



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 460-0317

MAINE EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Regulation of Employment
2. Minimum Wage Poster (English, Spanish and Mandarin)
3. Equal Employment Rights
4. Equal Pay
5. Workers Compensation
6. Unemployment Notice
7. Child Labor
8. Sexual Harassment
9. OSH Safety
10. Whistleblower
11. Domestic Violence
12. Computer Operators

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

Regulation of Employment



Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.



This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

Time of Payment

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

Payment of Wages

Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. Any vacation pay earned is due at the same time.

Severance Pay

Businesses that have 100 or more employees at a single location may have to provide severance pay to employees if that business location closes or has a mass layoff.

Unfair Agreement

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

Rest Breaks

Most employees must be offered a 30-minute paid or unpaid rest break after 6 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

Family Medical Leave

An employee who has worked for the last 12 months at a workplace with 15 or more employees can have leave for up to 10 paid or unpaid weeks in 2 years for:

- ◆ Birth or adoption of a child or domestic partner's child;
- ◆ Serious illness of the employee or immediate family member, including domestic partner;
- ◆ Organ donation;
- ◆ Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- ◆ Serious illness or death of a sibling who shares joint living and financial arrangements with the worker.

(Federal family medical leave is different. Call 603-666-7716 for more information.)

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

Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:

- ◆ Prepare for and attend court proceedings; or
- ◆ Receive medical treatment; or
- ◆ Obtain necessary services to remedy crisis.

Leave to Care for Family

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill.

Mandatory Overtime

Most employers may not require employees to work more than 80 hours of overtime in any consecutive 2-week period. A nurse who has worked 12 consecutive hours may not be disciplined for refusing to work additional hours and must be allowed at least 10 hours off after working 12 hours. (There are exceptions to this law.)

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

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station

Augusta, Maine 04333-0045
located at: 45 Commerce Drive

Telephone: 207-623-7900
(TTY: 1-800-794-1110)

Web site: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

At-Will Employment - Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.

Minimum Wage



Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.



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Maine Law (Title 26 M.R.S.A. § 668) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

October 1, 2009 — Minimum Wage is \$7.50 per hour

Service Employees

A service employee is someone who regularly receives more than \$30 a month in tips. The employer must pay a cash wage of at least one-half of the regular minimum wage. If the employee's total cash wage combined with the total tips for the week do not average at least the minimum hourly wage, the employer must pay the employee the difference in wages. Tips belong to the employee providing direct service to the customer. Employees may not be required to pool or share their tips with other employees.

Exempt From Minimum Wage and Overtime*

- ◆ Individuals employed in agriculture, except when employed for or on a farm with over 300,000 laying birds.
- ◆ Employees whose earnings are from sales commissions and whose hours and place of employment are not controlled by the employer.
- ◆ Taxicab drivers.
- ◆ Employees who are counselors, junior counselors or counselors-in-training at camps licensed under Title 22, Sec. 2495 and employees under 18, who are employed at organized camps and similar seasonal recreation programs not requiring such license if they are operated by a non profit organization.
- ◆ People who catch fish or work in farming of marine life.
- ◆ Switchboard operators in public telephone exchanges with less than 750 stations.
- ◆ Home workers not supervised or controlled and who buy raw materials and complete articles for sale.
- ◆ Dependent members of the employer's family.
- ◆ Executive, administrative or professional employees with a salary of at least \$455.00 weekly.

Exempt From Overtime Only*

- ◆ Processing of sardines or other perishable food products.
- ◆ Public employees, including fire and police departments.
- ◆ Automobile salespeople, mechanics, service writers, and parts clerks who are paid on a commission or flat-rate basis.
- ◆ Drivers and driver's helpers who are exempt from overtime under Federal law:
 - Are exempt from overtime under Maine law if they are paid in a manner that is reasonably equivalent to 1 ½ times the regular hourly rate for all hours actually worked in excess of 40 hours in a week under rules established by the Bureau of Labor Standards.
 - Are exempt from overtime under Maine law if they are covered by a collective bargaining agreement that regulates their rate of pay.

- Are exempt from overtime under Maine law if they are employed by an entity that has a contract with the Federal Government or an agency of the Federal Government that dictates the minimum hourly rate they will be paid.

Equal Pay

Employees shall be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility. This does not include seniority, merit or shift differentials which do not discriminate based on sex.

Employers may not discriminate against an employee for inquiring about, disclosing, comparing or otherwise discussing the employee's wages with others.

Board and Lodging

Wages may include reasonable costs to the employer furnishing food and lodging. Food and lodging must actually be used by the employee, clearly shown on the employee statement and wage records, and approved by the Bureau of Labor Standards.

Statements to Employees

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

Records

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

Unfair Contracts

An employer cannot make a special contract or agreement with an employee to exempt that employee from minimum wage or overtime.

**Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 207-780-3344.*

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900
(TTY: 1-800-794-1110)
Web site: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

Las leyes laborales del Estado de Maine protegen a todas las personas que trabajan en este Estado. El Departamento de Trabajo administra estos estatutos, los cuales deben ser cumplidos por todos los empleadores. Los sitios de trabajo serán inspeccionados por representantes del Departamento para asegurar el cumplimiento de estas leyes, los empleadores que no las cumplan pueden recibir un citatorio o una multa.

Este cartel describe algunos apartes importantes de las leyes. Se puede obtener copia de las leyes vigentes o de su definición formal en la Oficina de Normas Laborales del Departamento de Trabajo (Bureau of Labor Standards), llamando al teléfono (207) 623-7900. (Las leyes también se encuentran en la página Web del Departamento de Trabajo de Maine)



La ley de Maine (Título 26 M.R.S.A. sección 668) exige que cada empleador exhiba este cartel en un lugar del trabajo donde los empleados puedan verlo fácilmente.

La ley de Maine (Título 26 M.R.S.A. sección 668) exige que cada empleador exhiba este cartel en un lugar

Octubre 1 de 2009 – El salario mínimo es \$7,50 por hora

Empleados de Servicio

Un empleado de servicio es aquel que recibe con regularidad más de \$30 al mes en propinas. El empleador deberá pagar un sueldo en dinero equivalente, por lo menos, al 50% del salario mínimo vigente. Si el sueldo total del empleado, combinado con el total de las propinas semanales, no promedia por lo menos el valor del salario mínimo por hora, el empleador tendrá que pagar al empleado la diferencia del salario. Las propinas le pertenecen al empleado que ofrece un servicio directo al cliente. Los empleados no están obligados a llevar un fondo común o compartir sus propinas con otros empleados.

Exentos del Salario Mínimo y del Pago por Horas Extras *

- ◆ Las personas que trabajan en agricultura, excepto cuando trabajan para o en una granja avícola con más de 300.000 aves ponedoras.
- ◆ Los empleados cuyos ingresos provienen de la comisión por ventas y aquellos para quienes las horas laborales y lugar de trabajo no están controlados por el empleador.
- ◆ Los conductores de taxis.
- ◆ Los empleados que laboran como consejeros, consejeros principiantes o consejeros en entrenamiento en campamentos de verano con licencia bajo el Título 22, sección 2495 y los empleados menores de 18 años de edad que laboran en campamentos organizados, y similares programas recreativos de temporada que no requieran de dichas licencias si tales programas funcionan como entidades sin ánimo de lucro.
- ◆ Las personas dedicadas a la pesca o que trabajan en cultivos de vida marina.
- ◆ Los telefonistas públicos que trabajan en centrales con menos de 750 estaciones.
- ◆ Las personas que trabajan en casa sin supervisión ni control, que compran materia prima y elaboran artículos para la venta.
- ◆ Los familiares del empleador que dependen de él.
- ◆ Los empleados ejecutivos, administrativos o profesionales que ganan un sueldo de por lo menos \$455 semanales.

Exentos del Pago por Horas Extras Únicamente *

- ◆ Los trabajadores que laboran en el procesamiento de sardinas u otros productos alimenticios perecederos.
- ◆ Los empleados públicos, incluyendo a los Departamentos de bomberos y policía.
- ◆ Los vendedores de autos, los mecánicos, los registradores de servicios mecánicos y los empleados de repuestos que reciben pago fijo o por comisión.
- ◆ Los conductores y los ayudantes de conductores que están exentos del pago por horas extras de acuerdo con la ley Federal:
 - ◆ Están exentos del pago por horas extras, de acuerdo con la ley de Maine, si reciben un pago razonable y equivalente al valor regular de una hora y media (150%) por el tiempo adicional trabajado más allá de las 40 horas semanales según las reglas establecidas por la Oficina de Normas Laborales.
 - ◆ Están exentos del pago por horas extras, de acuerdo con la ley de Maine, si están cubiertos por un convenio colectivo de trabajo que regula su tasa de pago.

- ◆ Están exentos del pago por horas extras, de acuerdo con la ley de Maine, si trabajan para una entidad que tenga un contrato con el Gobierno Federal o con una agencia del Gobierno Federal que regula el salario mínimo por hora que van a recibir los empleados.

Igualdad Salarial

A todo trabajador se le debe pagar el mismo salario que se le paga a los empleados del sexo opuesto por un trabajo comparable en destreza, esfuerzo y responsabilidad. Esto no incluye diferencias salariales por antigüedad, por mérito o por los turnos asignados, que no discriminen con base en el sexo.

Los empleadores no pueden discriminar en contra del empleado por expresar inquietudes, divulgar, comparar o, de cualquier manera, hablar con otros sobre el salario de los empleados.

Alimentación y Alojamiento

Con la aprobación de la Oficina de Normas Laborales, los sueldos pueden incluir un costo razonable para el empleador que provea alimentación y alojamiento. La alimentación y el alojamiento deben ser de hecho usados por el empleado y se deben indicar con claridad en el registro de los recibos y salarios del empleado.

Comprobantes de Pago para los Empleados

Al momento de pagar el sueldo, todo empleador debe darle al empleado un comprobante donde se indique claramente las fechas del período de pago, horas trabajadas, total del sueldo pagado y descripción detallada de las deducciones.

Registros

Los empleadores deben conservar durante tres años registros detallados de las horas trabajadas y sueldos pagados a todos los empleados.

Contratos Injustos

Un empleador no puede hacer un contrato o acuerdo especial con un empleado para eximir a dicho empleado de pagarle el salario mínimo o el pago de las horas extras.

** Nota: Hay empleadores de Maine que también pueden estar sujetos a la ley Federal de las Normas Justas del Trabajo. Para mayor información, contáctese con la Oficina de Salarios y Horarios del Departamento de Trabajo de los Estados Unidos (U.S. Department of Labor Wage and Hour Office) al teléfono 207-780-3344.*

Para más información contactenos

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045

Telephone: 207-623-7900, (TTY: 1-800-794-1110)

Visite nuestra página del internet:
Website: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

THE MAINE HUMAN RIGHTS ACT GUARANTEES...

Equal Employment Rights

EQUAL EMPLOYMENT RIGHTS

1. The RIGHT to freedom from discrimination in employment.
2. The opportunity for an individual to secure employment without discrimination... is declared to be a CIVIL RIGHT.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin.

The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right under the Worker's Comp Act or retaliation under the Whistleblower's Act.

UNLAWFUL EMPLOYMENT DISCRIMINATION

1. For any employer to fail or refuse to hire an applicant
2. For any employer to discharge an employee
3. For any employer to discriminate against an employee with respect to recruitment, tenure, promotion, transfer, or compensation
4. For any employment agency to fail or refuse to classify properly or refer for employment an applicant
5. For any labor organization to exclude from apprenticeship or membership an applicant
6. For any employer, employment agency, or labor organization prior to employment or admission to membership of an individual to ask questions, keep as record, use application form, issue any notice, employ a quota system
7. For any employer, employment agency, or labor organization to retaliate against a person who has opposed a violation of the Maine Human Rights Act

Because of race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin or because of asserting a claim under the Worker's Comp Act or Whistleblower's Act.

MAINE =
HUMAN RIGHTS
COMMISSION

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION OFFICE.

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051

PHONE (207) 624-6050

FAX (207) 624-6063

TTY 1-888-577-6690



Maine Equal Pay Law (Title 26, § 628, Chapter 7)

Maine Law requires that employees be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility. Are you being paid less than **an employee of the opposite sex** for performing the same or similar job? If so, please ask yourself the following questions.

1. Has the other employee worked for the business or been in that job longer than I have?
2. Does the other employee have more training, education or experience related to the job than I do?
3. Is there a merit system in place that rewards employees with promotion, pay increases or other advantages on the basis of their abilities or qualifications?
4. Does the other employee have more responsibilities in comparison to my own responsibilities?

If you cannot answer at least one of the above questions with a “yes,” you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access at www.maine.gov/labor/labor-laws/wagehour.html or you may call 207-623-7900 and request that an Equal Pay Complaint form be mailed to you.

Maine Department of Labor
Wage & Hour Division
45 State House Station
Augusta, ME 04333

The Maine Department of Labor provides equal opportunity in employment and programs.
Auxiliary aids and services are available to individuals with disabilities upon request.
Phone 623-7900 - Fax 623-7938 - TTY 1-800-794-1110 (Hearing impaired only)



WORKERS' COMPENSATION

WORKERS' COMPENSATION BOARD REGIONAL OFFICES

AUGUSTA

24 Stone Street, Suite 102
Augusta, ME 04330
207-287-2308
1-800-400-6854

LEWISTON

36 Mollison Way
Lewiston, ME 04240-5811
207-753-7700
1-800-400-6857

BANGOR

106 Hogan Road, Suite 1
Bangor, ME 04401
207-941-4550
1-800-400-6856

PORTLAND

62 Elm Street
Portland, ME 04101
207-822-0840
1-800-400-6858

CARIBOU

43 Hatch Drive, Suite 110
Caribou, ME 04736-2347
207-498-6428
1-800-400-6855

Visit our website at:

www.maine.gov/wcb

Statewide TTY: 1-877-832-5525

Notice to Employees:

State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 90 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass.

If you have any questions about your rights, please contact one of the regional offices.

A l'intention des Employés:

D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses employés victimes d'un accident du travail.

Si vous êtes victime d'un accident du travail, PREVEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 90 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.

La loi interdit aux employeurs de classer fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-employé, aux

indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés) : www.maine.gov/labor/misclass.

Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

Aviso a los Trabajadores:

La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 90 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro por compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador; está en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de www.maine.gov/labor/misclass.

En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

ENGLISH

Interpreters Available

When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.

SPANISH

Tenemos intérpretes a su disposición

Si necesita que le atiendan en español por favor diga "Spanish" y le conectaremos con un intérprete. Por favor manténgase en la línea.

PORTUGUESE

Temos intérpretes à sua disposição

Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente chamado. Por favor, aguarde na linha.

ITALIAN

Abbiamo interpreti disponibili

Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire "Italian" e un interprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.

FRENCH

Des interprètes sont à votre disposition

Lorsque vous appelez pour demander de l'aide, prononcez le mot "French" et nous mettrons un interprète à votre disposition. Prière de rester en ligne.

POLISH

Tłumacze dostępni na życzenie.

Aby uzyskać pomoc tłumacze, proszę powiedzieć po angielsku "Polish" i czekać na linię.

RUSSIAN

“К вашим услугам имеются переводчики”

“Когда Вы обращаетесь за помощью по телефону, пожалуйста скажите, что Вы говорите по-русски (произнесите “РАШН”), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии.”

CHINESE

提供口譯服務

打電話請求幫助時，請用英語說“按音呢斯”(CHINESE)——我們將為您提供口譯人員。請不要掛斷電話。

JAPANESE

通訳サービスをご利用いただけます

通訳を必要とされる場合は「ジャパニーズ」とおっしゃり、通訳ができるまでそのままお待ちください。

KOREAN

한국어 통역을 이용하실 수 있습니다.

도움이 필요하여 전화를 거실 때 영어로 코리언(KOREAN)이라고 말씀하시면 통역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오.

VIETNAMESE

“Cố Thông Dịch Viên”

“Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói “VIETNAMESE” để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.

ARABIC

مترجمون شفيون متيسرون لخدمتكم

عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا (أ-ز-ب-ك) ونحن سنقدم لكم مترجماً شفيياً . ابقوا على الخط من فضلكم.

PERSIAN

افراد مترجم در دسترس مي باشند.

را که بدان صحبت مي کنيد به انگليسي ذکر کنيد تا راجع به امري به ما تلفن مي کنيد، لطفاً نام زباني قطع نکنيد. هنگامیکه براي درخواست کمک يا شما تماس گرفته شود. لطفاً روي خط منتظر بمانيد. با يك مترجم براي

SOMALI

Turjunaanno waa la helayaa

Marka aad caawinaad inoogu soo yeeraneysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa lguugu yeeri doonaaye. Talefoonkana ha dhigin.

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY (877) 832-5525.

MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation

FULL AND PART-TIME WORKERS

EMPLOYEES OF THIS FIRM ARE COVERED BY THE MAINE EMPLOYMENT SECURITY LAW

1. **HOW TO FILE A CLAIM FOR UNEMPLOYMENT BENEFITS:** All new and reactivated claims for unemployment benefits are filed either by telephone, by Internet, or by mail. **Do not delay in filing your claim once you are out of work. CLAIMS CANNOT BE BACKDATED.**

A. **BY TELEPHONE:** To file a claim for unemployment benefits by telephone, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months. Call this toll free telephone number to connect with the Unemployment Claims Center System:

1-800-593-7660

TTY (Deaf / Hard of Hearing): 1-888-457-8884

LANGUAGE INTERPRETER: We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

B. **BY INTERNET:** A claim can be filed on the Internet. The website is: www.file4ui.com.

If you do not have a phone or computer, you can still file your claim this way, free of charge, at any Department of Labor CareerCenter.

C. **BY MAIL:** In some cases, your employer will give you a claim form. You can also obtain paper claim forms from any Department of Labor CareerCenter. Mail your initial claim form to the nearest Unemployment Claims Center:

Maine Department of Labor
Bureau of Unemployment Compensation

97 State House Station
Augusta, ME 04333-0097

P. O. Box 610
Orono, ME 04473-0610

P. O. Box 1088
Presque Isle, ME 04769-1088

2. BASIC ELIGIBILITY REQUIREMENTS

A. **Earnings During the Base Period:** The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual average weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

B. **Separation:** If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

C. **Weekly Requirements:** Weekly eligibility requirements include being able to work and being available for work, making an active search for work (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters.

D. **Aliens:** If you are not a U.S. Citizen, your Social Security number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Naturalization Service.

3. **UNEMPLOYMENT BENEFITS ARE TAXABLE:** Unemployment benefits are taxable and have to be reported when you file your income tax forms.

4. **CHILD SUPPORT:** If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

5. **BENEFITS FOR PARTIAL UNEMPLOYMENT:** An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer.

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

Child Labor Laws



Child Labor Laws of the State of Maine provide protection for people under the age of 18 in nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900.



Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

Where Minors May Work

16- & 17-year olds may work in most businesses, but not in hazardous jobs.

14- & 15-year olds may work in most businesses, except in most jobs in manufacturing, mechanical, dry cleaners, laundries, bakeries, hotels/motels, and most commercial places of amusement.

Minors under 14 years old may not work in most businesses.

Prohibited Jobs

Youth under 18 years old are not allowed to work at many hazardous jobs. Contact the Bureau of Labor Standards for details.

Work Hours

Under 16 years old

- ◆ No more than 6 days in a row.
- ◆ Cannot work before 7 a.m.
- ◆ Cannot work after 7 p.m. during school year.
- ◆ Cannot work after 9 p.m. during summer vacation.

When School Is Not in Session

- ◆ No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- ◆ Not more than 40 hours in a week (school must be out entire week).

When School Is in session

- ◆ No more than 3 hours on a school day, including Friday.
- ◆ Not more than 18 hours in a week that school is in session 1 or more days.

16- & 17- years old (enrolled in school)

- ◆ No more than 6 days in a row.
- ◆ Cannot work before 7 a.m. on a school day.
- ◆ Cannot work before 5 a.m. on a non-school day.
- ◆ Cannot work after 10 p.m. the night before a school day.
- ◆ Can work up to midnight when there is no school the next day.

When School Is Not in Session

- ◆ No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).
- ◆ No more than 50 hours in a week.

When School Is in Session

- ◆ No more than 4 hours on a school day.
- ◆ No more than 10 hours on any holiday, vacation, or workshop day.
- ◆ On last day of school week or unscheduled school closure day, may work up to 8 hours.
- ◆ No more than 20 hours in a week except may work 50 hours any week that approved school calendar is less than 3 days or during the first and last week of school calendar.
- ◆ May work up to 28 hours in week that an unscheduled school closure occurs. (snow day, frozen pipes, etc.)

Work Permits

Minors under 16 years of age need work permits in order to work.

- ◆ Issued by superintendent of schools.
- ◆ Employer must keep Bureau-approved permit on file.
- ◆ Minor allowed only 1 permit during school year, 2 during summer vacation.
- ◆ Minor cannot work until permit is approved by Bureau of Labor Standards.

Records

All employers must keep accurate daily records of hours for workers under 18.

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 207-780-3344.

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045

Telephone: 207-623-7900

(TTY: 1-800-794-1110)

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

E-mail: webmaster.bl@maine.gov

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING
ABOUT SEXUAL HARASSMENT

MAINE=
**HUMAN
RIGHTS**
COMMISSION

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION OFFICE.
51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
Phone: (207)624-6050 Fax: (207)624-6063 TTY: 1-888-577-6690

OR CONTACT YOUR PERSONNEL DEPT. 888-892-0787, REPRESENTATIVE

Occupational Safety and Health Regulations for Public Sector Workplaces



Maine has an Occupational Safety and Health Law that protects state and local government employees from workplace safety and health problems.



Public Sector employers must place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

How are you protected?

- ✓ Your employer must, by law, keep your workplace safe and healthy for workers.
- ✓ From time to time, safety and health inspectors from the Maine Department of Labor will show up at your workplace to make sure your employer is following Safety and Health Regulations.
- ✓ If you think your workplace is unsafe, you can contact the Maine Department of Labor and ask for an inspection.
- ✓ Employers and employees may go with the inspector on the inspection of your job site.
- ✓ Your employer may be cited and penalized if unsafe or unhealthful conditions are found during an inspection.
- ✓ Your employer must correct unsafe and unhealthful conditions found during an inspection.
- ✓ Employers who repeat safety and health violations or who violate the law on purpose may face fines, civil charges, or criminal charges.
- ✓ You cannot be fired or discriminated against for filing a safety and health complaint.

Who can you contact to ask for an inspection or ask for safety and health information?

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, ME 04333-0045
or call: (207) 623-7900
TTY: 1-800-794-1110
E-mail: webmaster.bls@maine.gov
Web site: www.maine.gov/labor/bls

Whistleblower's Protection Act



Protection of Employees Who Report or Refuse to Commit Illegal Acts



This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

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

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

You are protected by this law ONLY if:

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

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

(This information should be filled in by the employer)

Corporate Human Resources

888-892-0787

(Name) (Title) (Location or Phone)

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: (207) 624-6050
TTY: (207) 624-6040
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

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

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

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
(207) 623-7900
(TTY: 1-800-794-1110)

Web site: www.maine.gov/labor/bls
E-mail: webmaster.blis@maine.gov

Maine Labor Laws on Domestic Violence, Sexual Assault, and Stalking

Maine laws protect victims of domestic violence, sexual assault, and stalking in employment.

This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Maine Department of Labor by calling (207) 623-7900.

This poster may be copied.



How You Are Protected

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking:

- ✓ You may take reasonable and necessary leave from employment if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault, or stalking. Title 26, § 850.

Unemployment Benefit Eligibility:

- ✓ If you voluntarily leave work, you may not be disqualified from receiving benefits if your leaving was necessary to protect yourself from domestic abuse, and you made all reasonable efforts keep your job. Title 26, §1193, §§1(A)4
- ✓ You may not be disqualified from receiving benefits because of misconduct if your actions were based solely on the need to protect yourself or an immediate family member from domestic violence, and you made all reasonable efforts to keep your job. Title 26, §1043, §§23(B)3

Who You Can Contact for Help

Domestic Violence Hotlines by County:

Androscoggin:	1-800-559-2927
Aroostook:	1-800-439-2323
Cumberland:	1-800-537-6066
Franklin:	1-800-559-2927
Hancock:	1-800-315-5579
Kennebec:	1-877-890-7788
Knox:	1-800-522-3304
Lincoln:	1-800-522-3304
Oxford:	1-800-559-2927
Penobscot:	1-800-863-9909
Piscataquis:	1-888-564-8165
Sagadahoc:	1-800-537-6066
Somerset:	1-877-890-7788
Waldo:	1-800-522-3304
Washington:	1-888-604-8692
York:	1-800-239-7298
National Domestic Violence Hotline:	1-800-799-7233
	TTY: 1-800-787-3224

Other Resources:

Statewide Domestic Violence Hotline:	1-866-834-4357
Statewide Sexual Assault Crisis Line:	1-800-871-7741
	TTY: 1-888-458-5599
Maine Department of Labor:	207-623-7900
	TTY: 1-800-794-1110
Maine Coalition to End Domestic Violence:	207-941-1194
Aroostook Band of Micmacs	
Family Violence Prevention Hotline:	1-800-439-2323
Houlton Band of Maliseet Indians	
Domestic Violence Response Hotline:	207-532-6401
Passamaquoddy Peaceful Relations	
Domestic Violence Hotline:	207-853-2613
Penobscot Nation	
Domestic Violence Hotline:	1-800-863-9909

Safe Work for Computer Operators



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



Employers must place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

If you work at a computer for more than 4 hours in a row on most days, your employer must:

1. Train you to use your computer safely so you won't get hurt. Using your computer safely includes:

-  Not hitting the keys too hard,
-  Not keying too fast or for too long, and
-  Not sitting in one position or in an uncomfortable position.

2. Train you the right way to adjust your workstation.

3. Train you within the first month after you are hired and then once a year.

If you have questions about working safely at the computer, speak to your supervisor or contact the Bureau of Labor Standards

Telephone: 1-877-SAFE-345 (1-877-723-3345)
(TTY: 1-800-794-1110)

E-mail: webmaster.bls@maine.gov
Website: www.maine.gov/labor/bls

La Ley de Maine Sobre el Uso de Terminales de Video

Empleadores deben exhibir este cartel a la vista de todos los empleados.

da ciertos derechos a los que trabajan con las computadoras. Si Ud. trabaja regularmente en la computadora más de cuatro (4) horas seguidas, esta ley lo protege..

Su empleador debe capacitarlo:

-  Para usar correctamente su computadora con seguridad y sin riesgos para su salud.
El uso seguro de las computadoras implica *evitar*:
 -  Esfuerzos excesivos (golpear las teclas con demasiada fuerza),
 -  Movimiento repetitivo (teclar con demasiada rapidez o por tiempos prolongados, y
 -  Mantener una postura incómoda o prolongada (estar sentado demasiado tiempo en una sola posición o en una posición incómoda.)
-  Para ajustar correctamente su terminal de trabajo.
-  Durante el primer mes de trabajo y luego una vez al año.

MAINE
DEPARTMENT OF
LABOR
Labor Standards

¿PREGUNTAS?

Hable con su supervisor o
● contacte con la Oficina de Normas de Trabajo a:
877-SAFE-345 (877-723-3345) o 207 624-6400
(TTY(para sordos y disminuidos auditivos): 207-624-6003)
correo electrónico: webmaster.bls@Maine.gov
(sitio) en internet: www.Maine.gov/labor/bls