



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

## MARYLAND EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Minimum Wage Poster
2. Workers Compensation
3. Unemployment Notice
4. Safety and Health (English and Spanish)
5. Health Insurance Notice
6. Discrimination is Unlawful
7. Equal Pay
8. Employment of Minors Fact Sheet

If you have any questions, please contact your supervisor.

Thanks,  
Human Resources

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# WAGE & HOUR FACT SHEET

## Extracts from and summary of the Labor and Employment Article, Title 3, Subtitle 4 Annotated Code of Maryland

**\$7.25 per hour**  
**Beginning July 24, 2009**

The minimum wage that must be paid to covered employees is \$7.25 per hour as of July 24, 2009 at 12:01 AM. With certain exceptions, time and a half the usual hourly rate must be paid for all hours worked in excess of 40 in a workweek.

**Certain employees and establishments are exempt from both the minimum wage and overtime provisions.**

Exemptions include certain agricultural workers, executives, administrative and professional employees; employees of educational, charitable, religious and other non-profit organizations where the employee is working as a volunteer; employees of restaurants, cafes, drive-ins, taverns, and drug stores which sell food and drink for consumption on the premises where the annual gross is less than \$250,000, employees of motion picture and drive-in theaters; employees under 16 years of age working less than 20 hours per week; outside salesmen and individuals compensated on a commission basis; individuals 62 years of age and working not more than 25 hours a week; employees of establishments engaged in the first canning, packing or freezing of fruits, vegetables, poultry and seafood; the immediate family of the employer; those employees enrolled in a special educational program and non-administrative employees of organized camps.

**Certain employers are exempt from the overtime provisions, but must pay their employees minimum wage.**

The following employers are exempt from overtime but subject to minimum wage: employers covered by certain railroad requirements of the Department of Transportation, the Federal Motor carrier Act and the Interstate Commerce Commission; employers operating a hotel, motel, restaurant, gas service station, an amusement or recreational establishment including certain swimming pools; employers operating a bona fide private country club; employers operating a non-profit entity providing in home care services for the sick, aged or individuals with disabilities; employers operating a theater, music festival, musical pavilion, theatrical show or non-profit concert promotion; employers who employ certain mechanics, parts-persons, or salespersons who primarily sell or service automobiles, farm equipment, trailers or trucks; employers who operate a taxicab business.

Employees of bowling establishments and institutions primarily engaged in the care of the sick, the aged, or individuals with disabilities who reside on the premises (other than hospitals) shall be paid time and one half after 48 hours.

Theater craft or trade employees that work for a "for profit" employer must be paid time and a half after 40 hours.

Covered agricultural workers must be paid time and a half after working 60 hours in any one workweek.

Following recent amendments to the State minimum wage laws, employers are allowed to pay tipped employees (defined as employees regularly earning more than \$30 per month in tips) not less than \$3.63 per hour, provided each employee earns enough tips to bring their average hourly wage to at least the State minimum wage (\$7.25 per hour on and after July 24, 2009). Deficiencies must be supplemented by the employer to the minimum wage level.

Employers covered by the Federal Fair Labor Standards Act may pay an opportunity wage of \$4.25 per hour to employees under 20 years of age during their first 90 consecutive calendar days of employment with an employer. Employers are prohibited from displacing employees in order to hire youth at the opportunity wage rate. Also prohibited are partial displacements such as reducing employees' hours, wages, or employment benefits.

Employers must keep records for 3 years in or about the premises where the employee is employed consisting of the name, address, race, gender and occupation of each employee, the rate of pay, amount paid each pay period, and the daily and weekly hours worked by each employee.

Penalties are prescribed for violations of the law.

**EMPLOYERS ARE REQUIRED TO POST THIS INFORMATION PURSUANT TO LABOR AND  
EMPLOYMENT ARTICLE, TITLE 3, SUBTITLE 4, ANNOTATED CODE OF MARYLAND**

July 24, 2009

# WORKERS' COMPENSATION in Maryland

## LA COMPENSACIÓN DEL TRABAJADOR en

### Job Related Accidental Personal Injury or Occupational Disease?

If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law).

### If you are injured on the job:

1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.
2. Tell the doctor who treats you that you were hurt on the job.
3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.

**Note: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.**

### ¿Accidentes por lesión/daño corporal relacionados con el Empleo o Enfermedad Profesional?

Si usted se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le compensarían 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

### Si usted sufre una lesión en el trabajo, debe:

1. Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuere notificado que sufrió una lesión.
2. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.

3. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitando uno por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

**Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.**

Employer/Empleador MANCON

Business Address/Dirección 1961 Diamond Springs Road

City/State/Zip Virginia Beach, VA

Ciudad/Estado/Código Postal

Federal Employer ID (FEIN) 54-1244651

Identificación Federal Del Empleador

Telephone Number/Número Telefónico 888-892-0787

Insurance Company Name Liberty Mutual

La Compañía de Seguro

Insurance Company Telephone Contact MANCON

Telefónico de la Compañía de Seguro

MD WCC Form C-24 11/2007

Click to clear

**Maryland Workers' Compensation Commission**  
**10 East Baltimore Street, Baltimore, Maryland 21202-1641**  
**(410) 864-5100 / Outside Baltimore (800) 492-0479**

Webpage - <http://www.wcc.state.md.us> / TTY Users - 711 in Maryland or (800) 735-2258

This notice must be printed on 8.5" X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.03.

# TO EMPLOYEES

**YOUR EMPLOYER IS SUBJECT TO** the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose.

**IF YOU ARE LAID OFF** or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

**IF YOU ARE ELIGIBLE**, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

**IF YOU ARE WORKING LESS THAN FULL TIME**, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

**IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK**, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

## YOU ARE ENTITLED TO BENEFITS IF:

1. You are unemployed through no fault of your own.
2. You have sufficient earnings in your Base Period.
3. You have registered for work and filed a claim for benefits with a Department of Labor, Licensing and Regulation Claim Center listed below.
4. You are able to work, available for work, and actively seeking work.

**NOTE:** To insure prompt handing of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependent's birth certificate or other forms of proof of dependency.

## IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served
410-368-5300	Baltimore City	301-723-2000	Allegany	410-334-6800	Caroline
1-877-293-4125	Anne Arundel	1-877-293-4125	Frederick	1-877-293-4125	Dorchester
(toll free)	Howard	(toll free)	Garrett	(toll free)	Kent
			Washington		Queen Anne
301-313-8000	Calvert	410-853-1600	Baltimore		Somerset
1-877-293-4125	Charles	1-877-293-4125	Carroll		Talbot
(toll free)	Montgomery	(toll free)	Cecil		Wicomico
	Prince George's		Harford		Worcester
	St. Mary's				
SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN DE HABLE HISPANA 301-313-8000		TTY FROM BALTIMORE AREA AND OUT-OF-STATE 410-767-2727		TTY TOLL FREE OUTSIDE BALTIMORE (but within Maryland) 1-800-827-4400	
Para Relevos en Maryland presione 711		For Maryland Relay Dial 711		For Maryland Relay Dial 711	

## TO FILE A CLAIM VIA THE INTERNET: [www.mdunemployment.com](http://www.mdunemployment.com)

## IMPORTANT NOTICE

Unemployment Insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be disqualified and will be subject to criminal prosecution.

The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the Unemployment Insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201.

### MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION OFFICE OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE

# safety and health protection on the job

# MARYLAND OCCUPATIONAL SAFETY and HEALTH ACT

## PRIVATE SECTOR

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

### Employers:

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

### Employees:

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

### Inspection:

The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

### Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

### Citation:

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected.

The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

### Proposed Penalty:

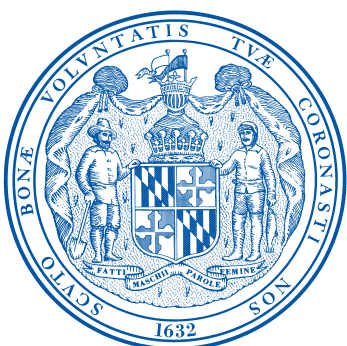
The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

### Voluntary Activity:

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.



## STATE OF MARYLAND

MARTIN O'MALLEY

Governor

ANTHONY G. BROWN

Lieutenant Governor

THOMAS E. PEREZ

Secretary of Labor, Licensing and Regulation

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

**THE COMMISSIONER OF LABOR AND INDUSTRY**

**1100 North Eutaw Street**

**Baltimore, Maryland 21201**

**Phone: 410-767-SAFE**

Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309



# Usted Tiene el Derecho a un Lugar de Trabajo Seguro y Saludable.

## ¡LO ESTABLECE LA LEY!



- Tiene el derecho de notificar a su empleador o a la MOSH sobre cualquier peligro en su lugar de trabajo. Puede pedir a la MOSH que mantenga su nombre en reserva.
- Tiene el derecho de solicitar una inspección de la MOSH si considera que existen condiciones peligrosas y poco saludables en su lugar de trabajo. Usted o su representante puede participar en la inspección.
- Puede presentar un reclamo a MOSH durante un plazo de 30 días si su empleador lo discrimina por presentar reclamos de seguridad y sanidad o por ejercer sus derechos de acuerdo con la Ley.
- Tiene el derecho de ver las citaciones de la MOSH enviadas a su empleador. Su empleador debe colocar las citaciones en un lugar visible en el sitio de la supuesta infracción o cerca de él.
- Su empleador debe corregir los peligros en el lugar de trabajo dentro del plazo indicado en la citación y debe certificar que dichos peligros se hayan reducido o eliminado.
- Tiene el derecho de recibir copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y peligrosas.
- Su empleador debe colocar este aviso en un lugar visible de su lugar de trabajo.

La Ley de Seguridad y Salud Ocupacionales de Maryland de 1973 (la Ley) garantiza condiciones ocupacionales seguras y saludables para los hombres y las mujeres que desempeñen algún trabajo en toda el Estado de Maryland. El Comisionado de Labor e Industria es la responsable principal de supervisar la Ley. Los derechos que se indican en este documento pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejo, asistencia o productos de la MOSH, llame al 410-767-SAFE. El número TTY es 1-800-735-2258. Para presentar un reclamo en línea u obtener más información sobre los programas estatales de la MOSH, visite el sitio Web de la MOSH en [www.dllr.state.md.us/labor/mosh.html](http://www.dllr.state.md.us/labor/mosh.html). Puede presentar un reclamo sobre la administración de MOSH al Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia PA 19106-3309.

## 410-767-SAFE

[www.dllr.state.md.us/labor/mosh.html](http://www.dllr.state.md.us/labor/mosh.html)



STATE OF MARYLAND

Martin O'Malley.  
Governor

Anthony G. Brown  
Lieutenant Governor

Thomas E. Perez  
Secretary of Labor, Licensing, & Regulation

## HEALTH INSURANCE COVERAGE POSTER

(DLLR/OUI 6116)

### TO BE POSTED HEALTH INSURANCE COVERAGE

You and other members of your family may be eligible under Maryland law to continue to be covered by your former employer's health insurance policy if:

- ◆ You are separated from your employment through no fault of your own, and
- ◆ You are covered by your employer under a group hospital-medical policy or a health maintenance organization (HMO) for at least three (3) months prior to being separated from your employment, and
- ◆ You do not have other similar insurance.

If you wish to continue your health insurance, you **MUST** give your employer written notice no later than forty-five (45) days after your last day of work.

***IMPORTANT:***

You will be responsible for paying the entire cost of the health insurance policy.

For further information about the program, you should contact your employer, or if necessary, telephone the Insurance Administration in Baltimore at 410-468-2244 or 1-800-492-6116 (Ext. 2244).

State of Maryland  
Department of Labor, Licensing and Regulation

THIS NOTICE APPLIES TO STATE LAW.  
YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW.

### TO BE POSTED



## **Employment Discrimination is *Unlawful***

“A qualified person cannot be  
denied employment because of Race,  
Color, Religion, Sex, Age, National Origin,  
Marital Status, Disability, Sexual Orientation  
or Genetic Information”  
(Article 49B, Annotated Code of Maryland)

### **This means that-**

- **Employers cannot discriminate** in recruiting, interviewing, hiring, upgrading, setting working conditions or discharging;
- **Labor organizations cannot deny membership** to qualified persons or discriminate in apprentice training programs;
- **Employment agencies cannot discriminate** in job referrals, ask discriminatory pre-employment questions or circulate information that unlawfully limits employment;
- **Newspapers cannot publish** job advertisements that discriminate.

Know your rights and responsibilities under the law. Contact the

**Maryland Commission on Human Relations**

**410-767-8600**

**1-800-637-6247**

**[www.mchr.state.md.us](http://www.mchr.state.md.us)**



**STATE OF MARYLAND**  
**DEPARTMENT OF LABOR, LICENSING AND REGULATION**  
**DIVISION OF LABOR AND INDUSTRY**  
**1100 N. EUTAW STREET ! ROOM 607 ! BALTIMORE, MARYLAND 21202**

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**EQUAL PAY FOR EQUAL WORK**  
**Labor and Employment Article - Title 3, Subtitle 3**  
**Annotated Code of Maryland**

**Subtitle 3. Equal Pay for Equal Work.**

**§ 3-301. Definitions.**

- (a) *In general.* - In this subtitle the following words have the meanings indicated.
- (b) *Employer.* - (1) "Employer" means:
  - (i) a person engaged in a business, industry, profession, trade, or other enterprise in the State;
  - (ii) the State and its units;
  - (iii) a county and its units; and
  - (iv) a municipal government in the State.(2) "Employer" includes a person who acts directly or indirectly in the interest of another employer with an employee.
- (c) *Wage.* - (1) "Wage" means all compensation for employment.
- (2) "Wage" includes board, lodging, or other advantage provided to an employee for the convenience of the employer.

**§ 3-302. Scope of subtitle.**

This subtitle applies to an employer of both men and women in a lawful enterprise.

**§ 3-303. Miscellaneous powers of Commissioner.**

- In addition to any powers set forth elsewhere, the Commissioner may:
- (1) use informal methods of conference, conciliation, and persuasion to eliminate pay practices that are unlawful under this subtitle; and
  - (2) supervise the payment of a wage owing to an employee under this subtitle.

**§ 3-304. Equal pay for equal work.**

- (a) *In general.* - An employer may not discriminate between employees in any occupation by paying a wage to employees of 1 sex at a rate less than the rate paid to employees of the opposite sex if both employees work in the same establishment and perform work of comparable character or work on the same operation, in the same business, or of the same type.
- (b) *Effect of requirement.* - Subsection (a) of this section does not prohibit a variation in a wage that is based on:
  - (1) a seniority system that does not discriminate on the basis of sex;
  - (2) a merit increase system that does not discriminate on the basis of sex;
  - (3) jobs that require different abilities or skills;
  - (4) jobs that require the regular performance of different duties or services; or
  - (5) work that is performed on different shifts or at different times of day.
- (c) *Reduction in wages.* - An employer who is paying a wage in violation of this subtitle may not reduce another wage to comply with this subtitle.

**§ 3-305. Records and reports.**

- (a) Each employer shall keep each record that the Commissioner requires on:
  - 1. wages of employees;
  - 2. job classifications of employees;
  - 3. racial classification of employees;
  - 4. gender of employees; and
  - 5. other conditions of employment.

(b) An employer shall keep the records required under this subsection for the period of time that the Commissioner requires.

(c) On the basis of the records required under this section, an employer shall make each report that the Commissioner requires.

(d) The Commissioner may analyze the records required under this section to study pay disparity issues.

**§ 3-306. Copies and posting of subtitle.**

(a) *Copies.* - On request of an employer, the Commissioner shall provide without charge a copy of this subtitle to the employer.

(b) *Posting.* - Each employer shall keep posted conspicuously in each place of employment a copy of this subtitle.

**§ 3-307. Action against employer by or for employee.**

(a) *Action by employee.* - (1) If an employer violates this subtitle, an affected employee may bring an action against the employer to recover the difference between the wages paid to male and female employees who do the same type work and an additional equal amount as liquidated damages.

(2) An employee may bring an action on behalf of the employee and other employees similarly affected.

(b) *Assignment of claims.* - On the written request of an employee who is entitled to bring an action under this section, the Commissioner may:

(1) take an assignment of the claim in trust for the employee;

(2) ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and

(3) consolidate 2 or more claims against an employer.

(c) *Limitations period.* - An action under this section shall be filed within 3 years of the act on which the action is based.

(d) *Defense.* - The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section.

(e) *Costs.* - If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action.

**§ 3-308. Prohibited acts; penalties.**

(a) *Prohibited acts of employer.* - An employer may not:

(1) willfully violate any provision of this subtitle;

(2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the Commissioner in the enforcement of this subtitle;

(3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of employment that the Commissioner is authorized under this subtitle to inspect; or

(4) discharge or otherwise discriminate against an employee because the employee:

(i) makes a complaint to the employer, the Commissioner, or another person;

(ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or

(iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle.

(b) *Prohibited acts of employee.* - An employee may not:

(1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the Commissioner;

(2) in bad faith, bring an action under this subtitle;

(3) in bad faith, bring a proceeding that relates to the subject of this subtitle; or

(4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle.

(c) *Action by Commissioner.* - The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1) or (4) or subsection (b)(1), (3), or (4) of this section.

(d) *Penalties.* - An employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$300.

**STATE OF MARYLAND  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
DIVISION OF LABOR AND INDUSTRY  
1100 N. EUTAW STREET • BALTIMORE, MARYLAND 21201**

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**EMPLOYMENT OF MINORS FACT SHEET - GENERAL INFORMATION**

A minor under the age of 14 may not be employed or permitted to work.

Minors 14 through 17 years of age may only work with a work permit. This permit must be in the employer's possession before the minor is permitted to work.

Applications for work permits are available in high schools throughout the State.

Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:

- |  |   |
|--|---|
| (1) Farm work performed on a farm  | (7) Manufacturing of evergreen wreaths in or about a home.  |
| (2) Domestic work performed in or about a home.  | (8) Delivery of newspapers to the consumer.   |
| (3) Work performed in a business owned or operated by a parent or one standing in the place of a parent.   | (9) Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act.  |
| (4) Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. | (10) Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to fire fighting or rescue and who are 16 years of age or older. |
| (5) Caddying on a golf course.   |   |
| (6) Employment as an instructor on an instructional sailboat.  |   |

The following may be used as proof of age for purposes of issuing a work permit:

- |                           |   |
|---------------------------|---|
| (1) Birth Certificate     | (4) Valid Maryland Driver's License                                     |
| (2) Baptismal Certificate | (5) Any official government document attesting to the age of the minor. |
| (3) School Record         |   |

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry.

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-2265 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.

**PERMISSIBLE HOURS OF EMPLOYMENT**

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- (1) 4 hours on any day when school is in session.
- (2) 8 hours on any day when school is not in session.
- (3) 23 hours in any week when school is in session for five days.
- (4) 40 hours in any week when school is not in session.

A minor 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day.

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors 16 and 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must also be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period.

Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.

## OCCUPATIONS FORBIDDEN MINORS UNDER 18 YEARS OF AGE

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years old are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions.

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| (1) Occupations in or about plant or establishments manufacturing or storing explosives or articles containing explosive components. | (9) Occupations in connection with mining, other than coal.                                    |
| (2) Occupations of motor-vehicle driver and outside helper.  | (10) Occupations involving slaughtering, meat-packing or processing, or rendering.             |
| (3) Coal-Mine occupations.   | (11) Occupations involved in the operation of certain power driven bakery machines.            |
| (4) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooper-age-stock mill.          | (12) Occupations involved in the operation of certain power-driven paper products machines.    |
| (5) Occupations involved in the operation of power - driven woodworking machines.  | (13) Occupations involved in the manufacture of brick, tile, and kindred products.             |
| (6) Occupations involving exposure to radioactive substances and to ionizing radiations.   | (14) Occupations involved in the operation of circular saws, band saws, and guillotine shears. |
| (7) Occupations involved in the operation of elevators and other power-driven hoisting apparatus.                                    | (15) Occupations involved in wrecking, demolition, and ship-breaking operations.               |
| (8) Occupations involved in the operation of power - driven metal forming, punching, and shearing machines.                          | (16) Occupations involved in roofing operations.   |
|  | (17) Occupations in excavation operations.   |

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden minors under 18 years of age:

**Occupations in, about, or in connection with:**

- (1) Blast furnaces.
- (2) Docks or wharves, other than marinas where pleasure boats are sold or served.
- (3) Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- (4) Railroads.
- (5) Erection and repair of electrical wires.
- (6) Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- (7) The manufacturing of dangerous or toxic chemicals or compounds.
- (8) Cleaning, oiling or wiping of machinery.
- (9) Any occupation forbidden by any local, state or federal law.
- (10) Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

## AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

(1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.

(2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.

(3) Occupations in, about or in connection with (except office or sales work not performed on site):

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| (a) scaffolding                             | (h) acids  |
| (b) construction                            | (i) dyes   |
| (c) brickyard                               | (j) gases  |
| (d) lumberyard                              | (k) lye  |
| (e) airports                                | (l) occupations causing dust or gases in injurious quantities                |
| (f) railroads                               | (m) any occupation deemed injurious by the Commissioner after investigation. |
| (g) boats engaged in navigation or commerce |  |