

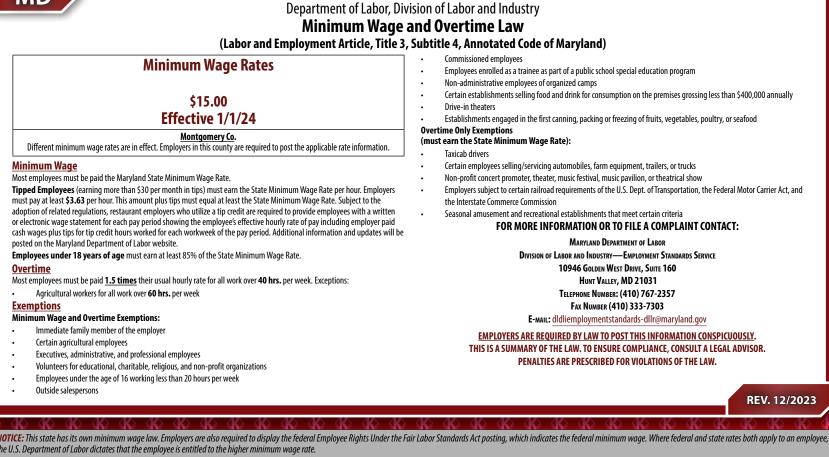
LABOR LAWS

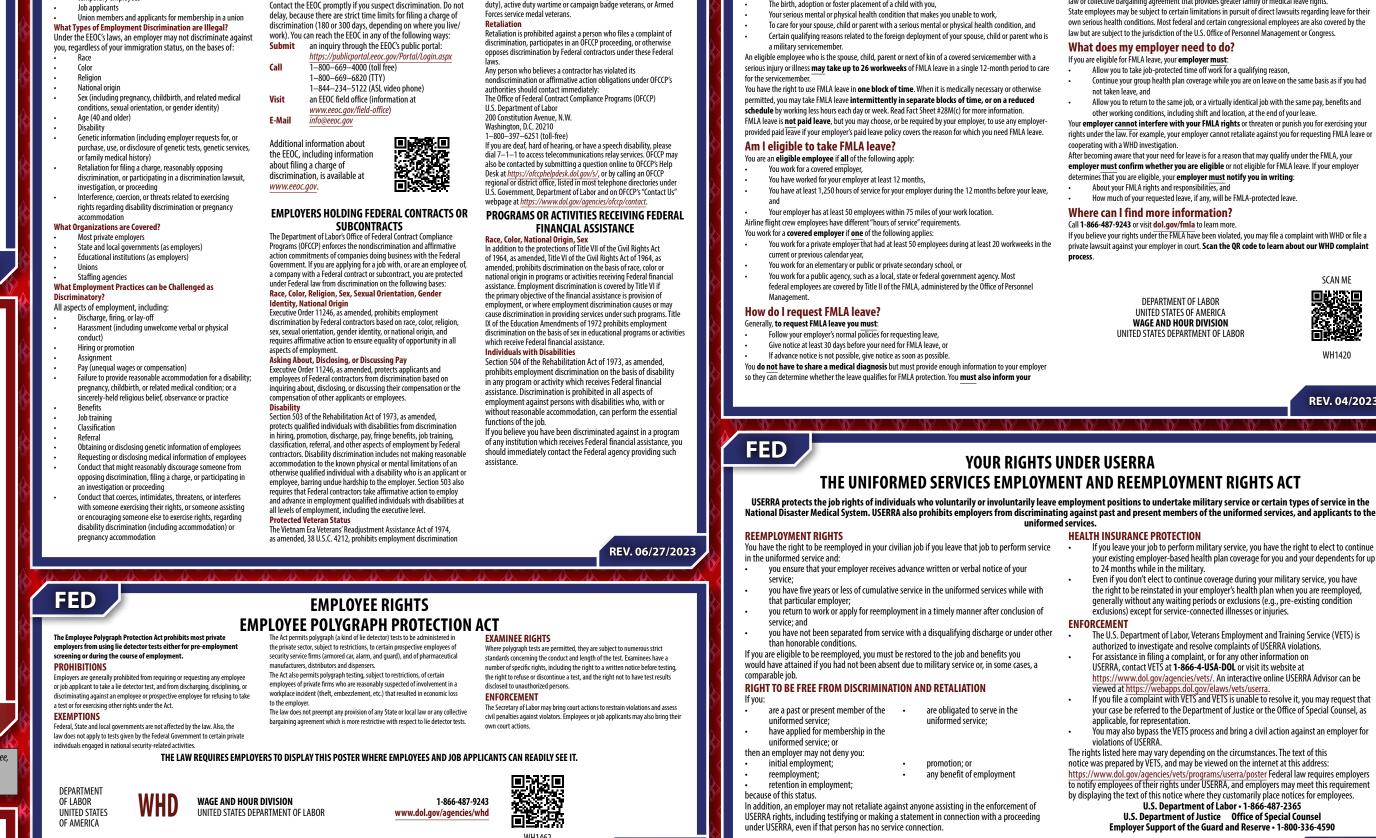
Since 1953

FEDERAL

MARYLAND

FED FED FED U.S. Equal Employment Opportunity Commission YOUR EMPLOYEE RIGHTS UNDER THE EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT Know Your Rights: Workplace Discrimination is Illegal FAMILY AND MEDICAL LEAVE ACT prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the FEDERAL MINIMUM WAGE minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of \$7.25 PER HOUR What is FMLA leave? 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. employer if FMLA leave was previously taken or approved for the same reason when requesting the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation BEGINNING JULY 24, 2009 additional leave. The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with jobthat results in the death or serious injury of any minor employee, and such assessments may be doubled when Your employer may request certification from a health care provider to verify medical leave and may protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour against, and requires affirmative action to recruit, employ, and Who is Protected? What can You Do if You Believe Division (WHD) enforces the FMLA for most employees. request certification of a qualifying exigency. the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging The law requires employers to display this poster where employees can readily see it. advance in employment, disabled veterans, recently separated Employees (current and former), including managers and The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local Discrimination has Occurred? workers who file a complaint or participate in any proceeding under the FLSA. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for **OVFRTIMF PAY** veterans (i.e., within three years of discharge or release from active emporary employee law or collective bargaining agreement that provides greater family or medical leave rights. Contact the EEOC promptly if you suspect discrimination. Do not duty), active duty wartime or campaign badge veterans, or Armed The birth, adoption or foster placement of a child with you, ADDITIONAL INFORMATION At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek Job applicants State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their Your serious mental or physical health condition that makes you unable to work, delay, because there are strict time limits for filing a charge of ces service medal veterans. Union members and applicants for membership in a union Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay CHILD LABOR own serious health conditions. Most federal and certain congressional employees are also covered by the ination (180 or 300 days, depending on where you live, To care for your spouse, child or parent with a serious mental or physical health condition, and Retaliation What Types of Employment Discrimination are Illegal? Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. provisions. Certain narrow exemptions also apply to the pump at work requirements. 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 work). You can reach the EEOC in any of the following ways: Under the EEOC's laws, an employer may not discriminate against Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is an inquiry through the EEOC's public portal: Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana What does my employer need to do? a military servicemember iobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in you, regardless of your immigration status, on the bases of: https://publicportal.eeoc.gov/Portal/Login.aspx opposes discrimination by Federal contractors under these Federal An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a Islands, and the Commonwealth of Puerto Rico. If you are eligible for FMLA leave, your employer must: various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules 1-800-669-4000 (toll free) Call serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care Allow you to take job-protected time off work for a qualifying reason, Color Any person who believes a contractor has violated its Some state laws provide greater employee protections; employers must comply with both. apply in agricultural employment. 1-800-669-6820 (TTY) nondiscrimination or affirmative action obligations under OFCCP's for the servicemember Continue your group health plan coverage while you are on leave on the same basis as if you had Some employers incorrectly classify workers as "independent contractors" when they are actually **TIP CREDIT** National origin 1-844-234-5122 (ASL video phone authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise not taken leave, and employees under the FLSA. It is important to know the difference between the two because employees Sex (including pregnancy, childbirth, and related medical Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips Visit an EEOC field office (information at permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced Allow you to return to the same job, or a virtually identical job with the same pay, benefits and (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly conditions, sexual orientation, or gender identity) U.S. Department of Labor schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. www.eeoc.gov/field-office) received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they other working conditions, including shift and location, at the end of your leave 200 Constitution Avenue, N.W. Washington, D.C. 20210 Age (40 and older) E-Mail info@eeoc.go FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer classified independent contractors are not. Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's Disability Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or Genetic information (including employer requests for, or cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the 1-800-397-6251 (toll-free) Additional information about If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may Am I eligible to take FMLA leave? cooperating with a WHD investigation. than the minimum wage under special certificates issued by the Department of Labor. purchase, use, or disclosure of genetic tests, genetic services, the EEOC, including information After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your or family medical history) You are an eligible employee if all of the following apply: **PUMP AT WORK** also be contacted by submitting a question online to OFCCP's Help about filing a charge of employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer Retaliation for filing a charge, reasonably opposing You work for a covered employer, Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk discrimination, or participating in a discr discrimination, is available a determines that you are eligible, your **employer must notify you in writing**: You have worked for your employer at least 12 months, DEPARTMENT WAGE AND HOUR for their nursing child for one year after the child's birth each time the employee needs to express breast milk. investigation, or proceeding www.eeoc.gov. About your FMLA rights and responsibilities, and You have at least 1,250 hours of service for your employer during the 12 months before your leave U.S. Government, Department of Labor and on OFCCP's "Contact Us" Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy How much of your requested leave, if any, will be FMLA-protected leave 1-866-487-9243 OF LABOR DIVISION Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from ebpage at https://www.dol.gov/agencies/ofccp/o UNITED STATES LINITED STATES www.dol.gov/agencies/whd Your employer has at least 50 employees within 75 miles of your work location Where can I find more information? coworkers and the public, which may be used by the employee to express breast milk. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR** PROGRAMS OR ACTIVITIES RECEIVING FEDERAL DEPARTMENT OF LABOR OF AMERICA Airline flight crew employees have different "hours of service" requirements SUBCONTRACTS Call 1-866-487-9243 or visit dol gov/fmla to learn more **FNFORCEMENT** What Organizations are Covered? FINANCIAI ASSISTANCE You work for a covered employer if one of the following applies If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a WH1088 Most private employers The Department of Labor's Office of Federal Contract Compliance The Department has authority to recover back wages and an equal amount in liquidated damages in instances Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act Programs (OFCCP) enforces the nondiscrimination and affirmative You work for a private employer that had at least 50 employees during at least 20 workweeks in the private lawsuit against your employer in court. Scan the QR code to learn about our WHD complain State and local governments (as employers) of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal current or previous calendar year, action commitments of companies doing business with the Federal Educational institutions (as employers) of 1964, as amended, Title VI of the Civil Rights Act of 1964, as Government. If you are applying for a job with, or are an employee of, You work for an elementary or public or private secondary school, or REV. 04/2023 amended, prohibits discrimination on the basis of race, color or a company with a Federal contract or subcontract, you are protected Staffing agencies national origin in programs or activities receiving Federal financi You work for a public agency, such as a local, state or federal government agency. Most SCAN ME assistance. Employment discrimination is covered by Title VI if federal employees are covered by Title II of the FMLA, administered by the Office of Personne under Federal law from discrimination on the following bases: ent Practices can be Challenged a What Employr Race, Color, Religion, Sex, Sexual Orientation, Gender the primary objective of the financial assistance is provision of Managemen DEPARTMENT OF LABOR syment, or where employment discrimination causes or may discrimination in providing services under such programs. Titl Identity, National Origin All aspects of employment, including: How do I request FMLA leave? MD Executive Order 11246, as amended, prohibits employment LINITED STATES OF AMERICA Discharge, firing, or lay-off WAGE AND HOUR DIVISION





REV. 02/2022

Department of Labor, Division of Labor and Industry

MD

Minimum Wage

Overtime

Exemptions

posted on the Maryland Department of Labor website

um Wage and Overtime Exemption

Certain agricultural employees

Outside salespersons

Immediate family member of the employer

Agricultural workers for all work over 60 hrs. per week

Executives, administrative, and professional employees

Minor Fact Sheet (Labor and Employment Article Section 3-20)

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

\$			nt Article, Section 3-206, de of Maryland)	
	APPLYING FOR A WORK PERMIT Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit. Steps: • Minor or Parent/Guardian completes required information online and prints work permit • <u>TO BE VALID</u> : The Minor, the Minor's Parent/Guardian, and the Employer must sign the permit	 NOTE TO EMPLOYERS A minor under the age of 14 is not permitted to work and may not be employed. Minors <u>14 through 17</u> years of age may <i>only</i> work with a work permit. The work permit must be in the employer's possession before the minor is permitted to work. Employers must keep the work permit on file for three years. 	FOR MORE INFORMATION CONTACT: MARYLAND DEPARTMENT OF LABOR DIVISION OF INDUSTRY - EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, SUITE 160 - HUNT VALLEY, MD 21031 TELEPHONE NUMBER: (410) 767-2357 - FAX NUMBER: (410) 333-7303 E-MAIL: dldiemploymentstandards-dllr@maryland.gov 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 including but not limited to Youth Apprenticeship. • Occupations in or about plants or establishments manufacturing or storing explosives or articles • Occupations in connection with mining, other than coal.	Province of province in the province of province of province of the provi
	Permissible Hours of Employment All Minors: May not be employed or permitted to work more than five hours continuously without a non-working period of at least ½ hour.	Non-Employment Activities Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing, or hazardous occupations. The activities include: • Farm work performed on a farm.	 containing explosive components. Occupations of motor-vehicle driver and outside helper. Coal-mine occupations. Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, 	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; • REV. 02/2022
	 Minors 14 – 15: *Non-school hours; *3 hours on any day when school is in session; 8 hours on any day when school is not in session *18 hours in a school week; 40 hours in any week when school is not in session; *40 hours in any week when school is not in session; *40 hours whet when school is not in session; *40 hours whet whet ween the hours of 7:00am and 7:00pm. *May work until 9:00pm from June 1 until Labor Day 	 Domestic work performed in or about a home. Work performed in a business owned or operated by a parent or one standing in the place of a parent. 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. Caddying on a golf course. Employment as an instructor on an instructional sailboat. 	 or cooperage-stock mill. Occupations involved in the operation of power-driven woodworking machines. Occupations involved in the operation of circular saws, band saws, and guillotine shears. 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. 	WORKERS' COMPENSATION in Maryland
	 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. *This is based upon a more restrictive Federal law. Minors 16 – 17: May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period 	 Manufacturing of evergreen wreaths in or about a home. Delivery of newspapers to the consumer. Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older. 	 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: Blast furnaces. 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. Railroads. Erection and repair of electrical wires. Any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed. In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of all minors: The manufacturing of dangerous or toxic chemicals or compounds. Cleaning, oiling, or wiping of machinery. Cleaning, oiling, or wiping of machinery. Any occupation forbidden by any local, state, or federal law. 	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). Si used se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicos y otros gastos relacionados. También le comp-
	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.labor.maryland.gov/labor/wages/empm.shtml	Federal Restrictions Employers are generally subject to both state child labor laws and the federal child labor provisions of the Fair Labor Standards Act (FLSA), 29 U.S.C. 212(c), and the FLSA regulations at 29 CFR Part 570. Certain provisions of Maryland state law may be less restrictive than federal law, and employers covered by the FLSA that only follow a less restrictive provision of Maryland state law will be in violation of federal law. See 29 U.S.C. 218(a). For more information on federal child labor law, please visit the U.S. Department of Labor's Wage and Hour Division Website at www.dol.gov/whd.	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 (1) Manufacturing, mechanical, or processing occupations including occupations in workrooms, workplaces, or storage areas where goods are manufactured or processed. (2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines. (3) Occupations in, about, or in connection with (except office or sales work not performed on site): scaffolding lumberyard boats engaged any occupation or commerce dyes public messaging certain poultry activities occupations causing brickyard brickyard gases any occupations causing	 If 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
	MD	Departme		Send it to us as soon as possible. A Lienar el formulario Employee's Claim Form C-1 (disponible A Send it to us as soon as possible. A Send it

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

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 10 East Baltimore Street, Baltimore, Maryland 21202-1641 (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" and or vellow paper display complete employer inform

Department of Labor **Equal Pay for Equal Work** (Labor and Employment Article Title 3, Subtitle 3) (3) take any adverse employment action against an

(a) In this subtitle the following words have the employee for meanings indicated. (i) inquiring about the employee's wages or another (b)(1) "Employer" means employee's wages; (i) a person engaged in a business, industry, (ii) disclosing the employee's own wages; profession, trade, or other enterprise in the State; (iii) discussing another employee's wages if those (ii) the State and its units; wages have been disclosed voluntarily; (iii) a county and its units; and (iv) asking the employer to provide a reason for the (iv) a municipal government in the State. employee's wages; or (2) "Employer" includes a person who acts directly or (v) aiding or encouraging another employee's indirectly in the interest of another employer with exercise of rights under this section. (b)(1) Subject to paragraph (2) of this subsection, an this subtitle. c) "Gender identity" has the meaning stated in § employer may, in a written policy provided to each 20–101 of the State Government Article mployee, establish reasonable workday limitations o (d)(1) "Wage" means all compensation for employment the time, place, and manner for inquiries about or the (2) "Wage" includes board, lodging, or othe discussion or disclosure of employee wages. §3-305 advantage provided to an employee for the (2) A limitation established under paragraph (1) of convenience of the employer. this subsection shall be consistent with standards \$3-302. adopted by the Commissioner and all other State This subtitle applies to an employer of both men and and federal laws. women in a lawful enterprise. (3) Subject to subsection (d) of this section. §3-303. limitations established under paragraph (1) of this subsection may include prohibiting an employee In addition to any powers set forth elsewhere, the ommissioner ma from discussing or disclosing the wages of another (1) use informal methods of conference, conciliation employee without that employee's prior permission. and persuasion to eliminate pay practices that are (c) Except as provided in subsection (d) of this section, unlawful under this subtitle: and the failure of an employee to adhere to a reasonable (2) supervise the payment of a wage owing to an limitation included in a written policy under subsection §3-306. employee under this subtitle. (b) of this section shall be an affirmative defense to a claim made against an employer by the employee (a) In this section, "providing less favorable employment under this section if the adverse employment action (1) assigning or directing the employee into a less the reasonable limitation and not for an inquiry, a favorable career track, if career tracks are offered, discussion, or a disclosure of wages in accordance with the limitation. (2) failing to provide information about promotions (d)(1) A prohibition established in accordance with or advancement in the full range of career tracks subsection (b)(3) of this section against the discussion offered by the employer; or or disclosure of the wages of another employee without (3) limiting or depriving an employee of that employee's prior permission may not apply to employment opportunities that would otherwise be instances in which an employee who has access to the §3-306.1. available to the employee but for the employee's sex wage information of other employees as a part of the employee's essential job functions if the discussion or gender identity. (b)(1) An employer may not discriminate between or disclosure is in response to a complaint or charge nployees in any occupation by: or in furtherance of an investigation, a proceeding, a (i) paying a wage to employees of one sex or hearing, or an action under this subtitle, including an gender identity at a rate less than the rate paid to investigation conducted by the employer. employees of another sex or gender identity if both (2) if an employee who has access to wage employees work in the same establishment and information as part of the essential functions of perform work of comparable character or work on the employee's job discloses the employee's own the same operation, in the same business, or of the wages or wage information about another employee §3-307. obtained outside the performance of the essential same type; or (ii) providing less favorable employment functions of the employee's job, the employee shall opportunities based on sex or gender identity. be entitled to all the protections afforded under this (2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work (e) Nothing in this section shall be construed to: at the same establishment as another employee (1) require an employee to disclose the employee's if the employees work for the same employer at workplaces located in the same county of the State. (2) diminish employees' rights to negotiate the (c) Except as provided in subsection (d) of this section, terms and conditions of employment under federal, subsection (b) of this section does not prohibit a State, or local law; variation in a wage that is based on: (3) limit the rights of an employee provided under (1) a seniority system that does not discriminate on any other provision of law or collective bargaining the basis of sex or gender identity; (2) a merit increase system that does not (4) create an obligation on any employer or discriminate on the basis of sex or gender identity; employee to disclose wages; (3) jobs that require different abilities or skills; (5) permit an employee, without the written consent (4) jobs that require the regular performance of of an employer, to disclose proprietary information, different duties or services; trade secret information, or information that is affected. (5) work that is performed on different shifts or at otherwise subject to a legal privilege or protected different times of day; by law; or (6) a system that measures performance based on a (6) permit an employee to disclose wage information quality or quantity or production; or to a competitor of the employer. (7) a bona fide factor other than sex or gender §3-304.2. identity, including education, training, or experience (A) On request, an employer shall provide to an in which the factor: applicant for employment the wage range for the (i) is not based on or derived from a gender-based position for which the applicant applied. differential in compensation; B)(1) An employer may not (ii) is job related with respect to the position and (I) Retaliate against or refuse to interview, hire, or employer. consistent with a business necessity; and employ an applicant for employment because the (iii) accounts for the entire differential. (d) This section does not preclude an employee from 1. Did not provide wage history; or demonstrating that an employer's reliance on an 2. Requested the wage range in accordance with this section for the position for which the applicant exception listed in subsection (c) of this section is a retext for discrimination on the basis of sex or gender applied; and (II) Except a provided in paragraph (2) of this (e) An employer who is paying a wage in violation of subsection this subtitle may not reduce another wage to comply 1. Rely on the wage history of an applicant for with this subtitle employment in screening or considering the §3-304.1. applicant for employment or in determining the wages for the applicant; or (a) An employer may not: (1) prohibit an employee from: 2. Seek the wage history for an applicant for §3-308. (i) inquiring about, discussing, or disclosing the employment orally, in writing, or through an wages of the employee or another employee; or employee or an agent or from a current or former (ii) requesting that the employer provide a reason for why the employee's wages are a condition of (2) After an employer makes an initial offer of mployment with an offer of compensation to an (2) require an employee to sign a waiver or any other applicant for employment, an employer may: document that purports to deny the employee the (I) Subject to paragraph (3) of this subsection, right to disclose or discuss the employee's wages; or rely on the wage history voluntarily provided by MD **TO EMPLOYEES** YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No SOLICITUD DE BENFEICIOS deduction is made from your wages for this purpose. DEL DESEMPLEO PARA IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by callling the telephone number for LA POBLACIÓN DE HABLE he area in which you reside or you may file a claim on the internet at the web site address indicated below HISPANA IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. 301-313-8000 IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have 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 leductions during the week you return to work regardless of whether or not you have been paid. YOU ARE ENTITLED TO BENEFITS IF: You are unemployed through no fault of your ow You have sufficient earnings in your Base Period. You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center listed below You are able to work, available for work, and actively seeking work. NOTE To ensure prompt handling of your claim, it is necessary to have your Social Security number available. 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 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 alified and will be subject to criminal prosecution with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, dependence

the applicant for employment to support a wage offer higher than the initial wage offered by the employer: or (II) Seek to confirm the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the employer (3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher wage does not create an unlawful pay differential based on protected characteristics under §3-304 of (C) This section may not be construed to prohibit an this subtitle; or applicant for employment from sharing wage history with an employer voluntarily. (a)(1) Each employer shall keep each record that the Commissioner requires on: (i) wages of employees; Commissione (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 requires. (b) On the basis of the records required under this of this subtitle. section, an employer shall make each report that the Commissioner requires. (a) On request of an employer, the Commissioner shall this section provide without charge a copy of this subtitle to the each place of employment a copy of this subtitle (c) The Commissioner, in consultation with the exceeding \$300. Maryland Commission on Civil Rights, shall develop educational materials and make training available to of §304.2. assist employers in adopting training, policies, and procedures that comply with the requirements of this (a) Whenever the Commissioner determines that this subtitle has been violated, the Commissioner shall: (1) try to resolve any issue involved in the violation informally by mediation; or (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 injunctive relief, damages, or other relief. (a)(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 subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover actual 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 this subtitle. (b) 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 contact (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 (c) An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3-505(a) of this title. (d) 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) 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 prejudgmen interest in accordance with the Maryland Rules. (a) 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 Commissioner in the enforcement of this subtitle; (3) refuse entry to the Commissioner or an authorized representative of the Commissioner int

a place of employment that the Commissioner is authorized under this subtitle to inspect; or (4) discharge or otherwise discriminate against an employee or applicant for employment because the employee or applicant for employment: (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 (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of 5) Violate §3–304.2 of this subtitle. (b) An employee or an applicant for employment may (1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the (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 (4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject (c) The Commissioner may bring an action for injunctive relief and damages against a person who violates

subsection (a)(1), (4) or subsection (b)(1), (3), or (4) of (d)(1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision (3) of this section misdemeanor and on conviction is subject to a fine not (2) (i) This paragraph does not apply to a violation (ii) If an employer is found to have violated this subtitle two or more times within a 3-year period, the Commissioner or a court may require the employer to pay a civil penalty equal to 10% of the amount of damages owed by the employer. (iii) Each civil penalty assessed under this paragraph shall be paid to the General Fund of the State to offset the cost of enforcing this subtitle. (E)(1) If the Commissioner determines that an employer has violated §3-304.2 of this subtitle, the (I) shall issue an order compelling compliance; and (II) may, in the Commissioner's discretion, 1. for a first violation, issue a letter to the employer compelling compliance; 2. for a second violation, assess a civil penalty of up to \$300 for each applicant for employment for whom the employer is not in compliance; or 3. for each subsequent violation, assess a civil penalty of up to \$600 for each applicant for employment for whom the employer is not in compliance if the violation occurred within 3 years after a previous determination that a violation had occurred. (2) In determining the amount of the penalty, if assessed, the Commissioner shall consider (I) the gravity of the violation' (II) the size of the employer's business; (III) the employer's good faith; and (IV) the employer's history of violations under (3) If the Commissioner assesses a penalty under paragraph (1)(II) of this subsection, the penalty shall be subject to the notice and hearing requirements of Title 10, Subtitle 2 of the State Government Article. For additional information or to file a complaint, please FOR MORE INFORMATION CONTACT: DEPARTMENT OF LABOR **DIVISION OF LABOR AND INDUSTRY** EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, Suite 160 - Hunt Valley, MD 21031 PHONE: 410-767-2357 REV. 02/2022

INSIDE THE STATE OF MARYLAND

(DENTRO DEL ESTADO DE

MARYLAND)

Maryland Relay Dial 711

TTY-1-800-735-2258

Speech to Speech: 1-800-785-5630

Para Relevos en

Maryland presione 711 ó 1-800-877-1264 (U.S.)

TO FILE A CLAIM VIA THE INTERNET:

www.mdunemployment.com

IMPORTANT NOTICE

MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICIOUS PLACE

ore, Maryland 2120

DLLR/DUI 328

OUTSIDE THE STATE OF

MARYLAND

(FUERA DEL ESTADO DE

MARYLAND)

TTY: 1-800-735-2258

Speech to Speech:

1-800-785-5630

Para Relevos en Maryland

presione 1-800-877-1264 (U.S.)

MD

Ciudad/Estado/Código Postal

Telephone Number/Número Telefónico -

Telefónico de la Compañía de Seguro

TO BE POSTED HEALTH INSURANCE COVERAGE

You and other members of your family may be eligible **IMPORTANT:** under Maryland law to continue to be covered by your You will be responsible for paving the entire cost of the

Employer/Empleador

Federal Employer ID (FEIN) Indentificación Federal Del Empléado

Insurance Company Telephone

MD WCC Form C-24 05/2017

prevent you from receiving benefits and may subject

to fines, imprisonment or both.

Business Address/Dirección

City/State/Zip

Insurance Company Name

apps.dol.gov/elaws/vets/userra

U.S. Department of Labor • 1-866-487-2365

WH1420

REV. 04/2023

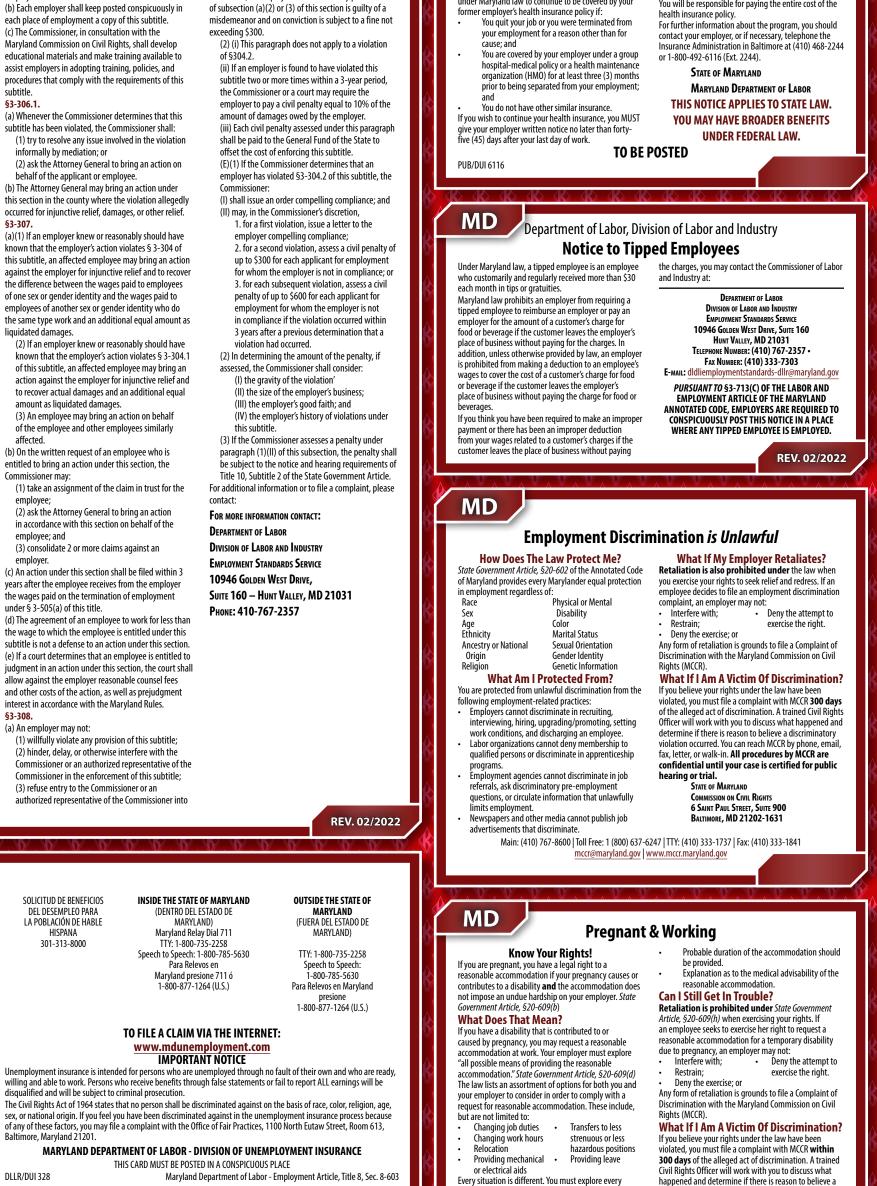
REV. 05/2022

pensation o solicitándo uno por

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

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served		
301-313-8000 1-877-293-4125 (toll free)	Calvert Charles Montgomery	Prince Georges St. Mary's	
301-723-2000 1-877-293-4125 (toll free)	Allegany Frederick	Garrett Washington	

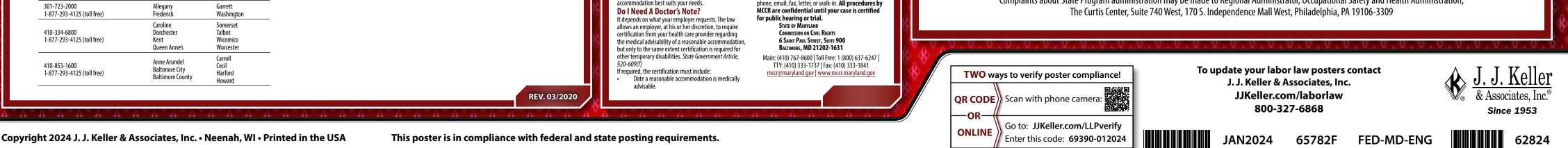


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Sa	afety and health protection on the job					
	Maryland Occupational Safety and Health Act - Private Sector					
	The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:					
Employers:	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.					
Employees:	Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that app 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 healt standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.					
Inspection:	The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for t 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.					
Complaint:	Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.					
	The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.					
	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.					
Citation:	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, which later, to warn employees of dangers that may exist there.					
Proposed Penalty:	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 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.					
Voluntary Activity:	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,					

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

PHONE: 410-527-2091

AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM



available option with your employer to decide what

happened and determine if there is reason to believe a

discriminatory violation occurred. You can reach MCCR by