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UNEMPLOYMENT COMPENSATION

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

PENNSYLVANIA UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME _____

ADDRESS _____

PA UC ACCOUNT NUMBER _____

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS are REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

IMPORTANT

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

NOTE: To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

Scan with your mobile phone



You may file your new application, reopen an existing claim or get information about the UC Program online at **www.uc.pa.gov**, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

UC-700 REV 09-17

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

EMPLOYEE WORKPLACE NOTICE | PUBLIC SECTOR

Pennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 651 Boas Street, Harrisburg, PA 17121, or by phone (717) 772-1635, or by email at RA-LI-BWC-SAFETY@pa.gov.

Employee Workplace Notice: Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

Work Area List: The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

Safety Data Sheet: The Safety Data Sheet (SDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS must be accessible in the work area where the hazardous substance it describes is used. SDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an SDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an SDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an SDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested SDS from the manufacturer, importer, supplier or distributor and from the

Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form: The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

Labeling: All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or port of a pipeline system so that employees can easily identify the contents.

Health and Exposure Records: Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

Non-discrimination: If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of Workers' Compensation.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program



LIBC-262 REV 05-24

WORKERS' COMPENSATION

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling the workers' compensation claims for your company, as shown below.

Employer Name: _____ Date Posted: _____
IF INSURED: **IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:**
(Complete all applicable spaces) (Complete all applicable Spaces)
Name of Insurance Company: _____ Name of TPA (Claims Administrator): _____

Address: _____ Address: _____
Telephone Number: _____ Telephone Number: _____

Insurer Code: _____
IF SELF-INSURED: **IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:**
(Complete all applicable spaces) (Complete all applicable Spaces)
Name of Person Handling Claims at the Self-Insured: _____ Name of TPA (Claims Administrator): _____

Address: _____ Address: _____
Telephone Number: _____ Telephone Number: _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §1171 (relating to insurance fraud).

Employer Information Services toll-free inside PA: 800.482.2383
717.772.3702 local & outside PA: 717.772.4447

Hearing Impaired PA Relay 7-1-1

Email ra-li-bwc-help@pa.gov

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LIBC-500 REV 09-22

DISCRIMINATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willfulness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES It is unlawful -- on the basis of the facts listed above -- for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure, and other terms, conditions and privileges of employment. 2. Deny membership rights and privileges in any labor organization. 3. Deny any person equal opportunity to be referred for employment. 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs. It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Central Office: 301 Chestnut Street, Suite 300 • Harrisburg, PA 17101
(717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Pitt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
333 Market Street,
8th Floor
Harrisburg, PA 17104
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)

PUBLIC ACCOMMODATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals. This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation. Complaints must be filed within 180 days of the alleged act of discrimination.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Central Office: 301 Chestnut Street, Suite 300 • Harrisburg, PA 17101
(717) 787-4410 • (717) 787-4087 (TTY) • www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Pitt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
Riverfront Office Center
1101-1125 South Front Street, 5th Floor
Harrisburg, PA 17104-2515
(717) 787-9784
(717) 787-7279 (TTY)

Philadelphia
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)

Rev. 07-2010

CHILD LABOR LAWS

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations. **Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.**

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

HOURS OF EMPLOYMENT—AGES 14 & 15*

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

HOURS OF EMPLOYMENT—AGES 16 & 17**

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions. B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery). 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

EMPLOYER NOTIFICATION: Within five days of the minor's beginning of employment, an Employer's must submit written notification of the minor's normal duties and employment hours, the minor's age and the work permit number to the issuing officer who issued that work permit. Within five days of the minor's last day of employment, the minor shall submit written notification to the issuing officer that the minor is no longer employed.

CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6
<ul style="list-style-type: none">• Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).• Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.• Non-work time at place of employment includes education, rest and recreation.• Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.• 12 hours must elapse between time of dismissal and time of call on the following day.• Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.• Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.		

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.gov and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-705-5969 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 303
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

LLC-5 REV. 08-23

NO SMOKING NOTICE

NO SMOKING

There's a new Air
about Pennsylvania
Smoke-Free is now the Law!



NO FUMAR

Hay un nuevo aire
sobre Pennsylvania
Libre de humo es ahora la Ley!

PENNSYLVANIA MINIMUM WAGE

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF LABOR LAW COMPLIANCE

MINIMUM WAGE LAW SUMMARY

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate: Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described)

MINIMUM WAGE RATE:

\$7.25 per hour Effective July 24, 2009
(Except as Described)

Tipped Employees: An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

Keeping Records: Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry.

Penalties: Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

Exemptions: Overtime applies to certain employment classifications.

Special Allowances For: Students, learners and people with disabilities, upon application only.

EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide outside salesman
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level
- Executive, Administrative, and Professional employees, as defined by the Department

ALLOWANCES

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

EXCEPTIONS FROM MINIMUM WAGE RATES

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:
 - Learners: 40 hours a week. Maximum eight weeks
 - Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods
- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor

MORE INFORMATION IS AVAILABLE ONLINE

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov.

PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

LLC-1 REV 06-22

EQUAL PAY LAW

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

ABSTRACT OF THE EQUAL PAY LAW

Discrimination on Basis of Sex Prohibited Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination Provides for the collection of unpaid wages due