

POSTER COMPLIANCE DATE 01/2019

## Minimum Wage

Department of Labor, Bureau of Labor Standards

### Minimum Wage

**Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.**

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

**Minimum Wage is \$11.00 per hour effective January 1, 2019**

**Minimum Wage**  
Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2019, the minimum wage in Maine is \$11 per hour.

**Municipal Minimum Wage Ordinances**  
Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

**Service Employee**  
A service employee is someone who regularly receives more than \$30 a month in tips. As of January 1, 2019, employers must pay a direct wage of at least \$5.50 per hour to service employees. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

**Overtime**  
Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time within the workweek (but not the pay period) if the pay period is longer than a seven day cycle in the workweek).

**Exemptions from Overtime**  
Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). The new minimum salary requirement will be \$634.62 per week as of January 1, 2019. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold—will result in violations of both federal or state law or of one jurisdiction or the other depending on the discrepancies in the laws.

**Statements to Employees**  
Every employer shall give to each employee with the payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

**Recordkeeping**  
Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's webpage.

**Minimum Wage Guidance**  
[www.maine.gov/labor/labor\\_laws/minimum\\_wage\\_faq.html](http://www.maine.gov/labor/labor_laws/minimum_wage_faq.html)  
[legislabour.maine.gov/statutes/26/title26sec664.html](http://legislabour.maine.gov/statutes/26/title26sec664.html)

**Overtime Guidance**  
[www.maine.gov/labor/labor\\_laws/overtime.html](http://www.maine.gov/labor/labor_laws/overtime.html)  
[legislabour.maine.gov/statutes/26/title26sec664.html](http://legislabour.maine.gov/statutes/26/title26sec664.html)

**\*Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.**

**For more information, contact:**

MAINE DEPARTMENT OF LABOR  
BUREAU OF LABOR STANDARDS  
45 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0045  
TELEPHONE: 207-623-7900  
TTY USERS CALL MAINE RELAY 711.  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [bls.mdol@maine.gov](mailto:bls.mdol@maine.gov)

REV. 11/2018

**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 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.

## Child Labor

Department of Labor, Bureau of Labor Standards

### Child Labor Laws

**Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.**

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website).

**14 and 15 year olds** may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

**Work Permits**

- All minors under 16 years of age need work permits in order to work.
- Superintendent of schools certify academic standing.
- Minor allowed only one permit during the school year but two during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

**Recordkeeping**  
All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day.

**Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or <http://youth.dol.gov/>.**

**Work Hours 14 and 15 year olds**

- No more than six days in a row.
- Cannot work before 7 a.m.
- Not after 7 p.m. during school year.
- Cannot work after 9 p.m. during summer vacation.

**When School Is Not in Session**

- No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- Not more than 40 hours in a week (school must not end entire week).

**For full text of the statute visit** [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls) **MSA Title 26 §251, 252.**

If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor Bureau of Labor Standards  
**Telephone: 1-877-SAFE-345 (1-877-723-3345)**  
TTY users call Maine Relay 711.  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [mdol@maine.gov](mailto:mdol@maine.gov)

REV. 04/2017

## Regulation of Employment

Department of Labor, Bureau of Labor Standards

### Regulation of Employment

**Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.**

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

**Time of Payment**  
Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change.

**Payment of Wages**  
Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. Any vacation pay earned is due at the same time.

**Severance Pay**  
Businesses that have 100 or more employees at a single location may have to provide severance pay to employees if that business location closes or has a mass layoff.

**Unfair Agreement**  
Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

**Rest Breaks**  
Most employees must be offered a 30-minute paid or unpaid rest break after 6 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

**Family Medical Leave**  
An employee who has worked for the last 12 months at a workplace with 15 or more employees can have leave for up to 10 paid or unpaid weeks in 2 years for:

- Birth or adoption of a child or domestic partner's child;
- Serious illness of the employee or immediate family member, including domestic partner;
- Organ donation;
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- Serious illness or death of a sibling who shares joint living and financial arrangements with the worker.

*(Federal family medical leave is different. Call 603-666-7716 for more information.)*

**At-Will Employment - Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.**

REV. 11/2015

## Sexual Harassment

Human Rights Commission

### THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

**SEXUAL HARASSMENT ON THE JOB IS ILLEGAL**

**IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:**

MAINE HUMAN RIGHTS COMMISSION  
51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051  
PHONE (207) 624-6290  
FAX (207) 624-8729  
TTY: MAINE RELAY 711  
[www.maine.gov/mhrc](http://www.maine.gov/mhrc)

OR CONTACT YOUR PERSONNEL DEPARTMENT: \_\_\_\_\_ DEPARTMENT / AGENCY CONTACT

REV. 10/2012

## Unemployment Ins.

Department of Labor, Bureau of Unemployment Compensation

### Maine Employment Security Law

**Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.**

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free.

**How to file a claim for unemployment benefits**  
All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. **Do not delay in filing your claim once you are out of work. Claims cannot be backdated.**

When filing, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

**To file online: [www.maine.gov/reemplyme](http://www.maine.gov/reemplyme)**  
This is the fastest, easiest way to file.

**To file by phone: 1-800-593-7660**  
**TTY Users Call Maine Relay 711.**

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit [www.mainecareercenter.gov](http://www.mainecareercenter.gov) to access Maine JobLink.

We provide **language interpreter services** in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

**To claim by mail:** In some cases, your employer will give you a claim form. Mail your initial claim form to your nearest Unemployment Claims Center listed below.

**Maine Department of Labor**  
**Bureau of Unemployment Compensation**  
97 State House Station, Augusta, ME 04333-0097  
P. O. Box 450, Bangor, ME 04402-0450  
P. O. Box 1088, Presque Isle, ME 04769-1088

Me. 1-1

REV. 03/2017

This poster is in compliance with state posting requirements.

## Whistleblowers

Department of Labor, Bureau of Labor Standards

### Whistleblower's Protection Act

**Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.**

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

**It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:**

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

**You are protected by this law ONLY if:**

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

**To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:** (This information should be filled in by the employer)

(NAME) \_\_\_\_\_  
(TITLE) \_\_\_\_\_  
(LOCATION OR PHONE) \_\_\_\_\_

**For more information or to file a complaint under this law, contact:**

THE MAINE HUMAN RIGHTS COMMISSION  
51 STATE HOUSE STATION  
AUGUSTA, MAINE 04333  
TEL: (207) 624-6290  
TTY USERS CALL MAINE RELAY 711  
[www.Maine.gov/mhrc](http://www.Maine.gov/mhrc)

**The following agencies may provide useful information on workplace safety and labor laws:**

**U.S. DEPARTMENT OF LABOR**  
**WAGE AND HOUR DIVISION**  
P.O. Box 554  
PORTLAND, MAINE 04112  
TEL: (207) 780-3344  
[www.dol.gov](http://www.dol.gov)

**U.S. DEPARTMENT OF LABOR/OSHA**  
40 WESTERN AVENUE  
AUGUSTA, MAINE 04330  
TEL: (207) 626-9160  
[www.osha.gov](http://www.osha.gov)

**MAINE DEPARTMENT OF LABOR**  
**BUREAU OF LABOR STANDARDS**  
45 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0045  
207-623-7900  
TTY USERS CALL MAINE RELAY 711.  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [mdol@maine.gov](mailto:mdol@maine.gov)

REV. 11/2015

## FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2013

# WORKERS' COMPENSATION

## WORKERS' COMPENSATION BOARD REGIONAL OFFICES

**AUGUSTA**  
24 Stone Street, Suite 102  
Augusta, ME 04330  
207-287-2308  
1-800-400-6854

**LEWISTON**  
36 Mollison Way  
Lewiston, ME 04240-5811  
207-753-7700  
1-800-400-6857

**BANGOR**  
106 Hogan Road, Suite 1  
Bangor, ME 04401  
207-941-4550  
1-800-400-6856

**PORTLAND**  
62 Elm Street  
Portland, ME 04101  
207-822-0840  
1-800-400-6858

**CARIBOU**  
43 Hatch Drive, Suite 110  
Caribou, ME 04736-2347  
207-498-6428  
1-800-400-6855

Visit our website at:  
[www.maine.gov/wcb](http://www.maine.gov/wcb)  
Statewide TTY: Maine Relay 711

REV. 11/2015

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2013

## Notice to Employees:

State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 30 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

If you have any questions about your rights, please contact one of the regional offices.

## A l'intention des Employes:

D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses employés victimes d'un accident du travail.

Si vous êtes victime d'un accident du travail, PREVEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 30 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.

La loi interdit aux employeurs de classifier fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-employé, aux

indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés) : [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

## Aviso a los Trabajadores:

La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 30 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro pro compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador; está en contra de la ley del empleador. Para mayor información acerca de las leyes pertinentes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

REV. 11/2015

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2013

## TWO ways to verify poster compliance!

SCAN 

ENTER **JJKeller.com/LLPverify** Enter: 38038-012019

To update your employment law posters contact J. J. Keller & Associates, Inc. [JJKeller.com/employmentlaw](http://JJKeller.com/employmentlaw) 800-327-6868

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