



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

MANCON Employees,

Included in this packet is the following information:

1. Child Labor Laws (English and Spanish)
2. Discrimination Notice (English and Spanish)
3. Equal Pay Law (English and Spanish)
4. Minimum Wage
5. No Smoking Sign (English and Spanish)
6. Unemployment Compensation Notice (English and Spanish)
7. Workers Compensation Notice
8. Right to Know

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

ABSTRACT OF THE CHILD LABOR LAW

This summary is for general information and is not to be considered in the same light as official statements contained in the Law or its regulations.

MINIMUM AGE: Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. No minor under 14 years of age may be employed on a farm by a person other than the farmer. Under certain restrictions, caddies may be employed at the age of 12, news carriers at 11 years of age, and juvenile performers in the entertainment field at the age of 7. Minors and infants may be in the cast of a motion picture if special permit is obtained.

EMPLOYMENT CERTIFICATES: No person under the age of 18* shall be employed without a general or vacation employment certificate. The employment certificates are issued by school authorities and, except for the transferable work permit, must be kept on file.

Special performance permits are required for minors in theatrical and other performances at ages and hours permitted by Law. Applications may be obtained from the offices listed on the reverse side of this abstract.

A transferable work permit may be issued to 16 and 17 year olds. Obtain these through your local school district. A minor issued a transferable work permit is not required to obtain a new permit or certificate each time he/she changes employers; however, the employer is required to notify the issuing school district in writing within five days when a minor begins or terminates employment. Additionally, the employer must keep detailed records of the minors at the work site. A photocopy of the transferable work permit may be used as a record, provided that the employer records the occupation in which the minor is engaged on such photocopy.

RECORD KEEPING: Employers are required to maintain true and accurate schedules for each minor employed.

HOURS OF EMPLOYMENT — AGES 14 & 15

HOURS OF EMPLOYMENT

During School Term: Maximum 4 hours on school days, 8 hours on any other day, and 18 hours per school week (Monday thru Friday), and only at a time that does not interfere with school attendance. Plus 8 additional hours on Saturday and/or Sunday.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

NIGHT WORK

Employment prohibited after 7 p.m. and before 7 a.m. (Exception: Summer Vacation employment until 10 p.m.) (Exception: Minors from age 11 may be employed at distributing or selling newspapers, magazines or other publications between 6 a.m. and 8 p.m.) (Exception: Minors employed on a farm by a person other than the farmer in the hatching, raising, or harvesting of poultry may be employed or permitted to work until 10 p.m. as long as the minors are not working in an agricultural occupation declared hazardous by the U.S. Secretary of Labor.)

HOURS OF EMPLOYMENT — AGES 16 & 17*

HOURS OF EMPLOYMENT

During School Term: Maximum 28 hours per school week (Monday thru Friday) if enrolled in regular day school. Plus 8 additional hours on Saturday and 8 additional hours on Sunday. However, maximum daily hours cannot exceed 8 hours per day.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

NIGHT WORK

During School Term: Students may not work after midnight (Sunday thru Thursday) or before 6 a.m. during the entire week. (Exception: Students may work the night preceding a school holiday occurring during the school year until 1 a.m. the next morning.) Students may work Friday night until 1 a.m. Saturday morning, and on Saturday night until 1 a.m. Sunday morning.

During Summer Vacations: No night work limit for students. No night work limit at any time for minors legally excused from school attendance.

***EXCEPTION:** A) 17 year olds, who have graduated from high school or who have attained their academic potential as determined by the chief school administrator, may be treated for purposes of the Child Labor Law as 18 years of age.
B) Special rules apply to 16 and 17 year olds employed during the summer by a summer resident camp or a conference or a retreat operated by a religious or scout organization.

AT ANY TIME: MAXIMUM EMPLOYMENT 6 DAYS PER WEEK, 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE 5 CONSECUTIVE HOURS OF WORK.

PENALTY: Any person, agent or manager for any person violating or permitting any violation of the Child Labor Law shall, upon conviction, be subject to a fine of not less than \$200 nor more than \$400 for the first offense and not less than \$750 nor more than \$1500 for any subsequent offense or imprisonment for 10 days, or both.

Under the PA Workers' Compensation Law, fifty percent additional compensation shall be paid to any minor injured while illegally employed, all of which shall be paid by the employer.

OCCUPATIONS PROHIBITED

NOTE THE FOLLOWING:

Motor Vehicle Code: Minors 16 and over after July 1, 1977 are permitted to operate a single vehicle not in excess of 30,000 pounds registered gross weight or any such vehicle towing a trailer not in excess of 10,000 pounds gross weight.

Sec. 493(13) Liquor Code: Minors under 16 may not be employed by, or in connection with, any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold or dispensed, provided that minors from age 16 may be employed on licensed premises as food waitresses or waiters and busboys/girls.

At age 18, such persons may serve and handle alcoholic liquors where sold or dispensed.

PROHIBITED OCCUPATIONS FOR MINORS

UNDER 18

BOATS: Pilot, fireman or engineer on any boat or vessel.

BRICKS: Working on horizontal or vertical pug mills.

CRANE OPERATORS: Cranes and hoists.

ELECTRICAL WORK: All electrical wiring*. Installing, removing and testing electric meters*.

ELEVATORS: Operators or managers of passenger or freight elevators. Hoisting or lifting machinery.

EXCAVATING: Within tunnels or shafts and trenches more than four feet in depth*.

EXPLOSIVES: Where explosives are manufactured, handled or stored.

MACHINERY: Cleaning or oiling machinery in motion. Operating or assisting in the operation of the following: Emery wheels**, metal plate bending machine*, mixing machine in bakeries*, punch press**, wire-stitching machines*, woodworking machinery (power driven)*.

MEAT GRINDERS: Operation of power driven food chopping, meat grinding, slicing or processing machines*.

METAL INDUSTRIES: Work in rolling mills*, handling bull ladles and around furnaces.

MINES: Dangerous occupations in or around any mine.

MOTION PICTURES: Projectionist.

PAINT, ACIDS, AND POISONS: In any capacity in the manufacture of paint, color or white-lead, poisonous dyes, or compositions using dangerous lead or acids.

PITS AND QUARRIES: Most occupations.

POOL AND BILLIARD ROOMS: Any occupation.

PRINTING INDUSTRY: Operate power driven paper cutters or circular saws*.

RADIOACTIVE SUBSTANCES: In all occupations involving exposure to radioactive substances***, or ionizing radiation***.

RAILROADS AND RAILWAYS: Section hand, track repairing, gate-tending, switch-tending, brakeman, fireman, engineer, motor-man, or conductor.

ROOFING: All occupations*.

RIVETS: Heating and passing rivets, except under special conditions.

SPRAY COATING: Spray coating with substances containing lead, benzol or ground siliceous material*.

SLAUGHTERING AND MEAT PACKING: Most occupations.

TANNERIES: Tanning process.

WELDING: Acetylene or electric welding*.

WRECKING AND DEMOLITION: All occupations.

* EXCEPT APPRENTICES, STUDENT LEARNERS, AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

** EXCEPT APPRENTICES, STUDENT LEARNERS, LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

*** EXCEPT LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

UNDER 16

BOATS: Working on any boat engaged in transportation of passengers or merchandise.

BOWLING CENTERS: In any capacity except snack bar attendants, control desk clerks, and scorer attendants.

BUILDING TRADES: Heavy work.

COAL DREDGES: Any work on coal dredges.

HEATING AND PASSING RIVETS: In any capacity.

HIGHWAYS: Sections of the highways that are open to the public for vehicular travel.

INDUSTRIAL HOMEWORK: May not manufacture at home any materials or articles under a contract from a manufacturer or contractor.

MANUFACTURING: Any manufacturing or mechanical process.

MINES: In any capacity.

POOL AND BILLIARD ROOMS: In any capacity.

RAILROADS: In any capacity.

SCAFFOLDING: On scaffolding and ladders.

STRIKES OR LOCKOUTS: Unless legally certified to work before strike or lockout.

TUNNELS: In any capacity.

WINDOW CLEANERS: Above ground level.

Address inquiries, complaints or requests for additional copies of this poster to one of the offices of the Pennsylvania Bureau of Labor Law Compliance:

ALTOONA 16601-3486
1130 12TH AVENUE
SUITE 200, 2ND FLOOR
TELEPHONE: 814-940-6224 or
1-877-792-8198

HARRISBURG 17121-0750
651 BOAS STREET
ROOM 1301
TELEPHONE: 717-787-4671 or
1-800-932-0665

PHILADELPHIA 19130-4064
1103 STATE OFFICE BUILDING
1400 SPRING GARDEN STREET
TELEPHONE: 215-560-1858 or
1-877-817-9497

PITTSBURGH 15222-1210
1201 STATE OFFICE BUILDING
300 LIBERTY AVENUE
TELEPHONE: 412-565-5300 or
1-877-504-8354

SCRANTON 18503-1923
201B STATE OFFICE BUILDING
100 LACKAWANNA AVENUE
TELEPHONE: 570-963-4577 or
1-877-214-3962

RESUMEN DE LA LEY DE TRABAJO INFANTIL

DEBERÁ SER COLOCADO EN UN LUGAR CLARAMENTE VISIBLE DONDE ESTÉ EMPLEADA TODA PERSONA MENOR DE 18 AÑOS

El objetivo de este resumen es brindar información general y no debe interpretarse que tiene la misma jerarquía que las declaraciones oficiales incluidas en la ley o en sus reglamentaciones.

EDAD MÍNIMA: No se podrá emplear a menores de 14 años de edad o permitírseles trabajar en ninguna ocupación, excepto a los niños empleados en granjas o en el servicio doméstico de casas privadas. Ningún menor de 14 años puede ser empleado en una granja por una persona que no sea el granjero. Sujeto a ciertas restricciones, los caddies pueden ser empleados a los 12 años de edad, los repartidores de diarios a los 11, y los intérpretes juveniles del mundo del espectáculo, a los 7. Los menores y niños pueden formar parte del elenco de una película cinematográfica si se obtiene un permiso especial.

CERTIFICADOS DE EMPLEO: Ninguna persona menor de 18 años* será empleada sin un certificado de empleo general o vacacional. Los certificados de empleo son emitidos por las autoridades escolares y, excepto que el permiso de trabajo sea transferible, deberán conservarse en un archivo.

Se requieren permisos especiales de actuación para los menores que participen en obras de teatro u otro tipo de funciones dentro de las edades y horarios permitidos por la ley. Las solicitudes se pueden obtener en las oficinas enumeradas al dorso de este resumen.

El permiso de trabajo transferible puede emitirse a los menores de 16 y 17 años. Se obtienen en su distrito escolar local. Un/una menor para quien se ha emitido un permiso de trabajo transferible no necesita obtener un nuevo permiso o certificado cada vez que cambie de empleo; no obstante, el empleador deberá notificarlo al distrito escolar emisor, por escrito, dentro de un período de cinco días posteriores al comienzo o finalización del empleo del menor. Además, el empleador deberá mantener registros detallados de los menores en el lugar de trabajo. Se permite usar como registro una fotocopia del permiso de trabajo transferible, siempre y cuando el empleador registre en dicha fotocopia la ocupación a la cual el menor está asignado.

CONSERVACIÓN DE REGISTROS: Los empleadores deberán mantener los horarios verdaderos y precisos de cada menor empleado.

HORAS DE EMPLEO – 14 Y 15 AÑOS DE EDAD

HORAS DE EMPLEO

Durante el período escolar: Se permite un máximo de 4 horas en días escolares, 8 horas en cualquier otro día, y 18 horas por semana escolar (lunes a viernes), solo en un horario que no interfiera con la asistencia escolar. Además, 8 horas adicionales los sábados y/o domingos.

Durante las vacaciones de verano: Se permite un máximo de 8 horas diarias, 44 horas semanales.

TRABAJO NOCTURNO

Se prohíbe el empleo después de las 7 p.m. y antes de las 7 a.m. (Excepción: el empleo durante las vacaciones de verano hasta las 10 p.m.) (Excepción: los menores desde 11 años podrán ser empleados para distribución o venta de periódicos, revistas u otras publicaciones entre las 6 a.m. y las 8 p.m.) (Excepción: los menores empleados en una granja por otra persona que no fuere el granjero, para la incubación de huevos, cría o explotación de aves de corral, pueden estar empleados o autorizados para trabajar hasta las 10 p.m., siempre que no estén trabajando en una ocupación agrícola declarada como peligrosa por la Secretaría de Trabajo de los EE. UU.).

HORAS DE EMPLEO – 16 Y 17 AÑOS DE EDAD*

HORAS DE EMPLEO

Durante el período escolar: Se permite un máximo de 28 horas por semana escolar (lunes a viernes) si están inscriptos en una escuela diurna normal. Más 8 horas adicionales los sábados y 8 horas adicionales los domingos. No obstante, el máximo de horas diarias no puede superar 8 horas.

Durante las vacaciones de verano: Se permite un máximo de 8 horas diarias, 44 horas semanales.

TRABAJO NOCTURNO

Durante el período escolar: Los estudiantes no pueden trabajar después de la medianoche (domingos a jueves) o antes de las 6 a.m. en toda la semana. (Excepción: los estudiantes pueden trabajar en la noche previa a un feriado escolar, dentro del año escolar, hasta la 1 a.m. de la mañana siguiente.

Los estudiantes pueden trabajar los viernes por la noche hasta la 1 a.m. del sábado a la mañana y los sábados por la noche hasta la 1 a.m. del domingo a la mañana.

Durante las vacaciones de verano: No hay límite de trabajo nocturno para los estudiantes. No existe límite de trabajo nocturno, en ningún momento, para los menores legalmente eximidos de asistencia escolar.

- *EXCEPCIÓN:**
- A) Los jóvenes de 17 años de edad graduados de la escuela secundaria, o que hayan logrado su potencial académico según lo estipulado por el director de la escuela, pueden ser tratados, a los efectos de las resoluciones de la Ley de Trabajo Infantil, como personas de 18 años.
 - B) Se aplican normas especiales para jóvenes de 16 y 17 años empleados durante el verano por una colonia de alojamiento de verano, o una conferencia, o un retiro dirigido por una organización religiosa o de exploradores (scouts).

EN CUALQUIER MOMENTO: SE PERMITE UN EMPLEO MÁXIMO DE 6 DÍAS POR SEMANA, REQUIRIÉNDOSE UN LAPSO DE 30 MINUTOS PARA COMIDAS DURANTE O ANTES DE LAS 5 HORAS CONSECUTIVAS DE TRABAJO.

SANCIÓN: Toda persona, agente o gerente de otra persona, que viole o permita la violación de la Ley de Trabajo Infantil estará sujeta, en caso de condena, a una multa no menor a \$200 y no mayor a \$400 por la primera infracción, y no menor a \$750 y no mayor a \$1500 por las siguientes infracciones, o el arresto de 10 días, o ambos.

En virtud de la Ley de Compensación de los Trabajadores de Pensilvania, se pagará la compensación adicional del cincuenta por ciento al menor damnificado mientras esté empleado de manera ilegal, todo lo cual deberá ser abonado íntegramente por el empleador.

OCUPACIONES PROHIBIDAS

OBSÉRVESE LO SIGUIENTE:

Código sobre Vehículos
Automotores:

A partir del 1º de julio de 1977, los menores, de 16 años o mayores, tienen permitido conducir un solo vehículo que no exceda el peso bruto registrado de 30.000 libras, o cualquier otro vehículo similar que lleve un remolque que no exceda el peso bruto de 10.000 libras.

Código sobre Bebidas
Alcohólicas Sec. 493(13):

Los menores de 16 años no pueden ser empleados por ningún establecimiento donde se destilen, rectifiquen, combinen, elaboren, fabriquen, envasen, vendan o distribuyan bebidas alcohólicas, o trabajar en actividades relacionadas con lo anterior, siempre que dichos menores a partir de los 16 años puedan ser empleados en establecimientos autorizados, como camareros o camareras de alimentos y ayudantes de camareros/as.

A la edad de 18 años, esas personas pueden servir y manipular bebidas alcohólicas en sus locales de venta o distribución.

OCUPACIONES PROHIBIDAS PARA MENORES

MENORES DE 18 AÑOS

BARCOS: Piloto, fogonero o maquinista de cualquier embarcación.

LADRILLOS: Trabajos en amasaderos verticales u horizontales.

OPERADORES DE GRÚAS: Grúas y montacargas.

TRABAJOS EN ELECTRICIDAD: Todo tipo de cableado eléctrico*. Instalación, retiro y prueba de medidores eléctricos*.

ASCENSORES: Operadores o encargados de pasajeros o de ascensores de carga, o de cargar o subir maquinaria.

EXCAVACIONES: Dentro de túneles o pozos y zanjas superiores a los cuatro pies de profundidad*.

EXPLOSIVOS: Donde se fabriquen, manipulen o almacenen explosivos.

MAQUINARIA: Limpiar o lubricar maquinaria en movimiento. Operar o asistir en la operación de las siguientes maquinarias: piedras de esmeril**, máquinas dobladoras de placas metálicas*, máquinas mezcladoras en panaderías*, troqueles cortantes**, máquinas de coser con alambre*, máquinas para carpintería (eléctricas)*.

PICADORAS DE CARNE: Manejar máquinas trituradoras de alimentos eléctricas, picadoras, rebanadoras o procesadoras de carne*.

INDUSTRIAS METALÚRGICAS: Trabajar en fábricas laminadoras*, manipulando cucharas de grúa y en sectores cercanos a hornos.

MINAS: Empleos peligrosos en cualquier mina o cerca de ella.

PELÍCULAS: Operador de cine.

PINTURAS, ÁCIDOS Y VENENOS: En cualquier puesto en la fabricación de pintura, plomo blanco o de color, tinturas tóxicas, o compuestos que contengan plomo peligroso o ácidos.

FOSAS Y CANTERAS: La mayoría de las ocupaciones.

SALAS DE BILLAR: Todas las ocupaciones.

INDUSTRIAS GRÁFICAS: Manejar guillotinas o sierras circulares eléctricas*.

SUSTANCIAS RADIOACTIVAS: En toda ocupación que incluya la exposición a sustancias radioactivas ***, o a radiación ionizante***.

FERROCARRILES: Trabajar asignado a una sección de las vías, reparación de las vías, servicio de barrera, servicio de cambio de vías, guardafrenos, fogonero, maquinista, motorista, o conductor.

TECHADO: Todas las ocupaciones*.

REMACHES: Calentar y pasar remaches, excepto bajo condiciones especiales.

REVESTIMIENTO POR ASPERSIÓN: El revestimiento por aspersión con sustancias que contienen plomo, benzol o material silíceo molido.

MATANZA Y EMPAQUETADO DE CARNE: La mayoría de las ocupaciones.

CURTIEMBRES: Proceso de curtido.

SOLDADURA: Soldadura eléctrica o con acetileno*.

HUNDIMIENTOS Y DEMOLICIONES: Todas las ocupaciones.

* EXCEPTO APRENDICES, ESTUDIANTES QUE TRABAJAN Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL.

** EXCEPTO APRENDICES, ESTUDIANTES QUE TRABAJAN, ESTUDIANTES AUXILIARES DE LABORATORIO Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL QUE LOS PREPARA PARA EL EMPLEO EN LA OCUPACIÓN ESPECÍFICA.

*** EXCEPTO ESTUDIANTES AUXILIARES DE LABORATORIO Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL QUE LOS PREPARA PARA EL EMPLEO EN LA OCUPACIÓN ESPECÍFICA.

MENORES DE 16 AÑOS

BARCOS: Trabajar en un barco que transporte pasajeros o mercadería.

CENTROS DE BOLOS: En ningún puesto, excepto camareros de la cafetería, empleados de la mesa de control y encargados del marcador.

NEGOCIOS DE LA CONSTRUCCIÓN: Trabajo pesado.

DRAGADOS DE CARBÓN: Cualquier trabajo en dragados de carbón.

CALENTAMIENTO Y PASADO DE REMACHES: En ningún puesto.

AUTOPISTAS: Secciones de las autopistas que abiertas al público para circulación vehicular.

TAREAS INDUSTRIALES EN EL HOGAR: Fabricar en sus casas todo material o artículo bajo un contrato con un fabricante o contratista.

FABRICACIÓN: Cualquier proceso mecánico o de fabricación.

MINAS: En ningún puesto.

SALAS DE BILLAR: En ningún puesto.

FERROCARRILES: En ningún puesto.

ANDAMIAJE: Sobre andamios y escaleras.

HUELGAS: A menos que antes de la huelga o paro se encontrase legalmente certificado para trabajar.

TÚNELES: En ningún puesto.

LIMPIADORES DE VENTANA: Sólo permitido a nivel del piso, no más arriba.



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES

It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to:

1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred for employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs.

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT

Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE

Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Central Office: 301 Chestnut Street, Suite 300 · P.O. Box 3145 · Harrisburg, PA 17105-3145
(717) 787-4410 (VOICE) · (717) 787-4087 (TT) or visit us at www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Pittsburgh
11th Floor
State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
(412) 565-5395 (VOICE)
(412) 565-5711 (TT)

Harrisburg
Riverfront Office Center
1101-1125 S Front Street
5th Floor
Harrisburg, PA 17104-2515
(717) 787-9784 (VOICE)
(717) 787-7279 (TT)

Philadelphia
110 North 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496 (VOICE)
(215) 560-3599 (TT)



ESTADO DE PENNSYLVANIA COMISION DE RELACIONES HUMANAS

ACTA DE RELACIONES HUMANAS DE PENNSYLVANIA (ENMENDADA EL 27 DE OCTUBRE DE 1955, P.L. 744)

PROPOSITO DE LA LEY

El propósito de la ley empleo del Acta de Relaciones Humanas de Pennsylvania es el evita y eliminar las prácticas de empleo que discriminen por razones de raza, color, religion, familia, edad (40 en adelante), sexo o nacionalidad e incapacidad que no tiene relación con un individuo incapacitado o liceado, posesión de un diploma obtenido basado en el poder pasar un examen de conocimiento de educacion en general, o aceptar o rehusar participar en el aborto o esterilización.

PRACTICAS ILEGALES DE DISCRIMINACION

Es ilegal por las bases citadas arriba-para un patrono, sindicato, o agencia de empleo el:

1. Negar a un individuo igual oportunidad para obtener empleo, para ser ascendido, o para recibir todos los derechos de compensación, permanencia y otras condiciones y privilegios de empleo.
2. Negar derechos y privilegios para ser miembro de cualquier organización obrera.
3. negar a cualquier persona igual oportunidad para conseguir otros empleos.
4. Negarse a contratar o discriminar en el hacer contrato con cualquier contratista independiente que tenga una licencia del Departmetpo de Asuntos Profesionales y Educacionales.

También es ilegal para cualquier persona, patrono, sindicato o agencia de empleo que se oponga a un individuo porque el individuo h sometido una queja con la Comisión, o por otra parte en cualquier proceder en la Comisión, o por cualquier persona que necesita ayuda con practicas ilegales de discriminación bajo el Acta de relaciones Humanas.

QUIENES ESTAN SUJETOS A ESTA LEY

Esta ley es aplicable a: (1) Patrono que emplee cuatro a más personas, incluyendo agencias del Estado o del gobierno local, (2) Organizaciones obreas, y (3) Agencias de empleo.

QUIENES PUEDEN PRESENTAR QUEJAS

Quejas pueden ser presentadas hasta 180 días después de haberse cometido el acto de discriminación por lo siguiente: (1) Cualquier persona que crea haber sido víctima de discriminación. (2) Laq Comisión de Relaciones Humanas de Pennsylvania. (3) El Fiscal o Procurador General de pennsylvania, o (4) Cualquier patrono cuyos empleados obstaculizen el cumplimiento de esta ley.

QUINES NO ESTAN SUJETOS A ESTA LEY

Esta ley no es aplicable a (1) Personas empleadas en la agricultura o el servicio doméstico. (2) Cualquier individuo que, como parte de su empleo, habite en la residencia del patrono, y (3) Cualquier persona que estuviera empleada por sus padres, esposo, esposa, hijo o hija.

QUIENES DEBEN EXHIBIR ESTE AVISO

Todos los patronos, organizaciones obreas y agencias de empleo sujetos a esta ley, estan obligados a exhibir este aviso. Este aviso debe ser exhibido en un lugar de facil acceso, con buena iluminación, y al cual van con frecuencia solicitantes de empleo, empleados o miembros.

AVISO: Remover, dañar, cubrir o destruir este aviso es una violación del Código Criminal de Pennsylvania y está sujeto a una multa o encarcelamiento.

Para obtener más información, escriba, llame por teléfono, o visite a La Comisión de Relaciones Humanas de Pennsylvania:
Oficina Central: Pennsylvania Place • 301 Chestnut Street, Suite 300 • Harrisburg, PA 17101-2702
Teléfono: (717) 787-4410 • (Voz) • (717) 783-9308 (TT) • (717) 787-4087 (TT) or visit us at www.phrc.state.pa.us

Para iniciar una querella, llame o visite la Oficina Regional más próxima a usted:

Pittsburgh
11th Floor State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
(412) 565-5395 (VOICE)
(412) 565-5711 (TT)

Harrisburg
Riverfront Office Center
1101-1125 South Front Street 5th Floor
Harrisburg, PA 17104-2515
(717) 787-9784 (VOICE)
(717) 787-7279 (TT)

Philadelphia
711 State Office Building
Broad and Spring Garden Streets
Philadelphia, PA 19130-4088
(215) 560-2496 (VOICE)
(215) 560-3599 (TT)



Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex Prohibited:

Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under **equal** conditions on jobs which require **equal** skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration:

Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination:

Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for

collection. Limits the period for such action to **two** years from the date upon which the violation occurs.

Records Required:

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law.

Penalties:

Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF LABOR LAW COMPLIANCE

RESUMEN DE LA LEY DE IGUALDAD SALARIAL

Deberá ser colocado en un lugar claramente visible en cada comercio de Pensilvania, que se rija por la Ley de Igualdad Salarial

Se prohíbe la discriminación basada en el sexo:

Prohíbe la discriminación por parte de todo empleador entre sus empleados, en todo lugar de trabajo, sobre la base del sexo, mediante el pago de salarios en un porcentaje menor al pagado a los empleados del sexo opuesto para trabajos en **iguales** condiciones y que requieren **iguales** habilidades. Establece que la variación en el pago de los salarios no está prohibida cuando se basa en un sistema de aumentos por mérito, capacitación o antigüedad que no discrimina sobre la base del sexo.

Administración:

Faculta a la Secretaría de Trabajo e Industria a administrar las cláusulas de la ley y a emitir leyes y reglamentaciones que harán efectivas las cláusulas de la ley.

Cobro de salarios impagos en caso de discriminación:

Establece el cobro de salarios adeudados impagos en el marco de la ley y, además, un monto igual por perjuicios liquidados y costos y honorarios razonables del abogado. Autoriza a la Secretaría de Trabajo e Industria, y a pedido del empleado, a hacerse cargo del cobro del reclamo

salarial. Para este reclamo establece un límite de **dos** años a partir de la fecha en que se produjo la violación de la ley.

Registros requeridos:

Obliga al empleador a mantener los registros de salarios, tarifas salariales, clasificaciones de puestos y otros términos y condiciones laborales de las personas empleadas. Obliga a los empleadores a publicar un resumen de la ley.

SANCIONES:

Se aplicará una multa no menor que \$50 y no mayor que \$200, o arresto no menor que 30 días y no mayor que 60 días, en los siguientes casos:

- (1) el empleador que intencional y deliberadamente viola las cláusulas de la ley, o despidе, o por el contrario discrimina a un empleado que presenta un reclamo, entabla, o atestigua en procedimientos legales en el marco de esta ley; y
- (2) el empleador que no cumple con la conservación de los registros, adultera esos registros, entorpece, demora o de algún otro modo interfiere con la Secretaría o su representante autorizado, en el desarrollo de sus obligaciones de hacer cumplir la ley. Cada día que continúa una violación constituye una infracción aparte.

Encuentre más información en línea

Podrá obtener información adicional sobre la Ley de Igualdad Salarial disponible en línea en: www.dli.state.pa.us, haga clic en "Labor Law Compliance" (Cumplimiento de la Ley de Trabajo) en Quick Links (enlaces directos).

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad*

Minimum Wage Law Summary

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Minimum Wage Act

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate:

Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described).

Minimum Wage Rate:

\$7.25 per hour
Effective
July 24, 2009
(Except as Described)

Tipped Employees:

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$30.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

Keeping Records:

Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry.

Penalties:

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

Exemptions:

Overtime applies to certain employment classifications. (see pages 2 and 3)

Special Allowances For:

Students, learners and people with disabilities, upon application only.

Exemptions from Both Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide executive, administrative or professional capacity, (including academic administrative personnel or teacher in public schools) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance of executive, professional or administrative activities, if less than 40% of the employee's hours worked in the workweek are devoted to such activities.
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with handicapped or exceptional children or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33⅓% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level

Allowances

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

Exceptions from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

Learners: 40 hours a week. Maximum eight weeks

Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods

- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor.

Exemptions from Overtime Rates

- A seaman
- Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)

- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
 - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre

For Questions/Complaints

Contact:	Counties Served:		
Bureau of Labor Law Compliance Altoona District Office 1130 Twelfth Avenue Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 1-877-792-8198	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield	Clinton Elk Fayette Forest Fulton Huntingdon Indiana	Jefferson McKean Mifflin Potter Somerset Warren Westmoreland
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 1-800-932-0665	Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster	Lebanon Montour Northumberland Perry Snyder Union York	
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St. Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 1-877-817-9497	Bucks Chester Delaware Montgomery Philadelphia		
Bureau of Labor Law Compliance Pittsburgh District Office 1201 State Office Bldg. 300 Liberty Avenue Pittsburgh, PA 15222 Phone: 412-565-5300 or 1-877-504-8354	Allegheny Beaver Butler Crawford Erie	Greene Lawrence Mercer Venango Washington	
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 1-877-214-3962	Berks Bradford Carbon Lackawanna Lehigh Luzerne	Lycoming Monroe Northampton Pike Schuylkill	Sullivan Susquehanna Tioga Wayne Wyoming

More Information is Available Online

Additional information about the Minimum Wage Act is available online at: www.state.pa.us, PA Keyword: Minimum Wage. From the Web site **you can submit a complaint form**, find answers to **frequently asked questions** and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program



NO SMOKING



NO FUMAR

UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law,
I am registered with the Pennsylvania Department of Labor & Industry as:

NAME: _____

ADDRESS: _____

The UC Law provides you with an income during periods when you
are either partially or totally unemployed through no fault of your own.

IMPORTANT

YOUR UC APPLICATION WILL BE DATED EFFECTIVE
THE WEEK IN WHICH YOU ACTUALLY FILE THE
APPLICATION FOR BENEFITS.

YOU SHOULD FILE A NEW APPLICATION OR REOPEN
AN EXISTING CLAIM DURING THE FIRST WEEK IN
WHICH YOU ARE UNEMPLOYED OR YOUR HOURS
ARE REDUCED. WAITING MAY JEOPARDIZE YOUR
ELIGIBILITY FOR BENEFITS.

TO FILE AN APPLICATION FOR UC BENEFITS,
YOU WILL NEED:

- YOUR SOCIAL SECURITY NUMBER
- YOUR PA DRIVER'S LICENSE NUMBER (IF YOU HAVE ONE)
- YOUR ALIEN REGISTRATION NUMBER (IF YOU ARE NOT A U.S. CITIZEN)
- NAME AND ADDRESS OF EMPLOYER(S)
- YOUR EMPLOYER INFORMATION FORM (IF YOU HAVE ONE)
- YOUR MAILING ADDRESS
- DATES OF EMPLOYMENT AND REASONS FOR LEAVING
- YOUR MOST RECENT PAY STUB (OPTIONAL, BUT HELPFUL)
- YOUR PIN (IF YOU HAVE ONE FROM A PRIOR CLAIM)

YOU MAY FILE YOUR NEW APPLICATION, REOPEN AN EXISTING CLAIM OR GET INFORMATION
ABOUT THE UC PROGRAM ONLINE AT:

WWW.UC.PA.GOV

YOU MAY FILE YOUR APPLICATION OR GET INFORMATION ABOUT THE UC PROGRAM BY CALLING THE UC
SERVICE CENTER IN YOUR AREA TOLL FREE 888.313.7284 | TTY (HEARING IMPAIRED) 888.334.4046

Remember: Whenever you have questions or any problem regarding your UC Application, contact your UC Service Center.
Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC Benefits.



WARNING

IF YOU MAKE FALSE STATEMENTS IN CONJUNCTION WITH A UC
CLAIM YOU MAY BE DISQUALIFIED FROM RECEIVING BENEFITS
AND MAY BE SUBJECT TO SEVERE PENALTIES, INCLUDING
CRIMINAL PROSECUTION, FINES AND INCARCERATION.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

COMPENSACIÓN POR DESEMPLEO

De acuerdo con lo dispuesto por la Ley de Compensación por Desempleo (UC) de Pennsylvania, estoy registrado en el Departamento de Trabajo e Industria como:

NOMBRE: _____

DIRECCIÓN: _____

La Ley de UC le proporciona ingresos durante los períodos en que está parcial o totalmente desempleado sin ser su culpa.

IMPORTANTE

SU SOLICITUD DE UC TENDRÁ COMO FECHA EFECTIVA LA SEMANA EN QUE REALMENTE PRESENTE LA SOLICITUD DE BENEFICIOS.

DEBE PRESENTAR UNA NUEVA SOLICITUD O REABRIR UNA YA EXISTENTE DURANTE LA PRIMERA SEMANA DE DESEMPLEO O EN LA QUE LE REDUCEN LAS HORAS DE TRABAJO. SI SE DEMORA, PUEDE PERJUDICAR SU DERECHO DE RECIBIR BENEFICIOS.

PARA PRESENTAR UNA SOLICITUD DE BENEFICIOS DE COMPENSACIÓN POR DESEMPLEO, NECESITARÁ:

- SU NÚMERO DEL SEGURO SOCIAL
- SU LICENCIA DE CONDUCIR DE PA (SI LA TIENE)
- SU NÚMERO DE REGISTRO COMO EXTRANJERO (SI NO ES CIUDADANO DE LOS EE.UU.)
- NOMBRE Y DIRECCIÓN DE SU EMPLEADOR
- SU FORMULARIO DE INFORMACIÓN DEL EMPLEADOR (SI LO TIENE)
- SU DIRECCIÓN POSTAL
- FECHAS DE EMPLEO Y LA RAZÓN DE HABERLO DEJADO
- SU TALÓN DE PAGO MÁS RECIENTE (OPCIONAL, PERO ÚTIL)
- SU PIN (SI TIENE UNO DE UNA SOLICITUD ANTERIOR)

USTED PUEDE PRESENTAR SU NUEVA SOLICITUD, REABRIR UNA SOLICITUD YA EXISTENTE, U OBTENER EN LÍNEA INFORMACIÓN DEL PROGRAMA DEL UC INGRESANDO AL:

WWW.UC.PA.GOV

PUEDE PRESENTAR SU SOLICITUD U OBTENER INFORMACIÓN SOBRE EL PROGRAMA DE UC LLAMANDO AL CENTRO DE SERVICIO DE UC DE SU ÁREA AL NÚMERO DE TELÉFONO SIN CARGO 888.313.7284 | TTY (IMPEDIMENTOS AUDITIVOS) 888.334.4046

Recuerde: cuando tenga preguntas o cualquier problema relacionado con su solicitud de UC, comuníquese con el Centro de Servicio de UC. No acepte consejos de otras personas. Los consejos de otras personas pueden ser erróneos y afectar negativamente a su derecho de recibir beneficios de UC.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

ADVERTENCIA

SI HACE DECLARACIONES FALSAS EN RELACIÓN A CUALQUIER SOLICITUD DE UC, PODRÍA QUEDAR DESCALIFICADO DE RECIBIR BENEFICIOS Y PODRÍA QUEDAR SUJETO A CASTIGOS SEVEROS, INCLUYENDO PROCESOS PENALES, MULTAS Y ENCARCELAMIENTO.

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad.*

Notification of Employee's Rights and Duties Under The Pennsylvania Workers' Compensation Act, Section 306 (f.1) (1) (i)

If you are injured while at work and medical treatment is necessary, you are required to visit one of the physicians or health care providers on the list designated by your employer for a period of 90 days from your first visit with the physician or health care provider.

All reasonable medical treatment and supplies (e.g. medicines, prosthetics) related to the injury will be paid for by the employer provided treatment is by a designated physician or health care provider on the list during the 90 day period. Charges for treatment and supplies are specified by the ACT. You are not responsible for the payment of any charges in excess of those specified by the ACT.

During the 90 day period, you may change from one designated physician or health care provider on the list to another physician or health care provider on the list, and the treatment will be paid for by the employer.

If the designated physician or health care provider refers you to a non-designated provider, the employer will pay for the treatment by the non-designated provider.

You have the right to obtain emergency medical treatment from a non-designated physician or health care provider however, the subsequent non-emergency treatment must be by a designated physician or health care provider for the remainder of the 90 day period.

You may seek treatment or consultation from a non-designated physician or health care provider during the 90 day period however, you are responsible for the charges for this treatment during the 90 day period.

If the employer designated physician or health care provider recommends invasive surgery, you are permitted to obtain a second opinion from a non-designated physician or health care provider. Your employer will pay for the cost for this opinion. If this opinion differs from the opinion of the designated physician or health care provider and provides a specific and detailed course of treatment, you may elect to undergo this treatment. The treatment however must be provided by a designated physician or health care provider for 90 days from the date of the visit to the non-designated physician.

You have the right to seek treatment from any physician or health care provider after the 90 day period has ended, and your employer will pay for this treatment provided it is reasonable and necessary.

After the 90 day period, you have the duty to notify your employer of treatment by a non-designated physician or health care provider within 5 days of your first visit to this physician or provider. Your employer may not be required to pay for treatment by a non-designated physician or health care provider prior to notification. The employer however shall pay for this treatment once notified unless the treatment is found to be unreasonable.

Signing this form is an acknowledgement of your rights and duties. You may not refuse to sign this acknowledgement in order to avoid your duties.

If you have any questions, please feel free to contact the Bureau of Workers' Compensation at 1-800-482-2383 or (717) 783-5421.

I acknowledge that I have been informed of and understand the above rights and duties.

Employee Signature

Date

Employer's Representative Signature

Date

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of PENNSAFE, 651 Boas Street, Room 155-E, Harrisburg, Pennsylvania 17121-0750; 717.783.2071; FAX 717.783.5099; E-mail: li-pennsafe@state.pa.us.

Employee Workplace Notice:

Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training:

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

Hazardous Substance Survey Form:

The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

Work Area List:

The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

Material Safety Data Sheet:

The Material Safety Data Sheet (MSDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form:

The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

Labeling:

All containers and parts of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or part of a pipeline system so that employees can easily identify the contents.

Health and Exposure Records:

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

Non-discrimination:

If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of PENNSAFE.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Commonwealth of Pennsylvania
Edward G. Rendell, Governor

Department of Labor & Industry
Sandi Vito, Secretary

ACTA DE DERECHOS A CONOCER PARA LOS TRABAJADORES Y COMUNIDADES EN PENNSILVANIA

AVISO PARA SER COLOCADO EN AREA DE TRABAJO PUBLIC SECTOR

El Acta Sobre los Derechos del Trabajador y la Comunidad a Ser Informados en Pensilvania, requiere que información sobre sustancias peligrosas en el lugar de trabajo y en el ambiente este disponible para empleados del sector público y empleados del sector privado que no están cubiertos por la Ley de Comunicar Peligros de la Administración de Seguridad y Salud en el Trabajo (OSHA). Esta información también debe estar disponible para todas las personas que viven o trabajan en el estado. Los derechos del empleado están resumidos más adelante y están explicados en su totalidad en el Acta Sobre los Derechos del Trabajador y la Comunidad a Ser Informados, (Ley Pública 734 num:159) y las regulaciones. Para más información, favor de ponerse en contacto con el Department of Labor & Industry, Bureau of PENNSAFE, 651 Boas Street, Room 155-E, Harrisburg, Pennsylvania 17121-0750; 717.783.2071; FAX 717.783.5099; E-mail: li-pennsafe@state.pa.us.

Aviso en el Lugar de Trabajo:

Los Patronos del sector público (incluyendo agencias estatales, gobierno local, escuelas públicas y universidades) y patronos o empresarios del sector privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de colocar este aviso en un lugar prominente donde se pone noticias para empleados para informar a los empleados de sus derechos bajo esta ley.

Adiestramiento:

Los patronos del sector público y patronos del sector privado que no están cubiertos por la Ley de Comunicar Peligros de OSHA, tienen que proveer un programa educativo anual para aquellos empleados que están expuestos a sustancias peligrosas en el lugar de trabajo. El programa educativo puede ser presentado en forma escrita o en sesiones educativas.

Formulario Para Catalogar las Sustancias Peligrosas (HSSF):

Formulario Para Catalogar las Sustancias Peligrosas (Hazardous Substance Survey Form, HSSF, por sus siglas en inglés) es un documento que provee una lista de las sustancias peligrosas que se encuentran en el lugar de trabajo. Todos los patronos deben colocar esta forma anualmente. Los patronos del sector público y privados que no están cubiertos por OSHA, deben postear esta forma en un lugar prominente en el trabajo y deben proveer una copia a cualquier empleado que lo solicite.

Lista Para el Area de Trabajo:

La lista en el área de trabajo identifica las sustancias peligrosas usadas y producidas en un área específica del lugar de trabajo. Los patronos del sector público y del sector privado no cubiertos por la Ley de Comunicar Peligros a OSHA, deben actualizar la lista en el lugar de trabajo por lo menos una vez al año. Estos patronos deben de proveerle una copia a cualquier empleado nuevo que sea asignado al área de trabajo y a cualquier empleado del área de trabajo que así lo solicite.

Hoja de Información Sobre la Sanidad de Materiales (MSDS):

Hoja de Información Sobre la Sanidad de Materiales (Material Safety Data Sheet, MSDS, por sus siglas en inglés) es un documento que provee información detallada sobre una sustancia peligrosa. Los patronos del sector público o privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de tener estas formas disponibles en el área de trabajo donde se usa la sustancia peligrosa que la hoja describe. Estos documentos deben de estar disponibles a los empleados sin la intervención o permiso del supervisor o administración. Los empleados tienen el derecho a obtener y examinar las hojas de información sobre cualquier sustancia peligrosa que se encuentre en el lugar de trabajo. Un empleado puede rehusar a trabajar con cualquier sustancia química cuando este ha solicitado por escrito información sobre esa sustancia, y si después de cinco días el patrono no cumple con su obligación de proveerle al empleado el MSDS o de proveer al empleado prueba de que ha tratado de obtener dicha información del fabricante, importador, proveedor, distribuidor o del Departamento del Trabajo e Industria (Department of Labor & Industry).

Formulario Para Catalogar Los Peligrosas Ambiente (EHSF):

Formulario Para Catalogar Los Peligrosos Ambientales (Environmental Hazard Survey Form, EHSF, por sus siglas en inglés) es un documento que provee información relacionada a las sustancias peligrosas que son emitidas, arrojadas, vaciadas o desechadas del lugar de trabajo al ambiente. Se requiere que todos los patronos completen esta formulario cuando el Departamento del Trabajo e Industria así lo solicite. Si esta formulario ha sido completada por un patrono del sector público o del sector privado que no este cubierto por la Ley de Comunicar Peligros de OSHA, esta debe ser entregado a cualquier empleado que así lo solicite.

Etiquetas o Rotulos de Identificacion:

Todos los recipientes o envases y puerto de entrada de tuberías en el área de trabajo que contengan sustancias peligrosas y no peligrosas en el sector público y en el sector privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de estar correctamente rotulados. Los patronos deben de asegurar que cada etiqueta, rótulo, letrero, cartelón y otras instrucciones para su manejo estén exhibidos y visibles en un lugar prominente del recipiente o envase, o y puerto de entrada de tuberías, para que los empleados puedan identificar fácilmente el contenido cada sustancia química.

Expediente Médico y de Exposición:

Patronos del sector público y patronos del sector privado que no están cubiertos por la Ley de Comunicar Peligros a OSHA deben de mantener y permitir que los empleados tengan acceso a sus expedientes en el lugar de trabajo hasta el punto requerido por OSHA (bajo la sección 29 del CFR 1910.20) o por la Administración de Seguridad y Salud de Minas (bajo la sección 30 del CFR 70.210 y 71.210).

No Discriminación:

Cualquier empleado del sector público o del sector privado no cubierto por la Ley de Comunicar Peligros de OSHA, que crea que el/ella ha sido despedido, disciplinado o discriminado injustamente por su patrono por haber ejercido sus derechos bajo esta ley, tiene el derecho a someter una querrela por escrito al Department of Labor & Industry, Bureau of PENNSAFE, dentro de los 180 días desde el día que ocurrió la violación.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Estado de Pensilvania
Edward G. Rendell, Gobernador

Departamento del Trabajo e Industria
Sandi Vito, Secretaria