MASSACHUSETTS EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Maternity Leave
2. Right to Know
3. Unemployment Compensation Notice
4. Unemployment Centers
5. One Stop Career Centers
6. Workers Compensation Notice
7. Wage and Hour (English and Spanish)
8. Workplace Smoking

If you have any questions, please contact your supervisor.

Thanks,
Human Resources
MATERNITY LEAVE FACT SHEET

(Massachusetts General Laws, Chapter 149, Section 105D, Chapter 151B, Section 4)

MASSACHUSETTS LAW STATES THAT AN EIGHT WEEK, UNPAID MATERNITY LEAVE MAY BE TAKEN BY A FEMALE EMPLOYEE WHO IS:

* Giving birth to a child
* Adopting a child who is under 18 years of age, or
* Adopting a person under the age of 23 who is mentally or physically disabled

AN EMPLOYER IS REQUIRED TO PROVIDE SUCH AN EMPLOYEE A MATERNITY LEAVE IF THE FOLLOWING CONDITIONS ARE MET:

1) The employee must have completed the probationary period set by her employer, which cannot exceed six (6) months. If no probationary period has been set, the employee must have been continuously employed for at least three (3) consecutive months.

2) The employee must give at least two (2) weeks notice to her employer of her expected departure date, as well as notice that she intends to return to her job.

3) The employee must be a regular full time employee, and not a temporary or intermittent employee.

IT IS ILLEGAL FOR THE EMPLOYER TO REQUIRE THE EMPLOYEE TO LEAVE HER JOB AT SOME ARBITRARY STAGE IN HER PREGNANCY, OR TO REFUSE TO LET HER RETURN TO WORK UNTIL A SPECIFIED TIME SET BY THE EMPLOYER.

IF A WOMAN IS ORDERED TO LEAVE WORK BY A DOCTOR, AND PROVIDES HER EMPLOYER WITH DOCUMENTATION OF SUCH, THEN THAT PERSON MAY BE CONSIDERED TO BE A QUALIFIED HANDICAPPED INDIVIDUAL ON LEAVE OF ABSENCE TO REASONABLY ACCOMMODATE HER DISABILITY, AND MAY NOT BE CONSIDERED TO BE ON MATERNITY LEAVE DURING THIS TIME.

THE EMPLOYEE CANNOT BE PENALIZED FOR TAKING A MATERNITY LEAVE.
* The employer is required to restore the employee to her previous position, or to a reasonably similar position, without detriment to her pay, hours, status, length of service credit, or seniority (if applicable), unless the employer can demonstrate that other employees of equal length of service credit and status, in the same or similar positions have been laid off due to a legitimately motivated reduction in force.

* An employee returning from maternity leave is entitled to receive vacation time, sick leave, bonuses, advancement, seniority (if applicable), length of service credit, benefits, plans or programs for which she was eligible on the date of her leave. However, the employer is not required to include the period of the employee's leave in the computation of said benefits.

**DURING HER EIGHT WEEK MATERNITY LEAVE, THE EMPLOYEE MAY USE OTHER TYPES OF PAID LEAVE FOR WHICH SHE IS ELIGIBLE, SUCH AS VACATION TIME, PERSONAL LEAVE, OR SICK LEAVE.**

* The employer may restrict the use of sick leave to maternity leaves involving birth. Adoption is not viewed as a medical disability.

* The employer cannot *require* the employee to use paid leave for her maternity leave if she does not wish to do so.

**THE EMPLOYER'S MATERNITY LEAVE POLICY MUST BE CONSISTENT WITH THE EMPLOYER'S OTHER TYPES OF LEAVE POLICIES.**

* If the employer provides pay for all other leaves of absence, the employer must also provide pay for maternity leaves.

* If the employer provides pay for only medical leaves of absence, the employer must provide pay for the period of disability associated with pregnancy and childbirth, but is not required to provide pay for maternity leaves involving adoption.

* Any employer policy or collective bargaining agreement which provides for greater or additional benefits than those required by law must be adhered to.

**NOTE:** Employees should consult their personnel office, benefits office, or union office to receive the most current information about their employer’s maternity leave policy.

If you feel that you have been discriminated against, contact the M.C.A.D. immediately. In all but a few exceptions, the Commission cannot accept complaints based on incidents that are more than 6 months old.
The RIGHTS TO KNOW LAW, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees* regarding the communication of information on toxic and hazardous substances. These rights include:

**WORKPLACE NOTICE** - A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in the English language. In workplaces where employees’ first language is other than English, the notice must be posted in that language.

**TRAINING** - Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive training within thirty days from date of hire. The training program must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals used, handled or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee’s normal work shift or work hours. The employer must maintain a record of this training.

**MATERIAL SAFETY DATA SHEET (MSDS)** - The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance used or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee “is, has been, or may be”, exposed, if the employee’s request is made to the employer in writing. After four working days from the date the request is made, an employee can refuse to work with the substance under two circumstances:

1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS, either through the manufacturer or through the Commissioner of the Division of Occupational Safety, or,

2. The MSDS provided by the employer is incomplete or outdated.

**LABELING** - All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in English and weather resistant. There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws.

**NON-DISCRIMINATION** - An employee who believes he or she has been discharged, disciplined, or in any other manner discriminated against by an employer for exercising rights granted under the Law, has one hundred eighty days following the violation of the Law or following the date on which he or she obtained knowledge that a violation occurred, to file a complaint with the Commissioner of the Division of Occupational Safety. A copy of the complaint must be sent to the employer at the same time by certified mail.

**NOTE** - The employee rights listed above are further defined in Chapter 111F of the Massachusetts General Laws and the Code of Massachusetts Regulations 454 CMR 21.00. Copies of the law and regulation can be obtained at the Statehouse Bookstore (617-727-2834).

All Right-to-Know Inquiries should be addressed to:
Robert Kenrick, Program Manager
Division of Occupational Safety
1001 Watertown Street
West Newton, MA 02465
Tel.: 617-969-7177  ·  Fax 617-244-2705

*Private sector employees in Massachusetts are covered by a similar regulation, the Hazard Communication Standard (29 CFR 1910.1200), enforced by the Federal Occupational Safety and Health Administration (OSHA 617-565-9860). This form may be reproduced
Information on Employees’ Unemployment Insurance Coverage

MANCON
Employer name: MANCON
Employer DUA ID #: 10020524

1961 Diamond Springs Road, Virginia Beach, VA 23323

Before you file
Your employer will give you a copy of the pamphlet: How to File for Unemployment Insurance Benefits, supplied by the Massachusetts Division of Unemployment Assistance (DUA). On the front of the pamphlet is a space to write down your employer’s DUA identification number. That number is shown at the top of this poster. Having the number will help in filing your claim.

Teleclaim
Unemployment Insurance services are available by telephone. You can file a new claim for Unemployment Insurance, reopen a current claim, be interviewed if there are issues that affect your eligibility, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit – all by telephone. To file your claim by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 333, 633, 508, 774, and 978; or 1-617-626-6800 from any other area code.

You will be asked to enter your social security number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

If the last digit of your Social Security number is:

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<th>Assigned Day to Call Teleclaims</th>
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Note: During peak periods from Monday through Thursday, call scheduling may be implemented, providing priority for callers based on the last digit of their Social Security Number. This helps ensure that you and others can get through to the TeleClaims Center in a timely manner. Please check the schedule on the left before calling.

Walk-in
Unemployment Insurance Walk-In services are available at One-Stop Career Centers in communities throughout Massachusetts. Services include assistance with filing a new claim for Unemployment Insurance, reopening an existing claim, or resolving problems with your current claim.

For the address of the nearest UI Walk-in service, call 617-626-6560. After hearing the greeting, enter the number 331 on the keypad of a touch tone telephone. When you are asked to do so, enter the first five digits of your zip code. You will be given the address of the nearest Walk-in service. You can also find the addresses of all Walk-in services in Massachusetts on the DUA web site at www.mass.gov/dua. Select “Find UI Walk-In Services” on the home page.

This poster includes important information on how to file a claim for Unemployment Insurance benefits.

This poster includes important information regarding the filing of claims for Unemployment Insurance benefits.

IMPORTANT Massachutes General Law, Chapter 153A, Section 64A requires that this notice be displayed at each site operated by an employer in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer and the identification number assigned to the employer by the Division of Unemployment Assistance.
Unemployment Insurance services are available by calling the Division of Unemployment Assistance (DUA) Unemployment Insurance TeleClaim Center or by visiting an Unemployment Insurance (UI) Walk-In Service at any of the One-Stop Career Centers.

You can do the following in person or over the telephone:

- file a new claim for Unemployment Insurance,
- reopen a current claim,
- learn about the status of your claim and benefit payment check,
- resolve problems, and
- get information on the Unemployment Insurance program and where to obtain job search assistance.

Unemployment Insurance TeleClaim Services

Call the TeleClaim Center at 1-877-626-6800 if you are calling from the following area codes: 351, 413, 508, 774 and 978.

Call the TeleClaim Center at 617-626-6800 if you are calling from any other area code.

TeleClaim TTY/TDD Number 1-617-626-5666

Bilingual services may be available upon request.

Unemployment Insurance Walk-in Services

Unemployment Insurance Walk-In services are available at the DUA Walk-In Center in Boston and at One-Stop Career Centers in communities throughout Massachusetts.

Greater Boston

Division of Unemployment Assistance
Charles F. Hurley Building
19 Staniford Street – 1st Floor
Boston, MA 02114

JobNet
210 South Street – 1st Floor
Boston, MA 02111
617-338-0809

Career Source
186 Alewife Brook Parkway – Suite 310
Cambridge, MA 02138
617-661-7867

Event Career Source (Satellite)
1935 Revere Beach Parkway
Everett, MA 02149
617-389-8025

Employment and Training Resources
201 Boston Post Road West
Suite 200
Marlborough, MA 01752
508-786-0928

Employment and Training Resources
449 Newtonville Avenue
Newtonville, MA 02216
617-928-0530

Employment and Training Resources
275 Prospect Street
Norwood, MA 02062
781-769-4120

The Career Place
Trade Center Park
100 Sylvan Road – Suite G-100
Woburn, MA 01801
781-932-5500

Southeastern Massachusetts

Attleboro Career Center
67 Mechanic Street
Attleboro, MA 02703
508-222-1950

CareerWorks
34 School Street
Brockton, MA 02301
508-513-3400

Fall River Career Center
446 North Main Street
Fall River, MA 02720
508-730-5000

Career Opportunities Falmouth
205 Worcester Court Unit B-3
Falmouth, MA 02540
508-548-4828

Career Opportunities Hyannis
372 North Street
Hyannis, MA 02601
508-771-5627

Greater New Bedford Career Center
618 Acushnet Avenue
New Bedford, MA 02740
508-990-4000

Career Opportunities Orleans
77 Finlay Road
Orleans, MA 02653
508-240-1900

Plymouth Career Center
16 Cordage Park Circle – Suite 200
Plymouth, MA 02360
508-732-5300

Quincy Career Center
152 Park Avenue
Quincy, MA 02169
617-745-4000

Taunton Career Center
72 School Street
Taunton, MA 02780
508-977-1400

Northeastern Massachusetts

ValleyWorks Career Center
192 Merrimack Street
Haverhill, MA 01830
978-722-7000

ValleyWorks Career Center
Heritage Place
439 South Union Street – Building #2
Lawrence, MA 01843
978-722-7000

Career Center of Lowell
107 Merrimack Street
Lowell, MA 01852
978-458-2503

North Shore Career Center of Lynn
181 Union Street
Lynn, MA 01901
781-593-0585

North Shore Career Center of Salem
70 Washington Street
Salem, MA 01970
978-825-7200

Central Massachusetts

Workforce Central Career Center
5 Optical Drive – Suite 200
Southbridge, MA 01550
508-765-6430

North Central Career Center
25 Main Street
Gardner, MA 01440
978-612-5050

North Central Career Center
100 Erdman Way
Leominster, MA 01453
978-534-1481

Workforce Central Career Center
425 Fortune Blvd. – Suite 201
M ilford, MA 01757
508-478-4300

Workforce Central Career Center
44 Front Street – 6th Floor
Worcester, MA 01608
508-759-1600

Western Massachusetts

Franklin/Hampshire Career Center
One Arch Place
Greenfield, MA 01301
413-774-4361

CareerPoint
850 High Street
Holyoke, MA 01040
413-532-4900

BerkshireWorks Career Center
37 Main Street
North Adams, MA 01247
413-663-1111

BerkshireWorks Career Center
178 Industrial Drive – Suite 1
North Adams, MA 01247
413-663-1111

Franklin/Hampshire Career Center
178 Industrial Drive – Suite 1
Northampton, MA 01060
413-586-6506

BerkshireWorks Career Center
160 North Street
Pittsfield, MA 01201
413-499-2220

FutureWorks
One Federal Street Bldg. 103-3
Springfield, MA 01105
413-858-2800
Find the Center Nearest You

Visit a Massachusetts One-Stop Career Center for:

- Job search assistance;
- Career planning information;
- Workshops on job search techniques including interviewing, networking, and resume writing;
- Data on the current statewide and local job market, and
- Resources to help you find the right training opportunities.
- Tools to help you conduct an effective job search.

Hours of operations vary from center to center. Visit www.Mass.gov/dwd – select One-Stop Career Centers under Quick Links — to check the hours, click on “Find a Career Center Near You”

Greater Boston

JobNet
210 South Street – 1st Floor
Boston, MA 02111
617-338-6809, 800-JOBNET
TTY #: 711 (statewide relay number)

Boston Career Link
1010 Harrison Avenue
Boston, MA 02119
617-536-1888
TTY#: 617-867-4687

The Work Place
29 Winter Street – 4th Floor
Boston, MA 02108
617-737-0093, 1-800-436-WORK (9675)
TTY #: 617-428-0390

Career Source
186 Alewife Brook Parkway – Suite 310
Cambridge, MA 02140
617-661-7687, 888-454-9675
TTY #: 617-642-0390

Employment and Training Resources
201 Boston Post Road West
Suite 200
Marlborough, MA 01752
508-786-0928

Employment and Training Resources
449 Newtonville Avenue
Newtonville, MA 02461
617-928-0930

Employment and Training Resources
275 Prospect Street
Norwood, MA 02062
781-769-4120

The Career Place
Trade Center Park
100 Sylvan Road – Suite G-100
Woburn, MA 01801
781-932-5500, (888) 273-WORK

Southeastern Massachusetts

Atteboro Career Center
67 Mechanic Street
Atteboro, MA 02703
508-222-1950

CareerWorks
34 School Street
Brookton, MA 02301
508-513-3400

Fall River Career Center
466 North Main Street
Fall River, MA 02720
508-730-5000

Career Opportunities Falmouth
205 Worcester Court Unit B-3
Falmouth, MA 02540
508-548-4828
TTY #: 800-439-2370 MassRelay 711

Career Opportunities Hyannis
372 North Street
Hyannis, MA 02601
508-771-1086
TTY #: 508-862-6102

Greater New Bedford Career Center
618 Acushnet Avenue
New Bedford, MA 02740
508-990-4000

Career Opportunities Orleans
77 Finlay Road
Orleans, MA 02653
508-240-1900
TTY #: 800-439-2370

Plymouth Career Center
36 Cordage Park Circle – Suite 200
Plymouth, MA 02360
508-732-5300
TTY #: 508-732-5300

Quincy Career Center
152 Parkingway
Quincy, MA 02169
617-745-4000

Taunton Career Center
72 School Street
Taunton, MA 02780
508-977-1400

North Shore Career Center of Lynn
181 Union Street
Lynn, MA 01901
781-593-0585

North Shore Career Center of Salem
70 Washington Street
Salem, Massachusetts 01970
978-825-7200

Southwestern Massachusetts

Attleboro Career Center
67 Mechanic Street
Attleboro, MA 02703
508-222-1950

CareerWorks
34 School Street
Brookton, MA 02301
508-513-3400

Fall River Career Center
466 North Main Street
Fall River, MA 02720
508-730-5000

Career Opportunities Falmouth
205 Worcester Court Unit B-3
Falmouth, MA 02540
508-548-4828
TTY #: 800-439-2370 MassRelay 711

Career Opportunities Hyannis
372 North Street
Hyannis, MA 02601
508-771-1086
TTY #: 508-862-6102

Greater New Bedford Career Center
618 Acushnet Avenue
New Bedford, MA 02740
508-990-4000

Career Opportunities Orleans
77 Finlay Road
Orleans, MA 02653
508-240-1900
TTY #: 800-439-2370

Plymouth Career Center
36 Cordage Park Circle – Suite 200
Plymouth, MA 02360
508-732-5300
TTY #: 508-732-5300

Quincy Career Center
152 Parkingway
Quincy, MA 02169
617-745-4000

Taunton Career Center
72 School Street
Taunton, MA 02780
508-977-1400

Wareham Career Center
48 Marion Road (Route 6)
Wareham, MA 02571
508-291-7062

Central Massachusetts

Workforce Central Career Center
5 Optical Drive – Suite 200
Southbridge, MA 01550
508-765-6430
TTY #: 508-765-6437

North Central Career Center (limited services)*
21 Main Street
Gardner, MA 01440
978-632-5050
TTY #: 508-792-7571

North Central Career Center
100 Ermath Way
Leominster, MA 01453
978-534-1481
TTY #: 978-534-1657

Workforce Central Career Center
425 Fortune Blvd. – Suite 201
Milford, MA 01757
508-678-4300
TTY #: 508-478-1887

Workforce Central Career Center
44 Front Street – 6th Floor
Worcester, MA 01608
508-799-1600

Western Massachusetts

Franklin/Hampshire Career Center
One Arch Place
Greenfield, MA 01301
413-774-4361
TTY #: 413-772-2174

CareerPoint
850 High Street
Holyoke, MA 01040
413-532-4900
TTY #: 413-535-3098

BerkshireWorks Career Center
37 Main Street
North Adams, MA 01247
413-663-1111
TTY #: 413-663-5442

Franklin/Hampshire Career Center
178 Industrial Drive – Suite 1
Northampton, MA 01060
413-586-6506
TTY #: 413-586-6921

BerkshireWorks Career Center
160 North Street
Pittsfield, MA 01201
413-499-2220
TTY #: 413-499-7306

FutureWorks
One Federal Street Bldg. 103-3
Springfield, MA 01105
413-862-6102

* Limited Services – Not all services listed at the top of this page may be available at this One-Stop Career Center.
The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS
600 Washington Street, Boston, Massachusetts 02111
617-727-4900 - http://www.mass.gov/dia
As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will
give you notice that I (we) have provided for payment to our injured employees under the
above-mentioned chapter by insuring with:

Wausau Business Insurance Company
NAME OF INSURANCE COMPANY
13830 BALLANTYNE CORPORATE PLACE SUITE 150
CHARLOTTE, NC 28277
ADDRESS OF INSURANCE COMPANY

WCK-Z91-539534-010 10/01/2010 – 10/01/2011
POLICY NUMBER EFFECTIVE DATES

NAME OF INSURANCE AGENT
MANAGEMENT CONSULTING, INC.
ADDRESS
20 Kirland St, Bldg 1218
Lincoln MA 01731
PHONE #

EMPLOYER
ADDRESS

EMPLOYER’S WORKERS’ COMPENSATION OFFICER (IF ANY) DATE

MEDICAL TREATMENT
The above-named insurer is required in cases of personal injuries arising out of and in the
course of employment to furnish adequate and reasonable hospital and medical services
in accordance with the provisions of the Workers’ Compensation Act. A copy of the First
Report of Injury must be given to the injured employee. The employee may select his or
her own physician. The reasonable cost of the services provided by the treating physician
will be paid by the insurer, if the treatment is necessary and reasonably connected to the
work related injury. In cases requiring hospital attention, employees are hereby notified
that the insurer has arranged for such attention at the

NAME OF HOSPITAL
ADDRESS

TO BE POSTED BY EMPLOYER
MINIMUM WAGE $8.00
Effective January 1, 2008
M.G.L. chapter 151, sections 1 and 2
The minimum wage law applies to all employees except those being habitually or trained in charitable, educational, religious institutions, members of religious orders, agricultural, floricultural, and horticultural workers, those in professional service; and outside salespersons not reporting to or visiting their office daily. For further information regarding the Massachusetts maximum wage, contact the Massachusetts Division of Occupational Safety at (617) 626-6707 or visit www.mass.gov/ago.
Wages must be paid at least $8.00 per hour for each 20 minutes period during which the employees work. Employers are required to post a notice justifying the minimum wage in a conspicuous location.

PAYMENT OF WAGES
M.G.L. chapter 149, section 148
Wages (payment for all hours worked, including tips, earned vacation pay, holiday pay, and defined and determined due commissions) must be paid within four working time periods:
- if employed for one or two days in a calendar week within six days of the end of the pay period during which the wages were earned;
- if employed seven days in a calendar week, within seven days of the end of the pay period during which the wages were earned;
- An employee who has worked for a period of less than five days (also known as a casual employee), within seven days of the end of the period.
An employee who resigns or his or her employment must be paid in full on the following Saturday. An employee involuntarily terminated from employment or following regular pay day, or in the absence of a regular pay day, no later than the following Saturday. An employee involuntarily terminated from employment or following regular pay day, or in the absence of a regular pay day, no later than the following Saturday.

M.G.L. chapter 149, section 151
An employee may not be paid $1.60 per hour. M.G.L. chapter 151, section 2A. A higher rate may apply under Federal law. For more information, contact the Department of Labor at (617) 626-6700 or visit www.mass.gov/ago/whd.

Tips
M.G.L. chapter 149, section 152A
Tip pooling in which tips are distributed to any person not a wait staff, service employee, or service bartender in proportion to the service provided by those employees is prohibited. Employers must post a notice of the tip pool in a conspicuous location.

Meal Breaks
M.G.L. chapter 149, sections 100 and 101
Employees who work a period of more than four hours are entitled to a 30-minute meal break. Employees must be relieved of all duties during the meal break. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. 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Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. Employers are required to provide employees with a clean, safe, and comfortable place where they can eat, rest, and wash their hands. In no event may an employer require an employee to perform any work or engage in any activity on or before the close of the work day.

Travel Time
455 CMR 2.03(4)
Ordinary travel between home and work is not compensable time.
However, if an employee who regularly works at a fixed location is required, for the convenience of the employer, to report to a location other than his or her usual home work place, the employee shall be paid for the time required for the journey from his or her ordinary travel time between home and work. An employee required to report to an employer on his or her arrival to travel to an employer or required to report to an employer from one place to another after the beginning of or before the close of the work day shall be compensated for all travel time.

Reporting Pay
455 CMR 2.03(1)
When an employee is scheduled to work these or more hours reports for duty at the time set by the employer, and that employee is not provided with the expected hours of work, the employer shall be paid for at least three hours on such day at as little as the basic minimum wage. This provision shall not apply to organizations granted status as charitable organizations under the Internal Revenue Code.

Overtime
M.G.L. chapter 151, section 1A
Employers must be paid at least one and one-half times their regular hourly rate of pay for all hours worked in excess of 49 per week. The overtime rate for employees who receive the service rate must be calculated based upon the basic minimum wage. Certain categories of employment and work requirements are exempt from the state overtime requirement, including:
- in a construction for employment which is operated during a period or accumulated periods in excess of 20 days in a year, and determined by the Director of the Department of Labor to be a construction job;
- in a bona fide executive, administrator, professional person or a qualified trainee for such position earning more than $80 per week;
- in a football game;
- in a railroad, hotel, motel, college or other educational institution;
- in a bank;
- in a service bar.

Small Necessities Leave Act
M.G.L. chapter 149, section 52D
Certain employees are permitted to take a total of 24 hours of unpaid leave during any 12-month period in order to: (1) participate in school activities directly related to the educational advancement of a son or daughter of the employee; (2) accompany the son or daughter of the employee to routine medical or dental appointments; (3) accompany an elderly relative or a child under 18 years of age who is the Boy or Girl Scout Leader or the Girl Scout Leader of the Boy or Girl Scout; (4) the employee has 50 or more employees; (5) they have been employed for at least 12 months by the employer; and (6) the employer has worked for at least 1,250 hours for the employee during the preceding 12-month period. For more information, visit the Attorney General’s Office website www.mass.gov/ago.

No Retaliation
M.G.L. chapter 149, sections 148A
No employer shall be penalized by an employer or any employee who discriminated against him or her for interfering with or assisting employees in the exercise of their rights under the law.

Workplace Notice: This workplace notice is issued in accordance with the provisions of Massachusetts General Laws M.G.L. c. 151, s. 16 and the Code of Massachusetts Regulations 455 CMR 2.06(1), which require that employers post it in a conspicuous location.
**LEYES RESPECTO A LOS SALARIOS Y HORARIOS DE MASSACHUSETTS**

**Ley de Propinas en Massachusetts**

La ley de propinas en Massachusetts (M.G.L. capítulo 149, sección 29) establece que los empleados que trabajan en restaurantes y establecimientos que sirven alimentos deben recibir propinas por el trabajo que realizan. Las propinas deben ser pagadas por el propietario del establecimiento y no se deben restringir a ningún empleado en particular. Las propinas se deben pagar al tiempo y en el lugar que el empleado presta servicios.

**Leyes de Horarios y Salarios mínimos de Massachusetts**

Massachusetts tiene leyes estatales que rigen la fijación de salarios mínimos y horarios de trabajo. Las leyes establecen un salario mínimo de $15 por hora para los empleados de 16 años en adelante. Además, la ley establece horarios de trabajo y restricciones para ciertos empleados, como menores de edad y trabajadores temporales.

**Leyes de Trabajo de Menores**

Massachusetts tiene leyes que regulan el trabajo de menores de edad. Las leyes establecen límites en cuanto al número de horas que pueden trabajar, la edad mínima para trabajar y las ocupaciones permitidas y prohibidas para menores de edad. Las leyes también establecen normas para la compensación de los menores de edad que trabajan.

**Leyes de Trabajo en Salud Pública**

Massachusetts tiene leyes que regulan el trabajo en salud pública, como el manejo de vacunas, la prevención de enfermedades y el seguimiento de casos de enfermedad. Las leyes establecen normas para la administración de la salud pública y la protección de la salud de las personas que trabajan en el sector de la salud.

**Leyes de Seguridad Ocupacional**

Massachusetts tiene leyes de seguridad ocupacional que regulan las condiciones de trabajo y la protección de los empleados. Las leyes establecen normas para la prevención de accidentes y enfermedades laborales, la protección de los empleados que trabajan con sustancias peligrosas y la prevención de la contaminación del medio ambiente.

**Leyes de Trabajo de Hombres y Mujeres**

Massachusetts tiene leyes que regulan la igualdad de oportunidades de trabajo para hombres y mujeres. Las leyes establecen normas para la prohibición de la discriminación en el empleo en función del género, la ocupación, la raza y la nacionalidad.

**Leyes de Trabajo de Explotación Sexual**

Massachusetts tiene leyes que regulan la explotación sexual del trabajo, que prohíben la explotación sexual de los empleados, la venta de la fuerza laboral y la explotación sexual en trabajos que requieran habilidades especiales.

**Leyes de Trabajo de Personas con Discapacidad**

Massachusetts tiene leyes que regulan el trabajo de personas con discapacidades. Las leyes establecen normas para la protección de los empleados con discapacidades, la instalación de accesorios para personas con discapacidades y la prohibición de la discriminación en el empleo.

**Leyes de Trabajo de Personas Mayor de 65 años**

Massachusetts tiene leyes que regulan el trabajo de personas mayores de 65 años. Las leyes establecen normas para la protección de los empleados mayores de 65 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 18 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 18 años. Las leyes establecen normas para la protección de los empleados menores de 18 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 16 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 16 años. Las leyes establecen normas para la protección de los empleados menores de 16 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 14 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 14 años. Las leyes establecen normas para la protección de los empleados menores de 14 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 12 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 12 años. Las leyes establecen normas para la protección de los empleados menores de 12 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 10 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 10 años. Las leyes establecen normas para la protección de los empleados menores de 10 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 8 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 8 años. Las leyes establecen normas para la protección de los empleados menores de 8 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 6 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 6 años. Las leyes establecen normas para la protección de los empleados menores de 6 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 4 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 4 años. Las leyes establecen normas para la protección de los empleados menores de 4 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 2 años**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 2 años. Las leyes establecen normas para la protección de los empleados menores de 2 años, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 1 año**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 1 año. Las leyes establecen normas para la protección de los empleados menores de 1 año, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 6 meses**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 6 meses. Las leyes establecen normas para la protección de los empleados menores de 6 meses, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.

**Leyes de Trabajo de Personas Menores de 1 mes**

Massachusetts tiene leyes que regulan el trabajo de personas menores de 1 mes. Las leyes establecen normas para la protección de los empleados menores de 1 mes, la limitación de las horas laborales y la prohibición de la discriminación en el empleo en función de la edad.
NO SMOKING
It is illegal to smoke in this establishment.
To report a violation, contact the Massachusetts Department of Public Health at 1-800-992-1895.

Massachusetts Smoke-Free Workplace Law
By order of: M.G.L. Chapter 270, Section 22