## **Since 1953**

## **FEDERAL MINIMUM WAGE** \$7.25 PER HOUR

## The law requires employers to display this poster where

**BEGINNING JULY 24, 2009** 

## employees can readily see it.

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

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

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

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other

UNITED STATES OF AMERICA

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WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT 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

LABOR

LAWS

ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the

discharging workers who file a complaint or participate in any proceeding under the

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.

1-866-487-9243

www.dol.gov/agencies/whd

REV. 04/2023

**Attorney General** 

M.G.L. Chapter 149, Section 1590

M.G.L. Chapter 149, Section 190

M.G.L. Chapter 149, Section 52E

M.G.L. Chapter 149, Section 150;

M.G.L. Chapter 149, Section 148A;

M.G.L. Chapter 149, Sections 56 –105

At any time

More than 9 hours per day

More than 48 hours per wee

• More than 6 days per week

When school is not in session

· More than 8 hours on any day

M.G.L. Chapter 151, Section 19

M.G.L. Chapter 151, Sections 1B and 20

454 C.M.R. 27.04(1)

Office of the Attorney General **Wage & Hour Laws** 

617-626-6970 or go to: www.mass.gov/dols

help, protective orders, and going to court.

Employees Have the Right to Sue

**Employers Must Not Retaliate** 

prosecuted and/or subject to civil penalties.

Employees Under 18 – Child Labor

kinds of work or tasks minors must NOT do.

with 50 or more employees

Rights of Domestic Workers

www.mass.gov/ago/fairlabor

Most employees must be paid for 3 hours at no less than minimum wage if the employee is

scheduled to work 3 or more hours, and reports to work on time, and is not given the expected

To learn about rights of temporary workers and employees hired through staffing agencies, call:

To learn about additional rights for workers who provide housekeeping, cleaning,

childcare, cooking, home management, elder care, or similar services in a household, go to

Public Works and Public Construction Workers M.G.L. Chapter 149, Section 26-27H

Workers who work on public construction projects and certain other public work must be paid the

prevailing wage, a minimum rate set by the Department of Labor Standards based on the type of

Employees who are victims, or whose family members are victims, of domestic violence, sexual

assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as health

care, counseling, and victims services; safe housing; care and custody of their children; and legal

The leave can be paid or unpaid depending on the employer's policy. This law applies to employers

Employees may sue as an individual or they may sue their employer as a group if they have similar

**Important!** There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years

complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees,

It is against the law for an employer to punish or discriminate against an employee for making a

The laws explained in this poster apply to all workers, regardless of immigration status, including

undocumented workers. If an employer reports or threatens to report a worker to immigration

All employers in Massachusetts must follow state and federal laws for employees who are under

18 (minors). These laws say when, where, and how long minors may work. They also say what

Work Permits Required - Most workers under 18 must obtain a work permit. Employer

permit, the minor must apply to the superintendent of the school district where the

minor lives or goes to school. To learn more about getting a work permit, contact the

· Work at a job that requires that the employee have or use a firearm

• Cook (except on electric or gas grills that do not have open flames), operate

Operate, clean or repair power-driven food slicers, grinders, choppers,

· Work in or near factories, construction sites, manufacturing plants,

mechanized workplaces, garages, tunnels, or other risky workplaces

At **night**, from 7 p.m. to 7 a.m. *Exception*: In summer (July 1 – Labor Day),

• More than **3 hours** on any school day • More than **40 hours** per week

More than 18 hours during any week
More than 6 days per week

\*Exception: For school-approved career or experience-building jobs, students may be allowed to work

Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly

supervised by an adult who is located in the workplace and is reasonably accessible

Exception: Adult supervision is not required for minors working at a kiosk or stand in

a common area of an enclosed shopping mall that has security from 8 p.m. until the

Use, clean or repair certain kinds of power-driven machines

fryolators, rotisseries, NEICO broilers, or pressure cookers

Minors under 14 cannot work in Massachusetts in most cases

These are just some examples of tasks prohibited under both state and federal law. For a

Must not work

At **night**, from 10 p.m. to 6 a.m. (or

Exception: On non-school nights, may

work until 11:30 p.m. or until midnigh

• More than 8 hours on any weekend

if working at a restaurant or racetrack

customers at 10 p.m.)

During the School Year:\*

· During school hours

past 10:15 if the employer stops serving

complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division:

(617) 727-3465 • <a href="https://www.mass.gov/ago/youthemployment">www.mass.gov/ago/youthemployment</a>. Or contact the U.S. Department of Labor:

· Drive most motor vehicles or forklift

Handle, serve, or sell alcoholic beverage

· Work 30 or more feet off of the ground

processors, cutters, and mixers

· Work in freezers or meat coolers

· Perform any baking activities

(617) 624-6700 • www.youth.dol.go

**Time & Schedule Restrictions for Minors** 

authorities because the worker complained about a violation of rights, the employer can be

omplaint or trying to enforce the rights explained in this poster

Employees have the right to sue their employer for most violations of wage and hour laws.

**Fair Labor Hotline** OFFICE OF THE ATTORNEY GENERAL COMMONWEALTH OF MASSACHUSETTS TTY (617) 727-4765

M.G.L. Chapter 151, Sections 1, 2, 2A, and 7

\$15.00 State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

Beginning January 1, 2023, the minimum wage in Massachusetts is \$15/hour.  $\ln$ Massachusetts, all workers are presumed to be employees. The minimum wage applies to all • agricultural workers (\$8.00 per hour is the minimum wage for most agricultural workers), members of a religious order.

· workers being trained in certain educational, nonprofit, or religious organizations, and outside salespeople. M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7 Beginning January 1, 2023, the service rate in Massachusetts is \$6.75/hour. The hourly "service"

rate" applies to workers who provide services to customers and who make more than \$20 a mont in tips. The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage per each shift. Employers, owners and employees with managerial or supervisory esponsibilities on a given day must never take any of your tips. Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other service employees. M.G.L. Chapter 151, Sections 1 A and 1 B Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime

pay is at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week. For some employees who get paid the "service rate", the overtime rate is 1.5 x the basic minimum wage, not the service rate. Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete

ist of overtime exemptions, visit <u>www.mass.gov/ago/fairlabor</u> or call the Attorney General's Fair Labor Division at (617) 727-3465. M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02 The law says when, what, and how employees must be paid. An employee's pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay,

and earned commissions that are definitely determined, due and payable Hourly employees must be paid every week or every other week (bi-weekly). The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during Employees who quit must be paid in full on the next regular payday or by the first Saturday after they quit (if there is no regular payday). Employees who are fired or laid off must be paid in full on their last day of work.

M.G.L. Chapter 149, Section 148 Paystub Information All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period. M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05 **Pay Deductions** An employer cannot deduct money from an employee's pay unless the law allows it (such as state and federal income taxes), or the employee asked for a deduction to be made for the employee's own benefit (such as to put money aside in the employee's savings account). An employer cannot take money from an employee's pay for the employer's ordinary business

requires an employee to buy or rent a uniform must refund the actual costs to the employee. must keep their minor workers' work permits on file at the worksite. To get a work The law also puts limits on when and how much money an employer can take from an employee's pay for housing and meals the employer gives to the employee Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols. Dangerous Jobs & Tasks Minors Must Not Do Hours worked or "working time" includes all time that an employee must be on duty at the emplover's worksite or other location, and works before or after the normal shift to complete the

costs (for example: supplies, materials or tools needed for the employee's job). An employer who

Meal Breaks M.G.L. Chapter 149, Sections 100 and 101 Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, the employee must get paid for that time.

M.G.L. Chapter 151, Section 15 Payroll records must include the employee's name, address, job/occupation, amount paid each pay period, and hours worked (each day and week). imployers must keep payroll records for 3 years. Employees have the right to see their own payroll

Sick Leave M.G.L. Chapter 149, Section 148C Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and they nay earn and take up to 40 hours of sick leave a year. Employees begin accruing sick time on thei first day of work. Employees must have access to their sick leave 90 days after starting work. Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's paren is sick, injured, or has a routine medical appointment. They may also use sick leave for themselves or their child to address the effects of domestic violence. Unless it is an emergency, employees must notify the employer before using sick leave.

Employees who miss more than 3 days in a row may need to provide their employer a doctor's Workers may use it for themselves or their spouse after pregnancy loss or failed assisted reproduction, adoption, or surrogacy.

**Paid Sick Leave** imployers with 11 or more employees must provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

M.G.L. Chapter 149, Section 105A M.G.L. Chapter 151 B, Section 4 Subject to certain limited exceptions, employers must not pay one employee less for doing the

same or comparable work as another employee of a different gender They must not discriminate in hiring, pay or other compensation, or other terms of employment Race or color

Religion, national origin, or ancestry Sex (including pregnancy) Military service Sexual orientation or gender identity or expression Genetic information or disability

M.G.L. Chapter 149, Section 52D **Small Necessities Leave** In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for

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

Employees are eligible for this leave if the employer has at least 50 employees and the employee been employed for at least 12 months by the employer and

worked at least 1,250 hours for the employer during the previous 12-month period.

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

**REV. 02/2023** 

436 DWIGHT STREET, Rm. 220, SPRINGFIELD, MA

PHONE: 413-739-2145 Fax: 413-784-1056

484 Main Street, Rm. 320, Worcester, MA

IOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal imum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

1 ASHBURTON PLACE, STE. 601, BOSTON, MA

MA

**Commission Against Discrimination** 

It's Illegal.

Sexual Harassment at work does not have to be tolerated.

If you are being sexually harassed, report it immediately to your superviso

MA

You can file a Complaint of Discrimination with the MA Commission Against Discrimination (MCAD) at one of the following locations:

PHONE: 617-994-6000 Fax: 617-994-6024 128 Union St. Ste. 206, New Bedford, MA PHONE: 774-510-5801 Fax: 744-510-5802 PHONE: 508-453-9630 Fax: 508-755-3861

MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION

Office of the Attorney General **EARNED SICK TIME** 

Notice of Employee Rights All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, An employee cannot be disciplined, penalized, or retaliated against for exercising their

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

Employees begin earning sick time on their first day of work and may begin using If an employer has 11 or more employees, sick time must be paid. For employers with fewer than 11 employees, sick time may be unpaid.

Paid sick time must be paid on the same schedule and at the same rate as regular wages. An employee can use sick time when the employee or the employee's child, spouse, parent, or spouse's parent is sick or has a routine medical appointment. It can be used to address the effects of domestic violence on the employee or their child. An employee can use sick time after pregnancy loss or failed assisted reproduction, adoption, or surrogacy. Employees may be required to use at least one hour of sick time when absent for part

Using sick time for other purposes is not allowed and may result in an employee being **CAN AN EMPLOYER HAVE A DIFFERENT POLICY?** Yes. Employers may have their own sick leave or paid time off policy, so long as employees can

use at least the same amount of time, for the same reasons, and with the same job protections as

inder the Earned Sick Time Law

Call the Fair Labor Division at 617-727-3465 •

**Visit** www.mass.gov/ago/earnedsicktime Commonwealth of Massachusetts Office of the Attorney General The Attorney General enforces the Earned Sick Time Law and regulations. It is unlawful to violate any provision of the Earned Sick Time Law.

For example, employers may not assign disciplinary points to covered absences, tak

work hours away from an employee for calling out, or fire an employee to asserting sick

Employees must notify their employer before they use sick time, except in a emergency

An employer generally may not require a doctor's note unless the employee is absent

**DO YOU HAVE QUESTIONS?** 

more than 3 days in a row or uses sick time during their last two weeks of employment

Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § I 48C, or these regulation 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C and to §150

This notice is intended to inform Full text of the law and regulations are available at www.mass.gov/ago/earnedsicktime

REV. 12/2024

MA

**Available Leave** 

IOTICE: Under the Massachusetts Pregnant Workers Fairness Act, employers must distribute a written notice of the right to be free from discrimination due to pregnancy or a condition elated to pregnancy. The notice shall be provided to employees in a handbook, pamphlet, or by other means. Posting does not fulfill the notice requirement. For more information, contact the assachusetts Commission Against Discrimination. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

MA **NOTICE TO EMPLOYEES** 

THE COMMONWEALTH OF MASSACHUSETTS **DEPARTMENT OF INDUSTRIAL ACCIDENTS IF YOU ARE INJURED ON THE JOB:** 

Tell the medical provider that you have been injured at work and give the

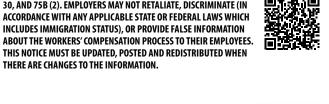
If the employer fails to report the injury to the insurer, the employee may file an Employee's Claim (Form 110 Additional information regarding your rights and eligibility for benefits ant the Workers' Compensation law may be obtained by contacting

the Department of Industrial Accidents at 617.727.4900 or visiting www.mass.gov/dia. IF MEDICAL TREATMENT IS NEEDED Injured workers may select their own medical provider. Medical treatment costs that are reasonable, necessary, and related to the work injury will be paid by the above

If medical facility information is provided below, the above-named insurer has a preferred provider arrangement and the insurer has arranged for your initial

EMPLOYER: THIS NOTICE MUST BE FILLED OUT AND POSTED WHERE MPLOYEES CAN READ IT PURSUANT M.G.L. C. 152, SECTIONS 21, 22, 30, AND 75B (2). EMPLOYERS MAY NOT RETALIATE, DISCRIMINATE (IN ACCORDANCE WITH ANY APPLICABLE STATE OR FEDERAL LAWS WHICH

THERE ARE CHANGES TO THE INFORMATION.



**REV. 06/2024** 

**EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT** 

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employmen screening or during the course of employment. 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. **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employe **EXAMINEE RIGHTS** 

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. 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

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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

UNITED STATES DEPARTMENT

disclosed to unauthorized persons.

**ENFORCEMENT** 



M.G.L. c. 151B prohibits discrimination the basis of disability, a record

compensation, benefits, training, classification and other aspects of

employment. Disability discrimination may include failing to reasonably

It is illegal to retaliate against any person because s/he has opposed any

discriminatory practices or because s/he has filed a complaint, testified, or

assisted in any proceeding before the Commission. It is also illegal to aid, abet,

incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to

domestic workers where the employer has one (1) or more employee.\* While

some exclusions apply, domestic workers generally include individuals paid to

perform work of a domestic nature within a household on a regular basis, such

as housekeeping, housecleaning, nanny services, and/or caretaking. Employers

discrimination based on the protected classes described above, i.e. race, color,

The law prohibits employers from asking applicants on an initial employment

application for any criminal background information unless an exemption by

Employers may not refuse to hire or terminate an employee for failing to

urnish information regarding his/her admission to a facility for the care and

reatment of mentally ill persons. An employment application may not seek

are prohibited from engaging in sexual harassment and harassment and/or

etc. Domestic workers are also entitled to parental leave.

MENTAL HEALTH FACILITY ADMISSION INOUIRIES

nformation about an applicant's admission to such a facility

IF YOU HAVE BEEN DISCRIMINATED AGAINST

CRIMINAL HISTORY INQUIRIES

statute or regulation exists

M.G.L. c. 151B prohibits discrimination and harassment against certain

of disability or perceived disability, in hiring, promotion, discharge,

accommodate an otherwise qualified person with a disability.

Where polygraph tests are permitted, they are subject to numerous strict

standards concerning the conduct and length of the test. Examinees have a

the right to refuse or discontinue a test, and the right not to have test results

number of specific rights, including the right to a written notice before testing,

The Secretary of Labor may bring court actions to restrain violations and assess

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

REV. 02/2022

DOMESTIC WORKERS

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

**Commission Against Discrimination** 

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, M.G.L. c. 151B protects applicants and employees from discrimination in hiring promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, disability, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex, pregnancy or a condition related to pregnancy,

gender identity, sexual orientation, genetic information, ancestry, and military

service. Religious discrimination includes failing to reasonably accommodate

an employee's religious practices where the accommodation does not impose an undue hardship HARASSMENT Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to o rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. *The law also* prohibits harassment based on the protected classes set forth above.

The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a pursing child, and describes employers obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive. PARENTAL LEAVE The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated

date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or

If you feel you have been harassed or discriminated against, you should <u>immediately</u> file a charge of discrimination with the **Massachusetts sion Against Discrimination**, www.mcad.gov, at one of the offices below. An agreement with your employer to arbitrate your

Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 - P: 617-994-6000 F: 617-994-6024 SPRINGFIELD OFFICE: 436 DWIGHT St., ROOM 220, SPRINGFIELD, MA 01103 - P: 413-739-2145 F: 413-784-1056

REV. 02/2023

Department of Unemployment Assistance Information About Employees' Unemployment Insurance Coverage

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits. If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment

Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA). You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits. There are two ways to apply for UI Benefits:

Apply by using UI Online UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, visit

nmediatamente.

impaired relay services, call 711

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Apply by calling the TeleClaim Center Unemployment Insurance services are available by phone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit, all by phone. To apply

mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application.

for benefits by phone, call the TeleClaim Center at 1 (877) 626-6800. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim Questo documento contiene informazioni ເອກະສານສະບັບນີ້ ບັນຈຸຂໍ້ມູນອັນສຳຄັນ. 此文件含有重要信息。 information. Please have it translated importanti. La preghiamo di tradurlo ກະລຸນາເອົາເອກະສານສະບັບນີ້ໄປແປອອກ 請立即找人翻譯。 В данном доку Este documento contém informações ຢ່າງບໍ່ລໍຊ້າ. nportantes. Por favor, traduzi-lo елать перевод документа. សូមបកប្រែវាជាបន្ទាន់ ។ ortante. Por favor, consiga una traducción Tanpri fè yon moun tradwi l touswit.

본 문서에는 중요한 정보가 포함되어

있습니다. 본 문서를 즉시 번역하도록

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance. An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-

mass.gov/dua

REV. 1/8/2024

**Commission Against Discrimination** PARENTAL LEAVE **NOTICE: PARENTAL LEAVE IN MASSACHUSETTS** Issued: May 17, 2023

PURSUANT TO M.G.L. C. 151B, § 4(11A) AND C. 149, § 105D EVERY <u>EMPLOYEE</u> AND DOMESTIC WORKER IS ENTITLED AS A MATTER OF LAW TO AT LEAST FIGHT WEEKS PARENTAL LEAVE FOR THE PURPOSE OF GIVING BIRTH OR ADOPTION OF EMPLOYEES ARE ELIGIBLE IF THEY COMPLY WITH THE FOLLOWING CONDITIONS:

THE EMPLOYEE IS EMPLOYED ON A FULL—TIME BASIS; THE EMPLOYEE HAS COMPLETED AN INITIAL PROBATIONARY PERIOD IN THE EVENT THE EMPLOYER DOES NOT UTILIZE A PROBATIONARY PERIOD FOR THE POSITION IN OUESTION, HAS BEEN EMPLOYED FULL TIME FOR AT LEAST THREE CONSECUTIVE MONTHS: AND. GIVES **TWO WEEKS' NOTICE** OF THE ANTICIPATED DEPARTURE DATE

AND NOTICE THAT THEY INTEND TO RETURN TO THE JOB, OR PROVIDE DOMESTIC WORKERS MUST PROVIDE TWO WEEKS' NOTICE BUT ARE NOT

BOTH FMPI OYFFS AND DOMESTIC WORKERS ARE FNTITI FD TO RETURN TO THE SAME OR A SIMILAR POSITION WITHOUT LOSS OF EMPLOYMENT BENEFITS FOR WHICH THEY WERE ELIGIBLE ON THE DATE THE LEAVE COMMENCED, IF THEY TERMINATE PARENTAL LEAVE WITHIN EIGHT WEEKS. THE GUARANTEE OF A SAME OR SIMILAR POSITION IS SUBJECT TO CERTAIN EXCEPTIONS SPECIFIED IN M.G.L. C. 149, § 105D.

importantes. Veuillez le faire traduire

ACCRUED SICK LEAVE BENEFITS SHALL BE PROVIDED FOR PARENTAL LEAVE PURPOSES UNDER THE SAME TERMS AND CONDITIONS WHICH APPLY TO OTHER TEMPORARY MEDICAL DISABILITIES, ANY EMPLOYER POLICY OR COLLECTIVE BARGAINING AGREEMENT WHICH PROVIDES FOR GREATER OR ADDITIONAL RENEFITS THAN THOSE OUTLINED IN THIS NOTICE SHALL CONTINUE TO APPLY. IF THE EMPLOYER PROVIDES PARENTAL LEAVE FOR LONGER THAN EIGHT WEEKS. THE EMPLOYER SHALL NOT DENY THE EMPLOYEE OR DOMESTIC WORKER THE RIGHT TO RETURN TO WORK LINI ESS THE EMPLOYER CLEARLY INFORMS THE OF LEAVE AND PRIOR TO ANY SUBSEQUENT EXTENSION OF LEAVE THAT TAKING LONGER THAN EIGHT WEEKS OF LEAVE SHALL RESULT IN THE DENIAL OF REINSTATEMENT OR THE LOSS OF OTHER RIGHTS AND BENEFITS

MA Office of Veterans Services The Commonwealth of Massachusett **EXECUTIVE OFFICE** of

REV. 05/17/2023

MASSHIRE **VETERANS SERVICES** 

**UNLOCK EXCLUSIVE VETERAN BENEFITS IN MASSACHUSETTS** From cash bonuses and priority of services across MassHire to education assistance and more —

Massachusetts is here for you. **MASSACHUSETTS VETERAN SERVICES** 

MASSACHUSETTS EXECUTIVE OFFICE OF VETERANS SERVICES (EOVS) Offers information on benefits, financial assistance, and peer support available in Massachusetts. Visit https://www.mass.gov/vets

MASSHIRE VETERANS PROGRAMS AND SERVICES Offers priority access to employment and training services for veterans and their families at all MassHire Career Centers and connects them with

**VETERANS EMPLOYMENT EDUCATION AND TRAINING (VEET)** Provides employment training and resources for Massachusetts veterans. Visit https://www.mass.gov/vets

EOVS offers a comprehensive list of legal resources for Massachusetts veterans in need. Visit https://www.mass.gov/vets

https://www.veteranscrisisline.net/ MASSACHUSETTS VETERANS BENEFITS ADVISOR Provides a comprehensive list of veterans' benefits, including tax advantages, RMV benefits, and more. Visit https://www.mass.gov/veteran-benefits

The VA is the gateway to federal benefits available to veterans, including

healthcare, disability compensation, education, training, and more.

Visit https://www.va.gov/resources

VETERANS MENTAL HEALTH CRISIS LINE

Call 988 and press 1, text 838255, or visit

Provides 24/7 support for veterans.

IINEMPLOYMENT RESOURCES Visit the Department of Unemployment Assistance website for a list of Visit https://www.mass.gov/how-to/file-for-

unemployment-benefits-as-a-recently-separated-service-member 600 Washington Street, Boston, MA 02111 617-210-5480

Department of Family and Medical Leave

Notice of Benefits Available Under M.G.L. Chapter 175M

Paid Family and Medical Leave (PFML)

Covered individuals may be entitled to family and medical leave for the up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work. up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on

up to 26 weeks of paid family leave in a benefit year to care for a amily member who is a covered service member with a serious Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year. To fund PFML benefits, employers may deduct payroll contributions of up to 0.46% (adjusted annually) from a covered individual's wages or other earnings.

active duty or has been notified of an impending call to active duty

A covered individual's average weekly earnings will determine his or her benefi amount, for a maximum weekly benefit of up to \$1,170.64 (adjusted annually). Who is a Covered Individual Under the Law? Generally, a worker qualifies as a covered individual eligible for PFML benefits covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and

(adjusted annually) in the last four completed guarters preceding the

application for benefits.

Generally, an employee who has taken paid family or medical leave must be estored to the employee's previous position or to an equal position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave These job protections do not apply to former employees, independent contractors, or self-employed individuals. Employers must provide for, contribute to, or otherwise maintain the employee's employment-related health insurance benefits, if any, at the level and under the

onditions coverage would have been provided if the employee had continued

working continuously for the duration of such leave.

Private Plans

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the mployer may apply for an exemption from paying the contributions. Employee continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan. Private plan is for: 🔲 Medical 🔲 Family 🔲 Both City, State & Zip Code:

It is unlawful for an employer to discriminate or retaliate against

an employee for exercising any right to which s/he is entitled under

An employee or former employee who is discriminated or retaliated

against for exercising rights under the law may, not more than three

Rev. 10/2024

years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his If you have questions or concerns about your PFML rights, call: (833)344-7365 or visit: https://www.mass.gov/DFML

This notice must be posted in a conspicuous place on the employer's premises.

FED

service: or

FED

retention in employment:

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.

YOUR RIGHTS UNDER USERRA

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

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 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

are a past or present member of the uniformed have applied for membership in the uniformed

then an employer may not deny you: initial employment any benefit of employment reemployment;

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

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.

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.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate

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.

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

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

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

Employer Support of the Guard and Reserve • 1-800-336-4590

**REV. 05/2022** 

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a

covered servicemember with a serious injury or illness may take up to

**26 workweeks** of FMLA leave in a single 12-month period to care for You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced **schedule** by working less hours each day or week. Read Fact Sheet

FMLA leave is **not paid leave**, but you may choose, or be required

by your employer, to use any employer-provided paid leave if your

employer's paid leave policy covers the reason for which you need FMLA

Am I eligible to take FMLA leave? You are an **eligible employee** if **all** of the following apply:

#28M(c) for more information

FED

Who is Protected?

Religion

National origin

Age (40 and older)

Job applicants

your immigration status, on the bases of:

sexual orientation, or gender identity)

What Organizations are Covered?

Most private employers

Staffing agencies

All aspects of employment, including:

Hiring or promotion

Job training

Classification

Discharge, firing, or lay-off

Pay (unequal wages or compensation)

belief, observance or practice

**Discriminatory?** 

You work for a covered employer, You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your

Employees (current and former), including managers and temporary

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of

Sex (including pregnancy, childbirth, and related medical conditions,

Genetic information (including employer requests for, or purchase, use, or

disclosure of genetic tests, genetic services, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or

participating in a discrimination lawsuit, investigation, or proceeding

Interference, coercion, or threats related to exercising rights regarding

disability discrimination or pregnancy accommodation

What Employment Practices can be Challenged as

Harassment (including unwelcome verbal or physical conduct)

childbirth, or related medical condition; or a sincerely-held religious

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

State and local governments (as employers)

Educational institutions (as employers)

Airline flight crew employees have different "hours of service"

You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees

during at least 20 workweeks in the current or previous calendar You work for an elementary or public or private secondary

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel How do I request FMLA leave?

Generally, to request FMLA leave you must

Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible. You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your** employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

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 State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions.

Most federal and certain congressional employees are also covered by

Management or Congress.

the law but are subject to the jurisdiction of the U.S. Office of Personnel

U.S. Equal Employment Opportunity Commission

Conduct that might reasonably discourage someone from opposing

discrimination, filing a charge, or participating in an investigation or

Your **employer may request certification** from a health care provider

to verify medical leave and may request certification of a qualifying

DEPARTMENT OF LABOR **UNITED STATES OF AMERICA** 

Where can I find more information?

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**: Allow you to take job-protected time off work for a qualifying Continue your group health plan coverage while you are on

leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your **employer cannot interfere with your FMLA rights** or threaten

or punish you for exercising your rights under the law. For example,

your employer cannot retaliate against you for requesting FMLA leave or

cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you** are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLAprotected leave.

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may

file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint

**WAGE AND HOUR DIVISION** 

UNITED STATES DEPARTMENT OF LABOR

WH1420 REV. 04/2023

SCAN MF

**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.

> Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone **Protected Veteran Status** else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation 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

an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.gspx 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone)

an EEOC field office (information at

www.eeoc.gov/field-office)



**EMPLOYERS HOLDING FEDERAL CONTRACTS OR** 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

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. Failure to provide reasonable accommodation for a disability; pregnancy, Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal

contractors from discrimination based on inquiring about, disclosing, or discussing **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 ndividuals with disabilities at all levels of employment, including the executive

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty) active duty wartime or campaign badge veterans, or Armed Forces service medal 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 Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact

be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government. Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

If you are deaf, hard of hearing, or have a speech disability, please dial

**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

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

which receives Federal financial assistance, you should immediately contact the

discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of mployment 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



All workers have the right to:

retaliated against.

 A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being

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

Receive information and training on job

OSHA on your behalf. Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.

(by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your

File a complaint with OSHA within 30 days

that measure hazards in the workplace, and the workplace injury and illness log.

Contact OSHA. We can help.

**TWO** ways to verify poster compliance!

**QR CODE** Scan with phone camera:

ONLINE

Go to: JJKeller.com/LLPverify

Enter this code: 69386-012025

This poster is available free from OSHA.

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

Washington, D.C. 20210

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

7–1–1 to access telecommunications relay services. OFCCP may also discrimination, is available at <mark>www.eeoc.gov</mark>

protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender **Identity, National Origin** 

their compensation or the compensation of other applicants or employees.

prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilities

REV. 06/27/2023 **Job Safety and Health** 

Federal agency providing such assistance.

**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.

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

Comply with all applicable OSHA standards.

Notify OSHA within 8 hours of a workplace

the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported

Post OSHA citations at or near the place of





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