

MARYLAND **Employment Laws**

Minimum Wage and Overtime Exemptions:

Certain agricultural employee

Outside salesman

\$400,000 annually

(must earn the State Minimum Wage Rate):

Drive-in theaters

Overtime Only Exemptions

Taxicab drivers

Immediate family member of the employer

Executives, administrative, and professional employees

Employees under 16 working less than 20 hours per week

Non-administrative employees of organized camps

Carrier Act, and the Interstate Commerce Commission

Volunteers for educational, charitable, religious, and non-profit organizations

Employees enrolled as a trainee as part of a public school special education program

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

Non-profit concert promoter, theater, music festival, music pavilion, or theatrical show

• Certain establishments selling food and drink for consumption on the premises grossing less than

Establishments engaged in the first canning, packing or freezing of fruits, vegetables, poultry, or seafood

Employers subject to certain railroad requirements of the U.S. Dept. of Transportation, the Federal Motor

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

DIVISION OF LABOR AND INDUSTRY—EMPLOYMENT STANDARDS SERVICE

DEPARTMENT OF LABOR, LICENSING AND REGULATION

1100 North Eutaw Street, Room 607

BALTIMORE, MD 21201

Telephone Number: (410) 767-2357 ● Fax Number (410) 333-7303

POSTER COMPLIANCE DATE 02/2018

Department of Labor, Licensing and Regulation, Division of Labor and Industry Minimum Wage and Overtime Law (Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland)

\$8.75

Effective 7/1/16 **Current:** \$9.25 Effective 7/1/17

Future: \$10.10 Effective 7/1/18

Montgomery Co.

the applicable rate information

at least 85% of the State Minimum Wage Rate or \$7.25, whichever is higher.

Most employees must be paid 1.5 times their usual hourly rate for all work over 40 hrs. per week. Exceptions: Bowling establishments, and institutions providing on-premise care (other than hospitals) to the sick,

> EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION. PAY RECORDS MUST BE KEPT FOR 3 YEARS ON OR ABOUT THE PLACE OF WORK.

PENALTIES ARE PRESCRIBED FOR VIOLATIONS OF THE LAW

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.

Commission on Civil Rights Employment Discrimination is Unlawful

protection in employment regardless of: Marital Status Sexual Orientation Gender Identity Ancestry or National Origin Genetic Information

What Am I Protected From?

You are protected from unlawful discrimination from the following employment-related practices Employers cannot discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting work conditions, and discharging an employee. Labor organizations cannot deny membership to qualified persons or discriminate in apprenticeship

Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully limits employment. Newspapers and other media cannot publish job advertisements that discriminate.

Department of Labor, Licensing and Regulation **Health Insurance Coverage**

HEALTH INSURANCE COVERAGI

You and other members of your family may be eligible under Maryland law to continue to be covered by your former employer's health insurance policy if

You quit your job or you were terminated from your employment for a reason other than for cause; and You are covered by your employer under a group hospital-medical policy or a health maintenance organization (HMO) for at least three (3) months prior to being separated from your employment; and You do not have other similar insurance.

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

DLLR PUB/DUI 6116

TO BE POSTED

REV. 02/2011

Department of Labor, Licensing and Regulation **Earned Sick and Safe Leave Employee Notice**

unpaid sick and safe leave for certain employees.

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at and safe leave. least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than

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

To care for or treat the employee's mental or physical illness, injury, or condition; To obtain preventative medical care for the employee or the employee's family member; To care for a family member with a mental or physical illness, injury, or condition;

For maternity or paternity leave: or

The absence from work is necessary due to domestic violence, sexual assault, or stalking committee against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention: (2) to obtain services from a victim services organization: (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the

Employers are required to provide employees with a written statement of the employee's available earned sick

For further information about the program, you should contact your employer, or if necessary, telephone the

An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited from making a complaint,

How to File a Complaint or Obtain Additional Information If you feel your rights have been violated under this law or you would like additional information, you may

> COMMISSIONER OF LABOR AND INDUSTRY 1100 North Eutaw Street, Room 600 • Baltimore, MD 21201 dldlilaborindustry-dllr@maryland.gov

Department of Labor, Licensing and Regulation, Division of Labor and Industry

Minor Fact Sheet

Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent

Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit

Prints work permit

TO BE VALID: The Minor, the Minor's Parent/Guardian, and the Employer must sign the permit

8 hours on any day when school is not in session.

40 hours in any week when school is not in session. May only work between the hours of 7:00 am and 8:00 pm

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

ing, manufacturing or hazardous occupations. The activities include:

3-301. Definitions.

Farm work performed on a farm. Domestic work performed in or about a home.

) In general. - In this subtitle the following words have the meanings indicated.

is subtitle applies to an employer of both men and women in a lawful enterprise.

In this section, "providing less favorable employment opportunities" means:

304. Equal pay for equal work.

3) jobs that require different abilities or skills;

(4) jobs that require the regular performance of different duties or services

5) work that is performed on different shifts or at different times of day;

Caddving on a golf course

Employment as an instructor on an instructional sailboat.

Manufacturing of evergreen wreaths in or about a home.

Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue

Special Permits

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry (address below) or online at: www.dllr.state.md.us/labor/wages/empm.shtml

Federal Restrictions Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-6211 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.

OCCUPATIONS FORBIDDEN TO ALL MINORS Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions

Occupations in or about plant or establishments containing explosive components Occupations of motor-vehicle driver and outside helpe Coal-Mine occupation: Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.

Occupations involved in the operation of power-driven woodworking machines. Occupations involving exposure to radioactive substances and to ionizing radiations. Occupations involved in the operation of elevators and other power-driven hoisting apparatus Occupations involved in the operation of power-driven metal forming, punching, and shearing machines Occupations in connection with mining, other than manufacturing or storing explosives or articles coal.

Occupations involving slaughtering, meat-packing or processing, or rendering. Occupations involved in the operation of certain power driven bakery machine Occupations involved in the operation of certain powerdriven paper products machines Occupations involved in the manufacture of brick, tile, and kindred products

Occupations involved in the operation of circular saws, band saws, and guillotine shears Occupations involved in wrecking, demolition, and shipbreaking operation

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors.

• Docks or wharves, other than marinas where pleasure boats are sold or served. Pilots, firemen, or engineers on any vessel or boat engaged in commerce.

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

Any occupation forbidden by any local, state or federal law.

The manufacturing of dangerous or toxic chemicals or compounds. squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of Cleaning, oiling or wiping of machinery.

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

payment of goods or services delivered by the minor. AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or

storage areas where goods are manufactured or processed. Operation, cleaning or adjusting of any power-driven machinery other than office machines. Occupations in, about or in connection with (except office or sales work not performed on site):

 airports railroads occupations causing dust or gases in injurious quantities boats engaged in navigation or commerce any occupation deemed injurious by the

> DEPARTMENT OF LABOR, LICENSING AND REGULATION Division of Labor and Industry — Employment Standards Service 1100 North Eutaw Street, Room 607 • Baltimore, MD 21201 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303

E-MAIL: dldliemploymentstandards-dllr@maryland.gov

REV. 10/2016

Commissioner after investigation.

WORKERS' COMPENSATION LA COMPENSACIÓN DEL TRABAJADOR

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

CONTRACTOR OF CHICAGO STATE STATE OF THE STA t you are injured on the job:

. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.

Tell the doctor who treats you that you were hurt on the job.

. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.

Note: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subje

to fines, imprisonment or both. mployer/Empleador

Business Address/Dirección City/State/Zip Federal Employer ID (FEIN) dentificación Federal Del Empleador elephone Number/Número Telefónico

nsurance Company Name

MD WCC Form C-24 11/2007

nsurance Company Telephone

con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas Maryland Workers' Compensation Commission

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

Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada

(410) 864-5100 / Outside Baltimore (800) 492-0479 Webpage - http://www.wcc.state.md.us / TTY Users - 711 in Maryland or (800) 735-2258 This notice must be printed on 8.5 "X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.03

10 East Baltimore Street, Baltimore, Maryland 21202-1641

¿Accidentes por lesión/daño corporal relacionados con

estipulado por la ley).

que usted se lesionó en su trabajo.

consultando la página del Internet para el Workers' Compensation o solicitándo uno por

el Empleo o Enfermedad Profesional?

Si usted se encuentra incapacitado o inhabilitado para

que tienen las compañías pudiera cubrir las facturas

médicas y otros gastos relacionados. También le comp

ensarían 2/3 de sus ingresos (Hasta un monto máximo

Si usted sufre una lesión en el trabajo, debe:

. Informarle a su empleador o supervisor de inmediato.

No podría recibir todos sus beneficios a menos que su

empleador fuere notificado que sufrió una lesión.

. Llenar el formulario Employee's Claim Form C-1 (disponible

Informarle al médico quien le administre tratamiento

trabajar por más de tres días, el seguro de trabajadores

Department of Labor, Licensing and Regulation

Safety and health protection on the job

Maryland Occupational Safety and Health Act - Private Sector

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

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act. The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for

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

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

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be

issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected. The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for each such violation.

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

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

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

> > Mosh Training and Education 10946 GOLDEN WEST DRIVE, SUITE 160 HUNT VALLEY, MARYLAND 21031

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



To update your employment law posters contact J. J. Keller & Associates, Inc. JJKeller.com/employmentlaw







This poster is in compliance with state posting requirements.



employee decides to file an employment discrimination complaint, an employer may not Interfere with: Deny the exercise: or Deny the attempt to exercise the right. Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil

What If I Am A Victim Of Discrimination? If you believe your rights under the law have been violated, you must file a complaint with MCCR within 6 months of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by

for public hearing or trial. STATE OF MARYLAND COMMISSION ON CIVIL RIGHTS

6 Saint Paul Street, Suite 900 BALTIMORE, MD 21202-1631

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841 mccr@maryland.gov | www.mccr.maryland.gov

TO BE POSTED

You will be responsible for paying the entire cost of the health insurance policy.

Insurance Administration in Baltimore at (410) 468-2244 or 1-800-492-6116 (Ext. 2244). STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION

THIS NOTICE APPLIES TO STATE LAW.

YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW.

i) inquiring about another employee's wages; ii) disclosing the employee's own wages:

ubsection (c) of this section is a pretext for discrimination on the basis or sex or gender identity

(v) aiding or encouraging another employee's exercise of rights under this section. (1) subject to paragraph (2) of this subsection, an employer may, in a written policy provided to each employee, ablish reasonable workday limitations on the time, place, and manner for inquiries about or the discussion or closure of employee wages

(2) a limitation established under paragraph (1) of this subsection shall be consistent with standards adopted by

(ii) requesting that the employer provide a reason for why the employee's wages are a condition of

2) require an employee to sign a waiver or any other document that purports to deny the employee the right to

3) subject to subsection (d) of this section, limitations established under paragraph (1) of this subsection may include prohibiting an employee from discussing or disclosing the wages of another employee without that except as provided in subsection (d) of this section, the failure of an employee to adhere to a reasonable limitation luded in a written policy under subsection (b) of this section shall be an affirmative defense to a claim made against n employer by the employee under this section if the adverse employment action taken by the employer was for a

) a prohibition established in accordance with subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without that employee's prior permission may not apply to instances in which employee who has access to the wage information of other employees as a part of the employee's essential job inctions if the discussion or disclosure is in response to a complaint or charge or in furtherance of an investigation, a oceeding, a hearing, or an action under this subtitle, including an investigation conducted by the employer (2) if an employee who has access to wage information as part of the essential functions of the employee's job discloses the employee's own wages or wage information about another employee obtained outside the performance of the essential functions of the employee's job, the employee shall be entitled to all the protections

e) Nothing in this section shall be construed to

(2) diminish employees' rights to negotiate the terms and conditions of employment under federal, state, or local

(3) limit the rights of an employee provided under any other provision of law or collective bargaining agreement; (4) create an obligation on any employer or employee to disclose wages (5) permit an employee, without the written consent of an employer, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law: or (6) permit an employee to disclose wage information to a competitor of the employer

(i) wages of employees; (ii) job classifications of employees; and (iii) other conditions of employment. (2) An employer shall keep the records required under this subsection for the period of time that the Commissioner

3-306. Copies and posting of subtitle (a) Copies. - On request of an employer, the Commissioner shall provide without charge a copy of this subtitle to the (b) *Posting*. - Each employer shall keep posted conspicuously in each place of employment a copy of this subtitle.

(c) The Commissioner, in consultation with the Maryland Commission on Civil Rights, shall develop educational

materials and make training available to assist employers in adopting training, policies, and procedures that comply 3-306.1. Enforcement (a) Whenever the Commissioner determines that this subtitle has been violated, the Commissioner shall:

(2) ask the Attorney General to bring an action on behalf of the applicant or employee (b) The Attorney General may bring an action under this section in the county where the violation allegedly occurred for iniunctive relief, damages, or other relief.

(1) If an employer knew or reasonably should have known that the employer's action violates § 3-304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employees of one sex or gender identity and the wages paid to employees of another sex or gender identity who do the same type work and an additional equal amount as liquidated damages. (2) If an employer knew or reasonably should have known that the employer's action violates § 3-304.1 of this

damages and an additional equal amount as liquidated damages (3) An employee may bring an action on behalf of the employee and other employees similarly affected. (b) Assignment of claims. - On the written request of an employee who is entitled to bring an action under this section,

the Commissioner may: (1) take an assignment of the claim in trust for the employee; (2) ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and (3) consolidate 2 or more claims against an employer (c) Limitations period. - An action under this section shall be filed within 3 years after the employee receives from the

(d) Defense. - The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section (e) Costs. - If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment interest in accordance with the Maryland Rules.

Commissioner in the enforcement of this subtitle (3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of employment that the Commissioner is authorized under this subtitle to inspect; or

(4) discharge or otherwise discriminate against an employee because the employee (i) makes a complaint to the employer, the Commissioner, or another person: (ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or

(b) Prohibited acts of employee. - An employee may not: (1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the

(4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle. (c) Action by Commissioner. - The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1) or (4) or subsection (b)(1), (3), or (4) of this section (d) Penalties. - An employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$300. For additional information or to file a complaint, please contact:

FOR MORE INFORMATION CONTACT:

Division of Labor and Industry

EMPLOYMENT STANDARDS SERVICE

1100 N. EUTAW ST. RM. 607

BALTIMORE, MD 21201

PHONE: 410-767-2357

DEPARTMENT OF LABOR, LICENSING AND REGULATION

Commission on Civil Rights Pregnant & Working

Know Your Rights

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to If required, the certification must include disability **and** the accommodation does not impose an undue hardship on your employer. State Government Article, Date a reasonable accommodation is medically advisable Probable duration of the accommodation should be provided. Explanation as to the medical advisability of the reasonable accommodation

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at **Can | Still Get in Trouble?** work. Your employer must explore "all possible means of providing the reasonable accommodation." *State Government* **Retaliation is prohibited under** *State Government Article, \$20-609(h)* when exercising your rights. If an employee seeks to exercise her right to request a reasonable accommodation for a temporary disability due to pregnancy, an The law lists an assortment of options for both you and your employer to consider in order to comply with a request for easonable accommodation. These include, but are not limited to: Interfere with;

 Restrain; Changing work hours Deny the attempt to exercise the right. Providing mechanical or electrical aids Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights

Changing job duties

Do I Need A Doctor's Note?

State Government Article, §20-609(f)

extent certification is required for other temporary disabilities.

Transfers to less strenuous or less hazardous positions Providing leave What If I Am A Victim Of Discrimination? very situation is different. You must explore every available option with your employer to decide what accommodation If you believe your rights under the law have been violated, you must file a complaint with MCCR within 6 months best suits your needs.

of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. All procedures by MCCR are confidential until your case is certified for public hearing or It depends on what your employer requests. The law allows an employer, at his or her discretion, to require certification m your health care provider regarding the medical advisability of a reasonable accommodation, but only to the same **trial.** STATE OF MARYLAND

nccr@maryland.gov | www.mccr.maryland.gov

COMMISSION ON CIVIL RIGHTS 6 SAINT PAUL STREET, SUITE 900 BALTIMORE, MD 21202-1631 Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841

Department of Labor, Licensing and Regulation **Unemployment Insurance**

TO EMPLOYEES **YOUR EMPLOYER IS SUBJECT TO** the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose. IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below. IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work ive been reduced, promptly file a claim as instructed above, to determine your benefit rights. IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

You are unemployed through no fault of your own. You have sufficient earnings in your Base Period. You have registered for work and filed a claim for benefits with a Department of Labor, Licensing and egulation claim center listed below You are able to work, available for work, and actively seeking work.

To ensure prompt handing of your claim, it is necessary to have your Social Security number available If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided

YOU ARE ENTITLED TO BENEFITS IF:

with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL: Phone Number To File A Claim Area Served 301-313-8000 Calvert Prince Georges 1-877-293-4125 (toll free) St. Mary's Montgomery

Allegany

Caroline

Dorchester

Oueen Anne's

Anne Arundel 1-877-293-4125 (toll free) Baltimore City Harford Baltimore County Howard SOLICITUD DE BENEFICIOS OUTSIDE THE STATE OF INSIDE THE STATE OF MARYLAND DEL DESEMPLEO PARA LA (DENTRO DEL ESTADO DE MARYLAND MARYLAND POBLACIÓN DE HABLE HISPANA (FUERA DEL ESTADO DE MARYLAND) Maryland Relay Dial 711 TTY: 1-800-735-2258 301-313-8000 Speech to Speech: 1-800-785-5630 TTY: 1-800-735-2258

Para Relevos en

Maryland presione 711 ó

1-800-877-1264 (U.S.) 1-800-877-1264 (U.S.) TO FILE A CLAIM VIA THE INTERNET www.mdunemployment.com IMPORTANT NOTICE Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are

ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be disqualified and will be subject to criminal prosecution The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION

OFFICE OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE

Maryland Labor and Employment Article, Title 8, Sec. 8-603 DLLR/DUI 328

Department of Labor, Licensing and Regulation, Division of Labor and Industry

TELEPHONE NUMBER: (410) 767-2357 • FAX NUMBER: (410) 333-7303

E-ман: dldliemploymentstandards-dllr@maryland.gov

nder Maryland law, a tipped employee is an employee who customarily and regularly received more than \$30 each DEPARTMENT OF LABOR, LICENSING AND REGULATION DIVISION OF LABOR AND INDUSTRY Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay an employer EMPLOYMENT STANDARDS SERVICE for the amount of a customer's charge for food or beverage if the customer leaves the employer's place of business 1100 North Eutaw Street, Room 607

Washington

Somerset

Worcester

Notice to Tipped Employees

f you think you have been required to make an improper payment or there has been an improper deduction from your wages related to a customer's charges if the customer leaves the place of business without paying the charges, you may PURSUANT TO §3-713(C) OF THE LABOR AND EMPLOYMENT ARTICLE OF THE MARYLAND ANNOTATED CODE,

EMPLOYERS ARE REQUIRED TO CONSPICUOUSLY POST THIS NOTICE IN A PLACE WHERE ANY TIPPED EMPLOYEE IS EMPLOYED. 🛮 🖊

45552

NEW minimum wage rates take effect. Employers in these counties are required to post Most employees must be paid the Maryland State Minimum Wage Rate.

EMAIL: dldliemploymentstandards-dllr@maryland.gov the aged, or individuals with disabilities for all work over **48 hrs.** per week

REV. 07/2017

Retaliation is also prohibited under the law when you exercise your rights to seek relief and redress. If an

phone, email, fax, letter, or walk-in. All procedures by MCCR are confidential until your case is certified

The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick Employees are permitted to use earned sick and safe leave in increments in certain amounts established by and safe leave for certain employees. It also requires that employers who employ 14 or fewer employees provide their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.

bringing an action, or testifying in an action in bad faith.

Minor completes required information online

Labor and Employment Article, Section 3-206, Annotated Code of Maryland

A minor under the age of 14 is not permitted to work and may not be employed.

Minors 14 through 17 years of age may only work with a work permit. The work permit must be in the employer's possession before the minor is permitted to work.

imployers must keep the work permit on file for three years. issible Hours of Employment

ay not be employed or permitted to work more than five hours continuously without a non-working period of at least $\frac{1}{2}$

4 hours on any day when school is in session. 23 hours in any week when school is in session for five days

May work until 9:00 pm from Memorial Day until Labor Day.

spend no more than 12 hours in a combination of school hours and work hours each day. st be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period xceptions to hours and occupations may be granted by the Commissioner of Labor and Industry.

applications for exceptions should be addressed to the Commissioner giving explicit details. ctivities not considered employment if performed outside of the prescribed school day and the activity does not involve

Work performed in a business owned or operated by a parent or one standing in the place of a parent

Occupations involved in roofing operations

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

Department of Labor, Licensing and Regulation, Division of Labor and Industry

(1) "Employer" means: (i) a person engaged in a business, industry, profession, trade, or other enterprise in the State; (ii) the State and its units; (iii) a county and its units: and (iv) a municipal government in the State) "Employer" includes a person who acts directly or indirectly in the interest of another employer with an

(1) "Wage" means all compensation for employment. 2) "Wage" includes board, lodging, or other advantage provided to an employee for the convenience of the

Gender Identity" has the meaning stated in § 20-101 of the State Government Article. ("Gender identity" means

gender—related identity, appearance, expression, or behavior of a person, regardless of the person's assigned sex

-303 Miscellaneous nowers of Commissione addition to any powers set forth elsewhere, the Commissioner may (1) use informal methods of conference, conciliation, and persuasion to eliminate pay practices that are unlawful under this subtitle: and 2) supervise the payment of a wage owing to an employee under this subtitle.

) Assigning or directing the employee into a less favorable career track, if career tracks are offered, or position;

comparable character or work on the same operation, in the same business, or of the same type; or

(2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at the same

(ii) providing less favorable employment opportunities based on sex or gender identity.

) Failing to provide information about promotions or advancement in the full range of career tracks offered by Limiting or depriving an employee of employment opportunities that would otherwise be available to the 3-307. Action against employer by or for employee. employee but for the employee's sex or gender identity. *In general.* - An employer may not discriminate between employees in any occupation by i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identity if both employees work in the same establishment and perform work of

stablishment as another employee if the employees work for the same employer at workplaces located in the ame county of the state ffect of requirement. — Except as provided in subsection (d) of this section, subsection (b) of this section does not ibit a variation in a wage that is based on:) a seniority system that does not discriminate on the basis of sex or gender identity;) a merit increase system that does not discriminate on the basis of sex or gender identity

6) a system that measures performance based on a quality or quantity or production; or 7) a bona fide factor other than sex or gender identity, including education, training, or experience in which the (i) is not based on or derived from a gender-based differential in compensation; (ii) is job related with respect to the position and consistent with a business necessity; and (iii) accounts for the entire differential.

This section does not preclude an employee from demonstrating that an employer's reliance on an exception listed

Reduction in wages. - An employer who is paying a wage in violation of this subtitle may not reduce another wage comply with this subtitle.) An employer may not: 1) prohibit an employee from (i) inquiring about, discussing, or disclosing the wages of the employee or another employee; or

disclose or discuss the employee's wages: or t) take any adverse employment action against an employee for: (iii) discussing another employee's wages if those wages have been disclosed voluntarily; (iv) asking the employer to provide a reason for the employee's wages; or

the commissioner and all other state and federal laws. ilure to adhere to the reasonable limitation and not for an inquiry, a discussion, or a disclosure of wages in accordance

require an employee to disclose the employee's wage

3-305. Records and reports. (a) (1) Each employer shall keep each record that the Commissioner requires on:

(b) On the basis of the records required under this section, an employer shall make each report that the Commissioner

(1) try to resolve any issue involved in the violation informally by mediation; or

(a) Action by employee.

subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover actual

employer the wages paid on the termination of employment under § 3-505(a) of this title

3-308. Prohibited acts; penalties. (a) Prohibited acts of employer. - An employer may not: (1) willfully violate any provision of this subtitle (2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the

(iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of this (2) in bad faith, bring an action under this subtitle; (3) in bad faith, bring a proceeding that relates to the subject of this subtitle; or

> without paying for the charges. In addition, unless otherwise provided by law, an employer is prohibited from making deduction to an employee's wages to cover the cost of a customer's charge for food or beverage if the customer leaves ne employer's place of business without paying the charge for food or beverages. contact the Commissioner of Labor and Industry at:

month in tips or gratuities

301-723-2000

410-334-6800

-877-293-4125 (toll free)

1-877-293-4125 (toll free)

BALTIMORE, MD 21201

Phone: 410-527-2091

Minimum Wage Rates

Effective July 1, 2017

Effective Oct. 1, 2017 Prince George's Co.

Amusement and Recreational Establishments (who meet certain requirements): must pay employees **Employees under 20 years of age:** must earn at least 85% of the State Minimum Wage Rate for the first 6

Tipped Employees (earning more than \$30 per month in tips): must earn the State Minimum Wage Rate per

hour. Employers must pay at least \$3.63 per hour. This amount plus tips must equal at least the State Minimum

Agricultural workers for all work over **60 hrs.** per week

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

State Government Article, §20-602 of the Annotated Code of Maryland provides every Marylander equal Physical or Mental Disability Rights (MCCR).

If you wish to continue your health insurance, you MUST give your employer written notice no later than forty-

40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any

domestic violence, sexual assault, or stalking.

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A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

REV. 09/2017

Speech to Speech: 1-800-785-5630

Para Relevos en Maryland presione