

### EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

**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 supervisors.  
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).  
Unions (as employers).  
Staffing agencies.  
Types of Employment Discrimination are illegal?  
Under the EEOC laws, employers may not discriminate against you, regardless of your immigration status, on the basis of:  
Race  
Color  
National origin  
Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)  
Age (40 and over)  
Disability  
Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**  
The Vietnam Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, provides 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 recipients.  
**Retaliation:** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OCP proceeding, or otherwise opposes discrimination by federal contractors to ensure equality of opportunity in all aspects of employment.  
**Discharge, Demotion, or Disciplinary Pay:** Executive Order 11246, as amended, prohibits employment discrimination by federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin.  
**Disability:** Section 503 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in the provision of goods and services to the general public.  
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### VIDEO DISPLAY TERMINALS

**VIDEO DISPLAY TERMINALS**  
The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**Video Display Terminals MSA Title 26.5251.**

- Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.
- Employer. "Employer" means to employ or permit to work.
- Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
- Operator. "Operator" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.
- Operator. "Operator" means any person whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
- Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MSA Title 26.5251.252.

If you have questions about working safely at the computer, you should first consult your supervisor or contact the Maine Department of Labor, Bureau of Labor Standards  
T: 1-877-SAFE-345 (1-877-723-3345)  
TTY users call Maine Relay 711  
Web site: [www.maine.gov/labor/bis](http://www.maine.gov/labor/bis)  
Email: [bis.mdo@maine.gov](mailto:bis.mdo@maine.gov)

**Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.**

### 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 provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor (DOL) and the U.S. Department of Health and Human Services (HHS) are responsible for enforcing 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.  
• Your 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 condition and  
• Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a service member.  
An 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 leave in a single 12-month period to care for the servicemember.  
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 blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #2886 for more information.  
FMLA leave is not paid leave, but you may receive, 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.  
An eligible to take FMLA leave you are an eligible employee if all of the following apply:  
• 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.  
You work for a private employer if all of the following apply:  
• You work for a private employer that has at least 50 employees during at least 20 workweeks of the previous calendar year.  
• You work for an elementary or public or private secondary school, or  
• You work for a local, state or federal government agency. Most federal employees are covered by Title 5 of the FMLA, administered by the Office of Personnel Management.  
**How do I request FMLA leave?** Generally, to request FMLA leave you must:  
• Follow your employer's normal policies for requesting leave.  
• Provide your employer with a written certification from a health care provider.  
• If advance notice is not possible, give notice as soon as possible.

**Do you 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 must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may require verification of health care provider to verify medical leave and may request certification of a qualifying event.**  
The FMLA does not affect any federal or state law prohibiting discrimination or any state or local law or ordinance that provides greater family and medical leave rights.  
• Allow you to take job-protected time off 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 work conditions, including shift action, if you need to.  
**What does my employer need to do if you are eligible for FMLA leave, 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 WHO investigation. State employees may be subject to certain limitations in pursuing 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 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 WHO investigation. State employees may be subject to certain limitations in pursuing 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.**  
**Where can I find more information?**  
Call 1-877-9243 or visit [dol.gov/fmla](http://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.  
Scan the QR code to learn about our WHD complaint process.

### ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents(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.

### EMPLOYEE POLYGRAPH PROTECTION ACT

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

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

**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 for failing to take a lie detector test. This prohibition does not apply to tests given by the Federal Government or to certain private individuals engaged in national security-related activities. The Act permits polygraph tests to be administered in connection with investigations of alleged theft or other restrictions to certain prospective employees of security service firms (armed car, alarm, and guard, and of pharmaceutical manufacturers, distributors and dispensers). The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any state or local law that is more restrictive than the Federal financial assistance.

### PAYDAY NOTICE

**Regular Paydays for Employees of**

(Company Name) Shall be as follows:  
 Weekly  Bi-Weekly  Monthly  Other

By: \_\_\_\_\_ Title: \_\_\_\_\_

### SEXUAL HARASSMENT ACT

**THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION**  
**SEXUAL HARASSMENT ON THE JOB IS ILLEGAL**

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES

**IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:**  
MAINE HUMAN RIGHTS COMMISSION • 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051  
Phone: (207) 624-6290 • Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • [www.maine.gov/mhrc](http://www.maine.gov/mhrc)

OR CONTACT YOUR PERSONNEL DEPARTMENT: \_\_\_\_\_ DEPARTMENT / AGENCY CONTACT  
Printed under appropriation: 01094H1010012 (10002) REV

### MAINE MINIMUM WAGE

**MINIMUM WAGE**

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

### Minimum Wage is \$13.80 per hour effective January 1, 2023

**Minimum Wage**  
Under Maine labor laws, any business operating in the state with one or more employees is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2023, the minimum wage in Maine is \$13.80 per hour.

**Municipal Minimum Wage Ordinances**  
Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

**Service Employee**  
A service employee is someone who regularly receives more than a \$15 a month in tips. As of January 1, 2023, employers must pay a minimum wage of at least \$6.90 per hour. Employers have the right to work combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

**Overtime**  
Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time. This includes flexing time to make up for time worked (but not the pay period if the pay period is longer than a seven-day cycle in the workweek).

**For more information, contact:**  
Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
Phone: 207-624-7900  
TTY users call Maine Relay 711.  
Web site: [www.maine.gov/labor/bis](http://www.maine.gov/labor/bis)  
Email: [bis.mdo@maine.gov](mailto:bis.mdo@maine.gov)

### WITHHOLDING STATUS

**YOU MAY NEED TO CHECK YOUR WITHHOLDING**

Since you filed Form W-4 with your employer did you...  
• Gain or lose a dependent?  
• Change your name?  
• Were there major changes to...  
• Your non-wage income (interest, dividends, capital gains, etc.)?  
• Your family wage income (you or your spouse started or ended work)?  
• Your itemized deductions?  
• Your tax credits?  
If you answered "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.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-1040.  
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](http://www.irs.gov/individuals) on the IRS web site.  
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. 1104P-9

### WHISTLEBLOWER'S PROTECTION ACT

**WHISTLEBLOWER'S PROTECTION ACT**  
Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)  
This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:**

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it;
5. You have been involved in an investigation or hearing held by the government.

**You are protected by this law ONLY if:**

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

**To report a violation, unsafe condition or practice or illegal act in your workplace, contact:**  
(This information should be filled in by the employer)

### MAINE EMPLOYMENT SECURITY LAW

**MAINE EMPLOYMENT SECURITY LAW**

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, contact the Bureau of Labor Standards.  
This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**Full- and Part-Time Workers**

**How to file a claim for unemployment benefits:** Benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated.  
All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit [www.mainejoblink.com](http://www.mainejoblink.com) to access Maine JobLink.  
TTY Users Call Maine Relay 711.  
Maine Department of Labor  
Bureau of Unemployment Compensation  
97 State House Station, Augusta, ME 04333-0097

### UNEMPLOYMENT INSURANCE

**MAINE EMPLOYMENT SECURITY LAW**

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, contact the Bureau of Labor Standards.  
This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**Full- and Part-Time Workers**

**How to file a claim for unemployment benefits:** Benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated.  
All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit [www.mainejoblink.com](http://www.mainejoblink.com) to access Maine JobLink.  
TTY Users Call Maine Relay 711.  
Maine Department of Labor  
Bureau of Unemployment Compensation  
97 State House Station, Augusta, ME 04333-0097

### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**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 United States Armed Forces. 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 if you receive advance written or verbal notice of your service.  
• You have five years or less of cumulative service in the uniformed services while that particular employer was your 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 had you 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, you have the right to membership in the uniformed services or - or be obligated to serve in the uniformed services - then an employer may not deny you - initial employment; re-employment; retention in employment; or - or a benefit of 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.

**HEALTH INSURANCE PROTECTION**  
If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 18 months while you are in the military.  
• Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing conditions) except for service-connected illnesses or injuries.  
**ENFORCEMENT**  
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-USA-DOL or visit [www.dhs.gov/vets](http://www.dhs.gov/vets).  
• <https://www.dhs.gov/vets> is an interactive online USERRA Advisor can be viewed at <https://www.dhs.gov/vets>  
If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.  
• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

### CHILD LABOR LAWS

**CHILD LABOR LAWS**

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)  
This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. 16 and 17 year olds may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.**

**Work Hours**  
• No more than 14 and 15 year olds:  
• No more than six days in a row.  
• Cannot work before 7 a.m.  
• Not after 7 p.m. during school year.  
• Cannot work 8 1/2 hours during summer vacation.  
**When School is Not in Session**  
• No more than 8 hours in any one day (weekend, holiday, vacation or workshop).  
• Minor allowed only one permit during the school year but two during summer vacation.  
**When School is In Session**  
• No more than 3 hours on a school day, including Friday.  
• Not more than 18 hours in a week that school is in session one or more days.  
**Work Hours 16 and 17 year olds (enrolled in school)**  
• No more than 6 days in a row.  
• Cannot work before 7 a.m. on a school day.  
• Cannot work before 5 a.m. on a non-school day.  
• Cannot work more than 15 hours in any holiday, vacation, or workshop day.  
• Can work up to midnight when there is no school the next day.  
**When School is Not in Session**  
• No more than 10 hours in any one day (weekend, holiday, vacation, or workshop day).  
• No more than 50 hours in a week.  
**When School is In Session**  
• No more than 6 hours on a school day.  
• No more than 18 hours in any one day (weekend, holiday, vacation, or workshop day).  
• On last day of school week, may work up to 8 hours.  
• No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar.

### FEDERAL MINIMUM WAGE

**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 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.  
• Overtime pay may be double the regular rate if you work more than non-worked jobs and at least 18 to work in non-work jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.  
• Employers who employ minors must meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour. If the employer does not equal the minimum wage obligation, an employer's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum wage obligation. 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 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. Highest 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 penalties may be doubled if the violation is 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 law.  
**ADDITIONAL INFORMATION**  
• Certain occupations and establishments are exempt from the Department's overtime pay provisions.  
• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the District of Columbia.  
• 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.

### OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

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

**Job Safety and Health TO THE AWAY!**

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

**Contact OSHA. We can help.**

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)

### WORKERS' COMPENSATION

**WORKERS' COMPENSATION**

Notice to Employees: State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work, 60 DAYS OF YOUR EMPLOYER. It also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers. It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on law pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at [www.maine.gov/labor/bis](http://www.maine.gov/labor/bis) if you have any questions about your rights, please contact one of the regional offices.

**A l'attention des Employés:** D'après les lois de l'état du Maine, votre employeur est tenu de souscrire à une assurance indemnité des employés victimes d'un accident de travail. Si vous êtes victime d'un accident de travail, PRÉVENEZ VOTRE EMPLOYEUR IMMÉDIATEMENT. Passez un délai de 60 jours, vous risquez de perdre vos droits à l'indemnité. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident de travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition. La loi interdit aux employeurs de classer faussement leurs salariés comme étant des contractants privés au lieu de s'acquiescer à l'assurance compensatoire-emploi, aux indemnités de chômage, ou aux autres charges et retenues dues par l'employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-troupeaux et de la classification des salariés): [www.maine.gov/labor/bis/misclass](http://www.maine.gov/labor/bis/misclass). Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

**Aviso a los Trabajadores:** La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPLEADOR. Podrá perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Asimismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board). El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro de compensación al trabajador, cobertura para desempleados, u otros impuestos pagados o retenidos por el empleador, está contra la ley del estado de Maine. La ley prohíbe a los empleadores clasificar falsamente a sus empleados como contratistas independientes, para evitar el seguro de compensación al trabajador, el seguro de desempleo, o los impuestos pagados o retenidos por el empleador. Para más detalles sobre la legislación relativa a la utilización de servicios privados, visite el sitio web de Worker Misclassification Task Force en la página web de las oficinas regionales de compensaciones para el trabajador.

### REGULATION OF EMPLOYMENT

**Regulation of Employment**

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)  
This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>

**Time of Payment**  
Employers must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change.  
**Payment of Wages**  
Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. Paid leave must be included in the final paycheck.  
**Leave Agreements**  
Employers cannot require that an employee pay for losses such as broken, non for special uniforms and certain tools of the trade.  
Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work.  
Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk.  
The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.  
**Family Medical Leave**  
An employee who has worked for the last 12 months at a workplace with 15 or more employees may be entitled to up to 12 weeks of paid or unpaid leave for a qualifying event.  
• Birth or adoption of a child or domestic partner's child.  
• Serious health condition of the employee or immediate family member, including domestic partner's grandchild.  
• Caregiver designation.  
• Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty.  
• Serious health condition or death of a sibling who shares joint custody and financial arrangements with the worker.

### OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

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

**Job Safety and Health TO THE AWAY!**

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

**Contact OSHA. We can help.**

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)

### WORKERS' COMPENSATION

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### FEDERAL MINIMUM WAGE

**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 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.  
• Overtime pay may be double the regular rate if you work more than non-worked jobs and at least 18 to work in non-work jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.  
• Employers who employ minors must meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour. If the employer does not equal the minimum wage obligation, an employer's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum wage obligation. 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 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. Highest 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 penalties may be doubled if the violation is 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 law.  
**ADDITIONAL INFORMATION**  
• Certain occupations and establishments are exempt from the Department's overtime pay provisions.  
• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the District of Columbia.  
• 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.

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