings. If covered individual's average weekly earnings shall determine if or benefit amount. For a maximum weekly benefit of up to \$1,292.82 (adjusted annually).

Who is a Covered Individual Under the Law?
Generally, a worker qualifies as a covered individual eligible for FMLA benefits if they are:

- covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or
- a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and
- a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and

Rev. 05/2023

FED **U.S. Equal Employment Opportunity Commission**

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Airlines
- Staffing agencies

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
In writing through the EEOC's public portal: <https://publicportal.eeoc.gov/Portal/Login.aspx>

Call
1-800-669-4000 (toll free)
1-800-669-6888 (TTY)
1-844-234-5122 (AS, voice phone)

Visit
EEOC office (information at www.eeoc.gov/federal-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.

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. Discrimination includes not making reasonable accommodations to the job. Reasonable accommodations include, but are not limited to, providing a 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 their careers qualified individuals with disabilities at all levels of employment, including the executive level.

What Employment Practices Can be Challenged as Discriminatory?
All aspects of employment, including:

- Discharge, firing or lay-off
- Management (including unexcused verbal or physical contact)
- Hiring or promotion
- Assignment
- Pay (inquiry wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Refusing to disclose medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

Rev. 10/20/2022

FED **U.S. Equal Employment Opportunity Commission**

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Airlines
- Staffing agencies

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
In writing through the EEOC's public portal: <https://publicportal.eeoc.gov/Portal/Login.aspx>

Call
1-800-669-4000 (toll free)
1-800-669-6888 (TTY)
1-844-234-5122 (AS, voice phone)

Visit
EEOC office (information at www.eeoc.gov/federal-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.

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. Discrimination includes not making reasonable accommodations to the job. Reasonable accommodations include, but are not limited to, providing a 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 their careers qualified individuals with disabilities at all levels of employment, including the executive level.

What Employment Practices Can be Challenged as Discriminatory?
All aspects of employment, including:

- Discharge, firing or lay-off
- Management (including unexcused verbal or physical contact)
- Hiring or promotion
- Assignment
- Pay (inquiry wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Refusing to disclose medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

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MA **Sexual Harassment at work does not have to be tolerated. It's illegal.**

If you are being sexually harassed, report it immediately to your supervisor or contact:

SEXUAL HARASSMENT OFFICER

MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION

MA **Earned Sick Time**

Notice of Employee Rights

Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work.

WHO QUALIFIES?
All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, and seasonal employees.

HOW IS IT EARNED?

- Employees earn 1 hour of sick time for every 30 hours they work.
- Employees can earn and use up to 40 hours per year if they work enough hours.
- Employees with unused earned sick time at the end of the year can rollover up to 40 hours.
- Employees begin earning