



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.

★ ★ ★ ★ ★ ★ LABOR LAW POSTER ★ ★ ★ ★ ★ ★

CHILD LABOR LAWS

CHILD LABOR LAWS



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.

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.

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

WORKERS' COMPENSATION

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020



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 rights of independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass. If you have any questions about your rights, please contact one of the regional offices.

A l'intention des Employés: D'après les lois de l'État du Maine, votre employeur est tenu de souscrire à une assurance indemnissant ses employés victimes d'un accident du travail. Si vous êtes victime d'un accident du travail, PRENEZ 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 classer fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés) : www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

Aviso a los Trabajadores: La ley del estado de Maine requiere que su empresario proporcione el seguro de compensación para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 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, 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 página web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

<p>ENGLISH</p> <p>Interpreters Available</p> <p>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.</p> <p>Tenemos intérpretes a su disposición</p> <p>Si necessita que le atiendan en español por favor diga "Spanish" y le conectaremos con un intérprete. Por favor manténgase en la línea.</p> <p>Temos intérpretes à sua disposição</p> <p>Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente chamado. Por favor, aguarde na linha.</p> <p>Abbiamo interpreti disponibili</p> <p>Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire "Italian" e un interprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.</p>	<p>FRENCH</p> <p>Des interprètes sont à votre disposition</p> <p>Lorsque vous appelez pour demander de l'aide, prononcez le mot "French" et nous mettrons un interprète à votre disposition. Prière de rester en ligne.</p> <p>POLISH</p> <p>Thumacie dostepni na zyczenie.</p> <p>Aby uzyskac pomoc thumacie, prosze powiedziec po angielsku "Polish" i czekać na lini.</p> <p>RUSSIAN</p> <p>"Когда Вы обращаетесь за помощью по телефону пожалуйста скажите, что Вы говорите по-русски (приговариваете "РАШИ"), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии."</p> <p>CHINESE</p> <p>提供口譯服務</p> <p>如電話請求幫助時，請用英語說“說會呢語” (CHINESE) – 我們將為您提供口譯人員，請不要掛斷電話。</p>	<p>JAPANESE</p> <p>通訳サービスをご利用いただけます</p> <p>通訳を必要とされる場合は「ジャパニーズ」とおっしゃり、通訳が来るまでそのままでお待ちください。</p> <p>KOREAN</p> <p>한국어 통역용 이용하실 수 있습니다.</p> <p>도움 필요하시면 전화용 어원 때 영어로 쓰인 (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오.</p> <p>Vietnamese</p> <p>"Cố Thông Dịch Viên"</p> <p>"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."</p> <p>Tagalog</p> <p>Turjumanang waa la helayaa</p> <p>Marka aad caawinaad inooga soo yeeraneysid, fadhilah lugaduudka af Ingiriis inooga sheeg turjuman ayaa lugaduudye doonayaa. Taloofaankaan ha diigin</p>
--	---	--

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

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.

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 under the Whistleblowers' Protection Act, to:

- 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: 01094H101012 (2011 REV)

WHISTLEBLOWER'S PROTECTION ACT

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/>

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

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

You are protected by this law ONLY if:

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

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:

(This information should be filled in by the employer)

(Name)	(Title)	(Location or Phone)
<p>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:</p>		
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	U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330 Tel: (207) 626-9160 www.osha.gov

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.

rev. 11/19

MAINE MINIMUM WAGE

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 \$14.15 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 \$14.15 per hour.

Municipal Minimum Wage Ordinances

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

Service Employee

A service employee is someone who regularly receives more than \$179 a month in tips. 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 weekly basis, the state required minimum wage, the employer must pay the difference.

Overtime

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Employees 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

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

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

Recordkeeping

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

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

Minimum Wage Guidance

www.maine.gov/labor/labor_laws/minimum_wage_faq.html
legislature.maine.gov/statutes/26/title26sec664.html

Overtime Guidance

www.maine.gov/labor/labor_laws/overtime.html
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.

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

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. 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/>

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 Earned Paid Leave.

Unfair Agreement

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

Rest Breaks

Most employees must be offered a 30 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 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 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;
- ◆ Organ donation;
- ◆ Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- ◆ Serious health condition or death of a sibling who shares joint living and financial arrangements with the worker.

(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.

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. 12/23

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. 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

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 doing, 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/reemployment

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 Claims Center.

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.

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

VIDEO DISPLAY TERMINALS

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/>

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.
Web site: www.maine.gov/labor/bls Email: mdol@maine.gov

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 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.

rev. 11/19</