

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement: FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements: Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction trainings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, occupation or therapy, is released on unpaid status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or otherwise under conditions other than dishonorable at any time during the five-year period prior to the first day the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, occupation, or therapy for a serious injury or illness.

The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections: During FMLA leave, the employer must maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Eligibility Requirements: Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a combination of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may be met if the FMLA-protected employee makes individualized arrangements with the employer.

Use of Leave: An employer does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave: Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employer Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the employer's normal call-out procedures.

Additional Information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

Department of Labor & Industry Bureau of Labor Law Compliance Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex: Prohibited: Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Records Required: Requires employer to keep and maintain records of wages, rates and job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employees post an abstract of the law.

Penalties: Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who willfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hides, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

Administration: Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination: Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employer's request, to take assignment of such a wage claim for.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: Labor & Industry. Click on "Labor Law Compliance" under Quick Links.

U.S. Department of Labor | Wage and Hour Division

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

PROHIBITIONS: Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS: Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security services firms (armed and air, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The law does not preempt any provision of any State or local law of any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS: Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT: The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

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

Additional Information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

PENNSYLVANIA EMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

NAME: _____ ADDRESS: _____ EMPLOYER ACCOUNT NUMBER: _____

You may be eligible for unemployment compensation benefits during periods when you are either partially or totally unemployed through no fault of your own.

IMPORTANT: Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or re-open an existing claim during the first week in which you are unemployed or your hours are reduced. A delay in filing may adversely affect your eligibility for benefits.

NOTE: To file an application for UC benefits, you must provide the following:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name and address of employer(s)
- Dates of employment and reasons for leaving
- Employer information form (if you have one)
- Most recent pay stub (optional, but helpful)
- FIN number (if you have one from a prior claim)

You can file an application for benefits, receive an existing UC claim or get information about the UC program online at www.ucpa.gov or by calling the UC Service Center in your area at 888-313-7284, TTY: (hearing impaired) at 888-313-6444.

When claiming UC benefits, you must report gross wages that you earned during any pay period for which you are claiming UC benefits. Computer matching systems are used to detect the illegal receipt of any benefits resulting from unreported work and earnings, as well as unreported persons.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not rely on outside advice that may be incorrect and could adversely affect your eligibility to receive UC benefits.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

U.S. REV 02-13

EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR Pennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act provides that information about hazardous substances in the workplace and in the environment is available to public sector employees of private sector employers and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (PL. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; Phone: 717-772-1635; Fax: 717-783-6365; E-mail: RA-LI-BWC-SAFETY@pa.gov.

Employee Workplace Notice: Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

Work Area List: The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

Material Safety Data Sheet/Safety Data Sheet: The Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS/SDS must be accessible in the work area where the hazardous substance is described in use. MSDSs/SDS must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS/SDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS/SDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS/SDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS/SDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form: The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

Labeling: All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or part of a pipeline system so that employees can easily identify the contents.

Health and Exposure Records: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

Non-discrimination: If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employer has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

U.S. REV 02-08-14

PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY BUREAU OF LABOR LAW COMPLIANCE

Minimum Wage Law Summary

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate: Workers shall be paid 1-1/2 times their regular rate of pay after 40 hours worked in a workweek (Except as Described Below and Within).

Minimum Wage Rate: \$7.25 per hour Effective July 24, 2009 (Except as Described).

Exemptions from Both Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 where the major portion of circulation is in the county where published or a holding company
- Business executive, administrative or professional capacity, (including academic administrative personnel or teacher in public school) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance of executive, professional or administrative activities. If less than 50% of the employee's hours worked in the workweek are devoted to such activities.
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously.
- Gold card
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with handicapped or exceptional children or by a nonprofit day or residential seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year.
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate for more than seven months a year or (ii) during the preceding calendar year, the average receipts for any months were not more than 33-1/3% of its average receipts for the other 6 months of such year.
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations.
- Employee not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisors to the officeholder, or are appointed by the officeholder to serve on a policy making level.

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Boarded Food: furnished in the form of meals on an established schedule. **Lodging:** Housing facility available for the personal use of the employee at all hours. **Reasonable Costs:** Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

Exemptions from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Compensation, (651 Bos. Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:
 - Students 40 hours a week. Maximum eight weeks.
 - Learners Up to 20 hours a week. Up to 40 hours a week during school vacation periods.
- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Compensation, (651 Bos. Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor.

Exemptions from Overtime Rates

- A seaman
- Any salesman, partisan or mechanic, primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturer, established primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualification and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - City or town of 100,000 area population or less, if it is not part of a metropolitan statistical area having a total population in excess of 1,000,000, or
 - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area.
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre

For Questions/Complaints

Contact:	Counties Served:
Bureau of Labor Law Compliance Altoona District Office 1130 Twelfth Avenue, Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6234 or 1-877-793-8198	Armstrong Bedford Blair Cambria Cameron Centre
Bureau of Labor Law Compliance Harrisburg District Office 651 Bos. Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 1-800-932-0665	Adams Columbia Dauphin Franklin
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St, Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 1-877-817-9497	Clarion Clearfield Clinton Erie Fayette Forest Mifflin
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 1-877-504-8354	Allegheny Beaver Butler Crawford Erie
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg., 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 1-877-214-3962	Bucks Chester Delaware Montgomery Philadelphia
Becks Bedford Carbon Lackawanna Lehigh Luzerne	Juniata Lancaster Lebanon Monroe Northumberland
	Perry Snyder Union York
	Bucks Chester Delaware Montgomery Philadelphia
	Allegheny Beaver Butler Crawford Erie
	Greene Lawrence Mercer Union Washington
	Becks Bedford Carbon Lackawanna Lehigh Luzerne
	Lycoming Northampton Pike Schuylkill Sullivan
	Susquehanna Trenton Wayne Wyoming

More Information is Available Online

Additional information about the Minimum Wage Act is available online at: www.state.pa.us, PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

U.S. REV 02-02-12 Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

OSHA Job Safety and Health IT'S THE LAW!

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 an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. 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.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

UNLAWFUL DISCRIMINATORY PRACTICES: It is unlawful -- on the basis of race, sex, religion, national origin, ancestry, age (40 and above), sex, national origin, marital status, disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or withdrawal or refusal to participate in a donation or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES: It is unlawful -- on the basis of race, sex, religion, national origin, ancestry, age (40 and above), sex, national origin, marital status, disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or withdrawal or refusal to participate in a donation or sterilization.

Who Must File a Complaint: Complaints may be filed with 180 days of the alleged act or determination by any of the following: (1) Any person who believes he or she has been discriminated against; (2) The Pennsylvania Human Relations Commission; (3) The Attorney General of Pennsylvania; or (4) An employee whose employer tender compensation with the provisions of the Act.

Parties Exempt From the Act: The Employment Provisions of the Pennsylvania Human Relations Act do not apply to (1) any individual employed in agriculture or domestic service; (2) any individual who, as part of his or her employment, resides in the personal residence of the employer; (3) any individual employed by his or her parents, spouse or child.

Who Must Post This Notice: Every employer, labor organization, laborer or independent contractor who has the employment provisions of the Act required by law to post this notice in a conspicuous, easily accessible and well-lit location customarily frequented by applicants, employees, and the general public.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor - Harrisburg, PA 17101-2210 (717) 787-4410 / (717) 787-7279 (TTY) • www.phrc.state.pa.us

To file a complaint, contact the Regional Office nearest you:

Pittsburgh 301 5th Ave., Suite 390 Pittsburgh, PA 15222 (412) 565-5399 (412) 565-5711 (TTY)	Harrisburg 333 Market Street, 8th Floor Harrisburg, PA 17101-2210 (717) 787-8789 (717) 787-7279 (TTY)	Philadelphia 110 N. 8th St., Suite 501 Philadelphia, PA 19107 (215) 560-3999 (215) 560-3599 (TTY)
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PHRC ASSISTANCE: Phone 717-787-4410 or visit www.phrc.state.pa.us

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

This poster is available free from OSHA.

Contact OSHA. We can help.

STATE AND FEDERAL LABOR LAW

U.S. REV 02-13

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, PL. 744, as Amended)

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness, or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lit places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation.

Complaints must be filed within 180 days of the alleged act of discrimination.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

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PHRC ASSISTANCE: Phone 717-787-4410 or visit www.phrc.state.pa.us

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

ADDITIONAL INFORMATION:

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- State law requires greater employee protections; employees must comply with both.
- State law requires employers to display the poster in conspicuous places accessible to all employees upon 20 percent of the floor for paid 25 percent per hour during the first 90 workdays.
- Certain full-time students, student teachers, interns, workers with disabilities may be paid less than the minimum wage under special provisions issued by the Department of Labor.

For additional information:
1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

Minimum Wage Law Summary

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

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Minimum Wage Rate: \$7.25 per hour Effective July 24, 2009 (Except as Described).

Exemptions from Both Minimum Wage and Overtime Rates

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- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously.
- Gold card
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with handicapped or exceptional children or by a nonprofit day or residential seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year.
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate for more than seven months a year or (ii) during the preceding calendar year, the average receipts for any months were not more than 33-1/3% of its average receipts for the other 6 months of such year.
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations.
- Employee not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisors to the officeholder, or are appointed by the officeholder to serve on a policy making level.

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Boarded Food: furnished in the form of meals on an established schedule. **Lodging:** Housing facility available for the personal use of the employee at all hours. **Reasonable Costs:** Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

Exemptions from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Compensation, (651 Bos. Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:
 - Students 40 hours a week. Maximum eight weeks.
 - Learners Up to 20 hours a week. Up to 40 hours a week during school vacation periods.
- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Compensation, (651 Bos. Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor.

Exemptions from Overtime Rates

- A seaman
- Any salesman, partisan or mechanic, primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturer, established primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualification and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - City or town of 100,000 area population or less, if it is not part of a metropolitan statistical area having a total population in excess of 1,000,000, or
 - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area.
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre

For Questions/Complaints

Contact:	Counties Served:
Bureau of Labor Law Compliance Altoona District Office 1130 Twelfth Avenue, Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6234 or 1-877-793-8198	Armstrong Bedford Blair Cambria Cameron Centre
Bureau of Labor Law Compliance Harrisburg District Office 651 Bos. Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 1-800-932-0665	Adams Columbia Dauphin Franklin
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St, Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 1-877-817-9497	Clarion Clearfield Clinton Erie Fayette Forest Mifflin
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 1-877-504-8354	Allegheny Beaver Butler Crawford Erie
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg., 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 1-877-214-3962	Bucks Chester Delaware Montgomery Philadelphia
Becks Bedford Carbon Lackawanna Lehigh Luzerne	Juniata Lancaster Lebanon Monroe Northumberland
	Perry Snyder Union York
	Bucks Chester Delaware Montgomery Philadelphia
	Allegheny Beaver Butler Crawford Erie
	Greene Lawrence Mercer Union Washington
	Becks Bedford Carbon Lackawanna Lehigh Luzerne
	Lycoming Northampton Pike Schuylkill Sullivan
	Susquehanna Trenton Wayne Wyoming

More Information is Available Online

Additional information about the Minimum Wage Act is available online at: www.state.pa.us, PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

U.S. REV 02-02-12 Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for your company, are shown below.

Employer Name: _____ **Date Posted:** _____

IF INSURED: (Complete all applicable spaces) **IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:** (Complete all applicable spaces) **IF SELF-INSURED:** (Complete all applicable spaces) **IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:** (Complete all applicable spaces)

Name of Insurance Company: _____ Name of TPA (Claims administrator): _____ Date of Posting: _____

Address: _____ Address: _____ Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____ Telephone Number: _____ Telephone Number: _____

Insurer Code: _____ Insurer Code: _____ Insurer Code: _____ Insurer Code: _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §10321, and may also be subject to criminal fines and penalties under 18 Pa.C.S. §4111 (relating to insurance fraud).

U.S. REV 02-09-15 Auxiliary aids and services