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OMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

ting Equality and Justice for all People

**SEXUAL HARASSMENT IS ILLEGAL** and is prohibited by The Connecticut Discrimination Employment Practices Act,

and Title VII of the Civil Rights Act of 1964 Sexual harassment means: "Any unwelcome sexual advances or requests for Examples of Sexual Harassment sexual favors or any conduct of a sexual nature when (1) Submission to such conduct is made either explicitly or implicitly a term Unwelcome sexual advances

or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019.

For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment. If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

Suggestive or lewd remarks

Requests for sexual favors

Derogatory or pornographic

posters, cartoons or drawings

2012, comenzando en la fecha de contratación del empleado.

actual al siguiente periodo del año del calendario.

• si es contratado después del 1° de enero de 2012, al

enfermedad a una tasa salarial igual al mayor de, ya sea:

• el salario normal por hora de dicho trabajador de servicios, o

seiscientos ochenta horas de empleo.

Razones para el uso de licencia

• atención médica preventiva.

atención médica preventiva.

psicológicas o discapacidad.

goce de sueldo, según sea el caso; o

ley de parte del empleador

día del bienestar de la salud mental

de salud; o

siguientes circunstancias personales:

• enfermedad, lesión o condición de salud;

siguientes circunstancias de un hijo o cónyuge:

enfermedad, lesión o condición de salud:

sexual harassment

Unwanted hugs, touches, or kisses

Retaliation for complaining about

- 31-57W - LICENCIA POR ENFERMEDAD CON GOCE DE SUELDO

usarse para calcular los beneficios del trabajador a pagarse por la licencia por enfermedad).

• a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o

para el empleador durante el más reciente trimestre completo del calendario.

Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas

cumplimiento de seiscientos ochenta horas de empleo por el trabajador de servicios desde la

Un trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de

Remuneración Cada empleador pagará a cada trabajador de servicios la licencia por

• la tasa del salario mínimo justo bajo la sección 31-58 de las leves generales vigentes para e

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las

• el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el

• para atención médica o consejería psicológica o de otro tipo por heridas físicas o

• para participar en cualesquier procedimientos civiles o criminales relacionados con, o

**Notificación** Si la licencia es previsible, el empleador puede exigir notificación previa. Si la

Documentación razonable Documentación para licencia por enfermedad con goce de sueldo

• Documentación firmada por un proveedor de servicios de salud que esté tratando a

Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario

trabajando para una organización de servicios a víctimas, un abogado, un agente de policía

u otro consejero que esté interviniendo con el trabajador de servicios se considerará

**Prohibición de represalia o discriminación** Ningún empleador tomará acción de personal en

• hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad con

en conformidad con las propias normas del empleador sobre licencia por enfermedad con

• hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la

**Negociación colectiva** Nada en la Ley disminuirá ningún derecho concedido a cualquie

The State of Connecticut Workers' Compensation Commission

Public Act 17-141 allows an employer the option to designate and

post - "in the workplace location where other labor law posters

required by the Labor Department are prominently displayed"

and on the Workers' Compensation Commission's website [wcc.

state.ct.us] - a location where employees must file claims for

If your employer has listed a location below, you MUST file

your compensation claim there. When filing your claim, you

are also required – by law – to send it by certified mail. If blank

Telephone

Zip Code

Revised 10-01-2021

below, ask your employer where to file your claim.

**Telephone:** 

Zip Code:

office for this workplace is located at:

compensation.

**Employer Name** 

**Address** 

State

City/Town

para el número de días de dicha licencia se considerará documentación razonable.

documentación razonable para una víctima de violencia familiar o agresión sexual.

represalia ni discriminará contra un empleado debido a que el empleado:

comuníquese con Recursos Humanos para información adicional.

trabajador de servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad

licencia es imprevisible, el empleador puede exigir notificación lo más pronto practicable.

trabajador de servicios es víctima de violencia familiar o agresión sexual:

para obtener servicios de una organización de servicios a víctimas;

• para mudarse debido a tal violencia familiar o agresión sexual;

resultantes de tal violencia familiar o agresión sexual.

período de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de

fecha de contratación, a menos que el empleador conceda una fecha más temprana.

## PAID SICK LEAVE NOTICE

acumuladas

### NOTICE CONNECTICUT GENERAL STATUTES AVISO LEYES GENERALES DEL ESTADO DE CONNECTICUT §§ 31-57R §§ 31-57R - 31-57W - PAID SICK LEAVE

Each employer with 50 or more employees based on the number of Los empleadores con 50 ó más empleados, con base en el número de empleados que existan employees on its payroll for the week containing October 1, shall provide 🛾 en la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por enfermedad paid sick leave annually to each of its service workers in the state. The paid 🛾 con goce de sueldo anualmente a cada uno de sus trabajadores de servicios en el estado. La sick leave shall accrue beginning January 1, 2012, for current employees, or licencia por enfermedad con goce de sueldo se acumulará a partir del 1° de enero de 2012 para for a service worker hired after January 1, 2012, beginning on the service empleados actuales, o para un trabajador de servicios contratado después del 1º de enero de

Accrual The accrual is at a rate of one hour of paid sick leave for each Acumulación I a acumulación es a razón de una hora de licencia por enfermedad con goce d 40 hours worked by a service worker up to a maximum of 40 hours per year sueldo por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de (the employer shall choose any 365-day period used to calculate employee cuarenta horas por año del calendario (el empleador deberá elegir el periodo de 365 días a benefits in order to administer paid sick leave). • No service worker shall be entitled to use more than the maximum

number of accrued hours Carry Over Each service worker shall be entitled to carry over up to 40 Remanente Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no unused accrued hours of paid sick leave from the current year period to the usadas de licencia por enfermedad con goce de sueldo del periodo del año del calendario following year period Use of Paid Sick Leave A service worker shall be entitled to the use of Uso de licencia por enfermedad con goce de sueldo Un trabajador de servicios tendrá

• from January 1, 2012, for current service workers, or agrees to an earlier date.

rate equal to the greater of either • the normal hourly wage for that service worker, or

• the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave. leasons for Use of Leave

A service worker may use paid sick leave for his or her own: illness, injury or health condition;

 preventative medical care: or mental health wellness day

 preventative medical care A service worker may use paid sick leave if the service worker or the service • el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o condición worker's child or ward is a victim of family violence or sexual assault: • for medical care or psychological or other counseling for physical or

to relocate due to such family violence or sexual assault;

**Notice** If leave is foreseeable, the employer may require advance notice. If leave is unforeseeable, the employer may require notice as soon as practicable Reasonable Documentation Documentation for paid sick leave of 3 or more consecutive work days may be required • documentation signed by a health care provider who is treating the

for the number of days of such leave shall be considered reasonable a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker or service worker's child or ward shall be considered reasonable documentation for a victim of

retaliatory personnel action or discriminate against an employee because requests or uses paid sick leave either in accordance with the act; or • in accordance with the employer's own paid sick leave policy, as the case

• files a complaint with the Labor Commissioner alleging the employer's violation of the act **Collective Bargaining** Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, empleado o trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará

of the law may file a complaint with the Labor Commissioner. Upon receipt provisiones de la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de of any such complaint, said Commissioner may hold a hearing. After a cualquier tal queja, dicho comisionado podrá celebrar una audiencia. Después de una hearing, the Commissioner may assess a civil penalty or award other relief. audiencia, el Comisionado podrá imponer una multa civil o conceder otro alivio. This is not the complete Paid Sick Leave law. Please contact your Human Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favor Resources office for additional information Effective 10/1/23

## **SEXUAL HARASSMENT**

Remedies For Sexual Harassment

Cease and desist orders

Compensatory damages

**Emotional distress damages** 

Hiring, promotion or

reinstatement

Back pay

#### DOL-74 (Rev 5/22) CONNECTICUT DEPARTMENT OF LABOR Wage & Workplace Standards Division | WAGE PAYMENT LAWS

The following represent a summary of selected laws; sections 31-69a through 31-76k - For Review of full text consult **Connecticut General Statutes** 

WAGE PAYMENT LAWS

Sec. 31-71a. Payment of Wages: Definitions. Whenever used in sections 31-71a to 31-71i; be paid in full at least once in each calendar section shall be construed to preempt or inclusive; (1) "Employer" includes any individual, month on a regularly established schedule, override the terms of any collective bargaining partnership, association, joint stock company, Sec. 31-71k. Payment of wages by payroll agreement with respect to the methods by trust, corporation, the administrator or executor cards. Study of payroll card usage. which an employer provides payment of wages, of the estate of a deceased person, the Regulations. (a) As used in this section:(1) salary or other compensation to employees.(q) conservator of the estate of an incompetent, or "Direct deposit" means the electronic payment Nothing in this section shall be construed to the receiver, trustee, successor or assignee of of an employee's wages, salary or other restrict the fees that a payroll card issuer may any of the same, employing any person; compensation that is deposited into such charge the employer pursuant to a payroll card including the State and any political subdivision employee's account in any bank, Connecticut agreement between the payroll card issuer and thereof; (2) "Employee" includes any person credit union or federal credit union that has the employer, provided those fees are not suffered or permitted to work by an employer; agreed with the employer to accept such charged to or passed on to any employee.(r) The (3) "Wages" means compensation for labor or wages, salary or other compensation;(2) "Payroll employer's obligations to the employee services rendered by an employee, whether the card" means a stored value card or other device pursuant to the provisions of this section shall amount is determined on a time, task, piece, used by an employee to access wages from a cease sixty days after the employer-employee commission or other basis of calculation: (4) Commissioner" means the labor commissioner. the employee's election at multiple unaffiliated Commissioner, within available appropriations, Sec. 31-71b. Payment of wages. Electronic merchants or service providers, bank branches may conduct a study of payroll card usage and direct deposit of wages for state employees. or automated teller machines. Payroll card does the actual incidence of associated fees. Not later Exemptions. (a)(1) Except as provided in not mean a gift certificate, as defined in section than October 1, 2018, the commissioner shall subdivision (2) of this subsection, each 3-56a; and(3) "Payroll card account" means an determine whether such a study shall be employer, or the agent or representative of an 📉 account in any bank, Connecticut credit union 📉 conducted, and shall report such determination mployer, shall pay weekly, or once every two or federal credit union that is directly or or the status or results of such a study if such a weeks, all wages, salary or other compensation indirectly established through an employer to study has already been initiated or conducted the requirements of section 31-71k are cards to deliver wages, salary or other with this section.

workdays or shifts as permitted under a an employee voluntarily terminates his without cost at automated teller machines, to this section to the appropriate person. employee's wages in full not later than the convenient locations;(4) The methods available upon termination of employment. If an next regular pay day, as designated under to employees for checking their balances in the employer policy or collective bargaining section 31-71b, either through the regular payroll card account without cost; and(5) A agreement provides for the payment of payment channels or by mail. (b) Whenever an employer discharges an Employee, the assess additional fees.(d) Each pay period, but including but not limited to paid vacations, employer shall pay the employee's wages in not more frequently than each week, an holidays, sick days and earned leave, and an full no later than the business day next employee with a payroll card shall be allowed to succeeding the date of such discharge. (c) When work of any employee is suspended as a result of a labor dispute, or when an employee for any reason is laid off, the the employee's net wages, salary or other pension benefits in the form of wages in employer shall pay in full to such employee

differs from the requirements of subsections

the wages earned by him not later than the next regular pay day, as designated under section 31-71b. Sec. 31-71d. Payment where wages **disputed.** (a) In case of a dispute over the amount of wages, the employer shall pay, without condition and within the time set by sections 31-71a to 31-71i, inclusive, all wages, or parts thereof, conceded by him to be due, and the employee shall have all remedies provided by law, including those under said sections as to recovery of any balance claimed. (b) The acceptance by an employee of a payment under this section shall not constitute a release as to the balance of his claim and any release required by an employer as a condition to payment shall be void. Sec. 31-71e. Withholding of part of wages. No employer may withhold or divert any portion of an employee's wages unless (1) the employer is required or empowered to do so by state or federal law, or (2) the employer has written authorization from the employee for deductions on a form approved by the missioner, or (3) the deductions are authorized by the employee, in writing, for medical, surgical or hospital care or service, without financial benefit to the employer and recorded in the employer's wage record book, or (4) the deductions are for contributions attributable to automatic enrollment, as defined in section 31-71j, in a retirement plan described in Section 401(k), 403(b), 408, 408A or 457 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, established by the employer, or in the Connecticut Retirement Security Exchange established pursuant to section 31-418, or (5) the employer is required under the law of another state to withhold income tax of such other state with respect to (A) employees performing services of the employer in such other state, or (B) employees residing in such other state. Sec. 31-71f. Employer to furnish employee certain information. Each employer shall: (1) Advise his employees in writing, at the time of hiring, of the rate of remuneration, hours of employment and wage payment schedules, and (2) make available to his employees, either in writing or through a posted notice maintained in a place accessible to his employees, any employment practices and policies or change therein with regard to wages, vacation pay, sick leave, health and welfare benefits and comparable matters Sec. 31-71g. Penalty. Any employer or any officer or agent of an employer or any other

calendar month.(i) The employer shall furnish the employee with a statement of deductions compensation for each pay period in accordance with section 31-13a.(j) Each employee with a payroll card shall be permitted, on timely notice reprisal or discrimination or the assessment of any penalty, to receive his or her wages, salary or other compensation by direct deposit into a credit union or federal credit union that has agreed to accept such deposits or by negotiable person authorized by an employer to pay check. The employer shall begin payment by wages who violates any provision of this part: direct deposit as soon as practicable but not (1) Shall be guilty of a class D felony, except later than the first pay day after fourteen days that such employer, officer or agent shall be from receiving both the employee's request and fined not less than two thousand nor more the account information necessary to make the than five thousand dollars for each offense if deposit, or by check as soon as practicable but the total amount of all unpaid wages owed to not later than the first pay day after fourteen an employee is more than two thousand days from receiving the employee's request.(k) dollars; (2) may be fined not less than one Consumer protections, including transaction thousand nor more than two thousand histories and advanced notice of changes in dollars or imprisoned not more than one year, terms and conditions, shall be provided to each or both, for each offense if the total amount of mployee with a payroll card in accordance all unpaid wages owed to an employee is with Regulation E, 12 CFR Part 1005, as from more than one thousand dollars but not more time to time amended. Notwithstanding the than two thousand dollars; (3) may be fined foregoing, employees shall be provided the not less than five hundred nor more than one option to receive, on a monthly basis, automatic thousand dollars or imprisoned not more written transaction histories at no cost to the than six months, or both, for each offense if employee for a term of at least twelve months the total amount of all unpaid wages owed to or until such option is cancelled by the an employee is more than five hundred but employee. Renewal of the option to receive not more than one thousand dollars: or (4) written transaction histories at no cost to the may be fined not less than two hundred nor employee may be required by the employer more than five hundred dollars or imprisoned upon expiration of the initial twelve-month not more than three months, or both, for each term, and each twelvemonth term thereafter.(I) offense if the total amount of all unpaid The payroll card shall be associated with ar wages owed to an employee is five hundred automated teller machine network that ensures

establishment of procedures for carrying out paid to an employee using a payroll card shall the provisions of sections 31-71a to 31-71i, be deposited in a payroll card account that is Sec. 31-71i. Waiver of payment schedule Corporation or the National Credit Union **requirement.** The commissioner may, upon Administration on a pass-through basis to the application, waive the provisions of section employee.(n) A payroll card account that is used 31-71b with respect to any particular week or to receive only employee wages, salary or other weeks, and may also, upon application, compensation shall be exempt from execution permit any employer, subject to the provisions or attachment (1) by creditors of the employer, of this section, to establish regular pay and (2) under section 52-367b.(o) All notices

**Sec. 31-71h. Regulations.** The commissioner

authorized to issue regulations for the

weeks, provided each employee affected shall be clear and conspicuous.(p) Nothing in this payroll card account and that is redeemable at relationship has ended.(s) The Labor CONNECTICUT

**DEPARTMENT OF LABOR** 

to such employee shall be not less than the minimum fair

earned shall be settled at least once monthly.

that wages received by the service employee, including

gratuities, together with other authorized allowances,

vorked during the pay period, will be accepted by the

ommissioner as substantial evidence for purposes of this

section, provided all other requirements of this and other

attestation, statement, or substantial evidence shall satisfy

Public Act 19-4, An Act Increasing the Minimum Fair

Sec. 31-60(b) The Labor Commissioner shall adopt such

egulations, in accordance with the provisions of chapter

54, as may be appropriate to carry out the purposes of this

part. Such regulations may include, but are not limited to,

regulations defining and governing an executive,

administrative or professional employee and outside

alesperson; learners and apprentices, their number

to time rates; and shall recognize, as part of the minimum

fair wage, gratuities in an amount (1) equal to twenty-nine

and three-tenths per cent, and effective January 1, 2009,

equal to thirty-one per cent of the minimum fair wage per

nour, and effective January 1, 2014, equal to thirty-four and

six-tenths per cent of the minimum fair wage per hour, and

effective January 1, 2015, and ending on June 30, 2019,

equal to thirty-six and eight-tenths per cent of the minimum

fair wage per hour for persons, other than bartenders, who

are employed in the hotel and restaurant industry, including

hotel restaurant, who customarily and regularly receive

gratuities, (2) equal to eight and two-tenths per cent, and

effective January 1, 2009, equal to eleven per cent of the

minimum fair wage per hour, and effective January 1, 2014.

equal to fifteen and six-tenths per cent of the minimum fai

wage per hour, and effective January 1, 2015, and ending

on June 30, 2019, equal to eighteen and one-half per cen

of the minimum fair wage per hour for persons employed

as bartenders who customarily and regularly receive

gratuities, and (3) not to exceed thirty-five cents per hour in

any other industry, and shall also recognize deductions and

allowances for the value of board, in the amount of eighty

ive cents for a full meal and forty-five cents for a light meal,

lodging, apparel or other items or services supplied by the

employer; and other special conditions or circumstances

which may be usual in a particular employer-employee

relationship. The commissioner may provide, in such

regulations, modifications of the minimum fair wage herein

stablished for learners and apprentices; persons under the

age of eighteen years; and for such special cases or classes

of cases as the commissioner finds appropriate to prevent

curtailment of employment opportunities, avoid undue

nardship and safeguard the minimum fair wage herein

established. Regulations in effect on July 1, 1973, providing

for a board deduction and allowance in an amount differing

from that provided in this section shall be construed to be

Sec. 31-60-3. Deductions and allowances for

Sec. 31-60-4. Physically or mentally handicapped

**employees.** [This regulation defines a "physically or

mentally handicapped person" as a person whose earning

capacity is impaired by age or physical or menta

deficiency or injury and provides guidelines for

purposes of this regulation, "minor" means a person at least

6 years of age but not over 18 years of age. To prevent

provide a reasonable period during which training for

reasonable value of board and lodging was repealed.

amended consistent with this section.

modification of the minimum wage.]

at less than the minimum fair wage.\*

proportion and length of service; and piece rates in relation

WAGE AND WORKPLACE

STANDARDS DIVISION

due each employee on a regular pay day, which transfers of the employee's wages, salary in accordance with the provisions of section designated in advance by the employer using or other compensation are made and accessed 11-4a, to the joint standing committee of the ne or more of the following methods: (A) through the use of a payroll card and that is General Assembly having cognizance of matters Cash; (B) by negotiable checks; (C) upon an subject to the requirements of Regulation E, 12 relating to labor.(t) The Labor Commissioner employee's written or electronic request, by CFR Part 1005, as from time to time amended. may adopt regulations, in accordance with the direct deposit; or (D) by payroll card, provided (b) An employer may offer the use of payroll provisions of chapter 54, to ensure compliance satisfied.(2) Unless otherwise requested by the compensation to employees, provided:(1) Each Sec. 31-72. Civil action to collect wage recipient, the Comptroller shall, as soon as is employee has the option of receiving wages, claim, fringe benefit claim or arbitration practicable, pay all wages due each state salary or other compensation by direct deposit award. When any employer fails to pay ar employee, as defined in section 5-196, by and by negotiable check; and(2) The employee employee wages in accordance with the ectronic direct deposit to such employee's voluntarily and expressly authorizes, in writing provisions of sections 31-71a to 31-71i account in any bank, Connecticut credit union or electronically, the payment of wages, salary inclusive, or fails to compensate an employed r federal credit union that has agreed with the or other compensation by means of a payroll in accordance with section 31-76k or where omptroller to accept such wage deposits.(b) card account without any intimidation, coercion an employee or a labor organization The end of the pay period for which payment is or fear of discharge or reprisal from the representing an employee institutes an action made on a regular pay day shall be not more employer for the employee's refusal to accept to enforce an arbitration award which requires than eight days before such regular pay day, such payment of wages, salary or other an employer to make an employee whole or ovided, if such regular pay day falls on a compensation by means of a payroll card to make payments to an employee welfare pnwork day, payment shall be made on the 🛘 account. No employer shall make the payment 🗸 fund, such employee or labor organization preceding work day.(c) This section shall not be of wages, salary or other compensation by shall recover, in a civil action, (1) twice the full enstrued to (1) prohibit a local or regional means of a payroll card account a condition of amount of such wages, with costs and such board of education or an entity called a state- employment or a condition for the receipt of reasonable attorney's fees as may be allowed aided institution pursuant to section 5-175 and any benefit or other form of remuneration for by the court, or (2) if the employer establishes a recognized or certified exclusive bargaining any employee.(c) Prior to an employee electing that the employer had a good faith belief that representative of its certified or noncertified to receive wages, salary or other compensation the underpayment of wages was i mployees from including within their by means of a payroll card account, each compliance with law, the full amount of such collective bargaining agreement a schedule for employer using payroll card accounts to deliver wages or compensation, with costs and such the payment of wages to certified employees wages, salary or other compensation to an reasonable attorney's fees as may be allowed or noncertified employees that differs from the employee shall provide such employee with by the court. Any agreement between a requirements of subsections (a) and (b) of this clear and conspicuous notice, in writing, and in employee and his or her employer foi section, or (2) prohibit a private or parochial the language the employer normally uses to payment of wages other than as specified in school from entering into a written agreement communicate employment-related polices to said sections shall be no defense to such with its certified or noncertified employees for his or her employees, of the following:(1) That action. The Labor Commissioner may collect the payment of wages to such employees that payment of wages, salary or other compensation the full amount of any such unpaid wages by means of a payroll card account is voluntary payments due to an employee welfare fund (a) and (b) of this section.(d) Any agreement and the employee may instead choose to or such arbitration award, as well as interest entered into pursuant to subdivision (2) of receive wages, salary or other compensation by calculated in accordance with the provisions subsection (c) of this section shall be null and either direct deposit or by negotiable check;(2) of section 31-265 from the date the wages or void if such private or parochial school ceases The terms and conditions relating to the use of payment should have been received, had to operate prior to completing payment of all the payroll card, including an itemized list of payment been made in a timely manner. In wages due to its certified or noncertified fees that may be assessed by the card issuer and addition, the Labor Commissioner may bring employees and such private or parochial their amounts;(3) The methods available to any legal action necessary to recover twice school shall be liable for the payment of all employees both for accessing their full wages, the full amount of unpaid wages, payments wages due to its certified or noncertified salary or other compensation in lawful money due to an employee welfare fund or employees.(e) Nothing in this section shall be of the United States without any transaction fee arbitration award, and the employer shall be enstrued to apply to employees swapping to the employee for such access and for required to pay the costs and such reasonable avoiding or minimizing fees for use of the attorney's fees as may be allowed by the payroll card, including, but not limited to, a clear court. The commissioner shall distribute any Sec. 31-71c. Payment of wages on and conspicuous notice describing how to wages, arbitration awards or payments due to termination of employment. (a) Whenever access wages, salary or other compensation an employee welfare fund collected pursuant

financial institutions or other

establishing the payroll card account shall be

salary or other compensation delivered to the

payroll card issuer shall assess a fee to the

employee.(f) (1) Neither the employer nor the

employee for any of the following, regardless of

other compensation from the employer to the

payroll card account; (C) maintaining a payroll

card account; (D) providing one replacement

card per calendar year upon the employee's

request; (E) closing the payroll card account; (F)

dormancy of the payroll card account for the

(H) point-of-sale transactions.(2) A payroll card

and (B) prior to the expiration date, the

salary or other compensation are applied to the

payroll card account by the employer and for

kty days after the last transfer of wages, salary

r other compensation is applied to the payroll

card account by the employer.(3) The payroll

card account may escheat to the state pursuant

to the provisions of section 3-57a.(g) Each

balance through an automated telephone

system, automated teller machine or

electronically without cost to the employee

twenty-four hours per day and seven days per

veek.(h) Neither the payroll card nor the payroll

card account shall be linked to any form of

redit and, to the extent technologically

easible, the payroll card account shall not allow

posed upon the employee for an overdraft or

the first two declined transactions of each

the employer and without cost or fear of

rsonal account at any bank, Connecticut

for overdrafts. No fees or interest may be

mployer shall provide the employee a means

mployee is provided with a replacement card,

nay bear an expiration date, provided (A) the

aintaining a low balance; (G) inactivity or

Sec. 31-76k. Payment of fringe benefits statement indicating that third parties may accrued fringe benefits upon termination employee is terminated without having make at least three withdrawals from the payroll received such accrued fringe benefits, such card account at no cost to the employee, one of employee shall be compensated for such which permits withdrawal of the full amount of accrued fringe benefits exclusive of normal compensation for the pay period at a depository accordance with such agreement or policy financial institution or other convenient but in no case less than the earned average location.(e) None of the employer's costs rate for the accrual period pursuant to associated with paying wages, salary or other sections 31-71a to 31-71i, inclusive. ompensation using a payroll card or Sec. 31-69a. Additional penalty. (a) addition to the penalties provided in this deducted from or charged against the wages, chapter and chapter 568, any employer officer, agent or other person who violates any provision of this chapter, chapter 557 o subsection (g) of section 31-288 shall be liable to the Labor Department for a civil penalty of how such fee is labeled: (A) Issuing the initial three hundred dollars for each violation of payroll card; (B) transferring wages, salary or said chapters and for each violation of subsection (g) of section 31-288, except that

(1) any person who violates (A) a stop work order issued pursuant to subsection (c) of section 31-76a shall be liable to the Labor Department for a civil penalty of one thousand dollars and each day of such violation shall constitute a separate offense first twelve months of inactivity or dormancy; or and (B) any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to funds in the payroll card account do not expire; the Labor Department for a civil penalty of six hundred dollars for each violation of said sections, and (2) a violation of subsection (q) without charge, during the period when wages, of section 31-288 shall constitute a separate offense for each day of such violation.(b) Any employer, officer, agent or other person who violates any provision of chapter 563a may be liable to the Labor Department for a civi penalty of not greater than five hundred dollars for the first violation of chapter 563a related to an individual employee or former employee, and for each subsequent violation of checking his or her payroll card account of said chapter related to such individual employee or former employee, may be liable to the Labor Department for a civil penalty of not greater than one thousand dollars. In setting a civil penalty for any violation in a particular case, the Labor Commissioner shal consider all factors which the commissione deems relevant, including, but not limited to (1) the level of assessment necessary to insure immediate and continued compliance with the provisions of chapter 563a; (2) the character and degree of impact of the violation; and (3) any prior violations of such employer of chapter 563a.(c) The Attorney General, upon complaint of the Labor Commissioner, shall institute civil actions to recover the penalties provided for under subsections (a) and (b) of this section. Any amount recovered shall be deposited in the General Fund and credited to a separate nonlapsing appropriation to the Labor

> enforce the provisions of chapter 557, chapter 563a, this chapter and subsection (g) of section 31-288 and to implement the provisions of section 31-4. Sec. 31-69b. Discharge, discipline, penalty or discrimination prohibited. Right of action. (a) An employer shall not discharge discipline, penalize or in any manne discriminate against any employee because the employee has filed a claim or instituted o caused to be instituted any investigation o proceeding under part III of chapter 557 o this chapter, or has testified or is about to testify in any such proceeding or because o the exercise by such employee on behalf of nimself or others of any right afforded by part III of chapter 557 or this chapter.(b) Any employee who believes that he has been discharged, disciplined, penalized or otherwise discriminated against by an person in violation of this section may file a complaint with the Labor Commissione alleging violation of the provisions o subsection (a) of this section. Upon receipt of any such complaint, the commissioner shall hold a hearing. After the hearing, the commissioner shall send each party a written copy of his decision. The commissioner may award the employee all appropriate relief previous job, payment of back wages and reestablishment of employee benefits to which he otherwise would have been eligible if he had not been discharged, disciplined,

penalized or discriminated against. Any

employee who prevails in such a complaint

shall be awarded reasonable attorney's fees

and costs. Any party aggrieved by the

decision of the commissioner may appeal the

decision to the Superior Court in accordance

Department, for other current expenses, and

may be used by the Labor Department to

## **CONNECTICUT MINIMUM WAGE**

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed. MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION

THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE Minimum wage is annually indexed APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO each year, effective Jan 1. DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS \$15.69 per hour effective 1-1-2024 AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE

MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6

## through 12-31-2024 (P.A. 19-4)

OVERTIME - ONE AND ONE - HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES. Sec. 31-60-1. Piece rates in relation to time rates or present employer. Such statement of prior employment, labor commissioner upon proper notice, if he finds that the incentive pay plans, including commissions and supplemented by the present employer's record of hours intent of the program as approved has not been carried out

bonuses. (a) Definitions. For the purposes of this regulation, worked by the minor while in his employ, will be deemed An employee who is compensated on a salary basis at a rate 'piece rates" means an established rate per unit of work satisfactory evidence of good faith on the part of the of not less than four hundred seventy-five dollars per week erformed without regard to time required for such employer with respect to his adherence to the provisions of exclusive of board, lodging, or other facilities, and whose accomplishment. "Commissions" means any premium or this regulation, provided such record shall be in complete primary duty consists of the management of the enterprise incentive compensation for business transacted whether compliance with the requirements of section 31-66 of the in which he is employed or of a customarily recognized

based on per centum of total valuation or specific rate per general statutes and section 31-60-12. (c) Deviation from the department or subdivision thereof, and includes the unit of accomplishment. "Incentive plan" means any method provisions of this regulation will cancel the modification of customary and regular direction of the work of two or more

pecomes entitled to the compensation upon fulfillment of requirements to apply to the Labor Commissioner for a he conditions established as part of the working agreement, subminimum rate in an occupation which is not out shall be subject to the limitation hereinafter set forth. (b) apprenticeable.1 Record of wages. Each employer shall maintain records of Sec. 31-60-8. Apprentices. [Under this regulation, wages paid to each employee who is compensated for his apprentices duly registered by the Connecticut State services in accordance with an incentive plan in such form as Apprenticeship Council of the Labor Department may not to enable such compensation to be translated readily into

week or part thereof of employment, (c) Piece rates in Commissioner through an application process. relation to time rates. (1) When an employee is compensated Sec. 31-60-9. Apparel. For the purpose of this regulation, solely at piece rates he shall be paid a sufficient amount at "apparel" means uniforms or other clothing supplied by the piece rates to yield an average rate of at least the minimum employer for use in the course of employment but does not air wage established by subsection (j) of section 31-58 of include articles of clothing purchased by the employee or the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed less than the minimum fair wage established by subsection \$1.50 per week or the actual cost, whichever is lower, may j) of section 31-58 of the Connecticut General Statutes for be permitted to apply as part of the minimum fair wage for each hour worked. (2) When an employee is compensated at the maintenance of wearing apparel or for the laundering piece rates for certain hours of work in a week and at an and cleaning of is not specifically required by his employer hourly rate for other hours, the employee's hourly rate shall to be subject to call but is contacted by his employer or on be at least the minimum fair wage established by subsection

inimum fair wage established by subsection (j) of section the employee has completed his assignment. 31-58 of the Connecticut General Statutes for each hour

Connecticut General Statutes an hour for each hour worked—required to travel from his usual place of employment to his any work week. All commissions shall be settled at least home, such additional travel time shall be considered to be whole or in part on the basis of an incentive plan other than Sec. 31-60-11. Hours worked. (a) For the purpose of this those defined herein, the employee shall receive weekly at regulation, "hours worked" include all time during which an employee conduct. section 31-58 of the Connecticut General Statutes per hour employer's premises or to be on duty, or to be at the for each hour worked in the work week, and the balance prescribed work place, and all time during which an

stomarily and usually constituted and have been be paid for as such, whether or not the employee is actually regularly and directly assists a proprietor, or an employee recognized as part of his remuneration for hiring purposes called upon to work. (c) When an employee is subject to call and (2) the amount received in gratuities claimed as credit for emergency service but is not required to be at a location for part of the minimum fair wage shall be recorded on a designated by the employer but is simply required to keep or (B) who performs under only general supervision work daily, weekly, or bi-weekly basis in a wage record, even the employer informed as to the location at which he may be though payment is made more frequently, and (3) each contacted, or when an employee is not specifically required experience or knowledge, or (C) who executes under only nployer claiming credit for gratuities as part of the by his employer to be subject to call but is contacted by his general supervision special assignments and tasks; and (4) inimum fair wage paid to any employee shall provide employer or on the employer's authorization directly or substantial evidence that not less than the amount claimed, indirectly and assigned to duty, working time shall begin which shall not exceed the allowance hereinafter provided, when the employee is notified of his assignment and shall was received by the employee. For example, an attestation end when the employee has completed his assignment. or statement in electronic or written format demonstrating Sec. 31-60-12. Records. (a) For the purpose of this

legible records for each employee showing: represents a payment of not less than the minimum fair wage established by subsection (j) of section 31-58 of the (2) his home address;

(4) the total daily and total weekly hours worked, showing

the beginning and ending time of each work period computed to the nearest unit of 15 minutes: applicable regulations shall be complied with. Such (5) his total hourly, daily or weekly basic wage;

> 10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee. The labor commissioner may authorize the

) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or 2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at daily and weekly hours worked by each employee shall

such wage records. requirements of this section. However, in such cases, the

) his home address 3) the occupation in which he is employed;

Sec. 31-60-14. Employee in a bona fide Executive capacity. (a) For the purposes of section 31-58 (f) of the bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the other employees therein; and (3) who has the authority to Sec. 31-60-6. Minors under the age of 18. (a) For the of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers: and (5) who does not devote more than twenty percent, or. curtailment of employment opportunities for minors, and to in the case of an employee of a retail or service establishment adjustment to employment conditions may be accomplished, of work in the workweek to activities which are not directly a minor may be employed at a modification of the minimum and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided general statutes, but at not less than 85% of the minimum this subdivision shall not apply in the case of an employee vage, for the first 200 hours of employment. When a minor who owns at least twenty percent interest in the enterprise has had an aggregate of two hundred hours of employment, in which he is employed; and (6) who is compensated for his he may not be employed by the same or any other employer services on a salary basis at a rate of not less than four \*This subsection is amended by P.A. 19-4, An Act other facilities, except that this subdivision shall not apply in Increasing the Minimum Fair Wage. CGS Sec. 31-58(i)(5). the case of an employee in training for a bona fide executive The rates for all persons under the age of eighteen years, position as defined in this section if (A) the training period except emancipated minors, shall be not less than eighty- does not exceed six months; and (B) the employee is ive per cent of the minimum fair wage for the first ninety compensated for his services on a salary basis at a rate not days of such employment, or ten dollars and ten cents per less than three hundred seventy-five dollars per week our, whichever is greater, and shall be equal to the minimum  $\,$  exclusive of board, lodging, or other facilities during the

of compensation, including, without limitation thereto, the minimum fair wage herein provided for all hours during other employees therein, shall be deemed to meet all of the mmissions, piece rate, bonuses, etc., based upon the which the violation prevailed and for such time the minimum amount of results produced, where the payment is in wage shall be paid. accordance with a fixed plan by which the employee Sec. 31-60-7. Learners. [This regulation contains the

be employed at less than the minimum wage unless terms of average hourly rate on a weekly basis for each work

permission has been received from the Labor

is earnings from piece rates shall average at least the assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when

once in each month in full. When earnings are derived in working time and shall be paid for as such.

oluntary monetary contribution received by the employee work. Such time includes, but shall not be limited to, the time Unless otherwise prohibited by statutory provision or by a no work is provided by the employer. Working time in every wage order gratuities may be recognized as constituting a instance shall be computed to the nearest unit of 15 minutes. part of the minimum fair wage when all of the following (b) All time during which an employee is required to be on provisions are complied with: (1) The employee shall be call for emergency service at a location designated by the

regulation, "true and accurate records" means accurate Connecticut General Statutes per hour for each hour (3) the occupation in which he is employed

(6) his overtime wage as a separate item from his basic wage; the requirements of subdivisions (2) and (3) of this section. (7) additions to or deductions from his wages each pay period: (8) his total wages paid each pay period; (9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;

> maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

and ending time of each work period for such employee either imposes an undue hardship upon the employer or the accuracy of such entries, a record of total daily and total training, and the result of which depends primarily on the weekly hours will be approved as fulfilling the record keeping original time entries shall be made by the employee in his information and data on each individual employed in a bona fide executive, administrative or professional capacity. 1) His name:

(4) his total wages paid each work period; (5) the date of payment and the pay period covered by

general statutes, as amended, "employee employed in a enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more hire or fire other employees or whose suggestions and ecommendations as to the hiring or firing and as to the advancement and promotion or any other change of status who does not devote as much as forty percent, of his hours hundred dollars per week exclusive of board, lodging, or fair wage thereafter, except in institutional training programs training period; (C) a tentative outline of the training specifically exempted by the commissioner. (b) In addition to program has been approved by the labor commissioner; and

requirements of this section. (b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes. (1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances: (A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked; (B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness. or accident; (C) Deductions may be made for one or more ful days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes; (D) Deductions may be made for absences of less than one full day taken pursuant to the

federal family medical leave act, 29 USC 2601 et seq., or the i) of section 31-58 of the Connecticut General Statutes and the employer's authorization directly or indirectly and Connecticut family and medical leave act, section 31-51kk et sea, of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51gg-17 of the regulations of Connecticut state agencies; or (E) Deductions may be made worked on piece rate for that work week, and the wage paid Sec. 31-60-10. Travel time. (a) For the purpose of this for one or more full days if the employee is absent as a result regulation, "travel time" means that time during which a of a disciplinary suspension for violating a safety rule of vage established by subsection (j) of section 31-58 of the worker is required or permitted to travel for purposes major significance. Safety rules of major significance include onnecticut General Statutes for each hour worked. (3) incidental to "a performance of his employment but does only those relating to the prevention of serious danger to the When an employee is employed at a combination of hourly not include time spent traveling from home to his usual employer's premises, or to other employees, (2)(A) No rate and piece rate for the same hours of work (i.e., an place of employment or return to home, except as deduction of any kind shall be made for any part of a incentive pay plan superimposed upon an hourly rate or a hereinafter provided in this regulation. (b) When an workweek absence that is attributable to: (i) lack of work piece rate coupled with a minimum hourly guarantee), the employee, in the course of his employment, is required or occasioned by the operating requirements of the employer; mployee shall receive an average rate of at least the permitted to travel for purposes which inure to the benefit (ii) jury duty, or attendance at a judicial proceeding in the inimum fair wage established by subsection (j) of section of the employer, such travel time shall be considered to be capacity of a witness; or (iii) temporary military leave. (B) An 31-58 of the Connecticut General Statutes an hour for each working time and shall be paid for as such. Expenses employer is permitted to offset payments an employee hour worked in any week and the wage paid to such directly incidental to and resulting from such travel shall be receives for any of the services described in this subdivision employee shall be not less than the minimum fair wage paid for by the employer when payment made by the against the employee's regular salary during the week of stablished by subsection (j) of section 31-58 of the employee would bring the employee's earnings below the such absence. (3) No deduction shall be made for an absence Connecticut General Statutes for each hour worked. (d) minimum fair wage. (c) When an employee is required to of less than one full day from work unless: (A) The absence is Commission. (1) When an employee is compensated solely report to other than his usual place of employment at the taken pursuant to the federal family and medical leave act, on a commission basis, he shall be paid weekly an average beginning of his work day, if such an assignment involves 29 USC 2601 et seg., or the Connecticut family and medical of at least the minimum fair wage established by subsection travel time on the part of the employee in excess of that leave act, section 31-51kk et seq., of the Connecticut General ) of section 31-58 of the Connecticut General Statutes per ordinarily required to travel from his home to his usual Statutes, as permitted by 29 CFR 825.206 or by section our for each hour worked. (2) When an employee is paid in place of employment, such additional travel time shall be 31-51qq-17 of the regulations of Connecticut state agencies; accordance with a finding for a base rate plus commission, considered to be working time and shall be paid for as such. or (B) The absence is taken pursuant to a bona fide paid time the wage paid weekly to the employee from these combined (d) When at the end of a work day a work assignment at off benefits plan that specifically authorizes the substitution sources shall equal at least an average of the minimum fair other than his usual place of employment involves, on the or reduction from accrued benefits for the time that an wage established by subsection (j) of section 31-58 of the part of the employee, travel time in excess of that ordinarily employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed

salary. (4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of least the minimum fair wage established by subsection (j) of employee is required by the employer to be on the Sec. 31-60-15. Employee in bona fide Administrative Capacity. (a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" employee is employed or permitted to work, whether or not means any employee (1) whose primary duty consists of Sec. 31-60-2. Gratuities as part of the minimum fair required to do so, provided time allowed for meals shall be either: (A) the performance of office or nonmanual work the purposes of this section, "gratuity" means a excluded unless the employee is required or permitted to directly related to management policies or general business om a guest, patron or customer for service rendered. (a) when an employee is required to wait on the premises while (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises engaged in an employment in which gratuities have employer shall be considered to be working time and shall discretion and independent judgement; and (3) (A) who employed in a bona fide executive or administrative capacity as such terms are defined in section 31-60-14 and 31-60-15 along specialized or technical lines requiring special training, who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who

does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in

nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee pasis shall amount to a rate of not less than the rate set forth in subsection (a) of this section. Sec. 31-60-16. Employee in bona fide Professional **Capacity.** (a) For the purposes of said section 31-58 (f)

"employee employed in a bona fide professional capacity" means any employee 1) whose primary duty consists of the other than the place of employment, a record of total performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily also be available for inspection in connection with acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general (c) In the case of an employee who spends 75% or more of academic education and from an apprenticeship, and from his working time away from his employer's place of business training in the performance of routine mental, manual, or and the maintaining of time records showing the beginning physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person exposes him to jeopardy because of his inability to control endowed with general manual or intellectual ability and

nvention, imagination or talent of the employee or (C)

teaching, tutoring, instructing or lecturing in the activity of

imparting knowledge while employed and engaged in this own behalf and the time entries made by the employee shall activity as a teacher certified or recognized as such in the be used as the basis for payroll records. (d) The employer school system or educational establishment or institution by shall maintain and retain for a period of 3 years the following which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3) inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means

the payment of an agreed sum for the accomplishment of a

single task regardless of the time required for its completion.

A fee basis payment shall be permitted only for jobs which

repeated an indefinite number of times and for which

nent on an identical basis is made over and o

each minor to be employed at a modification of the expenses to and from each destination other than local, Thomas Wydra, Director minimum fair wage rate as herein provided, a statement of where such instruction or training is provided. Any trainee Wage and Workplace his employment prior to his date of accession with his program so approved may be terminated at any time by the Standards Division

o condiciones relacionadas incluida la lactancia de una empleada o solicitante de empleo.

• La terminación del empleo debido a embarazo, parto o condición relacionada

• Establecer términos o condiciones de empleo que discriminen a la empleada

Transferencias temporales a tareas menos extenuantes o menos peligrosas

Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna

solicitante de empleo negándole una adaptación razonable debido a su embarazo.

mpleada debido a la petición de disponer de una adaptación razonable

relacionadas, y a las nuevas empleadas cuando inicien su relación laboral.

Se prohíbe la discriminación Ningún empleador puede discriminar a una empleada o solicitante

de empleo debido a su embarazo, parto u otras condiciones relacionadas (por ej., amamantar a su

• Negar un permiso de ausencia razonable por discapacidad debido a embarazo (por ej., que el

médico haya recetado descanso en cama durante el periodo de recuperación de 6 a 8 semanas

Negar las prestaciones por discapacidad o por permiso de ausencia acumuladas conforme a los

lo reincorporar a la empleada a su puesto de trabajo original o a un puesto equivalente después

Limitar, segregar o clasificar a la empleada de forma tal que la prive de oportunidades de empleo

\*Nota: No hay requisito alguno de que la empleada deba prestar sus servicios al empleador

daptación razonable El empleador debe proporcionar una adaptación razonable a una

Tiempo libre para recuperarse del parto (recetado por un médico, por lo general entre

gación de la adaptación razonable Ningún empleador habrá de discriminar a una empleada o

· No proporcionar una adaptación razonable (y que no represente una penuria excesiva para

Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a la petición

de contar con una adaptación razonable Forzar a la empleada o solicitante de empleo a que

acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada

con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales

Pedirle a una empleada que acepte un permiso de ausencia cuando en vez de ello se le pudo

\*Nota: Para demostrar una penuria excesiva, el empleador debe presentar evidencia de que la

Se prohíbe tomar represalias Los empleadores tienen prohibido tomar represalias contra una

quisitos de la notificación Los empleadores deben publicar y proporcionar esta notificación

adaptación supondría una dificultad o gasto considerables tomando en cuenta sus circunstancias.

a todas las empleadas a más tardar el 28 de enero de 2018, a cualquier empleada dentro de los

10 días posteriores al momento en el que notifique al empleador de su embarazo o condiciones

ocedimiento de presentación de quejas CHRO Cualquier empleada perjudicada por la

nunciantes tienen 180 días a partir de la fecha del presunto acto de discriminación, o a partir del

inobservancia de estas leyes podrá presentar una queja ante la Comisión de Derechos Humanos

y Oportunidades (Commission on Human Rights and Opportunities, CHRO) de Connecticut. Las

momento en el que se dé cuenta de manera razonable de la discriminación, para presentar una

empleada o solicitante de empleo debido a su embarazo, a su parto o a que necesite amamantar a

durante un cierto periodo antes de que se le otorque el permiso de ausencia con protección del

Payment on a fee basis shall amount

#### to a rate of not less than the rate set CONNECTICU DEPARTMENT OF LABOR \* forth in subsection (a) of this section. DOL-75 (Rev. 12/23) 0024-075-01

## periods less frequently than once every two required by the provisions of this section shall STATE EMPLOYEE ELECTRONIC MONITORING ACT

the availability of a substantial number of

in-network automated teller machines in the

insured by the Federal Deposit Insurance

state.(m) Wages, salary or other compe

## STATE OF CONNECTICUT ELECTRONIC MONITORING NOTICE

Pursuant to the requirements of Public Act 98-142, An Act Requiring Notice to Employees of Electronic Monitoring by Employers, state employees should recognize that their work activities and communications may be subject to electronic monitoring. "Electronic monitoring" is defined by the Act as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law." Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) while in State facilities and other locations where State business is conducted, except that employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees or for safequarding of their possessions, such as rest rooms, locker rooms or lounges. Employees should understand that their activities involving State computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed. Employees will not be subject to electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal law.

THIS NOTICE SHALL BE POSTED IN A CONSPICUOUS PLACE WHICH IS READILY **AVAILABLE FOR VIEWING BY EMPLOYEES** 

## **HEALTH INSURANCE**

lealth Insurance s Complicated. 🧘 Don't Worry Alone

NOTICE TO THE EMPLOYEES OF:

Computer

If you have any questions regarding this notice contact: \_

#### Free, Expert Assistance & Representation Insurance Denials & Appeals, Billing Errors, and Access to Care Any type of health coverage – Commercial, Medicare, HUSKY & others

There's help. Call: 1.866.466.4446 Visit: ct.gov/oha Email: Healthcare.Advocate@ct.gov

#### Office of the Healthcare Advocate

for additional information

Rev. 05/06

# **ELECTRONIC MONITORING DEVICES**

In accordance with §31-48d of the Connecticut General Statues, this will serve as notice that this employer may engage in the following types of Electronic Monitoring of employee's activities or communications; \_\_\_\_\_ Photo electronic \_\_\_\_\_ Photo-optical Camera (including hidden cameras)

#### (Company Representative) The Connecticut Department of Labor provides this sample poster as a public service Wage & Workplace Standard Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114

### UNEMPLOYMENT COMPENSATION REQUIRED UNEMPLOYMENT POSTER

\_\_ Electromagnetic

All liable employers must display a poster furnished by this agency to inform workers that their employer is covered by the Connecticut Unemployment Compensation Law (UC-8). All employers of one or more persons (full or part-time) must register by filing an Employer Status Report. Failure to receive a copy of the form does not relieve the employer of the obligation to register. Employers can register by completing the appropriate forms which can be obtained by calling the Employer Status Unit at 860-263-6550.

#### NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) NOTIFICACIÓN Secciones 46a-60(a), (b)(7), (d)(1) de las Leyes Generales de Connecticut Discriminación por embarazo y adaptación en el lugar de trabajo

PREGNANCY DISCRIMINATION

La conducta discriminatoria prohibida incluye

planes que el empleador mantenga

su bebé o extraerse leche materna en el trabajo

Permitirle estar sentada mientras trabaja

La conducta discriminatoria prohibida incluye

haber provisto una adaptación razonable

· Pausas más frecuentes o más largas

Ejemplos de adaptaciones razonables incluyen, entre otros:

después del parto)\*

empleo de acuerdo con esta ley.

· Ayuda con el trabajo manual

Reestructuración del trabajo

· Asignaciones de trabajo ligero

Horarios de trabajo modificados

· Descanso periódico

6 y 8 semanas)

el empleador)\*

de su ausencia

ne records required by section 31-66 of the 1969 supplement (D) the employer shall pay tuition costs, and fees, if any, for

to the general statutes, each employer shall obtain from such instruction and reimburse the employee for trave

**Pregnancy Discrimination and Accommodation in the Workplace** Covered Employers Each employer with one or more employees must comply Empleadores contemplados en estas leyes Cualquier empleador que tenga más de 3 empleados with these anti-discrimination and reasonable accommodation laws related debe cumplir estas leyes antidiscriminación y de adaptación razonable relativas al embarazo, parto to an employee or job applicant's pregnancy, childbirth or related conditions, phibition of Discrimination No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related bebé o extraerse leche materna en el trabajo)

conditions (e.g., breastfeeding or expressing milk at work). ohibited discriminatory conduct includes Terminating employment because of pregnancy, childbirth or related Denying reasonable leave of absence for disability due to pregnancy (e.g.,

doctor prescribed bed rest during 6-8 week recovery period after birth)\* Denying disability or leave benefits accrued under plans maintained by the Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities

 Discriminating against her in the terms or conditions of employment Note: There is no requirement that the employee be employed for a certain length f time prior to being granted job protected leave of absence under this law. easonable Accommodation An employer must provide a reasonable accommodation to an Employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to: · Being permitted to sit while working More frequent or longer breaks Periodic rest Assistance with manual labor Job restructuring Light duty assignment

Temporary transfers to less strenuous or less hazardous work

Break time and appropriate facilities (not a bathroom) for expressing milk Denial of Reasonable Accommodation No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy. ohibited discriminatory conduct includes

Time off to recover from childbirth (prescribed by a Doctor, typically

 Failing to make reasonable accommodation (and is not an undue hardship)\* Denying job opportunities to employee or job applicant because of request for reasonable accommodation • Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of **Prohibition of Retaliation** Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation. Notice Requirements Employers must post and provide this notice to all

existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment. Complaint Process CHRO Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of

the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint. CHRO main number: 860-541-3400

Modified work schedules

CHRO website: <a href="https://portal.ct.gov/CHRO">https://portal.ct.gov/CHRO</a> CHRO link "How to File a Discrimination Complaint": https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/Howto-File-a-Discrimination-Complaint

DOL Additionally, women who are denied the right to breastfeed or express a complaint with the Connecticut Department of Labor (DOL). DOL phone number: 860-263-6791 DOL complaint form:

https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

Sitio web de la CHRO: <a href="https://portal.ct.gov/CHRO">https://portal.ct.gov/CHRO</a> Enlace de la CHRO sobre <u>"Cómo Presentar una Queja por Discriminación":</u>

Número principal de la CHRO: 860-541-3400

https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a-Discrimination-Complaint <u>DOL</u> Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar milk at work, or are discriminated or retaliated against for doing so, may also file una queja ante el Departamento del Trabajo (Department of Labor, DOL) de Connecticut. Número telefónico del DOL: 860-263-6791

queja. Es ilegal que alquien tome represalias contra usted por presentar una queja.

Formulario de presentación de quejas ante el DOL: En español: https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

## CT-0124

worker's date of employment

hour of employment

accrued paid sick leave upon the completion of the service worker's 680th derector al uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios • if hired after January 1, 2012, upon the completion of the service worker's 680<sup>th</sup> hour of employment from the date of hire, unless the employer A service worker shall not be entitled to the use of accrued paid sick leave if

such service worker did not work an average of 10 or more hours a week for sueldo si dicho trabajador no hubiese trabajado un promedio de diez o más horas por semana the employer in the most recent complete calendar quarter. Pay Each employer shall pay each service worker for paid sick leave at a pay

• the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;

A service worker may use paid sick leave for a child's or spouse's: • illness, injury or health condition; the medical diagnosis, • care or treatment of a mental or physical illness, injury or health condition;

psychological injury or disability • to obtain services from a victim services organization:

 to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault. service worker or the service worker's child or spouse indicating the need de tres o más días laborales consecutivos puede ser requerida

family violence or sexual assault. Prohibition of Retaliation or Discrimination No employer shall take

may be; or

effective prior to January 1, 2012. Complaint Process Any employee aggrieved by a violation of the provisions

#### or preempt or override the terms of any collective bargaining agreement 🛾 ni invalidará los términos de cualquier acuerdo de negociación colectiva vigente antes del 1' de enero de 2012. Proceso de queja Cualquier empleado con motivo de queja por una violación de la

# cca DV

# **DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT**

DOMESTIC VIOLENCE RESOURCES IN CONNETICUT

CTSafeConnect

confused, and insecure about their ability to survive on their own, financially or otherwise. If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to, we're here to listen. Connecticut's domestic violence information and resource hub CTSafeConnect.org | 888.774.2900

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financia

abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to

gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared,

CALL • TEXT • CHAT • EMAIL • 24/7 All services are safe, free, confidential & voluntary Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling,

support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options." IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of

absence for certain issues related to the abuse you or your dependent children have experienced, including: (i) Seeking attention for injuries caused by domestic violence, including for a child;

(ii) Obtaining services including safety planning from a domestic violence or rape crisis center; (iii) Obtaining psychological counseling related to domestic violence, including for a child; (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or (v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400

**State of Connecticut Workers' Compensation Commission** 

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse.

# CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

**WORKERS' COMPENSATION NOTICE TO EMPLOYEES** 

The Workers' Compensation Act (Connecticut General Statutes Approved Medical Care Plan Chapter 568) requires your employer, to provide benefits to you in case of injury or occupational disease

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his City/Town: employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such

prejudice shall rest upon the employer." An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this

filing a compensation claim.

NOTE: You must comply with P. A. 17-141 (see next box, below) when The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR

Name: Address: **Telephone:** City/Town:

**Zip Code:** 

Date Posted:

On the basis of

against you for filing a complaint.

EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

THIS NOTICE MUST BE INTYPE OF NOT LESS THAN TEN POINT BOLD- Any questions as to your rights under the law or the obligations of

FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF the employer or insurance company should be addressed to the EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).

**DISCRIMINATION DISCRIMINATION IS ILLEGAL** 

orientation or civil union status • workplace hazards to reproductive systems • criminal record (in state employment and licensing) • Veteran status recruiting • hiring • referring • classifying • promoting • advertising • discharging • training • laying off • compensating • terms and conditions employers • employment agencies • labor organization Connecticut law prohibits discrimination in **HOUSING & PUBLIC ACCOMMODATIONS** On the basis of:

status • mental disability • intellectual disability • national origin • physical disability • race • religious creed • sex, transgender status, gender identity or services rendered the public • rentals and sales of public and private housing

age • ancestry • blindness • color • learning disability • marital status • intellectual disability • national origin • physical disability • race • religious creed • sex, transgender status, gender identity or expression, sexual orientation or civil union status • Veteran status loans • mortgages • any credit transactions If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate

Southwest Region: West Capitol Region: Capitol Region: Eastern Region: 100 Broadway, Norwich, CT 06360

website: www.state.ct.us/chro

Administrative Office:

450 Columbus Blvd Suite 2, Hartford, CT 06103

450 Columbus Blvd Suite 2, Hartford, CT 06103 This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text

Connecticut law prohibits discrimination in **EMPLOYMENT** age • ancestry • color • genetic information • learning disability • marital status • past or present history of mental disability • intellectual disability • national origin • physical disability • race • religious creed • sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual age • ancestry • breastfeeding in a place of public accommodation • color • familial status (in housing) • lawful source of income • learning disability • marital

expression, sexual orientation or civil union status • use of a guide dog/training a guide dog • Veteran status Connecticut law prohibits discrimination in **CREDIT TRANSACTIONS** 

For assistance contact: Connecticut Commission on Human Rights & Opportunities FAX **TDD** 203-579-6246 203-579-6246 203-579-6950 50 Fairfield Avenue, Bridgeport, CT 06604 55 West Main Street, Suite 210, Waterbury, CT 06702 203-805-6579 203-805-6579 203-805-6559 860-566-7710 860-566-7710 860-566-1997 860-886-5703 860-886-5707 860-886-2550

860-541-3400

860-541-3459

860-246-5419

