



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

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

**The Commonwealth of Massachusetts
Commission Against Discrimination**

One Ashburton Place
6th Floor, Room 601
Boston, MA 02108
(617) 727-3990

436 Dwight Street
Suite 220
Springfield, MA 01103
(413) 739-2145/3330

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.

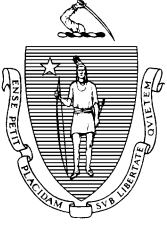
* If the employer provides pay for all other leaves of absence, the employer must also provide pay for maternity leaves.

* 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.



RIGHT TO KNOW WORKPLACE NOTICE

The Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development
Department of Labor
Division of Occupational Safety

DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JOANNE F. GOLDSTEIN
SECRETARY
GEORGE E. NOEL
DIRECTOR

The **RIGHT 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 be conducted by a competent person and may be in the form of verbal and/or written instruction. At a minimum, training 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

10020524

Employer name

Employer DUA ID #

1961 Diamond Springs Road, Virginia Beach, VA 23323

Address

Employees of this business or organization are covered by Unemployment Insurance, a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits.

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to file a claim for Unemployment Insurance benefits.



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 the filing of your claim.



You can file over the telephone

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 TeleClaims Center at 1-877-626-6800 from area codes 351, 413, 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:	Assigned Day to Call TeleClaims is:	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.
0, 1 or 2	Monday	
3, 4 or 5	Tuesday	
6 or 7	Wednesday	
8 or 9	Thursday	
Any last digit	Friday and Saturday	



You can file your claim in person

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.

Этот афиша содержит важную информацию о том, как подать документы для получения пособия по безработице.

本海报包括如何建立失業保險福利檔案的重要資訊。

Este cartel incluye información importante sobre cómo establecer un reclamo por beneficios de Seguro de Desempleo.

Parcal sa geyin informacion ki imputan ti sigi de ki gan pou fe yon deman pou asirans pou moun ki pap travay yo.

Il presente poster include importante materiale informativo su come presentare domanda circa la riscossione di un premio assicurativo per Disoccupazione.

Bảng thông cáo này có nhiều tài liệu quan trọng về quyền lợi và trách nhiệm của bạn trong chương trình bảo hiểm cho người thất nghiệp. Hãy nhớ người dịch ra cho bạn.

Este cartaz inclui informação importante sobre como preencher uma reclamação para os benefícios de segurança dos desempregados.

ប្រសិនបើអ្នកមានព័ត៌មានសំខាន់ៗអំពីការស្នើសុំទុក្ខរងធម៌

អ្នកគួរតែប្រុងប្រយ័ត្នក្នុងការអានអំពីការស្នើសុំដំបៅ

กรุณาอ่านและฟัง/ใช้ตามใบแจ้งข้อมูลอย่างระมัดระวัง

IMPORTANT Massachusetts General Law, Chapter 151A, Section 62A 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.

Massachusetts Department of
Workforce
Development
Division of Unemployment Assistance

Commonwealth of Massachusetts
www.mass.gov/dua

As equal opportunity employer/program, Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY: 1-800-439-2370 • Voice: 1-800-439-0983

Form 2553-A, Rev. 03-09

Unemployment Insurance Services

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

Everett 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 02460
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
36 Cordage Park Circle – Suite 200
Plymouth, MA 02360
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

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
978-632-5050

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

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

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

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

BerkshireWorks Career Center
37 Main Street
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
617-338-0809, 800-5JOBNET
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 02138
617-661-7867, 888-454-9675
TTY #: 800-439-2370

Everett Career Source (limited services)*

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 02460
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, (888) 273-WORK

Northeastern Massachusetts

North Shore Career Center of Gloucester (limited services)*

11-15 Parker Street
Gloucester, MA 01930
978-283-4772

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
TTY #: 978-805-4915

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

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
TTY #: 800-439-2370 MassRelay 711

Career Opportunities Hyannis

372 North Street
Hyannis, MA 02601
508-771-JOBS (5627)
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)*

25 Main Street
Gardner, MA 01440
978-632-5050
TTY #: 508-792-7571

North Central Career Center

100 Erdman Way
Leominster, MA 01453
978-534-1481
TTY #: 978-534-1657

Workforce Central Career Center

425 Fortune Blvd. – Suite 201
Milford, MA 01757
508-478-4300
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#: 413-586-4921

BerkshireWorks Career Center

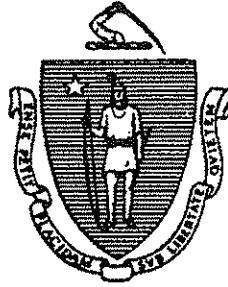
160 North Street
Pittsfield, MA 01201
413-499-2220
TTY #: 413-499-7306

FutureWorks

One Federal Street Bldg. 103-3
Springfield, MA 01105
413-858-2800
TTY #: 413-858-2800

* Limited Services – Not all services listed at the top of this page may be available at this One-Stop Career Center.

**NOTICE
TO
EMPLOYEES**



**NOTICE
TO
EMPLOYEES**

**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

POLICY NUMBER

10/01/2010 – 10/01/2011

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

Massachusetts Wage & Hour Laws

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 rehabilitated or trained in charitable, educational, or 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 state minimum wage, contact the Massachusetts Division of Occupational Safety at (617) 626-6975 or visit www.mass.gov/dos.

Wait staff, service employees and service bartenders may be paid the service rate of \$2.63 per hour if they regularly receive tips of more than \$20 a month, and if their average hourly tips, when added to the service rate, are equal to or exceed the basic minimum wage. M.G.L. chapter 151, section 7.

Agricultural employees may 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 U.S. Department of Labor at (617) 624-6700 or visit www.dol.gov/esa/whd.

PAYMENT OF WAGES

M.G.L. chapter 149, section 148

Wages (payment for all hours worked, including tips, earned vacation pay, holiday pay, and definitely determined and due commissions) must be paid within the following time periods:

- If employed for five or six 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 his or her employment must be paid in full on the 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 laid off must be paid in full on the day of discharge.

Employees who are paid on an hourly basis must be paid weekly or bi-weekly. Employers may not make agreements with employees to be paid in another manner.

Employers must give each employee a pay statement setting forth the name of employer, name of employee, date of check (including the day, month and year), number of hours worked during the pay period, hourly rate, and all deductions or increases made during the pay period. This statement must be provided with each payment of wages.

Deductions: No deduction, other than those required or allowed by law and those listed in 455 CMR 2.04(1)(a) and (b), shall be made from the basic minimum wage.

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 is prohibited.

Total proceeds of a tip or service charge contained in a bill must be remitted only to wait staff employees, service employees or service bartenders in proportion to the service provided by those employees.

Under no circumstances may management employees or owners receive any portion of their employees' tips.

MEAL BREAKS

M.G.L. chapter 149, sections 100 and 101

Employees who work a period of more than six hours are entitled to a 30-minute meal break. Employees must be relieved of all duties during the meal break.

Compensation for the 30-minute meal break must be paid if the employee has voluntarily agreed to waive his or her meal break by (1) working through his or her meal break, or (2) agreeing to remain on premises during the meal break.

This law does not apply to: iron works, glass works, paper mills, letterpress establishments, print works, bleaching works or dyeing works. Exemptions may be granted for other continuous processes in factories, workshops or mechanical establishments, or under other special circumstances.

TRAVEL TIME

455 CMR 2.03(4)

Ordinary travel between home and work is not compensable working 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 regular work site, the employee shall be compensated for all travel time in excess of his or her ordinary travel time between home and work. An employee required or directed to travel 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 who is scheduled to work three 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 employee shall be paid for at least three hours on such day at no less than the basic minimum wage. This provision shall not apply to organizations granted status as charitable organizations under the Internal Revenue Code.

FAIR LABOR HOTLINES

Monday through Friday, 9:00 a.m. to 5:00 p.m.

Boston: (617) 727-3465

New Bedford: (508) 990-9700

Springfield: (413) 784-1240

Worcester: (508) 792-7600

Fair Labor Division • One Ashburton Place • Boston, MA 02108

(617) 727-2200 • (617) 727-4765 TTY

www.mass.gov/ago • www.laborlowdown.com • www.mass.gov/ago/youthemployment

CHILD LABOR

Employment permits are required for minors under age 18. Employment permits must be issued for and maintained at the site where the minor is working. Employment permits are issued by the superintendent of schools in the city or town where the minor attends school or lives. For information on obtaining an employment permit, please contact the Division of Occupational Safety at (617) 626-6975 and or visit www.mass.gov/dos.

14-15-Year-Old Minors

14-15-Year-Old minors may NOT be employed:

- during school hours EXCEPT as provided in approved work experience and career exploration programs;
- between 7:00 p.m. and 7:00 a.m. EXCEPT from July 1 through Labor Day, when they may work until 9:00 p.m.;
- more than 3 hours per day during school weeks, or more than 8 hours per day during weeks when school is not in session;
- more than 18 hours per week EXCEPT in approved work experience and career exploration programs, in which case, they may work 23 hours per week;
- more than 40 hours per week when school is not in session; more than 6 days per week.

**The Federal Fair Labor Standards Act, enforced by the U.S. Department of Labor, also restricts the employment of minors. This list combines the most restrictive of state and federal time and hour requirements.*

HAZARDOUS OCCUPATION RESTRICTIONS**

Minors 14-15 years of age are prohibited from certain occupations, industries, and tasks. For example, 14-15 year old minors may not work in or around manufacturing facilities or factories, mechanical establishments where machinery is used, on construction sites, in garages or tunnels. Minors 16-17 years of age are prohibited from certain occupations, industries and tasks. For example, they may not drive a motor vehicle or forklift on the job or work 30 feet or more off the ground. All minors are prohibited from working any job requiring the possession or use of a firearm.

***This is not an exhaustive list. For a complete list of prohibited occupations for minors 14-15 and 16-17 years of age, please contact the Fair Labor Division of the Attorney General's Office at (617) 727-3465 or visit www.mass.gov/ago/youthemployment, or the U.S. Department of Labor at (617) 624-6700 or visit www.dol.gov.*

SUPERVISION REQUIREMENTS

After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonably accessible to the minor, unless the minor works at a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.

OVERTIME

Employees must be paid at least one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 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 workplaces are exempt from the state overtime requirement[†], including:

- as a janitor or caretaker of residential property, who when furnished with living quarters is paid a wage of not less than \$30 per week
- as a golf caddy, newsboy or child actor or performer
- as a bona fide executive, administrator, professional person or a qualified trainee for such position earning more than \$80 per week
- as an outside salesman or outside buyer
- as a learner, apprentice or handicapped person under a special license as provided in section nine
- as a fisherman or as a person employed in the catching or taking of any kind of fish, shellfish or other aquatic forms of animal and vegetable life
- as a switchboard operator in a public telephone exchange
- as a driver or helper on a truck with respect to whom the Interstate Commerce Commission has power to establish qualifications and maximum hours of service
- by a common carrier of passengers by motor-vehicle
- in a business which is operated during a period or accumulated periods not in excess of 120 days in a year, and determined by the Director of the Department of Labor to be seasonal in nature
- as a seaman
- in a hotel, motel, motor court or like establishment
- in a gasoline station
- in a restaurant
- as a garageman, which term shall not include a parking lot attendant
- in a hospital, sanatorium, convalescent or nursing home, infirmary, rest home or charitable home for the aged
- in a nonprofit school or college
- in a summer camp operated by a nonprofit charitable corporation
- as a laborer engaged in agriculture and farming on a farm
- in an amusement park containing a permanent aggregation of amusement devices, games, shows, and other attractions operated during a period or accumulated periods not in excess of 150 days in any one year

[†]*Note that some of these occupations may not be exempt under federal law.*

EMPLOYEE'S RIGHT TO SUE

Employees have the right to bring private lawsuits against their employers on behalf of themselves and other similarly situated employees under the following wage and hour laws: M.G.L. chapter 149, sections 27, 27F, 27G, 27H, 33E, 52D, 148, 148A, 148B, 150, 150C, 152, 152A, 159C; and chapter 151, sections 1B, 19 and 20.

Employees who prevail in their lawsuits are entitled to back pay, triple damages, attorneys' fees and litigation costs.

For violations of chapter 149 and chapter 151, section 19, employees must first file a complaint with the Attorney General's Office (and wait 90 days or obtain permission from the Attorney General to proceed with a private lawsuit before the 90-day period has passed) before filing in court. Any lawsuit under these provisions must be filed in court within three years after the violation(s).

For violations of chapter 151, sections 1B and 20, employees do not need to file with Attorney General's Office, but must file in court within two years after the violation(s).

INSPECTION OF PAYROLL RECORDS

Employees have a right to inspect their own payroll records at reasonable times and places. Such records must be kept for two years and must include: a true and accurate record of the name, address and occupation of the employee, of the amount paid each pay period and of the daily and weekly hours worked by the employee.

SMALL NECESSITIES LEAVE ACT

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 of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care. Employees are eligible for the 24 hours of leave if: (1) their employer has 50 or more employees; (2) they have been employed for at least 12 months by the employer; and (3) the employee has worked for at least 1,250 hours for the employer during the previous 12-month period. For more information, visit the Attorney General's Office website at www.mass.gov/ago.

NO RETALIATION

No employee shall be penalized by an employer or in any way discriminated against because he or she has made a complaint or otherwise sought to enforce rights under the wage and hour provisions of chapters 149 and 151.

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.



June 2008

M.G.L. chapter 149, sections 56 through 105

M.G.L. chapter 151, section 1A

M.G.L. chapter 151, section 15

M.G.L. chapter 149, section 52D

M.G.L. chapter 149, section 148A

M.G.L. chapter 151, section 19

Leyes respecto a los salarios y horarios de Massachusetts

SALARIO MÍNIMO \$8.00

Vigente desde el 1 de enero de 2008
M.G.L. capítulo 151, secciones 1 y 2

La ley de salario mínimo es válida para todos los empleados, excepto para aquellos que están en rehabilitación o reciben capacitación en instituciones benéficas, educativas o religiosas; miembros de órdenes religiosas; agricultores, floricultores y horticultores; personas que brindan servicios profesionales y vendedores externos que no acuden a su oficina diariamente. Para obtener más información con respecto al salario mínimo del estado de Massachusetts, comuníquese con la División de Seguridad Ocupacional de Massachusetts llamando al teléfono (617) 626-6975 o ingresando en www.mass.gov/dos.

Los camareros, empleados de servicio y bármnes pueden recibir la tarifa de servicios de \$2.63 por hora si reciben propinas de más de \$20 por mes regularmente, y si el promedio de las propinas que reciben por hora, al sumarlo a la tarifa de servicios, es igual o superior al salario mínimo. M.G.L. capítulo 151, sección 7.

Los empleados agrícolas pueden recibir \$1.60 por hora. M.G.L. capítulo 151, sección 2A. Sin embargo, la ley federal puede tener estipulada una tarifa más alta. Para obtener más información, comuníquese con el Departamento de Trabajo de los EE.UU. llamando al tel: (617) 624-6700 o ingresando en www.dol.gov/esa/whd.

PAGO DE SALARIOS

M.G.L. capítulo 149, sección 148

El salario (el pago por el total de horas trabajadas que incluye las propinas, las vacaciones, los feriados y las comisiones estipuladas) debe pagarse dentro de los siguientes periodos:

- Si el empleado trabaja cinco o seis días de una semana natural, se le deberá pagar dentro de los seis días del final del periodo de pago durante el cual se ganó el salario;
- Si el empleado trabaja siete días de una semana natural, se le deberá pagar dentro de los siete días del final del periodo de pago durante el cual se ganó el salario;
- Si un empleado trabajó menos de cinco días (a estos empleados se los llama jornaleros), se le deberá pagar dentro de los siete días del final del periodo.

Un empleado que renuncia a su trabajo debe recibir todo lo que le corresponde el siguiente día de pago establecido. Si no hubiera un día de pago establecido, se le debe pagar antes del siguiente sábado. Un empleado que es despedido del empleo debe recibir todo lo que le corresponde el mismo día del despido.

A los empleados que cobran por hora se les debe pagar todas las semanas o cada dos semanas. Los empleadores no pueden acordar otra forma de pago con los empleados.

Los empleadores deben entregarle a cada empleado un recibo de salario que incluya el nombre del empleador, el nombre del empleado, la fecha del cheque (incluidos el día, el mes y el año), el número de horas trabajadas durante el periodo de pago, la tarifa por hora y todas las deducciones o aumentos realizados durante el periodo. Este recibo debe entregarse con cada pago del salario.

Deducciones: No deberá hacerse ninguna deducción del salario mínimo básico, excepto las exigidas o permitidas por la ley y las que figuran en el Código de Normas de Massachusetts: 455 CMR 2.04 (1)(a) y (b).

PROPINAS

M.G.L. capítulo 149, sección 152A

Está prohibido crear un fondo común con las propinas para distribuirlas a personas que no sean camareros, empleados de servicio o bármnes.

La recaudación total de una propina o tarifa por servicios reflejada en una factura debe entregarse solamente a los camareros, empleados de servicio o bármnes de manera proporcional al servicio brindado por esos empleados.

Los encargados o propietarios no pueden recibir una parte de las propinas de sus empleados bajo ninguna circunstancia.

DESCANSOS PARA COMER

M.G.L. capítulo 149, secciones 100 y 101

Los empleados que trabajan durante un periodo de más de 6 horas tienen derecho a un descanso de 30 minutos para comer. Durante el descanso para comer, los empleados deben ser liberados de toda responsabilidad.

Si un empleado decide renunciar voluntariamente al descanso de 30 minutos con el fin de (1) trabajar durante su descanso para comer o (2) quedarse en las instalaciones durante el descanso para comer, el empleador deberá pagarle una compensación.

Esta ley no es válida para: herrerías, vidrierías, fábricas de papel, establecimientos de impresión tipográfica, imprentas e industrias de decoloración o teñido. Pueden concederse exenciones para otros procesos continuos en fábricas, talleres, establecimientos mecánicos o para otras circunstancias especiales.

TIEMPO DE VIAJE

455 CMR 2.03(4)

El viaje habitual entre el hogar y el trabajo no constituye tiempo de trabajo compensable. Sin embargo, si a un empleado que trabaja regularmente en un sitio fijo se le exige, por conveniencia del empleador, presentarse en un sitio diferente al de su lugar habitual de trabajo, el empleado deberá ser compensado por todo el tiempo de viaje que exceda el tiempo de viaje habitual entre su hogar y su trabajo. Un empleado a quien se le exige u ordena que viaje de un lugar a otro después del comienzo del día de trabajo o antes del final del día de trabajo deberá ser compensado por todo el tiempo de viaje.

SALARIO POR PRESENTARSE AL TRABAJO

455 CMR 2.03(1)

Cuando un empleado que está contratado para trabajar durante tres o más horas se presenta en el trabajo a la hora establecida por el empleador y este no lo hace trabajar el número de horas acordadas, se le deberá pagar un mínimo de tres horas de trabajo ese mismo día a una tarifa no inferior al salario mínimo básico. Esta cláusula no afecta a organizaciones consideradas benéficas por el Código de Rentas Internas.

LÍNEAS DE AYUDA PARA EL TRABAJO JUSTO

De lunes a viernes de 9:00 a 5:00 p.m.

Boston: (617) 727-3465
New Bedford: (508) 990-9700
Springfield: (413) 784-1240
Worcester: (508) 792-7600

Fair Labor Division (*División de Trabajo Justo*) • One Ashburton Place • Boston, MA 02108
(617) 727-2200 • (617) 727-4765 TTY

www.mass.gov/ago • www.laborlowdown.com • www.mass.gov/ago/youthemployment 

Oficina de la Fiscal General de Massachusetts

Martha Coakley



Junio de 2008

M.G.L. capítulo 149, secciones 56 a 105

Los menores de 18 años deben conseguir un permiso de empleo. Los permisos de empleo deben emitirse para el lugar donde trabaja el menor y deben guardarse allí. Los permisos de empleo son emitidos por el director de escuelas de la ciudad o pueblo donde el menor vive o asiste a la escuela. Para obtener información sobre cómo conseguir un permiso de empleo, comuníquese con la División de Seguridad Ocupacional llamando al teléfono (617) 626-6975 o ingresando en www.mass.gov/dos.

RESTRICCIONES DE TIEMPO Y HORARIOS*

Menores de 14 y 15 años

Los menores de 14 y 15 años NO PUEDEN trabajar:

- durante las horas de clase EXCEPTO en trabajos pertenecientes a programas aprobados para adquirir experiencia laboral y orientación vocacional;
- entre las 7:00 p.m. y las 7:00 a.m. EXCEPTO desde el 1 de julio hasta el día del trabajo (Labor Day), cuando pueden trabajar hasta las 9:00 p.m.;
- más de 3 horas por día durante las semanas en las que hay clases ni más de 8 horas por día durante las semanas en las que no hay clases;
- más de 18 horas por semana EXCEPTO en trabajos pertenecientes a programas aprobados para adquirir experiencia laboral y orientación vocacional, en cuyo caso pueden trabajar 23 horas por semana;
- más de 40 horas por semana cuando no hay clases ni más de 6 días por semana.

**La “Ley Federal sobre el Trabajo Justo” (Federal Fair Labor Standards Act) impuesta por el Departamento de Trabajo de EE.UU. también restringe el empleo de menores. En esta lista se agrupan las normas más restrictivas a nivel estatal y federal con respecto al tiempo y los horarios de trabajo.*

RESTRICCIONES RELATIVAS A OCUPACIONES PELIGROSAS**

Se les prohíben ciertas ocupaciones, industrias y tareas a los menores 14-15 años. Por ejemplo, los menores de 14 y 15 años no pueden trabajar en plantas de manufactura o fábricas ni en sus cercanías, tampoco en establecimientos mecánicos donde se usan maquinarias, ni en construcciones, talleres mecánicos y túneles. Los menores de 16 y 17 años tienen prohibido trabajar en ciertas ocupaciones, industrias y tareas. Por ejemplo, no pueden conducir un vehículo ni una carretilla elevadora en el trabajo ni trabajar a 30 pies o más del suelo. Todos los menores tienen prohibido realizar cualquier trabajo para el cual sea necesario portar o usar un arma de fuego.

***La anterior no es una lista completa. Para encontrar una lista completa de las ocupaciones prohibidas para menores de 14 y 15 años y para menores de 16 y 17 años, comuníquese con la División para el Trabajo Justo de la Oficina de la Procuradora General llamando al teléfono: (617) 727-3465 o ingresando en www.mass.gov/ago/youthemployment, o con el Departamento de Trabajo de EE.UU. llamando al teléfono: (617) 624-6700 o ingresando en www.dol.gov.*

OBLIGACIÓN DE BRINDAR SUPERVISIÓN

Después de las 8:00 p.m., todos los menores deben recibir la supervisión inmediata y directa de un supervisor adulto que se encuentre en el lugar de trabajo y razonablemente cerca del menor, salvo que el menor trabaje en un quiosco, carrito o puesto en el área común de un centro comercial cerrado que tenga seguridad desde las 8:00 p.m. hasta que se cierra al público.

TIEMPO EXTRA

Los empleados que trabajen más de 40 horas por semana deben recibir por lo menos una vez y media su tarifa normal por cada hora extra trabajada. La tarifa de horas extra para los empleados que cobran tarifa de servicios debe calcularse basándose en el salario mínimo básico. Para ciertas categorías de empleos y lugares de trabajo el estado no exige el pago de horas extra. Por ejemplo, en el caso de la persona que trabaja:

- como portero o encargado de una propiedad residencial, quien al habérsele facilitado una vivienda cobra un salario no inferior a \$30 por semana
- como caddie de golf, repartidor de periódicos o niño actor o artista
- como ejecutivo, administrador o persona profesional de buena fe o como aprendiz cualificado para tal puesto que gana más de \$80 por semana.
- como vendedor externo o comprador externo
- como aprendiz o persona discapacitada con un permiso especial como lo establece el sección 9
- como pescador o persona empleada en la pesca de cualquier tipo de pescado, mariscos u otras formas acuáticas de vida animal y vegetal
- como teleoperador en una centralita telefónica
- como conductor o ayudante en un camión, con respecto a quien la Comisión de Comercio Interestatal tiene la facultad de establecer restricciones y un máximo de horas de servicio
- como transportista común de pasajeros en un vehículo motorizado

**Es posible que para algunas de estas ocupaciones se exija el pago de horas extra en las leyes federales.*

- en un negocio que funciona durante un periodo o periodos acumulados que no superan los 120 días anuales y que ha sido denominado “temporal” por el Director del Departamento de Trabajo
- como marinero
- en un hotel, hotel de carretera, motel u otro establecimiento de esta índole
- en una gasolinera
- en un restaurante
- como mecánico
- en un hospital, sanatorio, casa de reposo, asilo de ancianos u hogar benéfico de ancianos
- en una escuela o universidad sin fines de lucro
- en un campamento de verano organizado por una sociedad benéfica sin fines de lucro
- como peón dedicado a la agricultura y ganadería en un campo
- en un parque de diversiones que cuenta con una suma permanente de aparatos para diversión, juegos, espectáculos y otras atracciones, y que funciona durante un periodo o periodos acumulados que no superan los 150 días anuales

DERECHO DEL EMPLEADO A INICIAR ACCIONES LEGALES

Los empleados tienen derecho a interponer una demanda contra sus empleadores en nombre suyo y de otros empleados que se encuentren en situaciones similares según las siguientes leyes de salarios y horas laborales. M.G.L. Capítulo 149, secciones 27, 27F, 27G, 27H, 33E, 52D, 148, 148A, 148B, 150, 150C, 152, 152A, 159C; y Capítulo 151, secciones 1B, 19 y 20.

Los empleados que ganen sus juicios tienen derecho a recibir pago retroactivo, triple indemnización por daños y perjuicios, honorarios de los abogados y gastos de litigio.

En el caso de violaciones del capítulo 149 y del capítulo 151, sección 19, los empleados deben primero presentar una demanda ante la Oficina de la Fiscal General (y esperar 90 días u obtener una autorización de la Fiscal General para continuar con un juicio privado antes de que haya transcurrido el lapso de 90 días) antes de presentarse en tribunales. Todo juicio que se inicie en relación con estas cláusulas debe llevarse a tribunales antes de transcurridos los tres años de la violación legal.

En el caso de violaciones del capítulo 151, secciones 1B y 20, los empleados no necesitan presentar la demanda ante la Oficina de la Fiscal General, sino que deben presentarla en el tribunal antes de transcurridos los dos años de la violación legal.

INSPECCIÓN DE REGISTROS DE PAGO

Los empleados tienen derecho a inspeccionar sus registros de pago en horarios y lugares razonables. Dichos registros deben conservarse durante dos años e incluir: un registro verdadero y exacto del nombre, la dirección y la ocupación del empleado, la cantidad pagada y las horas diarias y semanales trabajadas.

LEY DE PERMISO PARA PEQUEÑAS NECESIDADES

Ciertos empleados tienen permitido retirarse del trabajo por un total de 24 horas sin goce de salario durante cualquier periodo de 12 meses a fin de: (1) participar en actividades escolares relacionadas con el progreso educativo de un hijo o hija del empleado, (2) acompañar al hijo o hija del empleado a consultas médicas u odontológicas de rutina, (3) acompañar a un pariente anciano del empleado a consultas médicas u odontológicas de rutina o a consultas de otros servicios profesionales relacionados con el cuidado del anciano. Los empleados tienen derecho a retirarse durante dichas 24 horas si: (1) su empleador tiene 50 empleados o más; (2) han estado empleados durante por lo menos 12 meses por el empleador, y (3) el empleado ha trabajado durante por lo menos 1250 horas para el empleador en el periodo anterior de 12 meses. Para obtener más información, ingrese en el sitio web de la Oficina de la Fiscal General: www.mass.gov/ago.

PROHIBICIÓN DE TOMAR REPRESALIAS

Ningún empleador deberá sancionar a un empleado ni discriminarlo de ninguna forma por haber iniciado una demanda o haber exigido de alguna otra forma que se respeten los derechos establecidos en las cláusulas relativas a los salarios y horas laborales de los capítulos 149 y 151.

LETRERO PARA EL LUGAR DE TRABAJO: Este letrero para el lugar de trabajo se emite de acuerdo con las cláusulas de las Leyes Generales de Massachusetts M.G.L. capítulo 151, sección 16 y el Código de Normas de Massachusetts 455 CMR 2.06(1) donde se exige a los empleadores que lo expongan en un sitio visible.

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**