$\star$   $\star$   $\star$   $\star$   $\star$   $\star$  LABOR LAW POSTER  $\star$   $\star$   $\star$   $\star$   $\star$ 

**MAINE** 

LABOR

MAINE

**LABOR** 

Time of Payment

Please post in a conspicuous place. Date Posted: Labor laws change frequently. Contact your distributor to ensure that you are in full compliance with required State and Federal posting requirements at least once a year. © LaborLawCenter, LLC. All rights reserved.

### **CHILD LABOR LAWS**

### **CHILD LABOR LAWS**

MAINE **LABOR** 

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

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

• All minors under 16 years of age need work permits in order to work.
• Superintendent of schools certify academic standing.

Minor allowed only one permit during the school year but two during summer vacation

 Minor cannot work until permit is approved by Bureau of Labor Standards. Employer keeps Bureau-approved permit on file

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

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

For more information, contact:

Maine Department of Labor, Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 Telephone: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711

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

Web site: www.maine.gov/labor/bls

Work Hours 14 and 15 year olds No more than six days in a row

Cannot work before 7 a.m. Not after 7 p.m. during school year. Cannot work after 9 p.m. during summer vacation.

When School Is Not in Session

No more than 8 hours in any one day (weekend, holiday, vacation or workshop). Not more than 40 hours in a week (school must be out entire week) When School <u>Is</u> in Session

No more than 3 hours on a school day, including Friday.

Not more than 18 hours in a week that school is in session one or more days.

Work Hours 16 and 17 year olds (enrolled in school) No more than 6 days in a row.Cannot work before 7 a.m. on a school day.

Cannot work before 5 a.m. on a non-school day.

Cannot work after 10:15 p.m. the night before a school day.
 Can work up to midnight when there is no school the next day.

When School *Is Not* in Session • No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).

• No more than 50 hours in a week. When School <u>Is</u> in Session

No more than 6 hours on a school day. No more than 10 hours on any holiday, vacation, or workshop day.
On last day of school week, may work up to 8 hours.

• No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

FOR DATES OF INJURY ON AND

**AFTER JANUARY 1, 2020** 

#### **WORKERS' COMPENSATION**

Notice to Employees: State law requires your employer to provide workers'compensation insurance for its employees.

Workers'compensation insurance provides benefits to employees who are injured at work. If you are injured at work, NOTIFY YOUR EMPLOYER

AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject

to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers. It is against

the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance,

unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of

independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass. If you have any questions

A l'intention des Employes: D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses

employés victimes d'un accident du travail. Si vous êtes victime d'un accident du travail, PREVENEZ VOTRE EMPLOYEUR IMMEDIATEMENT.

Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour

aider les victimes d'un accident du travail, le Workers'Compensation Board met des conseillers juridiques à leur disposition. La loi interdit aux

employeurs de classifier fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper a l'assurance compensatrice-

employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative a

l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des

Aviso a los Trabajadores: La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador

a todos los trabajadores. El segúro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFÍQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación

a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia

a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda

a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board). El

hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro por compensación al trabajador,

cobertura para desempleados, ú otros impuestos pagados y retenidos por el empleador; está en contra de la ley del empleador. Para mayor

información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force

salariés): www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

WORKERS' COMPENSATION

about your rights, please contact one of the regional offices.

#### WORKERS' COMPENSATION **BOARD REGIONAL OFFICES**

**AUGUSTA** 442 Civic Center Drive, Suite 225 156 State House Station Augusta, ME 04333-0156 207-287-2308 1-800-400-6854 LEWISTON Lewiston, MF 04240-5811 207-753-7700 1-800-400-6857 BANGOR 396 Griffin Road, Suite 105 Bangor, ME 04401 207-941-4550 1-800-400-6856

PORTLAND 56 Northport Drive, Suite 201 Portland, ME 04103 207-822-0840 1-800-400-6858 **CARIBOU** 43 Hatch Drive, Suite 110

Caribou, ME 04736-2347 207-498-6428 1-800-400-6855 Visit our website at: www.maine.gov/wcb Statewide TTY: 711

Interpreters Available When calling for assistance, please say the name be called for you. Please stay on the line. nemos intérpretes a su disposición

Spanish" y le conectaremos con un intérprete. Por Temos intérpretes à sua disposição

liga "Portuguese" e um intérprete será pron chamado. Por favor, aguarde na linha.

Se precisar de atendimento em Português, por favor

Si necesita que le atiendan en español por favor diga

Se avete bisogno di assistenza in Italiano, Vi preghian di dire "Italian" e un intèrprete sará messo a Vostra lisposizione. Vi preghiamo di rimanere in linea.

oficinas regionales de compensaciones para el trabajador. 通訳サービスをご利用いただけます | 通訳を必要とされる場合は「ジャパニーズ」と おっしゃり、通訳がでるまでそのままでお待ちく

Tłumacze dostępni na życzenie. Aby uzyskać pomoc tłumacze, proszę powiedzieć po 한국어 통역을 이용하실 수 있습니다. 도움이 필요하여 전화를 거실 때 영어로 코리언 (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오.

"Kогда Вы обращаетесь за помощью по телефону, " "Có Thông Dịch Viên" "Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy

nói "VIETNAMESE" để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.

Marka aad caawinaad inoogu soo yeeraneysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa lguugu yeeri doonaaye. Taleefoonkana ha dhigin. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711.

#### en la página web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las To the employer: This notice must be posted

upon your premises عند إنصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا الخط من الخط employees. 39-A MRSA §406.

> The State of Maine افراد مترجم در دسترس می باشند. does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

> > WCB-90 (1/1/2020

## **EQUAL OPPORTUNITY IS THE LAW**

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin. The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right against a prior employer under the Workers' Compensation Act or retaliation under the Whistleblowers' **EQUAL EMPLOYMENT RIGHTS** The opportunity for an individual to secure employment without

тесь на линии.

Des interprètes sont à votre disposition

angielsku "Polish" i czekać na linii.

Lorsque vous appelez pour demander de l'aide,

"К вашим услугам имеются переводчики"

ononcez le mot "French" et nous mettrons un

interprète à votre disposition. Prière de rester en ligne.

пожалуйста скажите, что Вы говорите по-русски

ереводчиком. После этого, пожалуйста, остава

(произнесите "РАШН"), и мы обеспечим Вас

打電話請求幫助時,請用英語說"挾音呢斯"

(CHINESE)— 我們將爲您提供口譯人員。請不

discrimination because of race, color, sex, sexual orientation, physical or mental disability, religion, ge, ancestry or national origin is a civil right. UNLAWFUL EMPLOYMENT DISCRIMINATION It is unlawful employment discrimination for any

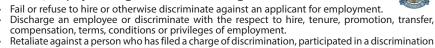
employer, because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin, or because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or because of previous actions taken that are protected under the Whistleblowers' Protection Act, to:

را که بدان صحبت می کنید به انگلیسی ذکر کنید تا رَاجِع بِهُ امري بِهُ مَا تَلْفَنُ مَي كَنْيِد، لَطُفًا نَام زَيَانِي قطع نكنيد. هنگاميكه براي درخواست كمك يا شما تماس كرفته شود. لطفاً روي خط منتظر بمانيد. بایک مترجم براي

revised 12/4/2023)

# **HUMAN RIGHTS ACT**

## Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations



proceeding, or opposed a violation of the Maine Human Rights Act. IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

**MAINE HUMAN RIGHTS COMMISSION** 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051

PHONE (207) 624-6290 FAX (207) 624-8729 TTY 1-888-577-6690 www.maine.gov/mhrc

Printed under appropriation: 01094H1010012 (2011 REV)

#### **VIDEO DISPLAY TERMINALS** The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.

**VIDEO DISPLAY TERMINALS** 

Employers must place this poster in the workplace where workers can easily see it. This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

Video Display Terminals MRSA Title 26 §251. 1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.

2. Employ. "Employ" means to employ or permit to work. 3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State. 4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or

private that uses 2 or more terminals at one location. 5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.

6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MRSA Title 26 §251, 252. If you have questions about working safely at the computer, speak to your supervisor or contact

the Maine Department of Labor Bureau of Labor Standards Telephone: 1-877-SAFE-345 (1-877-723-3345) TTY users call Maine Relay 711.

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

**Education and training** MRSA Title §252.

Every employer shall establish an education and training program for all operators as provided in

1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only.

The program must include, at a minimum: . Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter.

B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use.

C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.

2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent

3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. rev. 11/19

## WHISTLEBLOWER'S PROTECTION ACT



(Name)

MAINE

LABOR

## WHISTLEBLOWER'S PROTECTION ACT

**Protection of Employees Who Report or Refuse to Commit Illegal Acts** This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from

the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau's web site.) This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/



2. You are a healthcare worker and you reported a medical error; 3. You reported something that risks someone's health or safety

1. You have refused to do something that will endanger your lifé or someone else's life and you have asked your employer to correct it; or 5. You have been involved in an investigation or hearing held by the government

You are protected by this law ONLY if: I. You tell your boss about the problem and allow a reasonable time for it to be corrected; or

You have good reason to believe that your boss will not correct the problem.To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:

(This information should be filled in by the employer)

U.S. Department of Labor

P.O. Box 554

Portland, Maine 04112

Tel: (207) 780-3344

www.dol.gov

UNWELCOME SEXUAL ADVANCES

UNWANTED HUGS, TOUCHES, KISSES

OR CONTACT YOUR PERSONNEL DEPARTMENT:

For more information or to file a complaint under this law, contact: The Maine Human Rights Commission - 51 State House Station - Augusta, Maine 04333 Tel: (207) 624-6290, TTY users call Maine Relay 711 - www.Maine.gov/mhrc The following agencies may provide useful information on workplace safety and labor laws:

Maine Department of Labor

Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 207-623-7900 TTY users call Maine Relay 711 Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330 Tel: (207) 626-9160 www.osha.gov

rev. 11/19

01094H1010012 (102012 REV)

(Location or Phone)

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

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

• REQUESTS FOR SEXUAL FAVORS

SEXUAL HARASSMENT ACT THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION SEXUAL HARASSMENT ON THE JOB IS ILLEGAL • SUGGESTIVE OR LEWD REMARKS

 RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

Phone: (207) 624-6290 - Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • www.maine.gov/mhrc

MAINE HUMAN RIGHTS COMMISSION - 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051

Printed under appropriation: DEPARTMENT / AGENCY CONTACT

### MAINE MINIMUM WAGE

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow.

Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

### Minimum Wage is \$14.65 per hour effective January 1, 2025

Minimum Wage
Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2025, the minimum wage in Maine is \$14.65 per hour.

Municipal Minimum Wage Ordinances
Employers with employees who work in Bangorand/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject toadditional regulations and should check with

A service employee is someone who regularly receives more than \$185 a month in tips. As of January 1, 2025, employers must pay a direct service wage of at least \$7.33 per hour. If the employee's direct wage combinedwith earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

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

> For more information, contact: Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 Telephone: 207-623-7900

TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

MINIMUM WAGE

**Exemptions from Overtime** Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). As of July 1, 2025 the minimum salary requirement will be \$1,128 per week. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties

of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold— are violations of state law and potentially

federal law depending on the discrepancies in the laws.

Statements to Employees

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

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

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

www.maine.gov/labor/labor\_laws/minimum\_wage\_fag.html legislature.maine.gov/statutes/26/title26sec664.html

**Overtime Guidance** www.maine.gov/labor/labor\_laws/overtime.html

legislature.maine.gov/statutes/26/title26sec664.html

Leave for Victims of Violence, Assault, Sexual Assault or Stalking

12-month period to care for an immediate family member who is ill.

contact the U.S. Department of Labor Wage and Hour Office at 866-487-9243.

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

An employer that employs more than 10 employees in the usual and regular course of business for more than 120 days

of employment. Accrual of leave begins at the start of employment, but the employer is not required to permit use of

Employees may be eligible for federal and state earned income tax credits. Employees may apply for the tax

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information,

For more information, contact:
Maine Department of Labor, Bureau of Labor Standards

45 State House Station, Augusta, Maine 04333-0045

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are

available to people with disabilities upon request.

the leave before the employee has been employed by that employer for 120 days during a one-year period.

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

The Maine Department of Labor provides equal opportunity in employment and programs.

Auxiliary aids and services are available to people with disabilities upon request. rev. 11/2024

## **REGULATION OF EMPLOYMENT**

REGULATION OF EMPLOYMENT

♠ Receive medical treatment; or

Obtain necessary services to remedy crisis.

credits on the employee's income tax return.

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.) This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

Employees must be paid in full at least every 16 days. Employees must be notified of any Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of decrease in wages or salary at least one day prior to the change. violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:

An employee leaving employment, must be paid in full no later than the employee's next Prepare for and attend court proceedings; or established payday. This may also include the payment of accrued vacation pay and/or Earned Paid Leave. **Unfair Agreemen** Leave to Care for Family If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a

Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade. Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6

hours of work. Nursing mothers must be provided with unpaid break time or be permitted to in any calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee use their paid break or meal time to express milk. The employer must make reasonable efforts is entitled to earn one hour of paid leave from a single employer for every 40 hours worked, up to 40 hours in one year to provide a clean room or location, other than a bathroom, where the milk can be expressed. Family Medical Leave An employee who has worked for the last 12 months at a workplace with 15 or more employees

♦ Birth or adoption of a child or domestic partner's child: ♦ Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild;

Organ donation: ♦ Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in

the workplace where workers can easily see it.

♦ Serious health condition or death of a sibling who shares joint living and financial arrangements with the worker.

may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event.

located at: 45 Commerce Drive | **Telephone: 207-623-7900** | TTY users call Maine Relay 711. Website: www.maine.gov/labor/bls | Email: bls.mdol@maine.gov (Federal family medical leave is different, call 866-487-9243 for more information.) At-Will Employment —Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by

a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.

**Earned Paid Leave** 

**Earned Income Tax Credit** 

## UNEMPLOYMENT INSURANCE

MAINE EMPLOYMENT SECURITY LAW

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law.



How to file a claim for unemployment benefits

to the Unemployment Claims Center listed below.

To file by phone: 1-800-593-7660

For more information, call 1-800-593-7660 toll free. This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ **Full- and Part-Time Workers** 

All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated. When filing, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months. To file online: www.maine.gov/reemployme This is the fastest, easiest way to file.

TTY Users Call Maine Relay 711. All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov to access Maine JobLink. We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form

97 State House Station, Augusta, ME 04333-0097 Rules Governing The Administration of the Employment Security Law states every

**Maine Department of Labor** 

**Bureau of Unemployment Compensation** 

employer shall post and maintain such notices to its workers.

Basic eligibility requirements Earnings during the base period: The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it. Separation: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits. Weekly requirements: Weekly eligibility requirements include being able to work and being

**available** for work, making an **active search for work** (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters. Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permit number will be checked with the United States Citizenship and Immigration Services. ployment benefits are taxable: Unemployment benefits are taxable and have to be reported when you file your income tax forms. Child support: If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

Benefits for partial unemployment: An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and

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## **VETERANS' BENEFITS & SERVICES**

MAINE LABOR

Benefits and Services for Maine Veterans can be accessed through the Department of Defense, Veterans and Emergency Management and the Maine Bureau of Veterans' Services. This poster describes some important benefits and services offered. Free printed posters and requirements may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900 or by visiting the Bureau's website at www.maine.gov/labor/posters. Maine Law (Title 26, M.R.S.A. § 42-D) requires every employer with more than 50 full-time equivalent employees to place this poster in the workplace

The State of Maine provides a wide variety of services for Veterans. This poster provides

information for the following benefits and services: **Educational, Workforce & Training Resources** 

 Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services through the Maine Military and Community Network and employment support like the Maine Hire-A-Vet Program at <u>www.mainecareercenter.com/mhav/</u>

Each CareerCenter has a dedicated veteran representative onsite. Find out more at

www.mainecareercenter.gov and www.mainecareercenter.gov/employment/

veterans.shtm Entrepreneurship services from the Small Business Administration are also offered. Find out more at www.maine.gov/veterans/benefits/employment/ For further educational resources, the Maine Bureau of Veterans' Services has a complete listing of institutions of higher learning in their Maine Veterans' Benefits and Resource

Guide at www.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf The State of Maine has an employment preference to veterans who apply for State positions. In addition, in accordance with Executive Order 2016-002, if a veteran applies for a State job and is not ultimately hired for that job, it is the policy of the Bureau of Human Resources to provide guidance to that veteran on other State of Maine openings

for which that veteran may be qualified to apply. See guidance at www.maine.gov/bhr/ state-jobs/veterans-preference-in-jobapplications

active service or honorable discharge (DD Form 214) is required.

Eligibility for Unemployment Insurance Benefits You may be eligible for unemployment if you separated in the last 18 months. If filing in the State of Maine, call 1-800-593-7660 or visit the unemployment website for

more information www.maine.gov/unemployment/ **Driver's Licenses & Non-Driver Identification Cards** · Veterans may request a military service license designator for their license or ID. Proof of

· For more information about the eligibility requirements for the Military Service Designation, contact the Bureau of Motor Vehicles at 207-624-9000.

Auxiliary aids and services are available to people with disabilities upon request

The Maine Department of Labor provides equal opportunity in employment and programs.

## **Crisis Line**

The Crisis Line provides 24/7, confidential support for veterans AND their families.

services are available to people with disabilities upon request.

Veterans do not have to be enrolled in VA benefits or health care to access this service.

To access assistance, dial 988, then press 1 For an online chat option, go to www.veteranscrisisline.net.

**Substance Use & Mental Health Treatment** · Veterans seeking assistance for substance use treatment should contact the SUD Intensive Outpatient's (Addictions Services - SUD Program) at 207-623-8411x 4098. For other mental health services, go to: www.

· Veterans are entitled to certain tax benefits. To find out more, go to www.maine.gov/veterans/benefits/taxfinancebenefits/index.html **Legal Services** 

 To access legal services for Veterans, go to <a href="https://www.maine.gov/veterans/resources/index.html">www.maine.gov/veterans/resources/index.html</a> and choose the Legal/Financial option. Veterans can also select a specific county to search, or can choose to search the entire state for resources

· Enrolling in VA Healthcare · Obtaining burial benefits Housing/Homelessness assistance

• Filing a claim with the VA

**Assistance** 

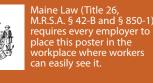
· Recognitions for services Educational benefits • Other State benefits such as providing park passes, hunting and fishing licenses

**To Access Services, Contact:** Veterans & Emergency Management Website: www.maine.gov/dvem/index.html

Maine Bureau of Veterans' Services

Phone: 207-287-7020 | Website: www.maine.gov/veterans/





file. If it is not on file, the Department will take steps to obtain it Premiums will be deducted from your pay beginning with the first pay date after January 1, 2025.
 For calendar years 2025 through 2027, the premium rate for you cannot be more than 0.5 percent of wages. For example, an individual who earns \$600 per week will contribute no more than \$3 per

completed calendar quarters. In most cases, the Department of Labor has your wage information on

• Except in a medical emergency, an employer can claim an undue hardship in certain circumstances and request that the leave be scheduled at a mutually-agreeable time.

• Employers must restore you back to your original position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment if you have been with your

Applications for benefits are scheduled to be accepted starting May 1, 2026

rev. 10/24

ME-0225

where workers can easily see it. This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/

va.gov/directory/guide/SUD.asp **Tax Benefits** 

The map will provide legal services options, complete with links to the businesses and/or agencies





**Other Information You Should Know** 

wage in Maine in your base period. The base period is defined as the first four of the last five

employer for at least 120 consecutive days when you started your leave.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

# MAINE Maine's Paid Family and Medical Leave (PFML) law will provide up to 12 weeks of paid leave for family leave, medical leave, safe leave or leave

This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/ To establish a claim, you must have earned a total of six times the statewide annual average weekly Benefits are available for the duration of your needed leave or 12 weeks, whichever

Military leave: For emergencies related to a family member's impending military deployment. **Continuous leave:** Leave where you are out of work for days or weeks at a time. Intermittent leave: Leave where you are still working and you need to take time off but it is not the same every day or every week. **Reduced leave:** Leave where you are still working but you are consistently working

• Benefit amounts will be determined based on your previous earnings and are capped at Maine's

Safe leave: To stay safe or to help a family member stay safe after abuse or violence.

For more information contact: Maine Department of Labor Paid Family and Medical Leave 50 State House Station Augusta, Maine, 04333-0050

Website: www.maine.gov/paidleave/

Family leave: To care for family with serious health condition. Medical leave: To care for one's own serious medical needs.

annual statewide average weekly wage.

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