<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Posting Requirements</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Safety &amp; Health OSHA FED01</strong></td>
<td>Private employers engaged in a business affecting commerce. Does not apply to federal, state or political subdivisions of states.</td>
<td>07/19</td>
</tr>
<tr>
<td><strong>EEOC FED02</strong></td>
<td>Employers with 15 or more employees and entities holding federal contracts or subcontracts or federally assisted construction contracts of $10,000 or more; financial institutions which are issuing and paying agents for U.S. savings bonds and savings notes; depositories of federal funds or entities having government bills of lading.</td>
<td>10/22</td>
</tr>
<tr>
<td><strong>FMLA FED03</strong></td>
<td>Public agencies (including state, local, and federal employers), public and private elementary and secondary schools, as well as private sector employers who employ 50 or more employees in 20 or more work weeks and who are engaged in commerce or in any industry or activity affecting commerce, including joint employers and successors of covered employers.</td>
<td>04/16</td>
</tr>
<tr>
<td><strong>FLSA FED04</strong></td>
<td>Every private, federal, state and local government employer employing any employee subject to the Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4 posting of notices.</td>
<td>07/16</td>
</tr>
<tr>
<td><strong>EPPA FED05</strong></td>
<td>Any employer engaged in or affecting commerce or in the production of goods for commerce. Does not apply to federal, state and local governments, or to circumstances covered by the national defense and security exemption.</td>
<td>07/16</td>
</tr>
<tr>
<td><strong>USERRA FED06</strong></td>
<td>The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA.</td>
<td>05/21</td>
</tr>
<tr>
<td><strong>Workers with Disabilities FED07</strong></td>
<td>Every employer of workers with disabilities under special minimum wage certificates authorized by the Fair Labor Standards Act, the McNamara-O’Hara Service Contract Act, and/or the Walsh-Healey Public Contracts Act shall display a poster prescribed by the Wage and Hour Division explaining the conditions under which special minimum wages may be paid. The poster shall be posted in a conspicuous place on the employer’s premises where employees and the parents or guardians of workers with disabilities can readily see it.</td>
<td>07/09</td>
</tr>
</tbody>
</table>
All workers have the right to:

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

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

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

Contact OSHA. We can help.

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

This poster is available free from OSHA.
Know Your Rights: Workplace Discrimination is Illegal

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

Who is Protected?
• Employees (current and former), including managers and temporary employees
• Union members and applicants for membership in a union
• Job applicants
• Staffing agencies
• Most private employers
• State and local governments (as employers)

What Organizations are Covered?
• Educational institutions (as employers)
• Unions
• Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC’s laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:
• Race
• Color
• Religion
• National origin
• Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
• Age (40 and older)
• Disability

What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:
• Discharge, firing, or lay-off
• Harassment (including unwelcome verbal or physical conduct)
• Hiring or promotion
• Assignment
• Pay (unequal wages or compensation)
• Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice
• Benefits

What can You Do if You Believe Discrimination has Occurred?
Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:
Submit an inquiry through the EEOC’s public portal: https://publicportal.eeoc.gov/Portal/Login.aspx
Call 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)
Visit an EEOC field office (information at www.eeoc.gov/field-office)
E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Retaliation
Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Programs or Activities Receiving Federal Financial 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 financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

(Revised 10/20/2022)
Labor Law Compliance Center (800) 801-0597 www.laborlawcenter.com
EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

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

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

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

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

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

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

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

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

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

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES
Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT
Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.

For additional information or to file a complaint:

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
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 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

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

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

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

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

EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

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

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

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or 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 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.
YOUR RIGHTS UNDER USERRA
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 National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

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

✩ you ensure that your employer receives advance written or verbal notice of your service;
✩ you have five years or less of cumulative service in the uniformed services while with that particular employer;
✩ you return to work or apply for reemployment in a timely manner after conclusion of service; and
✩ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:
✩ are a past or present member of the uniformed service;
✩ have applied for membership in the uniformed service; or
✩ are obligated to serve in the uniformed service;
then an employer may not deny you:
✩ initial employment;
✩ reemployment;
✩ retention in employment;
✩ promotion; or
✩ any benefit of employment because of this status.

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

HEALTH INSURANCE PROTECTION

✩ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 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 viewed at https://webapps.dol.gov/elaws/vets/userra

✩ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

✩ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers may 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
1-800-336-4590

Publication Date — May 2022

Labor Law Compliance Center
(800) 801-0597
www.laborlawcc.com
FOR WORKERS WITH DISABILITIES
PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA), and/or Walsh-Healey Public Contracts Act (PCA). Such subminimum wages are referred to as “commensurate wage rates” and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of $7.25 per hour. A “commensurate wage rate” is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES
Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: exceptional abilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION
Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard** — The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.

- **Prevailing wage rate** — The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.

- **Evaluation of the productivity of the worker with a disability** — Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

WIOA
The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

EXECUTIVE ORDER 13658
Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

FRINGE BENEFITS
Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay or other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

OVERTIME
Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

PETITION PROCESS
Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.
STATE OF NEW YORK - WORKERS' COMPENSATION BOARD
ESTADO DE NUEVA YORK - JUNTA DE COMPENSACION OBRERA

NOTICE OF COMPLIANCE
TO EMPLOYEES
IMPORTANT INFORMATION FOR EMPLOYEES WHO ARE INJURED OR SUFFER AN OCCUPATIONAL DISEASE WHILE WORKING.
1. By posting this notice and information concerning your rights as an injured worker, your employer is in compliance with the Workers' Compensation Law.
2. If you do not notify your employer within 30 days of the date of your injury your claim may be disallowed, so do so immediately.
3. You are entitled to obtain any necessary medical treatment and should do so immediately.
4. You may choose any doctor, podiatrist, chiropractor or psychologist referred by a medical doctor that accepts NY State Workers' Compensation patients and is Board authorized. However, if your employer is involved in a certified preferred provider organization (PPO) you must first be treated by a provider chosen by your employer and your employer must give you a written statement of your rights concerning further medical care.
5. You should tell your doctor to file copies of medical reports concerning your claim with the Workers' Compensation Board and with your employer's insurance company, which is indicated at the bottom of this form.
6. You may be entitled to lost time benefits if your work-related injury keeps you from work for more than seven days, compels you to work at lower wages or results in permanent disability to any part of your body. You may be entitled to rehabilitation services if you need help returning to work.
7. You should not pay any medical providers directly. They should send their bills to your employer's insurance carrier. If there is a dispute, the provider must wait until the Board makes a decision before it attempts to collect payment from you. If you do not pursue your claim or the Board rules that your injury is not work-related, you may be responsible for the payment of the bills.
8. You are entitled to be represented by an attorney or licensed representative, but it is not required. If you do hire a representative do not pay him/her directly. Any fee will be set by the Board and will be deducted from your award.
9. If you have difficulty in obtaining a claim form or need help in filling it out, or if you have any other questions or problems about a job-related injury, contact any office of the Workers' Compensation Board.

NYS Workers' Compensation Board
Centralized Mailing
PO Box 5205
Binghamton, NY 13902-5205

Customer Service Line: 877-632-4996

AVISO DE CUMPLIMIENTO
A EMPLEADOS
INFORMACION IMPORTANTE PARA EMPLEADOS QUE SEAN LESIONADOS O SUFRAN UNA ENFERMEDAD OCUPACIONAL MIENTRAS TRABAJAN.
1. Su patrono está cumpliendo la Ley de Compensación Obrera cuando despliega este comunicado concerniente a sus derechos como trabajador lesionado.
2. Si usted no notifica a su patrono dentro del término de 30 días de haber sufrido su lesión su reclamación podría ser desestimada, por eso notifíquela inmediatamente.
3. Usted tiene derecho a recibir cualquier tratamiento médico necesario relacionado con su lesión y debe gestionarlo inmediatamente.
4. Para el tratamiento de cualquier lesión o enfermedad relacionada con el trabajo, usted puede escoger cualquier médico, podiatra, quiropráctico o psicólogo (si es referido por un médico autorizado) que esté autorizado y acepte pacientes de la Junta de Compensación Obrera. Sin embargo, si su patrono está autorizado a participar en una organización certificada de proveedores preferidos (PPO), usted deberá obtener tratamiento inicial para cualquier lesión o enfermedad relacionada con el trabajo de la correspondiente entidad. Patrones que participen en cualquiera de estos programas establecidos por ley están obligados a proveer a sus empleados notificación escrita explicando sus derechos y obligaciones bajo el programa a que esté acogido.
5. Usted deberá requerir de su Médico que radique copias de los informes médicos de su caso en la Junta de Compensación Obrera y en la compañía de seguros de su patrono, que se indica al final de esta forma.
6. Usted tiene derecho a compensación si su lesión relacionada con el trabajo no impide trabajar por más de siete días, le obliga a trabajar a sueldo más bajo ó resulta en incapacidad permanente de cualquier parte de su cuerpo. Usted puede tener derecho a servicios de rehabilitación si necesita ayuda para regresar al trabajo.
7. No pague a ningún proveedor médico directamente por tratamiento de su lesión o enfermedad relacionada con el trabajo. Ellas deben enviar sus facturas al asegurador de su patrono. Si el caso es cuestionado, el proveedor deberá esperar hasta que la Junta decida el caso, antes de iniciar gestión de cobro alguna contra usted. Si usted no tramita su caso o la Junta falla que su lesión o enfermedad no está relacionada con el trabajo, usted podría ser responsable del pago de las facturas.
8. No es obligatorio el estar representado en ninguno de los procedimientos de la Junta, pero es un derecho que usted tiene, el estar representado por abogado ó por representante licenciado si usted así lo desea. Si es representado, no pague al abogado ó al representante licenciado. Cuando la Junta decida su caso, los honorarios serán determinados por la Junta y descargados de sus beneficios.
9. Si tiene dificultad en conseguir un formulario de reclamación o necesita ayuda para llenarlo, ó tiene dudas sobre cualquier situación relacionada con una lesión o enfermedad comuníquese con la oficina más cercana de la Junta.

CHAIR/PRESIDENTE
Workers' Compensation Board

Workers' Compensation benefits, when due, will be paid by (Los beneficios de Compensación Obrera, cuando debidos, serán pagados por):

Name of employer (Nombre del patrono)
HEART TO HEART HOME CARE, INC.

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER’S PLACE OR PLACES OF BUSINESS.

Failure by an employer to post this notice in and about the employer's place or places of business may result in a $250 penalty for each violation.

C-105 (9-17) Workers' Compensation Board
Prescribed by Chairman
State New York

North River Insurance Company
305 Madison Avenue
Morristown, NJ 07960
(888) 890 - 1500

For Insurance Carriers ONLY: Policy No. 406-740276-9
Policy in Force from 03/01/2024 to 03/01/2025
In The Event Of A Workplace Injury

Employee must notify their supervisor immediately.

If the injury warrants it, go to the emergency room to seek medical attention.

If you are not seriously injured, you should ask your employer if they require you to see a certain medical facility or if you can choose which provider to go to.

The injured employee will need to provide the medical facility with Crum & Forster insurance policy number that is listed at the bottom of this form.

Once your claim is created, an adjuster will be contacting you advising of the claim number as well as next steps.

---

**PLEASE PROVIDE BELOW TO MEDICAL PROVIDER**

Insurance Company: c/o Crum & Forster  
Policy Number: 406-740276-9  
Policy Term: 03/01/24-25  

Medical Bills should be sent to: Crum & Forster  
P.O. Box 14801  
Lexington, KY 40512

A claim number will be assigned within 24–48 hours and should be listed on all documentation.
Paid Family Leave is insurance that provides job protected paid time off to:

- **Bond** with a newly born, adopted, or fostered child
- **Care** for a family member with a serious health condition
- **Assist** loved ones when a family member is deployed abroad on active military service

**How to File:**

- **Notify** your employer at least 30 days in advance, if foreseeable, or as soon as possible
- **Submit** the Request for Paid Family Leave form to your employer
- **Complete** and attach the additional documentation as instructed on the request form and submit to the insurance carrier listed below

**Employers should NEVER discriminate or retaliate against anyone who requests or takes leave**

**FOR MORE INFORMATION AND HELP:**
Visit [ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave) or call (844) 337-6303

You can get forms to take Paid Family Leave from
- Your employer,
- The insurance carrier below, or
- [ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave)

---

**SHELTERPOINT LIFE INSURANCE COMPANY**
1225 FRANKLIN AVENUE, STE 475
GARDEN CITY, NY 11530
PHONE: 800-365-4999

Policy #: DBL488021
Effective From: 6/30/2022 To: 6/29/2024

[ ] Statutory  [ ] Under a Plan or Agreement

Class(es) of Employees Covered:
All Employees Eligible Under New York State Disability Benefits Law

---

**NOTICE OF COMPLIANCE**
PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD
THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.

PFL-120 (11-17)
# New York City Labor Law Posters

**English**

<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Issuing Agency</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence Protections NYNY01</td>
<td>City Commission on Human Rights</td>
<td>11/17</td>
</tr>
<tr>
<td>Pregnancy Accommodations NYNY02</td>
<td>City Commission on Human Rights</td>
<td>11/21</td>
</tr>
<tr>
<td>Fair Chance Act NYNY03</td>
<td>City Commission on Human Rights</td>
<td>11/17</td>
</tr>
<tr>
<td>Credit History NYNY04</td>
<td>City Commission on Human Rights</td>
<td>11/17</td>
</tr>
<tr>
<td>Notice of Rights NYNY05</td>
<td>City Commission on Human Rights</td>
<td>05/20</td>
</tr>
<tr>
<td>Single-Sex Facilities NYNY06</td>
<td>City Commission on Human Rights</td>
<td>11/17</td>
</tr>
<tr>
<td>Fair Workweek Retail NYNY07</td>
<td>Department of Consumer Affairs</td>
<td>11/17</td>
</tr>
<tr>
<td>Fair Workweek Fast Food NYNY08</td>
<td>Department of Consumer Affairs</td>
<td>07/21</td>
</tr>
<tr>
<td>Fast Food Deductions NYNY09</td>
<td>Department of Consumer Affairs</td>
<td>11/17</td>
</tr>
<tr>
<td>Paid Safe &amp; Sick Leave NYNY10-11</td>
<td>Department of Consumer Affairs</td>
<td>10/20</td>
</tr>
</tbody>
</table>
# New York City Labor Law Posters

**English**

<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Issuing Agency</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to Temporary Changes to Your Work Schedule NY12</td>
<td>Department of Consumer Affairs</td>
<td>07/18</td>
</tr>
<tr>
<td>Stop Sexual Harassment NY13-14</td>
<td>Department of Consumer Affairs</td>
<td>11/21</td>
</tr>
</tbody>
</table>

**NYNY-ii**

Labor Law Compliance Center  
(800) 801-0597  
www.laborlawcc.com
A victim of abuse should never be a victim of discrimination in housing or employment

In New York City, the Human Rights Law protects victims of domestic violence, sex offenses, or stalking against discrimination

Examples of housing discrimination

- “I had an Order of Protection and the landlord refused to rent to me.”
- “My landlord is threatening to evict me because he says he doesn’t want the police being called to his building.”
- “My landlord refused to accept my LINC voucher because she says she doesn’t want troublemakers in the building.”

Examples of employment discrimination

- “My employer fired me because he didn’t want ‘drama’ in the office.”
- “I asked for a transfer to a different office so my abuser couldn’t find me, but my company said no.”
- “My manager ended my internship because she said I was ‘endangering’ her staff.”

NYC Commission on Human Rights
Bill de Blasio, Mayor
Carmelyn P. Malalis, Commissioner/Chair

To learn more about your rights and responsibilities under the NYC Human Rights Law, visit NYC.gov/HumanRights. If you have questions or want to report discrimination, call 311 and ask for the NYC Commission on Human Rights or call our Infoline at 718-722-3131.

NYNY01E
NOTICE
Pregnancy Accommodations at Work

The NYC Human Rights Law requires all employers with four or more employees to provide reasonable accommodations to employees related to pregnancy, childbirth, and related medical conditions to enable them to continue working and/or return to work promptly while maintaining a healthy pregnancy. Employers are required to provide written notice of employees’ rights under the Law, and can use this document to satisfy that requirement. As such, it should be posted in the workplace.

EMPLOYERS

Provide a clear policy and protocol for employees to request a reasonable accommodation. Work with your pregnant employee to promptly agree on a reasonable accommodation that:

• Values your employee’s contributions to the workplace
• Helps your employee satisfy the essential requisites of her job
• Keeps them in the workplace for as long as they are able to continue working
• Is right for your employee and does not cause undue hardship to your business

Ignoring a request for a reasonable accommodation, failing to respond quickly, punishing, or firing your employee after they request one can expose you to damages and civil penalties. Employers are prohibited from asking for proof of pregnancy. Employers may request a doctor’s note only when the accommodations requested by the employee involve time away from the workplace and when not otherwise prohibited by city, state, or federal law, including the NYC Earned Sick Time Act.

EMPLOYEES

If you need a reasonable accommodation to continue working or remain employed, you can request one. Examples include, but are not limited to:

• Breaks (e.g. to use the bathroom, eat or drink, or provide necessary rest)
• Changes to your work environment such as a seat or a fan
• Assistance with physically demanding tasks
• Time off or schedule adjustments
• A private, clean, non-bathroom space and breaks for expressing breast milk
• Light duty or a temporary transfer to a different position
• Time off to recover from childbirth

The type of reasonable accommodation appropriate for an employee should be tailored to the needs of the employee and the employer. If your request for a reasonable accommodation has been ignored or denied without an appropriate alternative, we can help. Call the NYC Commission on Human Rights at 212-416-0197 to report it.

NYC.gov/HumanRights or call 212-416-0197
@NYCCHR

NYNY02E
CRIMINAL RECORD? YOU CAN WORK WITH THAT.

The Fair Chance Act makes it illegal for employers in New York City to ask about criminal history before making a job offer.

When employers consider qualifications first, more New Yorkers go to work. That makes businesses strong and powers our economy.

Learn your rights and responsibilities under the Human Rights Law. Visit nyc.gov/humanrights or call 311.

#FairChanceNYC
YOU ARE MORE THAN YOUR CREDIT SCORE

There's no evidence that shows a link between credit reports and job performance. That's why NYC made it illegal to use credit reports in employment decisions. Let's grow New York businesses and workforces with fairness and equal opportunity for all.

Learn how the law affects you at nyc.gov/humanrights or by calling 311.
NOTICE OF RIGHTS

This establishment is subject to the New York City Human Rights Law (“NYCHRL”) which is Title 8 of the Administrative Code of the City of New York.

If you wish to file a complaint with the Commission on Human Rights, you must do so within one year of the last alleged act of discrimination. The Commission's services are provided free of charge. To schedule an appointment, please call 311 or (212) 416-0197.

If you wish to file a complaint in State Court, you must do so within three years after the last alleged act of discrimination. You may not file both with the Commission and in State Court.

To request a training, or to learn more about the Commission's work, visit NYC.gov/HumanRights

EMPLOYMENT
It is illegal to discriminate against employees, interns, job seekers, and independent contractors on the basis of:
- Age
- Arrest or Conviction Record
- Caregiver Status
- Color
- Credit History
- Disability
- Gender
- Gender Identity
- Immigration Status
- Marital or Partnership Status
- Military Service
- National Origin
- Pregnancy
- Pre-employment Marijuana Testing
- Race
- Religion/Creed
- Salary History
- Sexual & Reproductive Health Decisions
- Sexual Orientation
- Status as Victim of Domestic Violence, Sexual Violence, or Stalking
- Unemployment Status

HOUSING
It is illegal to discriminate against tenants, apartment seekers, and home buyers on the basis of:
- Age
- Color
- Disability
- Gender
- Gender Identity
- Immigration Status
- Marital or Partnership Status
- Military Service
- National Origin
- Pregnancy
- Presence of Children
- Race
- Religion/Creed
- Sexual Orientation
- Status as Victim of Domestic Violence, Sexual Violence, or Stalking

PUBLIC ACCOMMODATIONS
It is illegal to discriminate in public spaces like stores, restaurants, parks, libraries, or taxis on the basis of:
- Age
- Color
- Disability
- Gender
- Gender Identity
- Immigration Status
- Marital or Partnership Status
- Military Service
- National Origin
- Pregnancy
- Race
- Religion/Creed
- Sexual Orientation

DISCRIMINATORY HARASSMENT
It is illegal to physically threaten or use force against someone or to damage property because of:
- Age
- Color
- Disability
- Gender
- Gender Identity
- Immigration Status
- Marital or Partnership Status
- National Origin
- Pregnancy
- Presence of Children
- Race
- Religion/Creed
- Sexual Orientation

BIAS-BASED PROFILING BY LAW ENFORCEMENT
It is illegal for law enforcement to target someone because of:
- Age
- Color
- Disability
- Gender
- Gender Identity
- Housing Status
- Immigration Status
- Marital or Partnership Status
- National Origin
- Pregnancy
- Race
- Religion/Creed
- Sexual Orientation

LENDING PRACTICES
It is illegal to discriminate in lending practices or terms because of:
- Age
- Color
- Disability
- Gender
- Gender Identity
- Immigration Status
- Marital or Partnership Status
- Military Service
- National Origin
- Pregnancy
- Presence of Children
- Race
- Religion/Creed
- Sexual Orientation

RETLATION
The law prohibits retaliation for opposing a discriminatory practice, filing a complaint of discrimination, assisting in an investigation of discrimination, or testifying in a proceeding related to a discrimination case.

Carmelyn P. Malalis,
Chair/Commissioner

Bill de Blasio,
Mayor

NYNY05E
You have the right to use the restroom, locker room, or other single-sex facility consistent with your gender identity or gender expression.

Individuals cannot be asked to show identification, medical documentation, or any other form of proof or verification of gender.

Any person who abuses this policy in order to assault, harass, intimidate, or otherwise interfere with an individual's rights under this policy will be prosecuted to the full extent of the law.

This policy does not provide a right to a member of the public to use a facility that is reserved for the exclusive use of employees.

Visit nyc.gov/humanrights or call 311 and ask for the Commission on Human Rights. City employees may also learn more by speaking with their EEO Officer.
YOU HAVE A RIGHT TO A PREDICTABLE WORK SCHEDULE

Under NYC’s Fair Workweek Law, certain retail employers must give their employees predictable work schedules. Retailers must post this notice where employees can easily see it at each NYC workplace.*

Retail Employees Covered by the Law

- All employees who work at a retail business that primarily sells consumer goods and employs at least 20 workers in NYC.
- The law applies regardless of immigration status.

Retail Employees NOT Covered by the Law

- Employees covered by certain collective bargaining agreements.

Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.

Your Rights

72 Hours’ Advance Notice of Work Schedule

Your employer must:
- Give you your written work schedule at least 72 hours before the start of the schedule in the way your employer usually contacts you, which may include text and email.
- Post the schedule at your workplace where all workers can see it.
- Include dates, shift start and end times, and location(s) of all shifts in the work schedule.
- Update and repost the schedule and contact all affected workers if the schedule changes.

No Shift Additions with Less than 72 Hours’ Notice

If your employer wants to add time or shifts to your schedule less than 72 hours before the change, you have the right to accept or decline the change. If you accept an additional shift, you must do so in writing.

No Shift Cancellations with Less than 72 Hours’ Notice

Your employer cannot cancel a shift less than 72 hours before the start of the shift.

Exceptions:
- Your employer may change your schedule with less than 72 hours’ notice due to a closing under the following circumstances:
  - Threats to worker safety or employer property
  - Public utility failure
  - Shutdown of public transportation
  - Fire, flood, or other natural disaster
  - Government-declared state of emergency
- Your employer may also grant you time off at your request or allow you to trade shifts with another retail employee.

No On-call Shifts

Your employer cannot require you to:
- Be ready and available to work at any time the employer demands, regardless of whether you actually work or report to work.
- “Check in” within 72 hours of a scheduled shift to find out if you should report for the shift.

File a Complaint

The Department of Consumer Affairs (DCA) Office of Labor Policy & Standards (OLPS) enforces the Fair Workweek Law and other NYC labor laws.

To file a complaint with OLPS, go to nyc.gov/dca or contact 311 (212-NEW-YORK outside NYC) and ask for “Fair Workweek Law.” OLPS will conduct an investigation and try to resolve your complaint. OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

Contact OLPS

Visit nyc.gov/dca, email FWW@dca.nyc.gov, or contact 311 and ask for “Fair Workweek Law.”

*Your employer must also post this notice in any language that is the primary language of at least 5 percent of the workers at your workplace if available on the DCA website.

NYNY07E
NYC FAST FOOD WORKERS’ RIGHTS

Under NYC’s Fair Workweek Law, employers must give workers predictable schedules and the chance to work more hours. The law now prohibits wrongful discharge. Specifically, employers cannot fire or lay off workers or reduce their hours by more than 15% without just cause or a legitimate economic reason. Employers must post this notice where employees can easily see it at each NYC workplace.

Fast Food Workers Covered by the Law
Employees who perform at least one of the following tasks at a fast food establishment in NYC:
- cleaning
- cooking
- customer service
- food or drink preparation
- off-site delivery
- routine maintenance duties
- security
- stocking supplies or equipment

The law applies regardless of immigration status.

Your Rights

No firing or reduction of hours without just cause (Effective 7/4/2021)
Except for illegal or dangerous behavior, employers:
- Must give workers who passed their probation period retraining and an opportunity to improve.
- Can only fire underperforming workers after giving them multiple disciplinary warnings in a year.

No layoffs except for economic reasons (Effective 7/4/2021)
Layoffs must be in reverse order of seniority, with longest-serving workers laid off last.

Priority to laid-off or current workers to work newly available shifts
- Your employer must advertise open shifts on posters in the restaurant and by text or email.
- Your employer may only hire new workers if no laid-off or current NYC workers accept the shifts by the posted deadline.

Written explanation for firing, reduction of hours, or layoff (Effective 7/4/2021)

Written long-term regular schedule
Your regular schedule must be stable week to week so you know when you are expected to work. Your employer must give you an updated regular schedule if there are changes.

2 weeks’ advance notice of work schedule
Work schedules must show all shifts for at least 7 calendar days and reflect your regular schedule, unless you requested or agreed to any changes.

$100 premium to work “clopening” shifts and the right to say no
A clopening involves closing and opening a restaurant on back-to-back shifts. You can agree to work and get premium pay or you can refuse.

Premium pay for schedule changes by employer with less than 14 days’ notice and the right to say no to additional hours

<table>
<thead>
<tr>
<th>Amount of notice</th>
<th>Rate for additional hours</th>
<th>Rate if no impact on hours</th>
<th>Rate for reduced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 14 days’ notice</td>
<td>$10 per change</td>
<td>$10 per change</td>
<td>$20 per change</td>
</tr>
<tr>
<td>Less than 7 days’ notice</td>
<td>$15 per change</td>
<td>$15 per change</td>
<td>$45 per change</td>
</tr>
<tr>
<td>Less than 24 hours’ notice</td>
<td>$15 per change</td>
<td>$15 per change</td>
<td>$75 per change</td>
</tr>
</tbody>
</table>

You do not give up your right to premium pay when you agree to a schedule change.

Premium pay is not required when:
1. Your employer closes due to: threats to worker safety or employer property; public utility failure; shutdown of public transportation; fire, flood, or other natural disaster; government-declared state of emergency.
2. You request a schedule change to a shift in writing.
3. You trade shifts with another employee.
4. Your employer must pay overtime for a changed shift.

No Retaliation
It is illegal to punish or fire employees for exercising their rights under the law. Workers should immediately contact DCWP about retaliation.

File a Complaint
The Department of Consumer and Worker Protection (DCWP) enforces the law. For more information or to file a complaint:
- Visit nyc.gov/workers
- Contact 311 (212-NEW-YORK outside NYC) and ask for “Fair Workweek Law”
- Email OLPS@dca.nyc.gov

DCWP will keep your identity confidential unless disclosure is required by law.
You can also file an action in court. However, you cannot have a complaint with DCWP and a claim in court at the same time.

NYNY08E
YOU HAVE A RIGHT TO MAKE CONTRIBUTIONS TO NONPROFITS THROUGH YOUR EMPLOYER

Under NYC’s Fast Food Deductions Law, fast food employers must honor employee requests to deduct voluntary payments from their paychecks to send to nonprofits that have a registration letter from the NYC Department of Consumer Affairs (DCA). Employers must post this notice where employees can easily see it at each NYC workplace.

Fast Food Workers Covered by the Law

Employees who perform at least one of the following tasks at a fast food establishment in NYC:

- customer service
- cooking
- food or drink preparation
- off-site delivery
- security
- stocking supplies or equipment
- cleaning
- routine maintenance duties

The law applies regardless of immigration status.

Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.

Your Rights

Authorize Voluntary Deductions and Contributions to a Nonprofit

To ensure your employer makes deductions from your paycheck and submits contributions to a nonprofit, the nonprofit must submit written authorization from you to your employer with:

- Your signature
- Your name and address
- Amount, frequency, and start date of contributions
- Name, address, and contact information for the nonprofit
- Statement that the deductions and contributions are voluntary and revocable

Deductions must begin on or before the first pay period 15 days after your employer received written authorization. Your employer is not required to make deductions of less than $3 per week or make deductions more than once per pay period.

Your employer must:

- Give the nonprofit a copy of your written authorization within 5 days of receiving it, if you provide the written authorization to the employer.
- Note deductions on your wage statement.

Your employer cannot:

- Make deductions without your authorization.
- Require you to pay a fee for the deductions.

Revoke Authorization

To end voluntary deductions and contributions, you must submit written revocation to the nonprofit, which will send the revocation to your employer. Deductions must end on or before the first pay period 15 days after your employer received written revocation from the nonprofit.

Receive Information about the Nonprofit

The nonprofit must disclose to you its:

- Name, address, email, website (if it has one), phone number, and contact information for person responsible for authorizations and revocations
- Mission, programs, and areas of focus
- List of officers and directors, including individuals earning more than $100,000 who were or are employees of the nonprofit
- Financial information
- Proof of active not-for-profit status

It is illegal for a nonprofit to make false or misleading statements to you.

Labor organizations may not seek contributions. Any nonprofit that you authorize to receive contributions must inform you of the following:

CONTRIBUTIONS TO LABOR ORGANIZATIONS:

Labor organizations as defined by the National Labor Relations Act, employee organizations as defined by subdivision 5 of section 201 of the civil service law, and labor organizations as defined in subdivision 5 of section 701 of the labor law are not permitted to seek remittances under this chapter pursuant to subdivision b of section 20-1310 (Local Law 98 of 2017).

File a Complaint

DCA’s Office of Labor Policy & Standards (OLPS) enforces the Fast Food Deductions Law and other NYC labor laws.

To file a complaint with OLPS, go to nyc.gov/dca or contact 311 (212-NEW-YORK outside NYC) and ask for “Deductions Law.” OLPS will conduct an investigation and try to resolve your complaint. OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

Contact OLPS

Visit nyc.gov/dca, email FWW@dca.nyc.gov, or contact 311 and ask for “Deductions Law.”
Notice of Employee Rights: Safe and Sick Leave

If you work part time or full time at any size business or nonprofit in NYC or if you work in an NYC household as a domestic worker, you have the right to safe and sick leave to care for yourself or anyone you consider family. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

Amount of Safe and Sick Leave:

- All employers must provide up to 40 hours of safe and sick leave each calendar year.

  Beginning January 1, 2021:

- Employers with 100 or more employees must provide up to 56 hours of safe and sick leave each calendar year.

Your employer’s calendar year is: _______________ to _______________

You earn safe and sick leave at a rate of 1 hour for every 30 hours worked.

You have a right to PAID safe and sick leave if:

- Your employer has 5 or more employees.
- You work in someone’s home as a domestic worker; for example, babysitter, housekeeper, or companionship worker.

  Note: The law covers 1 or more domestic workers working in a household.

You have a right to UNPAID safe and sick leave if:

- Your employer has fewer than 5 employees and a net income of less than $1 million.

You can carry over unused safe and sick leave to the next calendar year.

Use of Safe and Sick Leave:

- Use it for your health, including to get medical care or to recover from illness or injury.
- Use it to care for a family member who is sick or has a medical appointment.
- Use it when your job or your child’s school closes due to a public health emergency.
- Use it for your safety or for a family member’s safety because of domestic violence, unwanted sexual contact, stalking, or human trafficking.

Your employer can require you to give advance notice of a planned use of safe and sick leave; for example, to attend a scheduled doctor’s appointment or court hearing. You do not have to give advance notice of an unexpected use of safe and sick leave; for example, a sudden illness or medical emergency.

You have a right to privacy. You do not have to give your employer details about why you used safe or sick leave.

If you use more than three workdays in a row of safe and sick leave, your employer can require documentation. Your employer must reimburse you for any fees you pay for required documentation. Documentation should not include the details of your private medical or personal situation.

Required Written Disclosures about Safe and Sick Leave:

Your employer must:

- Give you a written safe and sick leave policy that explains how to use your benefits.
- Tell you how much safe and sick leave you have used and have left each pay period.

No Retaliation:

It is illegal to punish or fire employees for requesting or using safe and sick leave or for reporting violations.
Aviso de derechos de los empleados: ausencia laboral debido a seguridad y enfermedad

Si trabaja a tiempo parcial o tiempo completo en una empresa de cualquier tamaño o en una organización sin fines de lucro en la ciudad de Nueva York o si trabaja en una casa de la ciudad de Nueva York como trabajador doméstico, tiene derecho a la ausencia laboral debido a seguridad y enfermedad para cuidar de usted mismo o de cualquier persona que considere parte de su grupo familiar. Tiene este derecho independientemente de su estado migratorio. Su empleador debe darle este aviso explicando sus derechos.

**Duración de ausencia laboral debido a seguridad y enfermedad:**
- Todos los empleadores deben dar hasta 40 horas de ausencia laboral debido a seguridad y enfermedad cada año calendario.

**A partir del 1 de enero de 2021:**
- Los empleadores con 100 empleados o más deben dar hasta 56 horas de ausencia laboral debido a seguridad y enfermedad cada año calendario.

El año calendario de su empleador es: __________ a __________

Usted gana la ausencia laboral debido a seguridad y enfermedad a razón de 1 hora por cada 30 horas trabajadas.

**Uso de ausencia laboral debido a seguridad y enfermedad:**
- Úsela para su salud, incluso para recibir atención médica o para recuperarse de una enfermedad o lesión.
- Úsela para cuidar a un familiar que está enfermo o tiene una cita médica.

Su empleador puede exigirle que avise con antelación el uso planificado de ausencia laboral debido a seguridad y enfermedad; por ejemplo, para asistir a una cita médica programada o una audiencia judicial. No es necesario que avise con antelación el uso inesperado de ausencia laboral debido a seguridad y enfermedad; por ejemplo, una enfermedad repentina o una emergencia médica.

Tiene derecho a la privacidad. No es necesario que le dé a su empleador información sobre por qué usó la ausencia laboral debido a seguridad o enfermedad.

Si usa más de tres días laborables seguidos de ausencia laboral debido a seguridad y enfermedad, su empleador puede exigir documentación. Su empleador debe reembolsarle las tarifas que pague por la documentación requerida. La documentación no debe incluir la información de su situación médica ni personal privada.

Revelaciones exigidas por escrito sobre la ausencia laboral debido a seguridad y enfermedad:
- Darle una política de ausencia laboral debido a seguridad y enfermedad por escrito que explique cómo usar sus beneficios.
- Decirle cuánto de ausencia laboral debido a seguridad y enfermedad usó y cuánto le queda en cada periodo de pago.

Sin represalias:
Es ilegal castigar o despedir a los empleados por pedir o usar la ausencia laboral debido a seguridad y enfermedad o por denunciar violaciones.
You Have a Right to Temporary Changes to Your Work Schedule

Under NYC’s Temporary Schedule Change Law, covered employees have a right to temporary changes to their work schedule for certain “personal events.” Employers must post this notice where employees can easily see it at each NYC workplace.

Employees Covered by the Law

All employees who work 80+ hours per calendar year in NYC and who have been employed by their employer 120 or more days

The law applies regardless of immigration status.

Employees NOT Covered by the Law

• Government employees
• Certain employees subject to a collective bargaining agreement
• Certain employees in motion picture, television, and live entertainment industries

Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.

Personal event

A “personal event” can be any of the following:

• The need to care for a child under the age of 18
• The need to care for a “care recipient,” a person with a disability who is a family or household member and relies on you for medical care or to meet the needs of daily living

Temporary change

A “temporary change” means an adjustment to your usual schedule. This can include: using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours.

Your Rights

Temporary change to work schedule on up to two (2) occasions each calendar year

The change must be to accommodate a personal event. See Definitions. Your employer must grant requests for up to:

• Two (2) separate occasions, each totaling one (1) business day
• One (1) occasion for up to two (2) business days

Freedom from retaliation for additional schedule change requests

You can request additional changes to your schedule. Employers are not required to grant additional requests; however, they cannot retaliate against you.

Ability to propose type of temporary change

You can propose the type of temporary change you would like when you request it. See Definitions. Your employer must:

• Approve your proposal.
• OR
• Provide leave without pay.

Your employer may:

• Offer you the ability to use paid time off.

Note: The law does not require employers to offer paid time off, and you do not need to accept such an offer.

Your employer may NOT:

• Require you to use leave earned under NYC’s Paid Safe and Sick Leave Law

If you need a temporary change to your work schedule:

As soon as you become aware of the need for a temporary schedule change, request one from your employer or direct supervisor either orally or in writing. Your request should include the date of the change, the change is due to a personal event, and propose the type of temporary change you want (for example, to work from home), unless you would like to use leave without pay.

• Your employer must respond immediately.
• If you requested the schedule change orally (for example, in person or by phone), you must submit a written request no later than the second business day after you return to work. Include in the written request the date of the temporary schedule change and that the change was due to a personal event. Your employer must provide a written response within 14 days. If you do not submit a written request, your employer is not required to provide a written response but cannot deny your request because you did not submit a written request.
• Make sure to keep all of your schedules and any communications with your employer about scheduling.

File a Complaint

The Department of Consumer Affairs (DCA) Office of Labor Policy & Standards (OLPS) enforces NYC’s Temporary Schedule Change Law and other NYC workplace laws.

To file a complaint with OLPS, go to nyc.gov/dca or contact 311 (212-NEW-YORK outside NYC) and ask for “Temporary Schedule Change Law.” OLPS will conduct an investigation and try to resolve your complaint. OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

Contact OLPS

Visit nyc.gov/dca, email olps@dca.nyc.gov, or contact 311 (212-NEW-YORK outside NYC) and ask for “Temporary Schedule Change Law.”
All employers are required to provide written notice of employees’ rights under the Human Rights Law both in the form of a displayed poster and as an information sheet distributed to individual employees at the time of hire. This document satisfies the poster requirement.

The NYC Human Rights Law
The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to $250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, require the violator to undergo training, and mandate other remedies such as community service.

Sexual Harassment Under the Law
Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person’s gender.

Some Examples of Sexual Harassment
- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual’s appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law
It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating “in any manner against any person” because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer’s conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment
If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 212-416-0197 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources
Sexual harassment is also unlawful under state and federal law, where statutes of limitations vary. To file a complaint with the New York State Division of Human Rights, please visit the Division’s website at www.dhr.ny.gov.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC’s website at www.eeoc.gov.
AVISO SOBRE LA LEY PARA DETENER EL ACOSO SEXUAL

Todos los empleadores deben proporcionar un aviso por escrito sobre los derechos de los empleados de conformidad con la Ley de Derechos Humanos de la Ciudad de Nueva York mediante un afiche exhibido y una hoja de información distribuida a cada empleado en el momento de la contratación. Este documento cumple con el requisito del afiche.

La Ley de Derechos Humanos de la Ciudad de Nueva York

La Ley de Derechos Humanos de la Ciudad de Nueva York, una de las leyes más rigurosas contra la discriminación del país, protege a todas las personas contra la discriminación debido al género, lo que incluye el acoso sexual en el lugar de trabajo, la vivienda y espacios públicos, como tiendas y restaurantes. Quienes infrinjan esta ley pueden ser responsables de sanciones civiles de hasta $250,000 en el caso de una infracción intencionada. La Comisión también puede evaluar concederle a la víctima una indemnización por daños y perjuicios debido a angustia emocional y otros recursos, exigirle al infractor asistir a una capacitación y ordenar otras medidas, como servicio comunitario.

El Acoso Sexual Según la Ley

El acoso sexual, una forma de discriminación en función del género, es el comportamiento físico o verbal no deseado en relación con el género de una persona.

Algunos Ejemplos de Acoso Sexual

- Tocar a los empleados o clientes de manera inapropiada.
- Amenazar o actuar de manera adversa luego de que una persona rechaza una insinuación sexual.
- Hacer comentarios lascivos o sexuales sobre el aspecto, cuerpo o la forma de vestir de una persona.
- Condicionar ascensos u otras oportunidades en función de favores sexuales.
- Mostrar imágenes, dibujos o grafitis pornográficos en computadoras, correos electrónicos, teléfonos celulares, tableros de anuncios, etc.
- Hacer comentarios sexistas o despectivos en función del género.

La Ley Prohíbe Represalias

Es contrario a la ley que un empleador tome medidas en su contra por oponerse o expresarse en contra del acoso sexual en el lugar de trabajo. La Ley de Derechos Humanos de la Ciudad de Nueva York prohíbe a los empleadores tomar represalias o discriminar “de cualquier forma a una persona” por oponerse a una práctica discriminatoria ilegal. Las represalias pueden manifestarse a través de acciones directas, como descensos o despilados, o a través de comportamientos más sutiles, como un aumento en la carga de trabajo o la transferencia a un lugar menos deseable. La Ley de Derechos Humanos de la Ciudad de Nueva York protege contra las represalias a las personas que creen de buena fe que el comportamiento de su empleador es ilegal, incluso si resultan estar equivocadas.

Denuncie el Acoso Sexual

Si cree que es víctima de acoso sexual, infórmele lo antes posible a un gerente, al representante de igualdad de oportunidades laborales de su lugar de trabajo o al Departamento de Recursos Humanos.

Denuncie el acoso sexual ante la Comisión de Derechos Humanos de la Ciudad de Nueva York. Llame al 212-416-0197 o visite NYC.gov/HumanRights para saber cómo presentar una queja o denunciar un acto de discriminación. Usted puede presentar una queja de forma anónima.

Recursos del Gobierno Estatal y Federal

El acoso sexual también es ilegal en virtud de la ley estatal y federal.

Para presentar una queja ante la División de Derechos Humanos del Estado de Nueva York, visite el sitio web de la División en www.dhr.ny.gov.

Para presentar cargos ante la Comisión para la Igualdad de Oportunidades en el Empleo (EEOC) de los EE. UU., visite el sitio web de la EEOC en www.eeoc.gov.

NYC Comisión de Derechos Humanos

BILL DE BLASIO
Alcalde

CARMELYN P. MALALIS
Presidenta/Comisionada

Labor Law Compliance Center
(800) 801-0597
www.laborlawcc.com
Labor Law Compliance Center

NEW YORK
<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Posting Requirements</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Labor NY01-02</td>
<td>Note: The employer must make a schedule for all minors and post it in a conspicuous place. The schedule sets forth the hours minors start and end work and time allotted for meals. The hours of work can be changed, as long as the changes are posted on the schedule. Minors may work only on the days and at the times posted on the schedule.</td>
<td>09/16</td>
</tr>
<tr>
<td>Criminal Convictions Records NY03</td>
<td>All employers</td>
<td>-</td>
</tr>
<tr>
<td>Discrimination NY04</td>
<td>All employers</td>
<td>01/20</td>
</tr>
<tr>
<td>Job Safety &amp; Health NY05</td>
<td>PUBLIC EMPLOYERS&lt;br&gt;Special size requirement: reproductions or facsimiles of this poster must be at least 8.5 x 14 inches with 10 point type&lt;br&gt;Designed to be 11 x 17 inches in dimension</td>
<td>07/17</td>
</tr>
<tr>
<td>Minimum Wage NY06</td>
<td>All employers</td>
<td>11/22 (2023)</td>
</tr>
<tr>
<td>Notice of Fringe Benefits &amp; Hours NY07</td>
<td>Employers are generally required to notify employees of the employer’s policies regarding sick leave, vacation, personal leave, holidays, and hours in writing or by publicly posting such policies. The Division of Labor Standards has issued guidelines to assist employers in complying with this requirement.</td>
<td>08/19</td>
</tr>
<tr>
<td>Prevailing Rate of Wages NY08</td>
<td>PUBLIC CONTRACTORS&lt;br&gt;Must be posted at the start of every public works contract on each job site&lt;br&gt;Note: In addition to this notice, the current Prevailing Rate Schedule must be: posted on the site of the public works project where workers can see and access it; encased in (or made of) weatherproof materials; and titled “PREVAILING RATE OF WAGES” in letters at least 2” x 2”.</td>
<td>01/11</td>
</tr>
<tr>
<td>Time Off to Vote NY09</td>
<td>All employers&lt;br&gt;Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section.</td>
<td>04/20</td>
</tr>
</tbody>
</table>
# New York Labor Law Posters

## Bilingual

<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Posting Requirements</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployment Insurance NY10</td>
<td>Contact: New York State Department of Labor Registration Subsection State Office Building Campus Albany, NY 12240-0339 Phone: (518) 485-8589 Fax: (518) 485-8010</td>
<td>-</td>
</tr>
<tr>
<td>Rights of Nursing Mothers NY11</td>
<td>All employers</td>
<td>05/19</td>
</tr>
<tr>
<td>Deductions from Wages NY12-14</td>
<td>Employer engaged in the sale or service of food or beverages</td>
<td>09/22</td>
</tr>
<tr>
<td>Tip Appropriation NY15</td>
<td>Employer engaged in the sale or service of food or beverages</td>
<td>08/20</td>
</tr>
<tr>
<td>Equal Pay NY16-18</td>
<td>All employers</td>
<td>08/20</td>
</tr>
<tr>
<td>Electronic Monitoring NY19</td>
<td>All employers</td>
<td>04/22</td>
</tr>
<tr>
<td>Workers’ Compensation, Disability Benefits, &amp; Paid Family Leave NY20</td>
<td>Notice of Compliance (white) for Workers’ Compensation Notice of Compliance (blue) for Disability Benefits Notice of Compliance for Paid Family Leave (each notice is supplied by employer’s insurance carrier)</td>
<td>02/22</td>
</tr>
<tr>
<td>Whistleblower Protections NY21-23</td>
<td>All employers</td>
<td>10/19</td>
</tr>
<tr>
<td>Westchester County Safe Time Leave NY24</td>
<td>Employers in Westchester County</td>
<td></td>
</tr>
</tbody>
</table>
# New York Labor Law Posters

## Bilingual

<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Posting Requirements</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Benefits and Services NY25</td>
<td>All employers</td>
<td>12/22</td>
</tr>
<tr>
<td>Blood Donation Leave NY26</td>
<td>All employers</td>
<td>01/21</td>
</tr>
</tbody>
</table>

Visit the Labor Law Compliance Center for more information:

- (800) 801-0597
- [www.laborlawcc.com](http://www.laborlawcc.com)
# Permitted Working Hours for Minors Under 18 Years of Age

The following chart is a summary of the permitted working hours provisions of the New York State Labor Law relating to minors less than 18 years of age:

<table>
<thead>
<tr>
<th>Age of Minor (Boys and Girls)</th>
<th>Industry or Occupation</th>
<th>Maximum Daily Hours</th>
<th>Maximum Weekly Hours</th>
<th>Maximum Days Per Week</th>
<th>Permitted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minors Attending School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When School is in Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 and 15</td>
<td>All occupations except farm work, newspaper carrier and street trades</td>
<td>3 hours on school days 8 hours on other days</td>
<td>18¹</td>
<td>6</td>
<td>7 AM to 7 PM</td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>4 hours on days preceding school days (i.e., Mon., Tues., Weds., Thurs.² 8 hours on Fri., Sat., Sun. and Holidays. ⁴</td>
<td>28⁴</td>
<td>6⁴</td>
<td>6 AM to 10 PM⁶</td>
</tr>
<tr>
<td><strong>When School is Not In Session (Vacation)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 and 15</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>8 hours</td>
<td>40</td>
<td>6</td>
<td>7 AM to 9 PM June 21 to Labor Day</td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades</td>
<td>8 hours⁴</td>
<td>48⁴</td>
<td>6⁴</td>
<td>6 AM to Midnight⁴</td>
</tr>
<tr>
<td><strong>Minors Not Attending School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>8 hours⁴</td>
<td>48⁴</td>
<td>6⁴</td>
<td>6 AM to Midnight⁴</td>
</tr>
<tr>
<td><strong>Farm Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 and 13</td>
<td>Hand harvest of berries, fruits and vegetables.</td>
<td>4 hours</td>
<td>—</td>
<td>—</td>
<td>7 AM to 7 PM June 21 to Labor Day 9 AM to 4 PM Day after Labor Day to June 20</td>
</tr>
<tr>
<td>14 to 18</td>
<td>Any farm work</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td><strong>Newspaper Carriers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 to 18</td>
<td>Delivers, or sells and delivers newspapers, shopping papers or periodicals to homes or business places.</td>
<td>4 hours on school days 5 hours on other days</td>
<td>—</td>
<td>—</td>
<td>5 AM to 7 PM or 30 minutes prior to Sunset, whichever is later</td>
</tr>
<tr>
<td><strong>Street Trades</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 to 18</td>
<td>Self-employed work in public places selling newspapers or work as a bootblack</td>
<td>4 hours on school days 5 hours on other day</td>
<td>—</td>
<td>—</td>
<td>6 AM to 7 PM</td>
</tr>
</tbody>
</table>

¹Students 14 and 15 enrolled in an approved work/study program may work 3 hours on a school day, 23 hours in any one-week when school is in session.

²Students 16 and 17 enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day other than a Sunday or Holiday when school is in session, as long as the hours are in conjunction with the Program.

³6 AM to 10 PM or until midnight with written parental and educational authorities consent on day preceding a school day and until midnight on day preceding a non-school day with written parental consent.

⁴This provision does not apply to minors employed in resort hotels or restaurants in resort areas.

---

A Schedule of Hours of Work for Minors Under 18 Years of Age Must Be Posted in the Establishment by the Employer.

---

LS 171 (09/16) See Other Page
Additional Child Labor Law Information

An Employment Certificate (Working Paper) is required for all minors under 18 years of age who are employed. There are numerous prohibited occupations for minors in New York State. Contact any of the offices listed below for further information.

Civil penalties for violations of Child Labor Laws are:

- First Violation - maximum $1,000*
- Second Violation - maximum $2,000*
- Third or Subsequent Violation - maximum $3,000*

* If a minor is seriously injured or dies while illegally employed, the penalty is treble the maximum penalty allowable under the law for such violation.

Section 14A of the Workers’ Compensation Law provides double compensation and death benefits for minors illegally employed.

Inquiries concerning these laws and other provisions of the New York State Labor Law may be addressed to the Department of Labor, at one of the offices of the Division of Labor Standards listed below:

<table>
<thead>
<tr>
<th>District</th>
<th>Sub-District</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany District</td>
<td>State Office Campus</td>
<td>Bldg. 12 Room 185A</td>
<td>(518) 457-2730</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Albany, NY 12240</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(518) 457-2730</td>
<td></td>
</tr>
<tr>
<td>Binghamton</td>
<td>Sub-District</td>
<td>44 Hawley Street</td>
<td>(607) 721-8014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Binghamton, NY 13901</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(607) 721-8014</td>
<td></td>
</tr>
<tr>
<td>New York City District</td>
<td>75 Varick Street</td>
<td>7th Floor</td>
<td>(212) 775-3880</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New York, NY 10013</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(212) 775-3880</td>
<td></td>
</tr>
<tr>
<td>Garden City District</td>
<td>400 Oak Street</td>
<td>Suite 101</td>
<td>(516) 794-8195</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Garden City, NY 11530</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(516) 794-8195</td>
<td></td>
</tr>
<tr>
<td>Buffalo District</td>
<td>65 Court Street</td>
<td>Room 202</td>
<td>(716) 847-7141</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buffalo, NY 14202</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(716) 847-7141</td>
<td></td>
</tr>
<tr>
<td>Rochester</td>
<td>Sub-District</td>
<td>276 Waring Road</td>
<td>(585) 258-4550</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 104</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rochester, NY 14609</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(585) 258-4550</td>
<td></td>
</tr>
<tr>
<td>Syracuse District</td>
<td>333 East Washington</td>
<td>Room 121</td>
<td>(315) 428-4057</td>
</tr>
<tr>
<td></td>
<td>Street</td>
<td>Syracuse, NY 13202</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(315) 428-4057</td>
<td></td>
</tr>
<tr>
<td>White Plains District</td>
<td>120 Bloomingdale Road</td>
<td>White Plains, NY 10605</td>
<td>(914) 997-9521</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 121</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>White Plains, NY 10605</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(914) 997-9521</td>
<td></td>
</tr>
</tbody>
</table>

DOL Website Homepage
http://www.labor.ny.gov
§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) “Public agency” means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) “Private employer” means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) “Direct relationship” means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) “License” means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that “license” shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) “Employment” means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that “employment” shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual’s having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of “good moral character” when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.
FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION if you have been retaliated against.

practices is prohibited. You may file a complaint with the Division of Human Rights, excluding those run by religious organizations.

If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division’s services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting

Reasonable accommodations and modifications for persons with disabilities may also be required.

Does not apply to:
(1) rental of an apartment in an owner-occupied two-family house
(2) rentals of all rooms in a housing accommodation to individuals of the same sex
(3) rental of a room by the occupant of a house or apartment
(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, THE EARNING OR ACQUISITION OF A MORTGAGE OR OTHER MORTGAGE-RELATED CONSUMER CREDIT TRANSACTION ARE PROHIBITED. YOU MAY FILE A COMPLAINT WITH THE DIVISION OF HUMAN RIGHTS, EXCLUDING THOSE RUN BY RELIGIOUS ORGANIZATIONS.

DISCRIMINATION BASED UPON AGE, RACE, CREDIT, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARRITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions (also associated with reproductive violence victim status).

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

Rental, lease or sale of housing, land and commercial space, including activities of real estate brokers and sales people

Does not apply to:
(1) rental of an apartment in an owner-occupied two-family house
(2) rentals of all rooms in a housing accommodation to individuals of the same sex
(3) rental of a room by the occupant of a house or apartment
(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, THE EARNING OR ACQUISITION OF A MORTGAGE OR OTHER MORTGAGE-RELATED CONSUMER CREDIT TRANSACTION ARE PROHIBITED. YOU MAY FILE A COMPLAINT WITH THE DIVISION OF HUMAN RIGHTS, EXCLUDING THOSE RUN BY RELIGIOUS ORGANIZATIONS.

DISCRIMINATION BASED UPON AGE, RACE, CREDIT, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARRITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions (also associated with reproductive violence victim status).

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

Rental, lease or sale of housing, land and commercial space, including activities of real estate brokers and sales people

Does not apply to:
(1) rental of an apartment in an owner-occupied two-family house
(2) rentals of all rooms in a housing accommodation to individuals of the same sex
(3) rental of a room by the occupant of a house or apartment
(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, THE EARNING OR ACQUISITION OF A MORTGAGE OR OTHER MORTGAGE-RELATED CONSUMER CREDIT TRANSACTION ARE PROHIBITED. YOU MAY FILE A COMPLAINT WITH THE DIVISION OF HUMAN RIGHTS, EXCLUDING THOSE RUN BY RELIGIOUS ORGANIZATIONS.

DISCRIMINATION BASED UPON AGE, RACE, CREDIT, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARRITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions (also associated with reproductive violence victim status).

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

Rental, lease or sale of housing, land and commercial space, including activities of real estate brokers and sales people

Does not apply to:
(1) rental of an apartment in an owner-occupied two-family house
(2) rentals of all rooms in a housing accommodation to individuals of the same sex
(3) rental of a room by the occupant of a house or apartment
(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, THE EARNING OR ACQUISITION OF A MORTGAGE OR OTHER MORTGAGE-RELATED CONSUMER CREDIT TRANSACTION ARE PROHIBITED. YOU MAY FILE A COMPLAINT WITH THE DIVISION OF HUMAN RIGHTS, EXCLUDING THOSE RUN BY RELIGIOUS ORGANIZATIONS.

DISCRIMINATION BASED UPON AGE, RACE, CREDIT, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, DISABILITY OR MARRITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.
The New York State Public Employee Safety and Health Act of 1980 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:

Employers
Employers must provide employees with a workplace that is:
- free from recognized hazards,
- in compliance with the safety and health standards that apply to the workplace, and
- in compliance with any other regulations issued under the PESH Act by the Commissioner of Labor.

Employees
Employees must comply with all safety and health standards that apply to their actions on the job. Employees must also comply with any regulations issued under the PESH Act that apply to their job.

Enforcement
The New York State Department of Labor administers and enforces the PESH Act. The Commissioner of Labor issues safety and health standards. The Department’s Division of Safety and Health (DOSH) has Inspectors and Hygienists who inspect workplaces to make sure they are following the PESH Act.

Inspection
When DOSH staff inspect a workplace, a representative of the employer and a representative approved by the employees must be allowed to help with the inspection. When there is no employee-approved representative, DOSH staff must speak with a fair number of employees about the safety and health conditions in the workplace.

Order to Comply
If the Department believes an employer has violated the PESH Act, we will issue an order to comply notice to the employer. The order will list dates by which each violation must be fixed. If violations are not fixed by those dates, the employer may be fined.

The order to comply must be posted at or near the place of violation, where it can be easily seen. This is to warn employees that a danger may exist.

Complaint
Any interested person may file a complaint if they believe there are unsafe or unhealthful conditions in a public workplace. This includes:
- An employee
- A representative of an employee
- Groups of employees
- A representative of a group of employees

Make this complaint in writing to the nearest DOSH office or by email to: Ask.SHNYPESH@labor.ny.gov. On request, DOSH will not release the names of any employees who file a complaint. The Department of Labor will evaluate each complaint. The Department will notify the person who made the complaint of the results of the investigation.

These complaints may also be made to the United States Department of Labor, Occupational Safety and Health Administration online at: www.osha.gov.

Discrimination
Employees may not be fired or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

If an employee believes that they have been discriminated against, he or she may file a complaint with the nearest DOSH office. File this complaint within 30 days of the discrimination incident.

Voluntary Activity
The Department of Labor encourages employers and employees to voluntarily:
- reduce workplace hazards, and
- develop and improve safety and health programs in all workplaces.

The Division of Safety and Health can provide free help with identifying and correcting job site hazards. Employers may request this assistance on a voluntary basis by emailing: Ask.SHNYPESH@labor.ny.gov.

Additional information may be obtained from the nearest DOSH District Office below:

**Albany District**
State Office Campus
Bldg. 12, Rm. 158
Albany, NY 12240
Tel: (518) 457-5508

**Binghamton District**
44 Hawley St., Rm. 901
Binghamton, NY 13901
Tel: (607) 721-8211

**Buffalo District**
65 Court Street
Buffalo, NY 14202
Tel: (716) 847-7133

**Garden City District**
400 Oak Street
Garden City, NY 11550
Tel: (516) 228-3970

**New York City District**
75 Varick St., 7th Floor
New York, NY 10013
Tel: (212) 775-3554

**Rochester District**
109 S. Union St., Rm. 402
Rochester, NY 14607
Tel: (585) 258-8806

**Syracuse District**
450 South Salina Street
Syracuse, NY 13202
Tel: (315) 479-3212

**Utica District**
207 Genesee Street
Utica, NY 13501
Tel: (315) 793-2258

**White Plains District**
120 Bloomingdale Road
White Plains, NY 10605
Tel: (914) 997-9514

Post Conspicuously
### Minimum Wage Poster

<table>
<thead>
<tr>
<th>State</th>
<th>Area</th>
<th>Minimum Wage Rate (as of 12/31/2022-12/30/2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City</td>
<td>Large Employers</td>
<td>Minimum Wage: $15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overtime after 40 hours: $22.50</td>
</tr>
<tr>
<td></td>
<td>Small Employers</td>
<td>Minimum Wage: $15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overtime after 40 hours: $22.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tipped workers: $15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overtime after 40 hours: $22.50</td>
</tr>
<tr>
<td>Long Island</td>
<td>Minimum Wage: $15.00</td>
<td></td>
</tr>
<tr>
<td>Westchester County</td>
<td>Minimum Wage: $14.20</td>
<td></td>
</tr>
<tr>
<td>Remainder of New York State</td>
<td>Minimum Wage: $15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overtime after 40 hours: $22.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tipped workers: $15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overtime after 40 hours: $22.50</td>
</tr>
</tbody>
</table>

If you have questions, need more information or want to file a complaint, please visit [www.laborlawcc.com](http://www.laborlawcc.com) or call: [1-888-469-7365](tel:1-888-469-7365).

**Credits and Allowances** that may reduce your pay below the minimum wage rates shown above:
- **Tips** – Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- **Meals and lodging** – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.

**Extra Pay** you may be owed in addition to the minimum wage rates shown above:
- **Overtime** – You must be paid 1 1/2 times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees). Exceptions: Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.
- **Call-in pay** – If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
- **Spread of hours** – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.
- **Uniform maintenance** – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

**Salario mínimo por hora vigente para el período comprendido entre el 12/31/2022 y el 12/30/2023**

<table>
<thead>
<tr>
<th>Ciudad de Nueva York</th>
<th>Salarior mínimo</th>
<th>Horas extras después de las 40 horas</th>
<th>$22.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pequeños empleadores</td>
<td>$15.00</td>
<td>Trabajadores con propina</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resto del Estado de Nueva York</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salarior mínimo</td>
<td>$14.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horas extras después de las 40 horas</td>
<td>$21.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trabajadores con propina</td>
<td>$14.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**Créditos y subsidios** que podrían hacer que el pago sea inferior a las tarifas mínimas que se muestran arriba:
- **Consejos** – A partir del 31 de diciembre de 2020, su empleador debe pagar el salario mínimo aplicable en su totalidad, y no puede aplicar un crédito por propinas.
- **Comidas y alojamiento** – el empleador puede reclamar un monto por adelantado de lo que su salario si le proviene comidas y alojamiento, siempre y cuando no le cobre un monto por adelantado por esto. Las tarifas y los subsidios se encuentran en las órdenes y en los resúmenes de salarios, los cuales están disponibles en línea.

**Pagos extra** que se le pudieran deber además de las tarifas mínimas que se muestran arriba:
- **Horas extras**: se le debe pagar 1 1/2 veces la tarifa regular por hora (no menos de las tarifas de horas extras que figuran arriba) cuando se superen las 40 horas semanales (o las 44 horas para los empleados residenciales).
- **Comidas y alojamiento**: el empleador podría reclamar una cantidad limitada de su salario si le proviene comidas y alojamiento, siempre y cuando no le cobre un monto por adelantado por esto. Las tarifas y los subsidios se encuentran en las órdenes y en los resúmenes de salarios, los cuales están disponibles en línea.
- **Pago por disponibilidad**: si usted se presenta a trabajar en el horario estipulado y su empleador lo envía a casa más temprano, podría tener derecho al pago de horas extras a la tarifa del salario mínimo por ese día.
- **Difusión de Horas**: si el día laboral dura más de 12 horas, usted podría tener derecho a un pago diario extra. La tarifa diaria equivale a una hora de pago a la tarifa del salario mínimo.
- **Mantenimiento del uniforme**: si usted lava/mantiene su propio uniforme, podría tener derecho a un pago semanal adicional. Las tarifas semanales están disponibles en línea.
NOTICE REQUIREMENT FOR
FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows:

“Every employer shall notify his employees in writing or by public posting the employer’s policy on sick leave, vacation, personal leave, holidays, and hours.”

Written Information Regarding
Fringe Benefits and Hours Are Located At

Location(s)

Supervisor(s)
New York State Department of Labor
Bureau of Public Work

Attention Employees

THIS IS A:
PUBLIC WORK PROJECT

If you are employed on this project as a worker, laborer, or mechanic you are entitled to receive the prevailing wage and supplements rate for the classification at which you are working.

Chapter 629 of the Labor Laws of 2007:

These wages are set by law and must be posted at the work site. They can also be found at: www.labor.ny.gov

If you feel that you have not received proper wages or benefits, please call our nearest office.*

Albany (518) 457-2744 Patchogue (631) 687-4886
Binghamton (607) 721-8005 Rochester (585) 258-4505
Buffalo (716) 847-7159 Syracuse (315) 428-4056
Garden City (516) 228-3915 Utica (315) 793-2314
New York City (212) 775-3568 White Plains (914) 997-9507
Newburgh (845) 568-5398

* For New York City government agency construction projects, please contact the Office of the NYC Comptroller at (212) 669-4443, or www.comptroller.nyc.gov – click on Bureau of Labor Law.

Contractor Name: ____________________________
Project Location: _____________________________

PW 101 (01/11)
ATTENTION ALL EMPLOYEES
TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY
N.Y. ELECTION LAW SECTION 3-110\(^1\) STATES THAT:

- **IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.**

- **YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED.**

- **YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE.**

---

\(^1\) Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.
REQUIRED NOTICE!

Unemployment Insurance Notice:

Contact:
New York State Department of Labor
Registration Subsection State Office Building Campus
Albany, NY 12240-0339
Phone: (518) 485-8589
Fax: (518) 485-8010
Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Work Place

Section 206-c of the New York State Labor Law provides as follows:

Right of Nursing Mothers to Express Breast Milk.

An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace.
Deductions from Wages
Section 193 of the New York State Labor Law

§ 193. Deductions from wages.

1. No employer shall make any deduction from the wages of an employee, except deductions which:

a) are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency including regulations promulgated under paragraph c and paragraph d of this subdivision; or

b) are expressly authorized in writing by the employee and are for the benefit of the employee, provided that such authorization is voluntary and only given following receipt by the employee of written notice of all terms and conditions of the payment and/or its benefits and the details of the manner in which deductions will be made. Whenever there is a substantial change in the terms or conditions of the payment, including but not limited to, any change in the amount of the deduction, or a substantial change in the benefits of the deduction or the details in the manner in which deductions shall be made, the employer shall, as soon as practicable, but in each case before any increased deduction is made on the employee's behalf, notify the employee prior to the implementation of the change. Such authorization shall be kept on file on the employer's premises for the period during which the employee is employed by the employer and for six years after such employment ends. Notwithstanding the foregoing, employee authorization for deductions under this section may also be provided to the employer pursuant to the terms of a collective bargaining agreement. Such authorized deductions shall be limited to payments for:

(i) insurance premiums and prepaid legal plans;
(ii) pension or health and welfare benefits;
(iii) contributions to a bona fide charitable organization;
(iv) purchases made at events sponsored by a bona fide charitable organization affiliated with the employer where at least twenty percent of the profits from such event are being contributed to a bona fide charitable organization;
(v) United States bonds;
(vi) dues or assessments to a labor organization;
(vii) discounted parking or discounted passes, tokens, fare cards, vouchers, or other items that entitle the employee to use mass transit;
(viii) fitness center, health club, and/or gym membership dues;
(ix) cafeteria and vending machine purchases made at the employer's place of business and purchases made at gift shops operated by the employer, where the employer is a hospital, college, or university;
(x) pharmacy purchases made at the employer's place of business;
(xi) tuition, room, board, and fees for pre-school, nursery, primary, secondary, and/or post-secondary educational institutions;
(xii) day care, before-school and after-school care expenses;
(xiii) payments for housing provided at no more than market rates by non-profit hospitals or affiliates thereof; and
(xiv) similar payments for the benefit of the employee.
c) are related to recovery of an overpayment of wages where such overpayment is due to a mathematical or other clerical error by the employer. In making such recoveries, the employer shall comply with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the size of overpayments that may be covered by this section; the timing, frequency, duration, and method of such recovery; limitations on the periodic amount of such recovery; a requirement that notice be provided to the employee prior to the commencement of such recovery; a requirement that the employer implement a procedure for disputing the amount of such overpayment or seeking to delay commencement of such recovery; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the overpayment or seeking to delay commencement of such recovery be provided to the employee prior to the commencement of such recovery.

d) repayment of advances of salary or wages made by the employer to the employee. Deductions to cover such repayments shall be made in accordance with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the timing, frequency, duration, and method of such repayment; limitations on the periodic amount of such repayment; a requirement that notice be provided to the employee prior to the commencement of such repayment; a requirement that the employer implement a procedure for disputing the amount of such repayment or seeking to delay commencement of such repayment; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the repayment or seeking to delay commencement of such repayment be provided to the employee at the time the loan is made.

2. Deductions made in conjunction with an employer sponsored pre-tax contribution plan approved by the IRS or other local taxing authority, including those falling within one or more of the categories set forth in paragraph b of subdivision one of this section, shall be considered to have been made in accordance with paragraph a of subdivision one of this section.

3. a. No employer shall make any charge against wages, or require an employee to make any payment by separate transaction unless such charge or payment is permitted as a deduction from wages under the provisions of subdivision one of this section or is permitted or required under any provision of a current collective bargaining agreement.

b. Notwithstanding the existence of employee authorization to make deductions in accordance with subparagraphs (iv), (ix), and (x) of paragraph b of subdivision one of this section and deductions determined by the commissioner to be similar to such deductions in accordance with subparagraph (xiv) of paragraph b of subdivision one of this section, the total aggregate amount of such deductions for each pay period shall be subject to the following limitations: (i) such aggregate amount shall not exceed a maximum aggregate limit established by the employer for each pay period; (ii) such aggregate amount shall not exceed a maximum aggregate limit established by the employee, which limit may be any amount (in ten dollar increments) up to the maximum amount established by the employer under subparagraph (i) of this paragraph; (iii) the employer shall not permit any purchases within these categories of deduction by the employee that exceed the aggregate limit established by the employee or, if no limit has been set by the employee, the limit set by the employer; (iv) the employee shall have access within the workplace to current account information detailing individual expenditures within these categories of deduction and a running total of the amount that will be deducted from the employee’s pay during the next applicable pay period. Information shall be available in printed form or capable of being printed should the employee wish to obtain a listing. No employee may be charged any fee, directly or indirectly, for access to, or printing of, such account information.

c. With the exception of wage deductions required or authorized in a current existing collective bargaining agreement, an employee’s authorization for any and all wage deductions may be revoked in writing at any time. The employer must cease the wage deduction for which the employee has revoked authorization as soon as practicable, and, in no event more than four pay periods or eight weeks after the authorization has been withdrawn, whichever is sooner.

4. Nothing in this section shall justify noncompliance with article three-A of the personal property law relating to assignment of earnings, with section two hundred twenty-one of this chapter relating to company stores or with any other law applicable to deductions from wages.

5. There is no exception to liability under this section for the unauthorized failure to pay wages, benefits or wage supplements.
For more information, call or write the nearest office of the Division of Labor Standards:

**Albany District**
State Office Campus
Building 12
Room 185A
Albany, NY 12240
(518) 457-2730

**Buffalo District**
290 Main Street
Room 226
Buffalo, NY 14202
(716) 847-7141

**Garden City District**
400 Oak Street
Suite 101
Garden City, NY 11530
(516) 794-8195

**White Plains District**
120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521

**New York City District**
75 Varick Street
7th Floor
New York, NY 10013
(212) 775-3880

**Rochester**
Sub-District
276 Waring Road
Room 104
Rochester, NY 14609
(585) 258-4550

**Syracuse District**
333 East Washington Street
Room 121
Syracuse, NY 13202
(315) 428-4057

NY14
Tip Appropriation

Section 196-d of the New York State Labor Law

Section 196-d. Gratuities. No employer or his agent or an officer or agent of any corporation, or any other person shall demand or accept, directly or indirectly, any part of the gratuities, received by an employee, or retain any part of a gratuity or of any charge purported to be a gratuity for an employee. This provision shall not apply to the checking of hats, coats or other apparel. Nothing in this subdivision shall be construed as affecting the allowances from the minimum wage for gratuities in the amount determined in accordance with the provisions of article nineteen of this chapter nor as affecting practices in connection with banquets and other special functions where a fixed percentage of the patron’s bill is added for gratuities which are distributed to employees, nor to the sharing of tips by a waiter with a busboy or similar employee.

For more information, call or write the nearest office of the Division of Labor Standards, of the New York State Department of Labor, listed below:

<table>
<thead>
<tr>
<th>District</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany District</td>
<td>State Office Campus</td>
<td>(518) 457-2730</td>
</tr>
<tr>
<td></td>
<td>Bldg. 12 Room 185A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12240</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(518) 457-2730</td>
<td></td>
</tr>
<tr>
<td>New York City District</td>
<td>75 Varick Street</td>
<td>(212) 775-3880</td>
</tr>
<tr>
<td></td>
<td>7th Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New York, NY 10013</td>
<td></td>
</tr>
<tr>
<td>Garden City District</td>
<td>400 Oak Street</td>
<td>(516) 794-8195</td>
</tr>
<tr>
<td></td>
<td>Suite 101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Garden City, NY 11530</td>
<td></td>
</tr>
<tr>
<td>White Plains District</td>
<td>120 Bloomingdale Rd.</td>
<td>(914) 997-9521</td>
</tr>
<tr>
<td></td>
<td>White Plains, NY 10605</td>
<td></td>
</tr>
<tr>
<td>Buffalo District</td>
<td>290 Main Street</td>
<td>(716) 847-7141</td>
</tr>
<tr>
<td></td>
<td>Room 226</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Buffalo, NY 14202</td>
<td></td>
</tr>
<tr>
<td>Rochester District</td>
<td>Sub-District</td>
<td>(315) 428-4057</td>
</tr>
<tr>
<td></td>
<td>276 Waring Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 104</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rochester, NY 14609</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(585) 258-4550</td>
<td></td>
</tr>
<tr>
<td>Syracuse District</td>
<td>333 East Washington St.</td>
<td>(315) 428-4057</td>
</tr>
<tr>
<td></td>
<td>Room 121</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Syracuse, NY 13202</td>
<td></td>
</tr>
</tbody>
</table>

LS 204 (08/20)
§ 194. Differential in rate of pay because of protected class status prohibited.

1. No employee with status within one or more protected class or classes shall be paid a wage at a rate less than the rate at which an employee without status within the same protected class or classes in the same establishment is paid for: (a) equal work on a job the performance of which requires equal skill, effort and responsibility, and which is performed under similar working conditions, or (b) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; except where payment is made pursuant to a differential based on:

   (i) a seniority system;
   (ii) a merit system;
   (iii) a system which measures earnings by quantity or quality of production;
   (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor:
       (A) shall not be based upon or derived from a differential in compensation based on status within one or more protected class or classes and
       (B) shall be job-related with respect to the position in question and shall be consistent with business necessity. Such exception under this paragraph shall not apply when the employee demonstrates
           (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes,
           (2) that an alternative employment practice exists that would serve the same business purpose and not produce such differential, and
           (3) that the employer has refused to adopt such alternative practice.

2. For the purpose of subdivision one of this section:
   (a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and
   (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status, and any employee protected from discrimination pursuant to paragraphs (a), (b), and (c) of subdivision one of section two hundred ninety-six and any intern protected from discrimination pursuant to section two hundred ninety-six-c of the executive law.
3. For the purposes of subdivision one of this section, employees shall be deemed to work in the same establishment if the employees work for the same employer at workplaces located in the same geographical region, no larger than a county, taking into account population distribution, economic activity, and/or the presence of municipalities.

4. (a) No employer shall prohibit an employee from inquiring about, discussing, or disclosing the wages of such employee or another employee.

   (b) An employer may, in a written policy provided to all employees, establish reasonable workplace and workday limitations on the time, place and manner for inquiries about, discussion of, or the disclosure of wages. Such limitations shall be consistent with standards promulgated by the commissioner and shall be consistent with all other state and federal laws. Such limitations may include prohibiting an employee from discussing or disclosing the wages of another employee without such employee's prior permission.

   (c) Nothing in this subdivision shall require an employee to disclose his or her wages. The failure of an employee to adhere to such reasonable limitations in such written policy shall be an affirmative defense to any claims made against an employer under this subdivision, provided that any adverse employment action taken by the employer was for failure to adhere to such reasonable limitations and not for mere inquiry, discussion or disclosure of wages in accordance with such reasonable limitations in such written policy.

   (d) This prohibition shall not apply to instances in which an employee who has access to the wage information of other employees as a part of such employee's essential job functions discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under this chapter, including an investigation conducted by the employer.

   (e) Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law or collective bargaining agreement.
For questions, write or call your nearest office, (listed below), of the:

**New York State Department of Labor**
**Division of Labor Standards**

**Albany District**
State Office Campus
Bldg. 12, Rm. 185A
Albany, NY 12240
(518) 457-2730

**Buffalo District**
290 Main Street, Rm. 226
Buffalo, NY 14202
(716) 847-7141

**Garden City District**
400 Oak Street, Suite 101
Garden City, NY 11530
(516) 794-8195

**New York City District**
75 Varick Street, 7th Floor
New York, NY 10013
(212) 775-3880

**Rochester Sub-District**
276 Waring Road, Rm. 104
Rochester, NY 14609
(585) 258-4550

**Syracuse District**
333 East Washington Street, Rm. 121
Syracuse, NY 13202
(315) 428-4057

**White Plains District**
120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521
Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Los empleados deben ser advertidos de que todas y cada una de las conversaciones o transmisiones telefónicas, de correo electrónico o transmisiones, o el acceso a Internet o el uso por parte de un empleado de cualquier dispositivo o sistema electrónico, incluyendo pero no limitado al uso de una computadora, teléfono, cable, radio o sistemas electromagnéticos, fotoelectrónicos o foto-ópticos, puede ser objeto de monitoreo en cualquier momento y por cualquier medio legal.
REQUIRED NOTICES!

1. Notice of Compliance for Workers’ Compensation

2. Notice of Compliance for Disability Benefits

3. Notice of Compliance for Paid Family Leave

are supplied by the employer’s insurance carrier.
Notice of Employee Rights, Protections, and Obligations  
Under Labor Law Section 740  
Prohibited Retaliatory Personnel Action by Employers  
Effective January 26, 2022

§ 740. Retaliatory action by employers; prohibition.

1. Definitions. For purposes of this section, unless the context specifically indicates otherwise:

(a) “Employee” means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work in furtherance of an employer’s business enterprise who are not themselves employers.

(b) “Employer” means any person, firm, partnership, institution, corporation, or association that employs one or more employees.

(c) “Law, rule or regulation” includes: (i) any duly enacted federal, state or local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive order; or (iii) any judicial or administrative decision, ruling or order.

(d) “Public body” includes the following:

(i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof;

(ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;

(iii) any federal, state, or local regulatory, administrative, or public agency or authority, or instrumentality thereof;

(iv) any federal, state, or local law enforcement agency, prosecutorial office, or police or peace officer;

(v) any federal, state or local department of an executive branch of government;

(vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i) through (v) of this paragraph.

(e) “Retaliatory action” means an adverse action taken by an employer or his or her agent to discharge, threaten, penalize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse employment actions or threats to take such adverse employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee’s current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee’s suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee’s family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.
(f) “Supervisor” means any individual within an employer’s organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.

2. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the employee’s job duties, because such employee does any of the following:

(a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety;

(b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or

(c) objects to, or refuses to participate in any such activity, policy or practice.

3. Application. The protection against retaliatory action provided by paragraph (a) of subdivision two of this section pertaining to disclosure to a public body shall not apply to an employee who makes such disclosure to a public body unless the employee has made a good faith effort to notify his or her employer by bringing the activity, policy or practice to the attention of a supervisor of the employer and has afforded such employer a reasonable opportunity to correct such activity, policy or practice. Such employer notification shall not be required where:

(a) there is an imminent and serious danger to the public health or safety;

(b) the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice;

(c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;

(d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or

(e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

4. Violation; remedy.

(a) An employee who has been the subject of a retaliatory action in violation of this section may institute a civil action in a court of competent jurisdiction for relief as set forth in subdivision five of this section within two years after the alleged retaliatory action was taken.

(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the county in which the complainant resides, or in the county in which the employer has its principal place of business. In any such action, the parties shall be entitled to a jury trial.

(c) It shall be a defense to any action brought pursuant to this section that the retaliatory action was predicated upon grounds other than the employee’s exercise of any rights protected by this section.

5. Relief. In any action brought pursuant to subdivision four of this section, the court may order relief as follows:

(a) an injunction to restrain continued violation of this section;

(b) the reinstatement of the employee to the same position held before the retaliatory action, or to an equivalent position, or front pay in lieu thereof;

(c) the reinstatement of full fringe benefits and seniority rights;
(d) the compensation for lost wages, benefits and other remuneration;
(e) the payment by the employer of reasonable costs, disbursements, and attorney’s fees;
(f) a civil penalty of an amount not to exceed ten thousand dollars; and/or
(g) the payment by the employer of punitive damages, if the violation was willful, malicious or wanton.

6. Employer relief. A court, in its discretion, may also order that reasonable attorneys’ fees and court costs and disbursements be awarded to an employer if the court determines that an action brought by an employee under this section was without basis in law or in fact.

7. Existing rights. Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of any employee under any other law or regulation or under any collective bargaining agreement or employment contract.

8. Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employment.
Westchester County’s

Safe Time Leave Law
Effective October 30, 2019

Under Westchester County’s Safe Time Leave Law, covered employers in Westchester County must provide paid safe time leave.

In general, covered employees who work for a covered employer in Westchester County for more than 90 days in a year, full-time or part-time, are covered by the Safe Time Leave Law and entitled to take up to 40 hours of paid safe time leave in full days or increments. Certain exceptions apply.

Victims of domestic violence and/or human trafficking can use safe time leave to:

- Attend or testify in criminal and/or civil court proceedings relating to domestic violence;
- Attend or testify in criminal and/or civil court proceedings relating to human trafficking; and/or
- Move to a safe location.

You have the right to be free from retaliation from your employer for:

- Using safe time leave;
- Requesting safe time leave;
- Informing other employees of their rights under the law; and/or
- Filing a complaint alleging a violation of the law.

Covered employees are eligible to use safe time leave when they have worked for a covered employer for 90 days.

- Employees who have already worked for an employer for 90 days by October 30, 2019 can use leave starting October 30, 2019.
- Newly or recently hired employees are eligible 90 days after the first day of employment.

If you think you’ve been subjected to a violation of any rights granted under the Safe Time Leave Law, please contact the Westchester County Department of Consumer Protection. Visit www.consumer.westchestergov.com or call (914) 995-2155. For general information about the law, contact the Human Rights Commission at (914) 995-7710 or by email at humanrights@westchestergov.com. FAQs can be found at www.humanrights.westchestergov.com/resources.
The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations:
dol.ny.gov/veteran-benefits-and-services

**MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES**

All calls and texts are free and confidential

U.S. Department of Veterans Affairs Veterans Crisis Line: www.veteranscrisisline.net
Call: 988, press 1 Text: 838255

Suicide and Crisis Lifeline: www.veteranscrisisline.net
Call: 988 Text: 988

Crisis Textline:
Text: 741741 Chat: crisistextline.org

NYS Office of Mental Health (OMH): www.omh.ny.gov

NYS Office of Addiction Services and Supports (OASAS): www.oasas.ny.gov/hopeline
Call: 1-877-8-HOPENY (467469)
Text: HOPENY (467369)

**LEGAL SERVICES**

Email: ProblemSolving@courts.state.ny.us

NYS Defenders Association Veteran Defense Program: www.nysda.org/page>AboutVDP

**TAX BENEFITS**

NYS Department of Tax and Finance
- Information for military personnel and veterans: tax.ny.gov/pit/file/military_page.htm
- Property tax exemptions: tax.ny.gov/pit/property/exemption/vetexempt.htm

**EDUCATION, WORKFORCE, AND TRAINING RESOURCES**

Veteran Readiness and Employment (VR&E) Program: www.benefits.va.gov/vocrehab
New York State Civil Service Credits for Veterans Program: www.cs.ny.gov

**ADDITIONAL RESOURCES**

NYS Domestic and Sexual Violence Hotline: Call: 800-942-6906 Text: 844-997-2121

NYS Workplace Sexual Harassment Hotline: Call: 1-800-HARASS-3

NYS Department of Motor Vehicles:
- Veteran Status Designation Photo Document: dmv.ny.gov/more-info/veteran-status-designation-photo-document
- Veteran License Plate: dmv.ny.gov/plates/military-and-veterans

**NEW YORK STATE DIVISION OF VETERANS’ SERVICES**

Website: veterans.ny.gov
Help Line: 1-888-838-7697
Email: DVSInfo@veterans.ny.gov

Services: Legal, education, employment and volunteer, financial, health care, and more.

**NEW YORK STATE DEPARTMENT OF LABOR VETERANS’ PROGRAM**

Website: dol.ny.gov/services-veterans
Help Line: 1-888-469-7365
Email: Ask.Vets@labor.ny.gov

Services: Workforce and training resources, unemployment insurance, the Experience Counts program, and more.

**WE ARE YOUR DOL**

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4868 (Spanish)
§ 202-j. Leave of absence for blood donation granted to employees.

1. For the purposes of this section, the following terms shall have the following meanings:
   (a) “Employee” means a person who performs services for hire for an employer, for an average of twenty or more hours per week, and includes all individuals employed at any site owned or operated by an employer but shall not include an independent contractor.
   (b) “Employer” means a person or entity that employs twenty or more employees at at least one site and includes an individual, corporation, partnership, association, nonprofit organization, group of persons, state, county, town, city, school district, public authority or other governmental subdivision of any kind.

2. An employer must either, at its option:
   (a) grant three hours of leave of absence in any twelve month period to an employee who seeks to donate blood; provided that the leave of absence may not exceed three hours, unless otherwise agreed to by the employer, and must comply with the requirements established by the commissioner under subdivision five of this section; or
   (b) allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the employer, including allowing an employee to participate in a blood drive at the employee’s place of employment.

3. An employer shall not retaliate against an employee for requesting or obtaining a leave of absence under this section.

4. This section shall not prevent an employer from providing leave for blood donation in addition to leave allowed under any other provision of law. This section shall not affect an employee’s rights with respect to any other employee benefit otherwise provided by law.

5. The commissioner is hereby authorized and directed to establish any necessary guidelines, including requirements for notice, request and approval of leave, and documentation, for the timely implementation of the program.
INTRODUCTION AND PURPOSE
New York State Labor Law Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business.

The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK in the Workplace

CONTACTS

An employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break time to express breast milk.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

• NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: dol.ny.gov/day-rest-and-meal-periods
• NY Department of Labor FAQs on Meal and Rest Periods: dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf
• U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked
• U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an employee from voluntarily choosing to do so if they want to.

Paid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter paid breaks.

Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.
MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK

If an employee wants to express breast milk at work, they must give the employer reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow the employer time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

LACTATION ROOM REQUIREMENTS

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

The room or other location must:

- Be close to an employee’s work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee’s needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee’s privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering.

In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace.

Employees are required to store all expressed milk in closed containers and bring milk home each evening. The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible.

Undue hardship is defined in the statute as “causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer’s business.” However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.
NEW YORK STATE DEPARTMENT OF LABOR RESOURCES

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor’s Division of Labor Standards. Call us at 1-888-52-LABOR, email us at LSAsk@labor.ny.gov, or visit our website at dol.ny.gov/breast-milk-expression-workplace to file a complaint.

A list of our offices is available at dol.ny.gov/location/contact-division-labor-standards.

Complaints are confidential.

FEDERAL RESOURCES

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit dol.gov/agencies/whd/pump-at-work.

The New York State Department of Labor is an Equal Opportunity Employer/Program.

Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.
Disability Benefits For Employees

1. If you are unable to work because of an illness or injury, not work-related, you may be entitled to receive weekly benefits from your employer, his or her insurance carrier, or from the Special Fund for Disability Benefits.

2. To claim benefits you must file a claim form within 30 days from the first date of your disability, but in no event more than 26 weeks from such date.

3. Complete claim form DB-450 (Notice and Proof of Claim for Disability Benefits)
   You may obtain the form from your employer, his or her insurance carrier, your health provider, any Unemployment Insurance Office, the Workers’ Compensation Board’s website (www.wcb.ny.gov) or any office of the Board. IMPORTANT: Before filing your claim, your health provider must complete the "Health Care Provider’s Statement" on the form showing your period of disability.
   - If you are employed, or have been unemployed for four weeks or less when your disability begins, send the completed form to your employer or the insurance carrier named below.
   - If you have been unemployed more than four weeks when your disability begins, send the completed form to the Workers’ Compensation Board, Disability Benefits Bureau, 328 State Street, Schenectady, New York 12305.

4. You are entitled to be treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice. However, unlike workers’ compensation, your medical bills will not be paid unless your employer and/or union provide for the payment of such bills under a Disability Benefits Plan or Agreement.

5. If you are ill or injured during the time you are receiving Unemployment Insurance Benefits, file a claim for Disability Benefits as soon as you sustain the injury or illness, by following the instructions outlined above.

6. If you are out of work in excess of seven days, your employer is required to send you a Disability Benefits Statement of Rights (Form DB-271S).

7. You may not take disability benefits at the same time as paid family leave benefits. The total amount of disability and paid family leave in a 52 week period cannot exceed 26 weeks.

8. Other information about disability benefits may be obtained by writing or calling the Workers’ Compensation Board.

SHELTERPOINT LIFE INSURANCE COMPANY
1225 FRANKLIN AVENUE, STE 475
GARDEN CITY, NY 11530

PHONE: 800-365-4999

Policy #: DBL488021  Effective From: 6/30/2022  To: 6/29/2024

☑ Statutory  ☐ Under a Plan or Agreement

Class(es) of Employees Covered:
All Employees Eligible Under New York State Disability Benefits Law

NYS Workers’ Compensation Board
Customer Service: (877) 652-4996
www.wcb.ny.gov

PRESERVED BY THE CHAIR, WORKERS’ COMPENSATION BOARD
THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER’S PLACE OR PLACES OF BUSINESS.
Employers must post DB-120 so that all classes of their employees know who will pay their benefits.

DB-120 (11-17)
Know your rights at work

Connaître ses droits au travail

Konn dwa w nan travay la

Знайте свои трудовые права

了解您的职场权利

Conozca sus derechos en el trabajo

Познай своє працівні права

আপনার অধিকার সম্পর্কে জানুন

Connaître ses droits au travail

Konn dwa w nan travay la

Знайте свои трудовые права

了解您的职场权利

Conozca sus derechos en el trabajo

Познай своє працівні права

आपने को कौन से काम करने में हैं आपके हक, जानिए