EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. • Retaliation for filing a charge, reasonably opposing Conduct that might reasonably discourage someone

physical conduct)

Hiring or promotion

observance or practice

Benefits

• Employees (current and former), including managers discrimination, or participating in a discrimination lawsuit, investigation, or proceeding and temporary employees Job applicants • Interference, coercion, or threats related to exercising Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered? What Employment Practices can be Challenged as Most private employers State and local governments (as employers) All aspects of employment, including: Educational institutions (as employers) • Discharge, firing, or lay-off

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the • Assignment bases of: Race Color • Religion

 National origin • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Disability

aspects of employment

other applicants or employees

of employment, including the executive level.

 Job training Classification Referral Obtaining or disclosing genetic information Genetic information (including employer requests for, of employees or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended,

protects applicants and employees of Federal contractors from discrimination based on

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

inquiring about, disclosing, or discussing their compensation or the compensation of

individuals with disabilities from discrimination in hiring, promotion, discharge, pay,

fringe benefits, job training, classification, referral, and other aspects of employment

accommodation to the known physical or mental limitations of an otherwise qualified

by Federal contractors. Disability discrimination includes not making reasonable

• Requesting or disclosing medical information of employees

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)

· Harassment (including unwelcome verbal or

• Failure to provide reasonable accommodation for

condition; or a sincerely-held religious belief,

a disability; pregnancy, childbirth, or related medical

• Pay (unequal wages or compensation)

enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: from active duty), active duty wartime or campaign badge veterans, or Armed Forces Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin service medal veterans. **Retaliation** Retaliation is prohibited against a person who files a complaint Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all

under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W

Washington, D.C. 20210 1-800-397-6251 (toll-free)

individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action an OFCCP regional or district office, listed in most telephone directories under U.S. to employ and advance in employment qualified individuals with disabilities at all levels Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, amended, prohibits employment discrimination on the basis of disability in any prohibits discrimination on the basis of race, color or national origin in programs or program or activity which receives Federal financial assistance. Discrimination is activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities agency providing such assistance. which receive Federal financial assistance.

RHODE ISLAND FAMILY MEDICAL LEAVE ACT

— NOTICE TO EMPLOYEES — **Rhode Island Parental & Family Medical Leave Act**

certain conditions.

been employed continuously for at least 12 months. **Purpose of Leave** The leave required to be provided under the Act must be maintain the employee's health benefits in force during the period of leave, for one or more of the following reasons:

 Birth of a child of an employee. 2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employees.

3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in- law. (Serious Illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or outpatient care requiring continuing treatment or supervision by a health care provider)

leave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probably duration of the requested leave. **School Involvement Leave** An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month and Training period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. of 24 hours prior to the leave must be given to the employer by the employee.

including information about filing a charge of discrimination, is available at www.eeoc.gov. Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of

of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations

from opposing discrimination, filing a charge, or

Conduct that coerces, intimidates, threatens, or interferes

participating in an investigation or proceeding

with someone exercising their rights, or someone

accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has

assisting or encouraging someone else to exercise

rights, regarding disability discrimination (including

Occurred? Contact the EEOC promptly if you suspect

limits for filing a charge of discrimination (180 or 300)

Submit an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at

Additional information about the EEOC,

the EEOC in any of the following ways:

Call 1-800-669-4000 (toll free)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

1-800-669-6820 (TTY)

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling

prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal (Revised 6/27/2023)

following return to work.

This notice is to provide you with information on the Rhode Island Parental & The leave is not required to be paid; except an employee may substitute any Family Medical Leave Act, which requires that employers of 50 or more accrued paid vacation leave or other appropriate paid leave. employees grant an unpaid leave of absence, upon the request of an Use of Sick Leave by Adoptive Parent Any employer who allows sick time or eligible employee, for 13 consecutive weeks in any two calendar years, under sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with Employees Eligible Employees are eligible to apply for leave if they are full- an employee in connection with the adoption of the child by the employee. time employees who work an average of 30 hours a week or more and have Continuation of Health Benefits Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to

> **Return From Leave** Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement

which sum is required to be returned to the employee within 10 days

Prohibited Acts The Act makes it unlawful for any employer to interface with, restrain, or deny employees the rights provided under the Act. Any Requests for Leave In order to be entitled to the leave, the employee must discrimination or disciplinary action taken against an employee for exercising give at least 30 days notice of the intended date upon which the requested his rights under the Act, or for opposing any practice made unlawful by the **Enforcement** Alleged violations of the Act may be complained of (1) in a civil

action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor

> tment of Labor and Training Rev. 6/2020

PREVAILING WAGE RATE



Prevailing Wage for work on State/Municipal **Financed Construction Project**

Prevailing Wage - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

Overtime rate applies when working over 8 hours a day or 40 hours a week. Apprentice rates apply only to properly registered apprentices in approved state apprenticeship programs.

Workers who do not receive **Proper Pay** may file a complaint with the DLT; claims will be investigated. Contact the Prevailing

Wage Unit at (401) 462-8580, option #7 for more information. RI General Law §37-13-17 also provides for a private right of action to collect wages and benefits. DLT-L-39 (Rev. 1/2018)

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

screening or during the course of employment.

exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by

disclosed to unauthorized persons. the law. Also, the law does not apply to tests given by the Federal **ENFORCEMENT** The Secretary of Labor may bring court actions to Government to certain private individuals engaged in national securityrelated activities. The Act permits polygraph (a kind of lie detector) tests or job applicants may also bring their own court actions. to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and quard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that

The Employee Polygraph Protection Act prohibits most private resulted in economic loss to the employer. The law does not preempt **employers from using lie detector tests either for pre-employment** any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. **PROHIBITIONS** Employers are generally prohibited from requiring or **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are requesting any employee or job applicant to take a lie detector test, subject to numerous strict standards concerning the conduct and and from discharging, disciplining, or discriminating against an length of the test. Examinees have a number of specific rights, employee or prospective employee for refusing to take a test or for including the right to a written notice before testing, the right to

refuse or discontinue a test, and the right not to have test results

restrain violations and assess civil penalties against violators. Employees

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



PAY EQUITY ACT

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT) **Notice to All Employees - Information Employers Must Post**

Pay Equity Act

Pay Differentials for Comparable Work Enforcemen^a Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion,

wage is permissible where one or more of the following factors is found "A seniority system; provided, however, that time spent on leave due to a pregnancy related condition or parental, family and medical leave shall not reduce seniority."

"A merit system." "A system that measures earnings by quantity or quality of production." "Geographic location when the locations correspond with different

costs of living, provided, that no location within the state of Rhode Island will be considered to have a suffi ciently different cost of living." "Reasonable shift differential, which is not based upon or derived from a differential in compensation based on [a protected] characteristic[]." "Education, training, or experience to the extent such factors are jobrelated and consistent with a business necessity."

"Work-related travel, if the travel is regular and a business necessity." "A bona fi de factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the position in question; and which is consistent with business necessity."

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, or (2) by a complaint fi led with the DLT Director. sexual orientation, gender, gender identity or expression, disability, **Employer Wage Inquiry** age, and country of ancestral origin for comparable work. A differential + Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited

from inquiring into or requiring the disclosure of a job applicant's wage history, from relying upon a job applicant's wage history when considering the individual's candidacy, and from setting a minimum or maximum threshold of prior wage earnings as a condition of employment. + An employer may, for the limited purpose of "support[ing] a wage higher than

the wage [initially] offered by the employer," consider and seek to confirm a job applicant's wage history if such wage history was voluntarily provided. At the time of hire or internal transfer to a new position, and whenever requested by an employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual's position. **Wage Discussion among Employees**

Pursuant to Rhode Island General Law § 28-6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive

Retaliation Prohibited Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act,

RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance. DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 7111

RIGHT TO KNOW ACT

The Rhode Island Right-To-Know Law

IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

• the common name or trade names of the substance, including the chemical name; • the level at which exposure to the substance is hazardous, if known;

• the effects and symptoms of exposure at hazardous levels; • the potential for flammability, explosion, and reactivity of the substance;

· appropriate emergency treatment; • proper procedures for the safe use of and exposure to the substance;

• proper protective equipment for safe use; and

· procedures for clean-up of leaks and spills. Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the

R.I. Department of Labor and Training at (401) 462-8570. "Because not knowing about the hazardous substances you work with is the greatest hazard of all." This poster must be displayed in a conspicuous location in the workplace.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can law. Civil money penalties may also be assessed for violations of the FLSA's readily see it. **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked each child labor violation that results in the death or serious injury of any CHILD LABOR An employee must be at least 16 years old to work in most non-

Secretary of Labor. Youths 14 and 15 years old may work outside school hours proceeding under the FLSA. in various non-manufacturing, non-mining, non-hazardous jobs with certain ADDITIONAL INFORMATION work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour • Special provisions apply to workers in American Samoa, the Commonwealth if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per • Some state laws provide greater employee protections; employers must

hour do not equal the minimum hourly wage, the employer must make up the **PUMP AT WORK** The FLSA requires employers to provide reasonable break when they are actually employees under the FLSA. It is important to know time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded

from view and free from intrusion from coworkers and the public, which may

• Certain full-time students, student learners, apprentices, and workers with be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful

or repeated violation of the minimum wage or overtime pay provisions of the

child labor provisions. Heightened civil money penalties may be assessed for minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating farm jobs and at least 18 to work in non-farm jobs declared hazardous by the against or discharging workers who file a complaint or participate in any Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

comply with both • Some employers incorrectly classify workers as "independent contractors" the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and

correctly classified independent contractors are not. disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



NOTICE TO ALL EMPLOYEES - INFORMATION EMPLOYERS MUST POST

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices

must be posted and maintained in conspicuous places where workers are

DLT is an equal opportunity employer/program,

auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711



Read Fact Sheet #28M(c) for more information

You have worked for your employer at least 12 months,

20 workweeks in the current or previous calendar year,

Am I eligible to take FMLA leave? You are an eligible employee if all of the following

You have at least 1,250 hours of service for your employer during the 12 months before

ou work for a private employer that had at least 50 employees during at least

You work for a public agency, such as a local, state or federal government agency. Most

ederal employees are covered by Title II of the FMLA, administered by the Office of

Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

w do I request FMLA leave? Generally, to request FMLA leave you must

ou work for a **covered employer** if **one** of the following applies:

Follow your employer's normal policies for requesting leave,

and other factors as detailed in the law.

Department of Labor and Training RHODE ISLAND

Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible

You work for an elementary or public or private secondary school, or

reason for which you need FMLA leave

You work for a covered employer,

vour leave, and

Personnel Management.

Gain or lose a dependent?

nay need to file a new form W-4.

Change your name?

RHODE ISLAND MINIMUM WAGE

Attention Employees MINIMUM WAGE - RHODE ISLAND

Effective January 1, 2025 THIS LAW PROVIDES...

EXCEPT: Full-time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization. Minors 14 and 15 years of age working not more than 24 hours in a week Employees receiving gratuities (as of Jan. 1, 2017):

OVERTIME PAY - At least 1 1/2 times your regular rate of pay for all hours worked **ENFORCEMENT** - The Rhode Island Dept.of Labor and Training over 40 in any one work week. Note: The law contains exemptions from the (DLT) may bring criminal action against any employer who pays minimum wage and/or overtime pay requirements for certain occupations or establishments. MANDATORY NURSE OVERTIME - Pursuant to RI Law §23-17.20-1 et. seq., a hospital

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays **CHILD LABOR** - Employees must be at least 16 years old to work in most nonfarm

in an unforeseeable emergency.

jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

substandard wages to an employee, and may seek, upon conviction, a penalty up to \$500 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage may not require certain nurses and certified nurse assistants to work overtime except constitutes a separate violation. Any employer who hinders or delays the DLT Director or authorized

representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT.

For more information on the Rhode Island Minimum Wage Law Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/ls **Labor Standards Unit**

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

Rhode Island Department of Labor and Training

advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes. The harasser can be • an agent of the employer a non-employee • a supervisor in another area the same sex as the victim

Sexual harassment Report incidents of harassment to: occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, If you believe you are or have been the victim of sexual harassment contact: hostile, or offensive work environment. **Rhode Island Commission For Human Rights** 180 Westminster Street, 3rd Floor, Providence, RI 02903 Sexual harassment is a 401-222-2661, TDD: 401-222-2664; Fax: 401-222-2616 violation of state and www.richr.ri.gov

NO SMOKING NOTICE



federal laws.

IT IS ILLEGAL TO SMOKE OR **VAPE IN THIS ESTABLISHMENT**

Use of combustible tobacco products and other similar products, such as electronic cigarettes, are prohibited by R.I. Gen. §§ 23-20.10-2(19) and -7.

To report a violation call 401-222-5960.

PAYDAY NOTICE

Regular Paydays for Employees of

Shall be as follows Bi-Weekly

DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions). You have the right to a workplace free of harassment and discrimination. Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Title: Location 180 Westminster Street, Third Floor

Providence, RI 02903 401-222-2661 TDD: 401-222-2664 WE ARE AN EQUAL OPPORTUNITY EMPLOYER www.richr.ri.gov

BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

•require you to take a leave if another reasonable accommodation can be granted; or

•deny you employment opportunities based on a refusal to provide a reasonable accommodation. If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Email address If you have been the victim of discrimination based on pregnancy, childbirth or

Rhode Island Commission for Human Rights 180 Westminster Street, 3rd Floor, Providence, RI 02903 (401) 222-2661 | TTY: 401-222-2664 | www.richr.ri.gov

Phone Number

UNEMPLOYMENT INSURANCE



Unemployment Insurance Benefits

If you become totally/partially unemployed:

alien registration number is required.

seeking work, and

Who is Eligible for TDI Benefits?

subsequent thereto, and

be monetarily eligible.

Department of Labor and Training RHODE ISLAND

a. Be unemployed through no fault of your own,

Security Act and the Temporary Disability Insurance Act.

Temporary Disability Insurance Benefits

requirements, you may be entitled to receive benefits:

minimum of seven consecutive days or more,

more information, visit www.dlt.ri.gov/ui or call (401) 415-6772.

employers for the last two years. If you are not a U.S. citizen, your

. To collect unemployment benefits, the law requires that you

b. Have earned minimum qualifying wages while you were

c. Be physically able to work, available for work and actively

d. Register for work with the RI Dept. of Labor and Training.

You are protected under provisions of the Rhode Island Employment

2. You are under the care of an approved Qualified Health Care

. You have a timely exam: an in-office physical exam the week

Who is Eligible for Temporary Caregiver Insurance Benefits?

NOTICE TO ALL EMPLOYEES



RICHR/July 2015

1. You are unemployed because you are caring for a seriously ill 1. File your claim for benefits with the RI Dept. of Labor and Training family member or bonding with a child, (DLT) the same week you are unemployed or working reduced 2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/

2. File your claim online at www.dlt.ri.gov/ui or by telephone at her or the required proof of parent child relationship for bonding (401) 415-6772. Visit www.dlt.ri.gov/ui for hours of operation. For 3. You earned enough in qualifying wages to be monetarily eligible. 3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security How to Apply: number and name, address and telephone numbers of your

dlt.ri.gov/tdi or call (401) 462-8420. NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI

at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request

an application be mailed to you. For more information, visit www.

If you have become ill or injured and meet all of the following If you need help finding a job: The RI Dept. of Labor and Training offers free employment and 1. You are unemployed due to illness, surgery, or injury for a

training related services including: 1. Job referral and placement services. 2. Resource rooms with a wide range of employment and training

within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or 4. Internet access for employment and training information. 4. You earned enough qualifying wages during the base period to 5. Job Search workshops to help you develop interviewing skills. 6. Resume writing seminars to help you create an effective resume and cover letter.

If you are caring for a seriously ill: child, spouse, parent, parent You can also access many services on the Internet at 1511 Pontiac Avenue, Cranston, RI 02920

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough information vides eligible employees with **job-protected leave** for qualifying family and medical to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. approved for the same reason when requesting additional leave. igible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: Your **employer** <u>may</u> request certification from a health care provider to verify medical he birth, adoption or foster placement of a child with you, leave and may request certification of a qualifying exigency. Your serious mental or physical health condition that makes you unable to work, The FMLA does not affect any federal or state law prohibiting discrimination or To care for your spouse, child or parent with a serious mental or physical health supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember eligible employee who is the spouse, child, parent or next of kin of a covered cemember with a serious injury or illness **may** take up to 26 workweeks of FMLA of the U.S. Office of Personnel Management or Congress What does my employer need to do? If you are eligible for FMLA leave, your eave in a single 12-month period to care for the servicemember You have the right to use FMLA leave in one block of time. When it is medically employer must: necessary or otherwise permitted, you may take FMLA leave intermittently in separate

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain ngressional employees are also covered by the law but are subject to the jurisdiction Allow you to take job-protected time off work for a qualifying reason, blocks of time, or on a reduced schedule by working less hours each day or week. Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to Allow you to return to the same job, or a virtually identical job with the same pay, use any employer-provided paid leave if your employer's paid leave policy covers the benefits and other working conditions, including shift and location, at the end of your

> you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information Call 1-866-487-9243 or visit dol.gov/ **fmla** to learn more. If you believe your

rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD

I Adjust My Tax Withholding?, or use the Withholding Calculator at



WITHHOLDING STATUS

complaint process.

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you... See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do Marry or divorce?

Employer: Please post or publish this Bulletin Board Poster so that your employees Were there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? will see it. Please indicate where they can get forms and information on this subject. Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits? f you can answer "YES".

To any of these questions or you owed extra tax when you filed your last return, you Department of the Treasury **Internal Revenue Service www.irs.gov**

www.irs.gov/individuals on the IRS web site.

Publication 213 (Rev. 8-2009) Cat. No. 11047P

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices

Office at 800-255-7688.

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety

HEALTHY AND SAFE FAMILIES AND WORKPLACES ACT

needs as well as those of your family. This leave may or may not be paid depending on the size of your employer Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense. Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

WORKERS' COMPENSATION ACT

of the State of Rhode Island

Workers' Compensation Insurance Company:

Adjusting Company

sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice. For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7. In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are

YOUR RIGHTS UNDER USERRA

the uniformed services. You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and

with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion you have not been separated from service with a disqualifying discharge or under other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f you: • are a past or present member of the uniformed service; • have applied for mbership in the uniformed service; or • are obligated to serve in the uniformed ervice; then an employer may not deny you: • initial employment; • reemployment; retention in employment; • promotion; or • any benefit of employment, because for violations of USERRA. n addition, an employer may not retaliate against anyone assisting in the enforcement

• For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

of USERRA rights, including testifying or making a statement in connection with a Publication Date — May 2022 proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with related injury or illness, without being
- job hazards, including all hazardous
- of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- days (by phone, online or by mail) if you have been retaliated against for using your rights.
- tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation · You may also bypass the VETS process and bring a civil action against an employer

- your employer or OSHA, or report a work-
- substances in your workplace.
- Participate (or have your representative) participate) in an OSHA inspection and
- See any OSHA citations issued to your employer.

Employer Support Of The Guard

 Comply with all applicable OSHA standards.

Notify OSHA within 8 hours of a

workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye. Provide required training to all workers

Prominently display this poster in the

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



RI-0125-F04

in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12

employed. Fines may be imposed for noncompliance.

\$11.25 (75% of Minimum Wage)

DLT - L - 58 (Rev.12/24)

\$15.00

as of 1/1/25

\$13.50

(90% of Minimum Wage)

SEXUAL HARASSMENT ACT



The prohibition against sexual harassment does not only apply to employers. It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

DISCRIMINATION

NOTICE OF RIGHT REGARDING PREGNANCY DISCRIMINATION NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION

•refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or

related conditions and/or denial of a reasonable accommodation, contact:

meet the following requirements:

Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online

Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829. **Employment and Training Services**

3. Career counseling and testing to help assess aptitudes and

Visit www.dlt.ri.gov to find a Career Center near you.

TTY via RI Relay 711 | Equal Opportunity Employer Auxiliary aids and services available upon request | Rev. 6/3/20

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

you ensure that your employer receives advance written or verbal notice of your dependents for up to 24 months while in the military. you have five years or less of cumulative service in the uniformed services while exclusions) except for service-connected illnesses or injuries authorized to investigate and resolve complaints of USERRA violations.

- Receive information and training on Request a confidential OSHA inspection
- speak in private to the inspector. File a complaint with OSHA within 30

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime.

An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or

the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

- retaliated against. OSHA, or reporting a work-related injury or
- Request copies of your medical records,

BAN-THE-BOX

WORKERS' COMPENSATION This employer is subject to the provisions of the

Policy Effective Date: In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury

employed. Fines may be imposed for noncompliance.

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your • Even if you don't elect to continue coverage during your military service, you have

U.S. Department of Labor

understand.

- **Employers must:** Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with
- in a language and vocabulary they can
- Post OSHA citations at or near the place of the alleged violations.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Your **employer** <u>cannot</u> interfere with your FMLA rights or threaten or punish you for

exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify

SCAN ME

