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DISCRIMINATION

NEW YORK STATE Division of Human Rights

1-888-992-3644
WWW.DHR.NY.GOV

ESTO ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK (LEY EJECUTIVA, SECCIÓN 15)

LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK prohíbe la discriminación por edad, raza, credo, color, origen nacional, orientación sexual, estatus migratorio, discapacidad, estado como víctima de violencia doméstica, estado familiar, o estado civil. También está prohibido el acoso sexual o el acoso por cualquiera de estas clases protegidas.

Discrimination based upon age, race, creed, color, national origin, sexual orientation, military status, sex, pregnancy, gender identity or expression, citizenship or immigration status, disability, domestic violence victim status, marital status, or marital status is prohibited by the New York State Human Rights Law. Sexual harassment or harassment based upon any of these protected classes also is prohibited.

ALL EMPLOYERS, EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; pregnancy-related conditions.

Reasonable accommodations for persons with disabilities and pregnancy-related conditions, including lactation, may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting.

Reasonable accommodations and modifications for persons with disabilities may also be required by a current employee.

Does not apply to:

- (1) rental of an apartment in an owner-occupied two-family house
- (2) restrictions of all rooms in a housing accommodation to individuals of the same sex
- (3) rental of a room by the occupant of a house or apartment

All, credit, transactions including financing for purchase, maintenance and repair of housing.

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations or for-profit colleges, universities, licensed private career schools or certified English as a second language schools.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

A complaint must be filed with the Division within one year for alleged acts of discrimination that occurred on or before 2/14/2024. Complaints for acts of discrimination that occur on or after 2/15/2024 may be filed within three years of the alleged act. A complaint alleging sexual harassment in employment that occurred on or after 08/12/2020 must be filed with three years of the alleged act. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

NEW YORK MINIMUM WAGE

WE ARE YOUR DOL Department of Labor

Attention Miscellaneous Industry Employees

Minimum Wage hourly rates effective 1/1/2025 – 12/31/2025

New York City	
Large Employers (11 or more employees)	Small Employers (10 or less employees)
Minimum Wage \$16.50 Overtime after 40 hours \$24.75 Tipped workers \$16.50 Overtime after 40 hours \$24.75	Minimum Wage \$16.50 Overtime after 40 hours \$24.75 Tipped workers \$16.50 Overtime after 40 hours \$24.75
Remainder of New York State	
Minimum Wage \$16.50 Overtime after 40 hours \$24.75 Tipped workers \$16.50 Overtime after 40 hours \$24.75	Minimum Wage \$15.50 Overtime after 40 hours \$23.25 Tipped workers \$15.50 Overtime after 40 hours \$23.25

If you have questions, need more information or want to file a complaint, please visit www.labor.ny.gov/minimum-wage or call: 1-888-469-7365.

Credits and Allowances that may reduce your pay below the minimum wage rates shown above:

- **Tips** – Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- **Meals and lodging** – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.

Extra Pay you may be owed in addition to the minimum wage rates shown above:

- **Overtime** – You must be paid 1½ times your regular rate (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees).
- **Exceptions:** Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.
- **Call-in pay** – If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
- **Uniform maintenance** – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.
- **Spread of hours** – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.

NEW YORK CORRECTION LAW ARTICLE 23-A

NEW YORK CORRECTION LAW ARTICLE 23-A LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

- (1) "Applicability."
- (2) "Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited."
- (3) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (4) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (5) "Direct relationship" means that the nature of criminal conduct for which the person has been convicted has a direct relationship to the duties or responsibilities necessary related to the license, opportunity, or job in question.
- (6) "License" means any certificate, license, permit or grant of permission granted by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that license shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, or other firearm, rifle, shotgun or other firearm.
- (7) "Employment" means any occupation, vocation or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include labor enforcement agency.
- (8) "Applicability." The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction shall be a condition for the issuance or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.
- (9) "Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited" means any discrimination against a person on the basis of one or more criminal offenses or license held by an individual, to the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses.

751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction shall be a condition for the issuance or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No person shall be denied or act upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses.

753. Factors to be considered concerning a previous criminal conviction; presumption.

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual or
- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or health of the public or
- (3) The nature of the criminal offense or offenses for which the person was previously convicted was such that it is a reasonable presumption that the person is a danger to the public or
- (4) The time that has elapsed since the occurrence of the criminal offense or offenses.
- (5) The age of the person at the time of the occurrence of the criminal offense or offenses.
- (6) The seriousness of the offense or offenses.
- (7) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (8) The legitimate interest of the public agency or private employer in protecting property and the safety and welfare of specific individuals or the general public.

754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for the denial of the license or employment.

755. Enforcement.

- (1) In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
- (2) In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

DISCRIMINATION AGAINST CERTAIN ACTIVITIES

New York Labor Law

§ 201-d. Discrimination against the engagement in certain activities.

- (1) Any person who, in the course of his or her employment, engages in any of the following activities shall not be discriminated against on the basis of such activities:
- (a) "Political activities" shall mean (i) running for public office, (ii) campaigning for a candidate for public office, or (iii) participating in fund-raising activities for the benefit of a candidate for public office or political advocacy.
- (b) "Recreational activities" shall mean any lawful, leisure-time activity, for which the employee receives no compensation and which is generally engaged in for personal purposes, including but not limited to sports, games, hobbies, exercise, reading and the viewing of television, movies and similar material.
- (c) "Work hours" shall mean, for purposes of this section, all time, including paid and unpaid breaks and meal periods, during which the employee is engaged in, or to be engaged in work, and all time the employee is actually engaged in work. This section shall not be construed to limit the employee's right to engage in any activity deemed to be compensation under any law including article nineteen of this chapter.
- (d) "Political matters" shall mean matters relating to elections for political office, political parties, legislation, regulation and the decision to join or support any political party or political, civic, community, fraternal or labor organization.
- (e) "Religious matters" shall mean matters relating to religious affiliation and practice and the decision to join or support any religious organization or association.

Unless otherwise provided by law, it shall be unlawful for any employer or employment agency to refuse to hire, employ or license, or to discharge from employment or otherwise discriminate against an individual in compensation, promotion or terms, conditions or privileges of employment because of:

- (a) an individual's political activities outside of working hours, off of the employer's premises and without use of the employer's equipment or other property, if such activities are legal, provided, however, that this paragraph shall not apply to persons whose employment is defined in paragraph six of subdivision (a) of section seventy-nine-h of the civil rights law, and provided further that this paragraph shall not apply to persons who would otherwise be prohibited from engaging in political activity pursuant to chapter 15 of title 2 and subchapter II of chapter 75 of title 2 of the USA;
- (b) an individual's legal use of consumable products, including cannabis in accordance with the provisions of the cannabis law, or the individual's activities in connection with the use of such products, free from recognized hazards, as required by state and federal occupational safety and health law; or
- (c) the employer's actions would require such employer to comply with any act that would cause the employer to be in violation of federal law or would result in the loss of a federal contract or federal funding.

Nothing in this section shall apply to persons who, on an individual basis, have a professional service contract with an employer and the unique nature of the services provided by such individuals in type or price of coverage shall not be utilized to expand, limit or curtail the rights or liabilities of any party with regard to a civil cause of action.

7.8. Where a violation of this section is alleged, the attorney general may appear in the name of the people of the state of New York for an order enjoining or restraining the commission or continuance of the alleged unlawful acts. In any such proceeding, the court may impose a civil penalty in the amount of three hundred dollars for the first violation and five hundred dollars for each subsequent violation.

- (1) In addition to any other penalties or actions otherwise applicable pursuant to this chapter, where a violation of this section is alleged to have occurred, an aggrieved individual may commence an action for equitable relief and damages.
- (2) Nothing in this section shall prohibit (i) an employer or its agent, representative or designee from communicating to its employees the provisions of this section, or (ii) an employer or its agent, representative or designee of such institution, from meeting with its employees for the purpose of discussing with them the provisions of this section, or (iii) an employer or its agent, representative or designee of such institution, from meeting with its employees for the purpose of discussing with them the provisions of this section, or (iv) casual conversations between employees or between an employer and an agent, representative or designee of such institution, provided participation in such conversations is not required, or (v) a requirement limited to the employer's managerial and supervisory employees.
- (3) Nothing in this section shall prohibit (i) an employer or its agent, representative or designee of such institution, from meeting with its employees for the purpose of discussing with them the provisions of this section, or (ii) an employer or its agent, representative or designee of such institution, from meeting with its employees for the purpose of discussing with them the provisions of this section, or (iii) an employer or its agent, representative or designee of such institution, from meeting with its employees for the purpose of discussing with them the provisions of this section, or (iv) casual conversations between employees or between an employer and an agent, representative or designee of such institution, provided participation in such conversations is not required, or (v) a requirement limited to the employer's managerial and supervisory employees.

10. Every employer shall post a sign in every workplace at the location or locations where notices to employees are normally posted, to inform employees of their rights pursuant to this section.

UNEMPLOYMENT INSURANCE

ATTENTION EMPLOYERS

NOTICE REGARDING UNEMPLOYMENT INSURANCE

The New York State unemployment insurance program, which is administered by the State Labor Department, provides immediate, short-term financial protection for people who are out of work through no fault of their own. It is financed by employers through a tax on their payrolls. If you pay compensation to individuals for their services, you may be liable for Unemployment Insurance and Withholding taxes and wage reporting responsibilities. In order to determine your business liability for Unemployment Insurance, please contact 1-800-829-3676. Upon registration, employers (except household employers) will receive a poster, "Notice to Employees," IA 133, which informs their workers that their jobs are protected by unemployment insurance. It must be posted where it may easily be seen by employees. Additional copies may be obtained by contacting the nearest Unemployment Insurance Tax Services Office or the Department of Labor, Registration Subsection at 518-457-4179.

WORKERS' COMPENSATION

WORKERS' COMPENSATION NOTICE

Employers must obtain and keep in effect workers' compensation coverage for their employees; there must be no lapse in coverage even when switching insurance carriers. The law requires almost all employers operating in New York State to have workers' compensation and disability coverage for their employees. This requirement can be fulfilled by purchasing insurance coverage through an insurance carrier or by obtaining authorization from the Board to be self-insured. Employers must post a notice of workers' compensation coverage and employee rights. This notice is in a form prescribed by the Workers' Compensation Board. Employers obtain the notice from their insurance carrier or, if self-insured, from the Board. The notice includes the name and address of the insurance carrier and the policy number of the employer. It must be posted in a conspicuous place in the employer's place of business. Violations of this requirement can result in a fine of up to \$250 per violation.

DISABILITY BENEFITS LAW

An employer who has had in New York State employment 1 or more employees on each of at least 30 days in any calendar year shall be a "covered employer" subject to the Disability Benefits Law after the expiration of 4 weeks following the 30th day of such employment. These 30 days of employment need not be consecutive days but must be work days of employment in one calendar year. In addition to the above-stated provisions, effective January 1, 1984, employers of personal or domestic employees in a private home are subject if they employ at least one employee who works 40 or more hours per week for that one employer. (NOTE: Prior to January 1, 1984, employers are subject only if they have 4 or more employees.) Each covered employer must post and maintain conspicuously at the place or places of business a prescribed form, Notice of Compliance, stating the provisions have been made for the payment of Disability Benefits to all eligible employees. To obtain the Notice of Compliance, please contact your Disability Insurance Carrier.

RIGHT TO VOTE

ATTENTION ALL EMPLOYEES

TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY

N.Y. ELECTION LAW SECTION 3-110 STATES THAT:

- IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.
- YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED.
- YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE.

Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.

Revised 4.14.2020

NO SMOKING NOTICE

NO SMOKING

Effective July 24, 2003, the amended New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking in virtually all workplaces, including restaurants and bars. The changes in the Act reflect the state's commitment to ensuring that all workers are protected from secondhand smoke. Localities may continue to adopt and enforce local laws regulating smoking. However, these regulations must be at least as strict as the Clean Indoor Air Act.

STATE OF NEW YORK

Department of Health - Antonia C. Novello, M.D., M.P.H., Dr. P.H., Commissioner

For more information about the Act, call 1-800-458-1158, ext. 2-7600.

RIGHT OF NURSING MOTHERS TO EXPRESS BREAST MILK

Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Work Place

Off-Premises Donations Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. Employees are not required to allow off-premises blood donation leave under Labor Law § 202-j to accrue if it is not used during the calendar year. Leave granted to employees for off-premises blood donation is not required to be paid leave.

Donation Leave Alternatives - Leave for blood donation leave alternatives shall be given twice per calendar year and it shall be paid leave given without use of vacation, personal, sick, or other already existing leave accruals. Under the Donation Leave Alternatives, the donating of blood should be at a convenient time and place set by the employer. The time shall not be a time outside an employee's normal work hours nor shall the location be not reasonable travel distance for an employee. If an employee provides prompt notice, or is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work.

Our company's blood donation will occur:

Please indicate time and place

Should you have any questions, please contact:

Please indicate administrator

LS 703 (03-16)

BLOOD DONATION LEAVE

Section 202-j of the Labor Law mandates that employers provide leave time to employees for the donating of blood. There are two types of blood donation leaves are Off-Premises Blood Donation and Donation Leave Alternatives.

Compensation for Leave - Leave granted to employees for off-premises blood donation is not required to be paid leave. Leave taken by employees for donation leave alternatives shall be paid leave given without requiring the employee to use accumulated vacation, personal, sick, or other already existing leave time.

Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. Employees are not required to allow off-premises blood donation leave under Labor Law § 202-j to accrue if it is not used during the calendar year. Leave granted to employees for off-premises blood donation is not required to be paid leave.

Donation Leave Alternatives - Leave for blood donation leave alternatives shall be given twice per calendar year and it shall be paid leave given without use of vacation, personal, sick, or other already existing leave accruals. Under the Donation Leave Alternatives, the donating of blood should be at a convenient time and place set by the employer. The time shall not be a time outside an employee's normal work hours nor shall the location be not reasonable travel distance for an employee. If an employee provides prompt notice, or is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work.

PAID FAMILY LEAVE NOTICE

Most private employers with one or more employees are required to obtain Paid Family Leave Insurance. Your insurance carrier will provide you with a notice to employees (Notice of Compliance) stating that you have Paid Family Leave Insurance. The Notice will include information about your rights.

- If you are self-insured, you can get this notice by contacting the NYS Workers' Compensation Board at certificates.wcb.ny.gov.
- Post and maintain this notice in plain view.

FRINGE BENEFITS AND HOURS

NOTICE

REQUIREMENTS FOR FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows: "Every employer shall notify his employees in writing or by publicly posting the employer's policy on sick leave, vacation, personal leave, holidays and hours to be worked in writing information on fringe benefits and hours."

For written information on your employer's policy on sick leave, vacation, personal leave, holidays and hours to be worked, contact your supervisor or manager. If you are unable to obtain written information on fringe benefits and hours, you may obtain written information on fringe benefits and hours.

RIGHT TO KNOW

YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

Learn all you can about toxic substances on your job.

For more information, contact:

Name _____

Location & Phone Number _____

4/00 Revised 8/2010

THE RIGHT TO KNOW LAW WORKS FOR YOU

NEW YORK STATE DEPARTMENT OF HEALTH

2706

WHISTLEBLOWER PROTECTION

Notice of Employee Rights, Protections, and Obligations Under Labor Law Section 740

Prohibited Retaliatory Personnel Action by Employers

Effective January 26, 2022

Division of Labor Standards
Harrison State Office Campus
Building 12, Albany, NY 12226

www.labor.ny.gov

§ 740. Retaliatory action by employers; prohibition.

1. Definitions. For purposes of this section, unless the context specifically indicates otherwise:

- (a) "Employee" means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work in furtherance of an employer's business enterprise who are not themselves employees.
- (b) "Employer" means any person, firm, partnership, institution, corporation, or association that employs one or more employees.
- (c) "Law, rule or regulation" includes: (i) any duly enacted federal, state or local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive order; or (iii) any judicial or administrative decision, ruling or order.
- (d) "Public body" includes the following:
 - (i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof;
 - (ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;
 - (iii) any federal, state or local regulatory, administrative, or public agency or authority, or instrumentality thereof;
 - (iv) any federal, state, or local law enforcement agency, prosecutorial office, or police or peace officer;
 - (v) any federal, state or local department of an executive branch of government; or
 - (vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i) through (v) of this paragraph.
- (e) "Retaliatory action" means an adverse action taken by an employer or his or her agent to discharge, threaten, penalize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse employment actions or threats to take such adverse employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee's current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee's suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee's family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state or local agency.
- (f) "Supervisor" means any individual within an employer's organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.

2. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the employee's job duties, because such employee does any of the following:

- (a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety;
- (b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or
- (c) objects to, or refuses to participate in any such activity, policy or practice.

To Be Posted Conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employment.

LS 740 (02/22)

EQUAL PAY NOTICE

Equal Pay Provision of the New York State Labor Law

Article 6, Section 194

Division of Labor Standards
www.labor.ny.gov

§ 194. Differential in rate of pay because of protected class status prohibited.

1. No employee with status within one or more protected class or classes shall be paid a wage at a rate less than the rate at which an employee without status within one or more protected class or classes in the same establishment is paid for: (a) equal work on a job; (b) performance of which requires equal skill, effort and responsibility, and which is performed under similar working conditions; or (c) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; except where payment is made pursuant to a differential based on: (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor:

- (A) shall not be based upon or derived from a differential in compensation based on status within one or more protected class or classes and
- (B) shall be job-related with respect to the position in question and shall be consistent with business necessity. Such exception under paragraph shall not apply when the employee demonstrates:

- (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes,
- (2) that an alternative employment practice exists that would serve the same business purpose and not produce such disparate impact, and
- (3) that the employer has refused to adopt such alternative practice.

2. For the purpose of subdivision one of this section:

- (a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and
- (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status, and any employee protected from discrimination pursuant to paragraphs (a), (b), and (c) of subdivision one of this section.

For questions, write or call your nearest office, (listed below), of the:

New York State Department of Labor

Division of Labor Standards

Albany District	New York City District	Syracuse District	Garden City District
State Office Campus Bldg. 12, Rm. 185A Albany, NY 12240 (518)457-2370	75 Varick Street, 7th Floor New York, NY 10013 (212) 775-3880	333 East Washington Street, Rm. 121 Syracuse, NY 13202 (315) 428-4075	404 Oak Street, Suite 101 Garden City, NY 11530 (516) 794-8195
Buffalo District	Rochester Sub-District	White Plains District	
290 Main Street, Rm. 226 Buffalo, NY 14202 (716) 847-7411	276 Waring Road, Rm. 104 Rochester, NY 14609 (585) 258-4550	120 Bloomingdale Road White Plains, NY 10605 (914) 997-9521	

LS 603 (08/20)

VETERAN BENEFITS AND SERVICES

VETERAN BENEFITS AND SERVICES

The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations: dol.ny.gov/veteran-benefits-and-services

MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES

All calls and texts are free and confidential

U.S. Department of Veterans Affairs Crisis Line
www.veteranscrisisline.net
Call: 988, press 1 Text: 838255
Suicide and Crisis Lifeline: www.veteranscrisisline.net
Call: 988 Text: 988

Chat: CrisisTextline
Text: 741741 Chat: crisisrxtxtline.org
NYS Office of Mental Health (OMH): www.omh.ny.gov
NYS Office of Addiction Services and Supports (OASAS): www.oasas.ny.gov
Call: 1-877-8-HOPEN (647469) Text: HOPEN (467469)

LEGAL SERVICES

Veterans Treatment Courts (VTCs)
www2.nycourts.gov/courts/problem_solving/vet_courts.shtml
Email: ProblemSolving@courts.state.ny.us
NYS Veterans' Justice Center: www.veteransjusticecenter.net
https://www.nysda.org/page/VDP

NEW YORK STATE DIVISION OF VETERANS' SERVICES

Website: veterans.ny.gov
Help Line: 1-888-338-7697 Email: DVSONline@veterans.ny.gov
Services: Legal, education, employment and volunteer, financial, health care, and more.

Division of Veterans' Services

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request and free of charge to individuals with disabilities. TTY: 711 or 1-800-662-1220 (English) 1-877-662-4886, P: 711 (224)

TAX BENEFITS

NYS Department of Tax and Finance
Information for military personnel and veterans: tax.ny.gov/pit/military
Military, page.htm
Property tax exemptions: tax.ny.gov/pit/property/exemption/veteranexempt.htm

EDUCATION, WORKFORCE, AND TRAINING RESOURCES

Veteran Readiness and Employment (VRE) Program:
www.benefits.va.gov/vocreab

New York State Civil Service Credits for Veterans Programs: www.csn.ny.gov

ADDITIONAL RESOURCES

NYS Domestic and Sexual Violence Hotline:
Call: 800-942-6906 Text: 844-997-2121
NYS Workplace Sexual Harassment Hotline: Call: 1-800-HARVEST-3

NYS Department of Motor Vehicles:
Veteran Status Designation Photo Document:
dmv.ny.gov/more-info/veteran-status-designation-photo-document
-Veteran License Plate: dmv.ny.gov/plates/military-and-veterans

NEW YORK STATE DEPARTMENT OF LABOR VETERANS PROGRAM

Website: dol.ny.gov/services/veterans
Help Line: 1-888-469-7365 Email: Ask.Vets@labor.ny.gov
Services: Workforce and training resources, unemployment insurance, the Experience Corps program, and more.

SCHEDULE OF HOURS OF WORK FOR MINORS

Following are the HOURS OF WORK FOR MINORS UNDER EIGHTEEN employed at

(Please provide name of establishment on the above line.)

Please provide daily starting time and ending time, including meal periods, for every day each minor is scheduled to work.

Name of Minor	Sun - (Meal/Period) In Out In Out	Mon - (Meal/Period) In Out In Out	Tue - (Meal/Period) In Out In Out	Wed - (Meal/Period) In Out In Out	Thu - (Meal/Period) In Out In Out	Fri - (Meal/Period) In Out In Out	Sat - (Meal/Period) In Out In Out

4/00 Revised 8/2010

THE RIGHT TO KNOW LAW WORKS FOR YOU

NEW YORK STATE DEPARTMENT OF HEALTH

2706