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

MAINE

LABOR

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

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

#### **Work Permits**

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

#### • Employer keeps Bureau-approved permit on file. Recordkeeping

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

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

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

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.

- 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 *Is* 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 Is in Session

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

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 İMMEDIATEMENT. 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 salariés) : www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits,

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

compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona

beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFÍQUELO

INMEDIATAMENTE A SÚ 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 proposito de evitar el seguro por compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador; está en contra de la ley del empleador. Para mayor información acerca de las leyes

pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la pagina

web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una

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

한국어 통역을 이용하실 수 있습니다. 도움이 필요하여 전화를 거실 때 영어로 코리언

건입니다. 전화를 끊지 마시고 기다리신시오

通訳サービスをご利用いただけます

- 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**

**WORKERS' COMPENSATION** 

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

de las oficinas regionales de compensaciones para el trabajador.

#### 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** 36 Mollison Way Lewiston, ME 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 -800-400-685

Visit our website at:

www.maine.gov/wcb Statewide TTY: 711

## Interpreters Available

- When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.
- Tenemos intérpretes a su disposición Si necesita que le atiendan en español por favor diga "Spanish" y le conectaremos con un intérprete. Por
- Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será pro chamado. Por favor, aguarde na linha.

Temos intérpretes à sua disposição

- Abbiamo intèrpreti disponibili
- di dire "Italian" e un intèrprete sará messo a Vostra

telephone: (888) 801-9087 or TTY: 711.

- Se avete bisogno di assistenza in Italiano, Vi preghiamo osizione. Vi preghiamo di rimanere in linea.

under the Whistleblowers' Protection Act, to:

angielsku "Polish" i czekać na linii. "К вашим услугам имеются переводчики" "Когда Вы обращаетесь за помощью по телефону, щ пожалуйста скажите, что Вы говорите по-русски произнесите "РАШН"), и мы обеспечим Вас

veuillez contacter l'un des bureaux régionaux.

提供口譯服務

Des interprètes sont à votre disposition

Lorsque vous appelez pour demander de l'aide.

noncez le mot "French" et nous mettrons un

erprète à votre disposition. Prière de rester en ligne.

Tłumacze dostępni na życzenie. Aby uzyskać pomoc tłumacze, proszę powiedzieć po

- переводчиком. После этого, пожалуйста, оставай-
- 打電話請求幫助時,請用英語說"挟音呢斯" (CHINESE)— 我們將爲您提供口譯人員。請不
- 要挂断電話
- "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.

(KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴

- aanno waa la helayaa Marka aad caawinaad inoogu soo yeeraneysid, fadhlan
- راجع به امري به ما تلفن مي كنيد، لطفأ نام زباني قطع نكنيد. هنگاميكه براي درخواست كمك يا شما تماس گرفته شود. لطفاً روي خط منتظر بمانيد. با یک مترجم براي
- luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa lguugu yeeri doonaaye. Taleefoonkana ha dhigin. To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on

the basis of disability in admission to, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator,

WCB-90 (1/1/2020, revised 12/4/2023)

# **HUMAN RIGHTS ACT EQUAL OPPORTUNITY IS THE LAW**

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

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' Protection Act.

 $\textbf{EQUAL EMPLOYMENT RIGHTS} \ The \ opportunity \ for an individual \ to secure \ employment$ without discrimination because of race, color, sex, sexual orientation, physical or mental disability, religion, age, 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

- Fail or refuse to hire or otherwise discriminate against an applicant for employment.
- Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment. Retaliate against a person who has filed a charge of discrimination, participated in
- a discrimination 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)

# WHISTLEBLOWER'S PROTECTION ACT

# 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.)



(Location or Phone)

مترجمون شفهيون متيشرون لخدمتكم

عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا

افراد مترجم در دسترس می باشند.

(أ-رَ-ب-ك )ونحن سنقدَم لكم مترجما شفهيا . ابقوا على الخط من 💆

را که بدان صحبت می کنید به انگلیسی ذکر کنید تا

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

- 1. You reported a violation of the law:
- 2. You are a healthcare worker and you reported a medical error; 3. You reported something that risks someone's health or safety:
- 4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
- 5. You have been involved in an investigation or hearing held by the government You are protected by this law ONLY if:
  - 1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
  - 2. You have good reason to believe that your boss will not correct the problem.

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

(Name) (Title) For more information or to file a complaint under this law, contact: The Maine Human Rights Commission - 51 State House Station - Augusta, Maine 04333

> U.S. Department of Labor Wage and Hour Division P.O. Box 554 Portland, Maine 04112 Tel: (207) 780-3344 www.dol.gov

Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 207-623-7900 TTY users call Maine Relay 711 Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

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:

U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330 Tel: (207) 626-9160 www.osha.gov

The Maine Department of Labor provides equal opportunity in employment and Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place programs. Auxiliary aids and services are available to people with disabilities this poster in the workplace where workers can easily see it. upon request.

## 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

## Minimum Wage is \$14.15 per hour effective January 1, 2024

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, 2024, the minimum wage in Maine is

#### **Nunicipal Minimum Wage Ordinances**

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

As of January 1, 2024, employers must pay a direct service wage of at least \$7.08 per hour. If the employee's direct wage combined with earned tips do not average, on a

#### Service Employee A service employee is someone who regularly receives more than \$179 a month in tips.

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

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

## Exemptions from Overtime

Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA).

The new minimum salary requirement will be \$816.35 per week as of January 1, 2024. 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

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

Minimum Wage Guidance

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

www.maine.gov/labor/labor\_laws/minimum\_wage\_faq.html

www.maine.gov/labor/labor\_laws/overtime.htm legislature.maine.gov/statutes/26/title26sec664.html

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

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.

## **REGULATION OF EMPLOYMENT**

# **REGULATION OF EMPLOYMENT**

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

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

Payment of Wages

An employee leaving employment, must be paid in full no later than the employee's next established payday. This may also include the payment of accrued vacation pay and/or Farned Paid Leave. Unfair Agreement

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 use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the

- employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event. ♦ 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;
- ♦ Death or serious health condition of the employee's spouse, domestic partner, parent or

(Federal family medical leave is different, call 866-487-9243 for more information.)

nent or the Bureau of Labor Standards The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in services are available to people with disabilities upon request

the workplace where workers can easily see it.



the last 18 months.

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

How to file a claim for unemployment benefits All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated. When filing, you will need to know your Social Security Number, Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in

To file online: www.maine.gov/reemployme This is the fastest, easiest way to file. To file by phone: 1-800-593-7660 TTY Users Call Maine Relay 711.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov 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

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

> **Maine Department of Labor Bureau of Unemployment Compensation**

97 State House Station, Augusta, ME 04333-0097

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

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.

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

Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and

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

# **VIDEO DISPLAY TERMINALS**

**MAINE LABOR** 

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

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/

Education and training MRSA Title §252.

Every employer shall establish an education and training program for all operators as provided in this section. 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: A. 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 data on terminal use.

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.

# SEXUAL HARASSMENT ACT

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWANTED HUGS, TOUCHES, KISSES
- RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

UNWELCOME SEXUAL ADVANCES

MAINE HUMAN RIGHTS COMMISSION - 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 Phone: (207) 624-6290 - Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • www.maine.gov/mhrc

rev. 11/19

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.

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.

allow employees to flex their time within the workweek (but not the pay period if the

Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a

victim of violence, assault, sexual assault or stalking or any act that would support an order for

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40

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

more than 120 days in any calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee 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 of employment. Accrual of leave

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

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

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

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

For more information, contact:

Maine Department of Labor, Bureau of Labor Standards

45 State House Station, Augusta, Maine 04333-0045

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

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

protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to

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

Prepare for and attend court proceedings; or

for the tax credits on the employee's income tax return.

♦ Obtain necessary services to remedy crisis.

Receive medical treatment; or

Leave to Care for Family

Earned Paid 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. rev. 12/23

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

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.

- milk can be expressed Family Medical Leave An employee who has worked for the last 12 months at a workplace with 15 or more
- Organ donation;
- child if it occurs while the spouse, domestic partner, parent or child is on active duty;

  Serious health condition or death of a sibling who shares joint living and financial

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

UNEMPLOYMENT INSURANCE

# MAINE EMPLOYMENT SECURITY LAW

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ **Full- and Part-Time Workers** Basic eligibility requirements Earnings during the base period: The "base period" is a one-

> 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.

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

Unemployment 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

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

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.

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

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.

 SUGGESTIVE OR LEWD REMARKS • REQUESTS FOR SEXUAL FAVORS IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

Printed under appropriation: 01094H1010012 (102012 REV)

ME-0224

Me. I-1 (rev. 11/2019)

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

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

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

Telephone: 1-877-SAFE-345 (1-877-723-3345)

OR CONTACT YOUR PERSONNEL DEPARTMENT: DEPARTMENT / AGENCY CONTACT

# **MAINE** LABOR