FED

MD

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 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm

iobs 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 of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the

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 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 instance 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/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

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.



WAGE AND HOUR LINITED STATES DEPARTMENT OF LABOR 1-866-487-9243



Department of Labor, Division of Labor and Industry

(Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland) pay period. Additional information and updates will be posted on the Maryland **Minimum Wage Rates** Department of Labor website Employers with 15 or more employees:

<u>Overtime</u>

hrs. per week. Exceptions: Agricultural workers for all work over 60 hrs. ner week

Employers with 14 or fewer employees: Certain agricultural employees Volunteers for educational, charitable, religious, and non-profit organizations

Scheduled 1/1/24 Employees under 16 working less than 20 hours per week Outside salespersons Different minimum wage rates are in effect. Employers in this county are Commissioned employees required to post the applicable rate information.

Nost employees must be paid the Maryland State Minimum Wage Rate. Tipped Employees (earning more than \$30 per month in tips) must earn the State Minimum Wage Rate per hour. Employers must pay at least \$3.63 per hour. This amount plus tips must equal at least the State Minimum Wage Rate. Subject to the adoption of related regulations, restaurant employers who utilize a tip credit are required to provide employees with a written or electronic wage statement for each pay period showing the employee's effective hourly rate of pay including employe

\$13.25

Effective 1/1/23

\$15.00

Scheduled 1/1/24

\$12.80

\$15.00

paid cash wages plus tips for tip credit hours worked for each workweek of the

ne U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate

Minimum Wage and Overtime Law

Overtime Only Exemptions Employees under 18 years of age must earn at least 85% of the State Minimum

Most employees must be paid **1.5 times** their usual hourly rate for all work over **40**

Minimum Wage and Overtime Exemptions Immediate family member of the employer Executives, administrative, and professional employees

Employees enrolled as a trainee as part of a public school special education Non-administrative employees of organized camps

Certain establishments selling food and drink for consumption on the premises grossing less than \$400,000 annually Drive-in theaters Establishments engaged in the first canning, packing or freezing of fruits,

Taxicab drivers Certain employees selling/servicing automobiles, farm equipment, trailers, or trucks

Non-profit concert promoter, theater, music festival, music pavilion, or theatrical show Employers subject to certain railroad requirements of the U.S. Dept. of Transportation, the Federal Motor Carrier Act, and the Interstate Commerce

Seasonal amusement and recreational establishments that meet certain FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

MARYLAND DEPARTMENT OF LABOR DIVISION OF LABOR AND INDUSTRY—EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, SUITE 160 HUNT VALLEY, MD 21031 TELEPHONE NUMBER: (410) 767-2357

CONSPICUOUSLY THIS IS A SUMMARY OF THE LAW. TO ENSURE COMPLIANCE, CONSULT A LEGAL ADVISOR PENALTIES ARE PRESCRIBED FOR VIOLATIONS OF THE LAW

Fax Number (410) 333-7303

E-MAIL: dldliemploymentstandards-dllr@maryland.gov

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION

OTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee,

REV. 6/2023

Department of Labor, Division of Labor and Industry Minor Fact Sheet (Labor and Employment Article, Section 3-206, Annotated Code of Maryland)

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

APPLYING FOR A WORK PERMI NOTE TO EMPLOYERS I minor under the age of 14 is not permit pplications for work permits are accepted to work and may not be employed. Minors 14 through 17 years of age may onl work with a work permit. The work permit must be in the employer

ired information online and print TO REVALID: The Minor, the Minor's sian the permit

May not be employed or permitted to work more than ive hours continuously without a non-working period

Ninors 14 – 15: *3 hours on any day when school is in session; *18 hours in a school week:

*May only work between the hours of 7:00am *May work until 9:00pm from June 1 until The hours worked by a minor enrolled in a bonfide work- study or student-learner program when school is normally in session may not be counted towards the permissible hours of work

his is based upon a more restrictive Federal law. Minors 16 – 17: May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours o

ceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. nissioner giving specific details

pplications for exceptions should be addressed to th Special permits may be issued to minors of any age to be employed as a model, performer, or

air Labor Standards Act may be greater than State ntertainer. The applications and permits are availab tandards. In all cases, the higher or more restrictive nly from the Baltimore office of the Division of standard prevails. Information on Federal Standards is available from the Baltimore office of the U.S. Departm ww.labor.maryland.gov/labor/wages/empm.shtml of Labor, Wage and Hour Division (410) 962-6211

of the prescribed school day and the activity does not he activities include Farm work performed on a farm. Domestic work performed in or about a home Work performed in a business owned or operate by a parent or one standing in the place of a parer Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. Caddying on a golf course. Employment as an instructor on an instructional

Manufacturing of evergreen wreaths in or about

possession before the minor is permitted

Employers must keep the work permit or

ctivities not considered employment if performed outside

file for three years.

lon-Employment Activities

Delivery of newspapers to the consumer Work performed as a counselor, assistant couns or instructor in a youth camp certified under the Maryland Youth Camp Act. Hazardous work performed by non-paid volunte of a volunteer fire department or company or volunteer rescue squad who have completed or an taking a course of study relating to firefighting or rescue and who are 16 years of age or older.

estrictions under the child labor provisions of the Federa

Coal-mine occupation or cooperage-stock mill.

Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill Occupations involved in the operation of power-driven woodworking machines. Occupations involving exposure to radioactive substances and to ionizing radiations Occupations involved in the operation of elevate and other power-driven hoisting apparatus. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. Labor and Industry, the following occupations are forbidden to all minors

pleasure boats are sold or served. engaged in commerce Erection and repair of electrical wires.

Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.

in payment of goods or services delivered by the minor. areas where goods are manufactured or processed.

dyes

DIVISION OF INDUSTRY - EMPLOYMENT STANDARDS SERVICE 10946 Golden West Drive, Suite 160 • Hunt Valley, MD 21031 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous by the U.S. Secretary of Labor

MARYLAND DEPARTMENT OF LABOR

and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are Occupations in connection with mining, other

Occupations in or about plants or establishments manufacturing or storing explosives or articles Occupations of motor-vehicle driver and outside

tile, and kindred products. Occupations involved in the operation of circular saws, band saws, and guillotine shears. Occupations involved in wrecking, demolition, an shipbreaking operations. Occupations involved in roofing operations Occupations involved in excavation operations. In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of The manufacturing of dangerous or toxic chemicals

Cleaning, oiling or wiping of machinery.

federal law.

Any occupation forbidden by any local, state or

Any occupation which after investigation by the

Occupations involving slaughtering, meat-packin

Occupations involved in the operation of certain

Occupations involved in the operation of certain

Occupations involved in the manufacture of brick

power-driven paper products machines.

or processing, or rendering.

power-driven bakery machine

Docks or wharves, other than marinas where Pilots, firemen, or engineers on any vessel or boa

Commissioner is deemed injurious to the health and welfare of the minor. A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount ovei \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE (1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage (2) Operation, cleaning or adjusting of any power-driven machinery other than office machines. (3) Occupations in, about, or in connection with (except office or sales work not performed on site): scaffolding lumberyard boats engaged any occupation

in navigation o construction public messaging certain poultry service

deemed injurious by the Commi after investigation. transportation of hoisting apparatu certain baking an persons or property brickyard dust or gases in injurious quantities **REV. 02/2022**

Department of Labor

(ii) disclosing the employee's own wages; (iii) discussing another employee's wages if those wages have been disclosed voluntarily; mployee's wages; or (v) aiding or encouraging another employee's exercise of rights under this section. (b)(1) Subject to paragraph (2) of this subsection, an

discussion or disclosure of employee wages. advantage provided to an employee for the This subtitle applies to an employer of both men and

In addition to any powers set forth elsewhere, the

(1) assigning or directing the employee into a less favorable career track, if career tracks are offered, (2) failing to provide information about promotions or advancement in the full range of career tracks offered by the employer; or (3) limiting or depriving an employee of ment opportunities that would otherwise be available to the employee but for the employee's sex

(b)(1) An employer may not discriminate between nployees in any occupation by: (i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to investigation conducted by the employer. employees of another sex or gender identity if both employees work in the same establishment and

State, or local law;

any other provision of law or collective bargaining (4) create an obligation on any employer or employee to disclose wages; of an employer, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected

to a competitor of the employer. **§3–304.2.** (A) On request, an employer shall provide to an pplicant for employment the wage range for the position for which the applicant applied.

B)(1) An employer may not (I) Retaliate against or refuse to interview, hire, or employ an applicant for employment because the 1. Did not provide wage history; or 2. Requested the wage range in accordance with

this section for the position for which the applicant (II) Except a provided in paragraph (2) of this 1. Rely on the wage history of an applicant for employment in screening or considering the applicant for employment or in determining the wages for the applicant; or 2. Seek the wage history for an applicant for

(2) After an employer makes an initial offer of mployment with an offer of compensation to an applicant for employment, an employer may: (I) Subject to paragraph (3) of this subsection, rely on the wage history voluntarily provided by

employee or an agent or from a current or former

Equal Pay for Equal Work (Labor and Employment Article Title 3, Subtitle 3)

(3) take any adverse employment action against an (i) inquiring about the employee's wages or another (iv) asking the employer to provide a reason for the

employer may, in a written policy provided to each mployee, establish reasonable workday limitations o the time, place, and manner for inquiries about or the (2) A limitation established under paragraph (1) of this subsection shall be consistent with standards

adopted by the Commissioner and all other State and federal laws (3) Subject to subsection (d) of this section, limitations established under paragraph (1) of this subsection may include prohibiting an employe from discussing or disclosing the wages of another employee without that employee's prior permission (c) Except as provided in subsection (d) of this section, the failure of an employee to adhere to a reasonable

limitation included in a written policy under subsection (b) of this section shall be an affirmative defense to a claim made against an employer by the employee under this section if the adverse employment action the reasonable limitation and not for an inquiry, a discussion, or a disclosure of wages in accordance with (d)(1) A prohibition established in accordance with subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without that employee's prior permission may not apply to

instances in which an employee who has access to the wage information of other employees as a part of the employee's essential job functions if the discussion or disclosure is in response to a complaint or charge or in furtherance of an investigation, a proceeding, hearing, or an action under this subtitle, including a (2) if an employee who has access to wage

information as part of the essential functions of the employee's job discloses the employee's own wages or wage information about another employed obtained outside the performance of the essential functions of the employee's job, the employee shall be entitled to all the protections afforded under this (e) Nothing in this section shall be construed to: (1) require an employee to disclose the employee's

(2) diminish employees' rights to negotiate the terms and conditions of employment under federal, (3) limit the rights of an employee provided under

(5) permit an employee, without the written consent (6) permit an employee to disclose wage information

employment orally, in writing, or through an

the applicant for employment to support a wage offer higher than the initial wage offered by the (II) Seek to confirm the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the employe (3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher vage does not create an unlawful pay differential

based on protected characteristics under §3-304 of this subtitle. (C) This section may not be construed to prohibit an applicant for employment from sharing wage history with an employer voluntarily. (a)(1) Each employer shall keep each record that the Commissioner requires on:

(i) wages of employees (ii) job classifications of employees; and (iii) other conditions of employment. (2) An employer shall keep the records required under this subsection for the period of time that the Commissioner requires (b) On the basis of the records required under thi section, an employer shall make each report that the

(a) On request of an employer, the Commissioner shall provide without charge a copy of this subtitle to the each place of employment a copy of this subtitle (c) The Commissioner, in consultation with the Maryland Commission on Civil Rights, shall develop educational materials and make training available to assist employers in adopting training, policies, and

§3-306.1. (a) Whenever the Commissioner determines that this subtitle has been violated, the Commissioner shall: (1) try to resolve any issue involved in the violation informally by mediation; or (2) ask the Attorney General to bring an action or behalf of the applicant or employee (b) The Attorney General may bring an action under

(a)(1) If an employer knew or reasonably should have known that the employer's action violates § 3-304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employee of one sex or gender identity and the wages paid to employees of another sex or gender identity who do the same type work and an additional equal amount as liquidated damages.

(2) If an employer knew or reasonably should have known that the employer's action violates § 3-304.1 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover actual damages and an additional equal amount as liquidated damages (3) An employee may bring an action on behalf of the employee and other employees similarly

entitled to bring an action under this section, the (1) take an assignment of the claim in trust for the (2) ask the Attorney General to bring an action in accordance with this section on behalf of the

(c) An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3-505(a) of this title. (d) The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section (e) If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment

(1) willfully violate any provision of this subtitle; (2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the Commissioner in the enforcement of this subtitle; (3) refuse entry to the Commissioner or an authorized representative of the Commissioner i

SOLICITUD DE BENEFICIOS

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a place of employment that the Commissioner is authorized under this subtitle to inspect; or (4) discharge or otherwise discriminate against ar employee or applicant for employment because the mployee or applicant for employment (i) makes a complaint to the employer, the Commissioner, or another person;

5) Violate §3-304.2 of this subtitle (b) An employee or an applicant for employment may

the subject of this subtitle; or

procedures that comply with the requirements of this

this section in the county where the violation alleged! occurred for injunctive relief, damages, or other relief.

affected.

(3) consolidate 2 or more claims against an

interest in accordance with the Maryland Rules.

(a) An employer may not

(ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of

(1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the (2) in bad faith, bring an action under this subtitle (3) in bad faith, bring a proceeding that relates to (4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject

(c) The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1), (4) or subsection (b)(1), (3), or (4) of (d)(1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision

misdemeanor and on conviction is subject to a fine not (2) (i) This paragraph does not apply to a violation (ii) If an employer is found to have violated this subtitle two or more times within a 3-year period, the Commissioner or a court may require the employer to pay a civil penalty equal to 10% of the amount of damages owed by the employer (iii) Each civil penalty assessed under this paragraph shall be paid to the General Fund of the State to offset the cost of enforcing this subtitle. (E)(1) If the Commissioner determines that an

> employer has violated §3-304.2 of this subtitle, the (I) shall issue an order compelling compliance; and (II) may, in the Commissioner's discretion 1. for a first violation, issue a letter to the employer compelling compliance 2. for a second violation, assess a civil penalty of up to \$300 for each applicant for employment for whom the employer is not in compliance; or 3. for each subsequent violation, assess a civil penalty of up to \$600 for each applicant for employment for whom the employer is not in compliance if the violation occurred within 3 years after a previous determination that a violation had occurred.

(2) In determining the amount of the penalty, if sessed, the Commissioner shall consider (I) the gravity of the violation' (II) the size of the employer's business; (III) the employer's good faith; and (IV) the employer's history of violations under this subtitle. (3) If the Commissioner assesses a penalty under (b) On the written request of an employee who is paragraph (1)(II) of this subsection, the penalty shall be subject to the notice and hearing requirements of

> DEPARTMENT OF LABOR DIVISION OF LABOR AND INDUSTRY EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, SUITE 160 - HUNT VALLEY, MD 21031 PHONE: 410-767-2357

FOR MORE INFORMATION CONTACT:

Title 10. Subtitle 2 of the State Government Article.

For additional information or to file a complaint, please

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise work). You can reach the EEOC in any of the following ways: an inquiry through the EEOC's public portal: ttps://publicportal.eeoc.gov/Portal/Login.aspx opposes discrimination by Federal contractors under these Federal

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

discrimination by Federal contractors based on race, color, religion,

equires affirmative action to ensure equality of opportunity in al

sex, sexual orientation, gender identity, or national origin, and

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on

Section 503 of the Rehabilitation Act of 1973, as amended

inquiring about, disclosing, or discussing their compensation or the

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 a

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination

all levels of employment, including the executive level

Protected Veteran Status

under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender

Executive Order 11246, as amended, prohibits employment

Asking About, Disclosing, or Discussing Pay

Identity, National Origin

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.

What can You Do if You Believe Employees (current and former), including managers and **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 Union members and applicants for membership in a union ination (180 or 300 days, depending on where you live

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: 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) National origin 1-844-234-5122 (ASL video phone Sex (including pregnancy, childbirth, and related medical an EEOC field office (information at www.eeoc.gov/field-office)

conditions, sexual orientation, or gender identity) Age (40 and older) E-Mail Genetic information (including employer requests for, or Additional information about purchase, use, or disclosure of genetic tests, genetic services, the EEOC, including information about filing a charge of Retaliation for filing a charge, reasonably opposing discrimination, is available a liscrimination, or participating in a disc investigation, or proceeding www.eeoc.gov.

Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy What Organizations are Covered?

Staffing agencies

FED

Job applicants

REV. 04/2023

State and local governments (as employers) Educational institutions (as employers) All aspects of employment, including:

Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical Hiring or promotion Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a

Classification

Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating ir an investigation or proceeding Conduct that coerces, intimidates, threatens, or interfere with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or

DEPARTMENT

UNITED STATES

OF LABOR

MD

EMPLOYEE RIGHTS

FED **EMPLOYEE POLYGRAPH PROTECTION ACT** employers from using lie detector tests either for pre-emplo the private sector, subject to restrictions, to certain prospective employees of Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a screening or during the course of employment security service firms (armored car, alarm, and quard), and of pharmaceutical **PROHIBITIONS** number of specific rights, including the right to a written notice before testing $\label{thm:continuous} The \ Act \ also \ permits \ polygraph \ testing, \ subject \ to \ restrictions, \ of \ certain$ Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or employees of private firms who are reasonably suspected of involvement in a

vorkplace incident (theft, embezzlement, etc.) that resulted in economic lo discriminating against an employee or prospective employee for refusing to tal **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess The law does not preempt any provision of any State or local law or any collective EXEMPTIONS civil penalties against violators. Employees or job applicants may also bring their law does not apply to tests given by the Federal Government to certain privat THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT

The Maryland Healthy Working Families Act requires employers with 15 or more employees to

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an

An employee is allowed to use earned sick and safe leave under the following conditions:

It you are injured on the job:

knows you are injured.

Employer/Empleador

MD WCC Form C-24 05/2017

Business Address/Dirección

Insurance Company Telephone

Telefónico de la Compañía de Seauro

send it to us as soon as possible.

14 or fewer employees provide unpaid sick and safe leave for certain employee:

accrue more than 64 hours of earned sick and safe leave at any time.

provide paid sick and safe leave for certain employees. It also requires that employers who employ

employee begins employment with the employer, whichever is later. An employee accrues earned

sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however

an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or

WAGE AND HOUR DIVISION LINITED STATES DEPARTMENT OF LAROR

www.dol.gov/agencies/whd





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

nondiscrimination or affirmative action obligations under OFCCP's

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

U.S. Government, Department of Labor and on OFCCP's "Contact Us"

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL

FINANCIAI ASSISTANCE

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 activities receiving Federal financi

nyment, or where employment discrimination causes or may discrimination in providing services under such programs. Title

the primary objective of the financial assistance is provision of

IX of the Education Amendments of 1972 prohibits employment

Section 504 of the Rehabilitation Act of 1973, as amended,

in any program or activity which receives Federal financial

employment against persons with disabilities who, with or without reasonable accommodation, can perform the essentia

If you believe you have been discriminated against in a program

should immediately contact the Federal agency providing such

of any institution which receives Federal financial assistance, you

assistance. Discrimination is prohibited in all aspects of

prohibits employment discrimination on the basis of disability

discrimination on the basis of sex in educational programs or activities

uthorities should contact immediately: he Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor

200 Constitution Avenue, N.W. Washington, D.C. 20210

Individuals with Disabilities

1-800-397-6251 (toll-free)

REV. 06/27/2023

To obtain preventative medical care for the employee or the employee's family member: To care for a family member with a mental or physical illness, injury, or condition; For maternity or paternity leave; or The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim

services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking A family member includes a spouse, child, parent, grandparent, grandchild, sibling, the legal guardian or ward of the employee or the employee's spouse, or an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee

hecause 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.

EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE

What is FMLA leave?

The hirth, adoption or foster placement of a child with you.

Am I eligible to take FMLA leave?

You work for a covered employer,

current or previous calendar year,

How do I request FMLA leave?

Generally, to request FMLA leave you must:

than honorable conditions.

uniformed service:

uniformed service; or then an employer may not deny you

initial employment;

retention in employn

reemployment;

have applied for membership in the

FED

You are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months,

Airline flight crew employees have different "hours of service" requirements

Follow your employer's normal policies for requesting leave

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 work for an elementary or public or private secondary school, or

You work for a covered employer if one of the following applies

Your serious mental or physical health condition that makes you unable to work,

serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise

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.

You have at least 1,250 hours of service for your employer during the 12 months before your leave

You work for a private employer that had at least 50 employees during at least 20 workweeks in the

You work for a public agency, such as a local, state or federal government agency. Most

federal employees are covered by Title II of the FMLA, administered by the Office of Personne

You **do not have to share a medical diagnosis** but must provide enough information to your employe

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

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

you return to work or apply for reemployment in a timely manner after conclusion of

you have not been separated from service with a disqualifying discharge or under other

promotion; or

If you are eligible to be reemployed, you must be restored to the job and benefits you

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

would have attained if you had not been absent due to military service or, in some cases, a

so they can determine whether the leave qualifies for FMLA protection. You **must also inform you**

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 #28M(c) for more information.

Your employer has at least 50 employees within 75 miles of your work location

imployers are required to provide employees with a written statement of the employee's available earned sick and safe leave An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited

from making a complaint, bringing an action, or testifying in an action in bad faith

How to File a Complaint or Obtain Additional Information If you feel your rights have been violated under this law or you would like additional information. COMMISSIONER OF LABOR AND INDUSTRY

10946 Golden West Drive, Suite 160 - Hunt Valley, MD 21031

WORKERS' COMPENSATION LA COMPENSACIÓN DEL TRABAJADOR

¿Accidentes por lesión/daño corporal relacionados con el Empleo o Enfermedad Profesional?

> Si usted se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le comp ensarían 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

Si usted sufre una lesión en el trabajo, debe: . Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuere notificado que sufrió una lesión.

que usted se lesionó en su trabajo. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitándo uno por

Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

> **Maryland Workers' Compensation Commission** 10 East Baltimore Street, Baltimore, Maryland 21202-1641

Webpage - http://www.wcc.state.md.us / TTY Users - 711 in Maryland or (800) 735-2258 This notice must be printed on 8.5 "X 14" gold or yellow paper, display complete employer information and be

posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.10.

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply

Inspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe **Complaint:** or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination. If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the

The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there. The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up **Proposed** to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more that \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

> 10946 GOLDEN WEST DRIVE, SUITE 160 Hunt Valley, Maryland 21031 PHONE: 410-527-2091

Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309

TWO ways to verify poster compliance! Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 69390-062023 To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868



YOUR EMPLOYEE RIGHTS UNDER THE

FAMILY AND MEDICAL LEAVE ACT employer if FMLA leave was previously taken or approved for the same reason when requesting The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with iob protected leave for qualifying family and medical reasons. 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

YOUR RIGHTS UNDER USERRA

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

Your **employer may 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. To care for your spouse, child or parent with a serious mental or physical health condition, and law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is What does my employer need to do? An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a

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 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 leave. Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your cooperating with a WHD investigation

rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or After 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 $determines \, \overline{that} \, you \, are \, eligible, your \, \underline{employer} \, \underline{must} \, \, \underline{notify} \, you \, in \, writing:$ About your FMLA rights and responsibilities, and

How much of your requested leave, if any, will be FMLA-protected leave Where can I find more information? 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 code to learn about our WHD complain

DEPARTMENT OF LABOR **UNITED STATES OF AMERICA**

SCAN ME

WH1420

REV. 04/2023

THE 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

> **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 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. **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 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be 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

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: to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

SSL.ASSISTANCE@MARYLAND.GOV

in Maryland

. Informarle al médico quien le administre tratamiento

teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

(410) 864-5100 / Outside Baltimore (800) 492-0479

Maryland Occupational Safety and Health Act - Private Sector

Employees: to his or her own actions and conduct on the job.

Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Citation: employer. Each citation shall specify a time period within which the alleged violation must be corrected.

Voluntary

Activity:

Penalty:

Can I Still Get In Trouble? **Retaliation is prohibited under** State Government Article, §20-609(h) when exercising your rights. If an employee seeks to exercise her right to request a reasonable accommodation for a temporary disability due to pregnancy, an employer may not Any form of retaliation is grounds to file a Complaint of

Probable duration of the accommodation should

Explanation as to the medical advisability of the

mccr@maryland.gov www.mccr.maryland.gov

Safety and health protection on the job

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are **Employers:**

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal

proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for

requested.

Mosh Training and Education

Since 1953 62824

Area Served

Prince Georges

St. Mary's

Washington

Somerset

Wicomico

Worcester

Carroll

Harford

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MD

8 hours on any day when school is not in session 40 hours in any week when school is not in

Labor and Industry (address below) or online at:

MD

meanings indicated.

(b)(1) "Employer" means

profession, trade, or other enterprise in the State; (ii) the State and its units; (iii) a county and its units; and (iv) a municipal government in the State. (2) "Employer" includes a person who acts directly or indirectly in the interest of another employer with) "Gender identity" has the meaning stated in § 20–101 of the State Government Article (d)(1) "Wage" means all compensation for employment (2) "Wage" includes board, lodging, or othe

convenience of the employer

women in a lawful enterprise.

(a) In this subtitle the following words have the

(i) a person engaged in a business, industry,

(1) use informal methods of conference, conciliation and persuasion to eliminate pay practices that are unlawful under this subtitle: and (2) supervise the payment of a wage owing to a employee under this subtitle. (a) In this section, "providing less favorable employment

perform work of comparable character or work on the same operation, in the same business, or of the (ii) providing less favorable employment opportunities based on sex or gender identity. (2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at the same establishment as another employee if the employees work for the same employer at workplaces located in the same county of the State (c) Except as provided in subsection (d) of this section subsection (b) of this section does not prohibit a variation in a wage that is based on:

(1) a seniority system that does not discriminate on

discriminate on the basis of sex or gender identity;

(3) jobs that require different abilities or skills;

(4) jobs that require the regular performance of

(5) work that is performed on different shifts or at

(6) a system that measures performance based on a

identity, including education, training, or experience

(i) is not based on or derived from a gender-based

(7) a bona fide factor other than sex or gender

the basis of sex or gender identity

different duties or services

different times of day;

in which the factor:

with this subtitle

§3-304.1.

MD

(2) a merit increase system that does not

quality or quantity or production; or

differential in compensation; (ii) is job related with respect to the position and consistent with a business necessity; and (iii) accounts for the entire differential. d) This section does not preclude an employee fron lemonstrating that an employer's reliance on an exception listed in subsection (c) of this section is a retext for discrimination on the basis of sex or gende (e) An employer who is paying a wage in violation of this subtitle may not reduce another wage to comply

(i) inquiring about, discussing, or disclosing the

wages of the employee or another employee; or

(ii) requesting that the employer provide a reason

(2) require an employee to sign a waiver or any other

document that purports to deny the employee the

deduction is made from your wages for this purpose.

Phone Number To File A Claim

1-877-293-4125 (toll free)

1-877-293-4125 (toll free)

1-877-293-4125 (toll free)

1-877-293-4125 (toll free)

410-334-6800

for why the employee's wages are a condition of

(1) prohibit an employee from:

right to disclose or discuss the employee's wages; or TO EMPLOYEES

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before leductions during the week you return to work regardless of whether or not you have been paid YOU ARE ENTITLED TO BENEFITS IF: You are unemployed through no fault of your ov You have sufficient earnings in your Base Period You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center You are able to work, available for work, and actively seeking work. To ensure prompt handling of your claim, it is necessary to have your Social Security number available If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Montgomery

Frederick

Caroline

Dorchester

Oueen Anne'

Anne Arunde

Baltimore City

nave been reduced, promptly file a claim as instructed above, to determine vour benefit rights.

YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by callling the telephone number for he area in which you reside or you may file a claim on the internet at the web site address indicated below IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. **IF YOU ARE WORKING LESS THAN FULL TIME**, you may be eligible for partial benefits. If your regular hours of work

DEL DESEMPLEO PARA (DENTRO DEL ESTADO DE LA POBLACIÓN DE HABI F Maryland Relay Dial 711 301-313-8000 TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Maryland presione 711 ó 1-800-877-1264 (U.S.)

TO FILE A CLAIM VIA THE INTERNET: IMPORTANT NOTICE

MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE

INSIDE THE STATE OF MARYLAND

presione 1-800-877-1264 (U.S.) Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613,

REV. 02/2022

OUTSIDE THE STATE OF

MARYLAND

(FUERA DEL ESTADO D

TTY: 1-800-735-2258

1-800-785-5630

Para Relevos en Maryland

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603

This poster is in compliance with federal and state posting requirements.

allows an employer, at his or her discretion, to require certification from your health care provider regarding the medical advisability of a reasonable accommodation but only to the same extent certification is required for other temporary disabilities. State Government Article, If required, the certification must include: Date a reasonable accommodation is medically **REV. 03/2020**

Job Related Accidental Personal Injury or Occupational Disease? If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law)

2. Tell the doctor who treats you that you were hurt on the job. 3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and Note: Withholding information or giving false information about any work-related activity

White program is a superproper of the superproper o

1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer

or return to work could prevent you from receiving benefits and may subject you

to fines, imprisonment or both.

City/State/Zip Federal Employer ID (FEIN) Indentificación Federal Del Empleado Telephone Number/Número Telefónico ——————— **Insurance Company Name**

STATE OF MARYLAND

MARYLAND DEPARTMENT OF LABOR

THIS NOTICE APPLIES TO STATE LAW.

YOU MAY HAVE BROADER BENEFITS

UNDER FEDERAL LAW.

DEPARTMENT OF LABOR

DIVISION OF LABOR AND INDUSTR

EMPLOYMENT STANDARDS SERVICE

10946 GOLDEN WEST DRIVE, SUITE 160

HUNT VALLEY, MD 21031

TELEPHONE NUMBER: (410) 767-2357

Fax Number: (410) 333-7303

PURSUANT TO \$3-713(C) OF THE LABOR AND

EMPLOYMENT ARTICLE OF THE MARYLAND

CONSPICUOUSLY POST THIS NOTICE IN A PLACE

WHERE ANY TIPPED EMPLOYEE IS EMPLOYED.

What If My Employer Retaliates?

Any form of retaliation is grounds to file a Complaint of

Discrimination with the Maryland Commission on Civil

What If I Am A Victim Of Discrimination?

violated, you must file a complaint with MCCR 300 days

of the alleged act of discrimination. A trained Civil Right

Officer will work with you to discuss what happened and

determine if there is reason to believe a discriminatory

If you believe your rights under the law have been

REV. 02/2022

exercise the right.

MD **TO BE POSTED HEALTH INSURANCE COVERAGE** You and other members of your family may be eligible under Maryland law to continue to be covered by your health insurance policy You guit your job or you were terminated from For further information about the program, you should your employment for a reason other than for contact your employer, or if necessary, telephone the Insurance Administration in Baltimore at (410) 468-224 You are covered by your employer under a group or 1-800-492-6116 (Ext. 2244).

Department of Labor, Division of Labor and Industry Notice to Tipped Employees the charges, you may contact the Commissioner of Labor Under Maryland law, a tipped employee is an employee who customarily and regularly received more than \$30 and Industry at: Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay ar employer for the amount of a customer's charge for

place of business without paying for the charges. In

is prohibited from making a deduction to an employ

or beverage if the customer leaves the employer's

payment or there has been an improper deduction

Age Ethnicity

MD

Ancestry or National

wages to cover the cost of a customer's charge for food

place of business without paying the charge for food or

If you think you have been required to make an improper

from your wages related to a customer's charges if the

customer leaves the place of business without paying

addition, unless otherwise provided by law, an employe

hospital-medical policy or a health maintenance

organization (HMO) for at least three (3) months

prior to being separated from your employment;

You do not have other similar insurance

give your employer written notice no later than forty-

five (45) days after your last day of work.

If you wish to continue your health insurance, you MUST

MD **Employment Discrimination** *is Unlawful* **How Does The Law Protect Me?** State Government Article, §20-602 of the Annotated Code Retaliation is also prohibited under the law when of Maryland provides every Marylander equal protection you exercise your rights to seek relief and redress. If an employee decides to file an employment discrimination Physical or Mental complaint, an employer may not: Interfere with;

Marital Status

Sexual Orientation

Genetic Information

Gender Identity

What Am I Protected From?

You are protected from unlawful discrimination from the

interviewing, hiring, upgrading/promoting, setting

work conditions, and discharging an employee.

Know Your Rights!

reasonable accommodation if your pregnancy causes or contributes to a disability and the accommodation does

not impose an undue hardship on your employer. State

If you are pregnant, you have a legal right to a

If you have a disability that is contributed to or

Government Article, §20-609(b)

What Does That Mean?

following employment-related practices:

Employers cannot discriminate in recruiting

Labor organizations cannot deny membership to violation occurred. You can reach MCCR by phone, email fax, letter, or walk-in. All procedures by MCCR are qualified persons or discriminate in apprenticeship idential until your case is certified for public mployment agencies cannot discriminate in job STATE OF MARYLAND referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully COMMISSION ON CIVIL RIGHTS 6 SAINT PAUL STREET, SUITE 900 Newspapers and other media cannot publish job BALTIMORE, MD 21202-1631 Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841 mccr@maryland.gov | www.mccr.maryland.go

Pregnant & Working

Restrain:

Rights (MCCR).

Deny the exercise; or

caused by pregnancy, you may request a reasonable "all possible means of providing the reasonable accommodation." State Government Article, §20-609(d. Deny the exercise: or your employer to consider in order to comply with a Discrimination with the Maryland Commission on Civil request for reasonable accommodation. These include, Rights (MCCR). Changing job duties Transfers to less Changing work hours strenuous or less Providing mechanical or electrical aids available option with your employer to decide what nodation best suits your needs. Do I Need A Doctor's Note? It depends on what your employer requests. The law

What If I Am A Victim Of Discrimination? If you believe your rights under the law have been violated, you must file a complaint with MCCR within 300 days of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. All procedures by for public hearing or trial. STATE OF MARYLAND COMMISSION ON CIVIL RIGHTS 6 SAINT PAUL STREET, SUITE 900 BALTIMORE, MD 21202-1631 Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841

QR CODE Scan with phone camera:

JUN2023

mployees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstance