



**KNOW YOUR RIGHTS IN THE WORKPLACE**

# **NEW YORK & FEDERAL PRINTABLE LABOR LAWS**

NY-0125-F04

## PAID FAMILY LEAVE NOTICE

Most private employers with one or more employees are required to obtain Paid Family Leave insurance. Your insurance carrier will provide you with a notice to employees (Notice of Compliance) stating that you have Paid Family Leave insurance. The Notice will include information about your carrier.

- If you are self-insured, you can get this notice by contacting the NYS Workers' Compensation Board at **[certificates@wcb.ny.gov](mailto:certificates@wcb.ny.gov)**.
- Post and maintain this notice in plain view.

# WHISTLEBLOWER PROTECTION

Division of Labor Standards  
Harriman State Office Campus  
Building 12, Albany, NY 12226

## Notice of Employee Rights, Protections, and Obligations Under Labor Law Section 740

### Prohibited Retaliatory Personnel Action by Employers

Effective January 26, 2022



www.labor.ny.gov

§740. Retaliatory action by employers; prohibition.

1. Definitions. For purposes of this section, unless the context specifically indicates otherwise:

(a) "Employee" means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work in furtherance of an employer's business enterprise who are not themselves employers.

(b) "Employer" means any person, firm, partnership, institution, corporation, or association that employs one or more employees.

(c) "Law, rule or regulation" includes: (i) any duly enacted federal, state or local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive order; or (iii) any judicial or administrative decision, ruling or order.

(d) "Public body" includes the following:

(i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof;

(ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;

(iii) any federal, state, or local regulatory, administrative, or public agency or authority, or instrumentality thereof;

(iv) any federal, state, or local law enforcement agency, prosecutorial office, or police or peace officer;

(v) any federal, state or local department of an executive branch of government; or

(vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i) through (v) of this paragraph.

(e) "Retaliatory action" means an adverse action taken by an employer or his or her agent to discharge, threaten, penalize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse employment actions or threats to take such adverse

3. Application. The protection against retaliatory action provided by paragraph (a) of subdivision two of this section pertaining to disclosure to a public body shall not apply to an employee who makes such disclosure to a public body unless the employee has made a good faith effort to notify his or her employer by bringing the activity, policy or practice to the attention of a supervisor of the employer and has afforded such employer a reasonable opportunity to correct such activity, policy or practice. Such employer notification shall not be required where:

(a) there is an imminent and serious danger to the public health or safety;

(b) the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice;

(c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;

(d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or

(e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

4. Violation; remedy.

(a) An employee who has been the subject of a retaliatory action in violation of this section may institute a civil action in a court of competent jurisdiction for relief as set forth in subdivision five of this section within two years after the alleged retaliatory action was taken.

(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the county in which the complainant resides, or in the county in which the employer has its principal place of business. In any such action, the parties shall be entitled to a jury trial.

(c) It shall be a defense to any action brought pursuant to

employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee's current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee's suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee's family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.

(f) "Supervisor" means any individual within an employer's organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.

2. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the employee's job duties, because such employee does any of the following:

- (a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety;
- (b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or
- (c) objects to, or refuses to participate in any such activity, policy or practice.

this section that the retaliatory action was predicated upon grounds other than the employee's exercise of any rights protected by this section.

5. Relief. In any action brought pursuant to subdivision four of this section, the court may order relief as follows:

- (a) an injunction to restrain continued violation of this section;
- (b) the reinstatement of the employee to the same position held before the retaliatory action, or to an equivalent position, or front pay in lieu thereof;
- (c) the reinstatement of full fringe benefits and seniority rights;
- (d) the compensation for lost wages, benefits and other remuneration;
- (e) the payment by the employer of reasonable costs, disbursements, and attorney's fees;
- (f) a civil penalty of an amount not to exceed ten thousand dollars; and/or
- (g) the payment by the employer of punitive damages, if the violation was willful, malicious or wanton.

6. Employer relief. A court, in its discretion, may also order that reasonable attorneys' fees and court costs and disbursements be awarded to an employer if the court determines that an action brought by an employee under this section was without basis in law or in fact.

7. Existing rights. Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of any employee under any other law or regulation or under any collective bargaining agreement or employment contract.

8. Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employment.

# NEW YORK MINIMUM WAGE

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## Attention Miscellaneous Industry Employees

Minimum Wage hourly rates effective 1/1/2025 – 12/31/2025

| New York City                                                                                                                      |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Large Employers (11 or more employees)                                                                                             | Small Employers (10 or less employees)                                                                                             |
| <b>Minimum Wage \$16.50</b><br>Overtime after 40 hours \$24.75<br><b>Tipped workers \$16.50</b><br>Overtime after 40 hours \$24.75 | <b>Minimum Wage \$16.50</b><br>Overtime after 40 hours \$24.75<br><b>Tipped workers \$16.50</b><br>Overtime after 40 hours \$24.75 |
| Long Island and Westchester County                                                                                                 | Remainder of New York State                                                                                                        |
| <b>Minimum Wage \$16.50</b><br>Overtime after 40 hours \$24.75<br><b>Tipped workers \$16.50</b><br>Overtime after 40 hours \$24.75 | <b>Minimum Wage \$15.50</b><br>Overtime after 40 hours \$23.25<br><b>Tipped workers \$15.50</b><br>Overtime after 40 hours \$23.25 |

If you have questions, need more information or want to file a complaint, please visit [www.labor.ny.gov/minimumwage](http://www.labor.ny.gov/minimumwage) or call: 1-888-469-7365.

**Credits and Allowances** that may reduce your pay below the minimum wage rates shown above:

- **Tips** – Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- **Meals and lodging** – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.

**Extra Pay** you may be owed in addition to the minimum wage rates shown above:

- **Overtime** – You must be paid 1½ times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees).
- **Call-in pay** – If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
- **Spread of hours** – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.
- **Uniform maintenance** – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

*Exceptions:* Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.

**Minimum Wage Poster  
Post in Plain View**

LS 207 (12/24)

# VETERAN BENEFITS AND SERVICES



The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations:

[dol.ny.gov/veteran-benefits-and-services](https://dol.ny.gov/veteran-benefits-and-services)

## MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES

*All calls and texts are free and confidential*

### U.S. Department of Veterans Affairs Veterans Crisis

**Line:** [www.veteranscrisisline.net](http://www.veteranscrisisline.net)

Call: 988, press 1 Text: 838255

**Suicide and Crisis Lifeline:** [www.veteranscrisisline.net](http://www.veteranscrisisline.net)

Call: 988 Text: 988

### Crisis Textline:

Text: 741741 Chat: [crisistextline.org](https://crisistextline.org)

### NYS Office of Mental Health (OMH):

[www.omh.ny.gov](http://www.omh.ny.gov)

### NYS Office of Addiction Services and Supports

**(OASAS):** [www.oasas.ny.gov/hopeline](http://www.oasas.ny.gov/hopeline)

Call: 1-877-8-HOPENY (467469)

Text: HOPENY (467369)

## LEGAL SERVICES

### Veterans Treatment Courts (VTC):

[ww2.nycourts.gov/courts/problem\\_solving/vet/courts.shtml](http://ww2.nycourts.gov/courts/problem_solving/vet/courts.shtml)

Email: [ProblemSolving@courts.state.ny.us](mailto:ProblemSolving@courts.state.ny.us)

### NYS Defenders Association Veteran Defense Program:

<https://www.nysda.org/page/VDP>

## TAX BENEFITS

### NYS Department of Tax and Finance

- Information for military personnel and veterans: [tax.ny.gov/pit/file/military\\_page.htm](https://tax.ny.gov/pit/file/military_page.htm)
- Property tax exemptions: [tax.ny.gov/pit/property/exemption/vetexempt.htm](https://tax.ny.gov/pit/property/exemption/vetexempt.htm)

## EDUCATION, WORKFORCE, AND TRAINING RESOURCES

### Veteran Readiness and Employment

**(VR&E) Program:** [www.benefits.va.gov/vocrehab](http://www.benefits.va.gov/vocrehab)

### New York State Civil Service Credits

**for Veterans Program:** [www.cs.ny.gov](http://www.cs.ny.gov)

## ADDITIONAL RESOURCES

### NYS Domestic and Sexual Violence Hotline:

Call: 800-942-6906

Text: 844-997-2121

### NYS Workplace Sexual Harassment Hotline:

Call: 1-800-HARASS-3

### NYS Department of Motor Vehicles:

- Veteran Status Designation Photo Document: [dmv.ny.gov/more-info/veteran-statusdesignation-photo-document](https://dmv.ny.gov/more-info/veteran-statusdesignation-photo-document)
- Veteran License Plate: [dmv.ny.gov/plates/military-and-veterans](https://dmv.ny.gov/plates/military-and-veterans)

## NEW YORK STATE DIVISION OF VETERANS' SERVICES

Website: [veterans.ny.gov](http://veterans.ny.gov)

Help Line: 1-888-838-7697

Email: [DVSInfo@veterans.ny.gov](mailto:DVSInfo@veterans.ny.gov)

*Services:* Legal, education, employment and volunteer, financial, health care, and more.

## NEW YORK STATE DEPARTMENT OF LABOR VETERANS' PROGRAM

Website: [dol.ny.gov/services-veterans](https://dol.ny.gov/services-veterans)

Help Line: 1-888-469-7365

Email: [Ask.Vets@labor.ny.gov](mailto:Ask.Vets@labor.ny.gov)

*Services:* Workforce and training resources, unemployment insurance, the Experience Counts program, and more.



Division of  
Veterans' Services

WE ARE YOUR DOL



Department  
of Labor

## YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

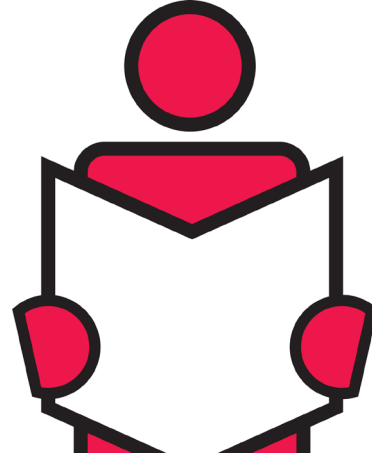
Learn all you can about toxic substances on your job.  
For more information, contact:

-----  
Name

-----  
Location & Phone Number

**THE RIGHT TO KNOW LAW WORKS FOR YOU**  
NEW YORK STATE DEPARTMENT OF HEALTH

2706



4/00 Revised 8/2010

# EQUAL PAY NOTICE



Department  
of Labor

## Equal Pay Provision of the New York State Labor Law

Article 6, Section 194

Division of Labor Standards

[www.labor.ny.gov](http://www.labor.ny.gov)

§ 194. Differential in rate of pay because of protected class status prohibited.

1. No employee with status within one or more protected class or classes shall be paid a wage at a rate less than the rate at which an employee without status within the same protected class or classes in the same establishment is paid for: (a) equal work on a job the performance of which requires equal skill, effort and responsibility, and which is performed under similar working conditions, or (b) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; except where payment is made pursuant to a differential based on:
  - (i) a seniority system;
  - (ii) a merit system;
  - (iii) a system which measures earnings by quantity or quality of production; or
  - (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor:
    - (A) shall not be based upon or derived from a differential in compensation based on status within one or more protected class or classes and
    - (B) shall be job-related with respect to the position in question and shall be consistent with business necessity. Such exception under this paragraph shall not apply when the employee demonstrates
      - (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes,
      - (2) that an alternative employment practice exists that would serve the same business purpose and not produce such differential, and
      - (3) that the employer has refused to adopt such alternative practice.
2. For the purpose of subdivision one of this section:
  - (a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and
  - (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status, and any employee protected from discrimination pursuant to paragraphs

(a), (b), and (c) of subdivision one of section two hundred ninety-six and any intern protected from discrimination pursuant to section two hundred ninety-six-c of the executive law.

3. For the purposes of subdivision one of this section, employees shall be deemed to work in the same establishment if the employees work for the same employer at workplaces located in the same geographical region, no larger than a county, taking into account population distribution, economic activity, and/or the presence of municipalities.
4. (a) No employer shall prohibit an employee from inquiring about, discussing, or disclosing the wages of such employee or another employee.
  - (b) An employer may, in a written policy provided to all employees, establish reasonable workplace and workday limitations on the time, place and manner for inquires about, discussion of, or the disclosure of wages. Such limitations shall be consistent with standards promulgated by the commissioner and shall be consistent with all other state and federal laws. Such limitations may include prohibiting an employee from discussing or disclosing the wages of another employee without such employee's prior permission.
  - (c) Nothing in this subdivision shall require an employee to disclose his or her wages. The failure of an employee to adhere to such reasonable limitations in such written policy shall be an affirmative defense to any claims made against an employer under this subdivision, provided that any adverse employment action taken by the employer was for failure to adhere to such reasonable limitations and not for mere inquiry, discussion or disclosure of wages in accordance with such reasonable limitations in such written policy.
  - (d) This prohibition shall not apply to instances in which an employee who has access to the wage information of other employees as a part of such employee's essential job functions discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under this chapter, including an investigation conducted by the employer.
  - (e) Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law or collective bargaining agreement.

For questions, write or call your nearest office, (listed below), of the:

### New York State Department of Labor Division of Labor Standards

#### Albany District

State Office Campus  
Bldg. 12, Rm. 185A  
Albany, NY 12240  
(518) 457-2730

#### Buffalo District

290 Main Street, Rm. 226  
Buffalo, NY 14202  
(716) 847-7141

#### New York City District

75 Varick Street, 7th Floor  
New York, NY 10013  
(212) 775-3880

#### Rochester Sub-District

276 Waring Road, Rm. 104  
Rochester, NY 14609  
(585) 258-4550

#### Syracuse District

333 East Washington Street, Rm. 121  
Syracuse, NY 13202  
(315) 428-4057

#### White Plains District

120 Bloomingdale Road  
White Plains, NY 10605  
(914) 997-9521

#### Garden City District

400 Oak Street, Suite  
101  
Garden City, NY 11530  
(516) 794-8195

LS 603 (08/20)

## NOTICE REQUIREMENTS FOR FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows: “Every employer shall notify his employees in writing or by publicly posting the employer’s policy on sick leave, vacation, personal leave, holidays and hours.”

For written information on your employer’s policy on sick leave, vacation, personal leave, holidays and hours can be obtained at:  
(Please advise employees where they may obtain written information on fringe benefits and hours.)

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|-------------------|
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# SCHEDULE OF HOURS OF WORK FOR MINORS

## WORK SCHEDULE | *FOR MINORS*



### SCHEDULE FOR 14- AND 15- YEAR OLDS

During the School Year ( Labor Day - June \_\_ )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

#### State and Federal Guidelines:

- 3 hours on a school day (not during school hours, or past 7 pm)
- 18 hours in a school week (a school week is any week that no class is held in any amount)
- 8 hours on a non-school day (Saturday or Sunday or non-school days, but not after 7 pm)
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

During the Summer ( June \_\_ - Labor Day )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

#### State and Federal Guidelines:

- 8 hours on a non-school day (not after 9 pm)
- 40 hours in a non-school week
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

### SCHEDULE FOR 16- AND 17- YEAR OLDS

During the School Year ( Labor Day - June \_\_ )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

#### State and Federal Guidelines:

- Up to 4 hours Monday through Thursday
- Up to 8 hours Friday through Sunday and Holidays
- Work hours can be between 6 AM and 10 PM on school night; 6 AM and 12 AM on non-school days
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

During the Summer ( June \_\_ - Labor Day )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

#### State and Federal Guidelines:

- Up to 8 hours per day
- No more than 48 hours or 6 days per week
- Work hours can be between 6 AM and 12 AM
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

P888 (5/23)

# BLOOD DONATION LEAVE

Section 202-j of the Labor Law mandates that employers provide leave time to employees for the purpose of donating blood. The two types of blood donation leaves are Off-Premises Blood Donation and Donation Leave Alternatives.

**Compensation for Leave** - Leave granted to employees for off-premises blood donation is not required to be paid leave. leave taken by employees for donation leave alternatives shall be paid leave given without requiring the employee to use accumulated vacation, personal, sick, or other already existing leave time.

**Off-Premises Donation** - Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. Employers are not required to allow off-premises blood donation leave under Labor Law § 202-j to accrue if it is not used during the calendar year. Leave granted to employees for off-premises blood donation is not required to be paid leave.

**Donation Leave Alternatives** - Leave for blood donation leave alternatives shall be given twice per calendar year and it shall be paid leave given without use of vacation, personal, sick, or other already existing leave accruals. Under the Donation Leave Alternatives, the donating of blood should be at a convenient time and place set by the employer. The time shall not be a time outside an employee's normal work hours nor shall the location be not reasonable travel distance for an employee. If an employee provides prompt notice that he or she is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work.

Our company's blood donation will occur: \_\_\_\_\_  
Please indicate time and place

Should you have any questions, please contact: \_\_\_\_\_  
Please indicate administrator

LS 703 (03-16)

# NO SMOKING



Effective July 24, 2003, the amended New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking in virtually all workplaces, including restaurants and bars. The changes in the Act reflect the state's commitment to ensuring that all workers are protected from secondhand smoke. Localities may continue to adopt and enforce local laws regulating smoking. However, these regulations must be at least as strict as the Clean Indoor Air Act.

STATE OF NEW YORK

Department of Health

Antonia C. Novello, M.D., M.P.H., Dr. P.H., Commissioner

For more information about the Act,  
call 1-800-458-1158, ext. 2-7600.

# RIGHT TO VOTE

## ATTENTION ALL EMPLOYEES

### TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY

N.Y. ELECTION LAW SECTION 3-110<sup>1</sup> STATES THAT:

- IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.
- YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED.
- YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE.

<sup>1</sup> Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.

Revised 4.14.2020

## WORKERS' COMPENSATION NOTICE

Employers must obtain and keep in effect workers' compensation coverage for their employees; there must be no lapse in coverage even when switching insurance carriers. The law requires almost all employers operating in New York State to have workers' compensation and disability coverage for their employees. This requirement can be fulfilled by purchasing insurance coverage through an insurance carrier or by obtaining authorization from the Board to be self-insured.

**Employers must post a notice of workers' compensation coverage and employee rights.** This notice is in a form prescribed by the Workers' Compensation Board. Employers obtain the notice from their insurance carrier or, if self-insured, from the Board. The notice includes the name and address of the insurance carrier and the policy number of the employer. It must be posted in a conspicuous place in the employer's place of business. Violations of this requirement can result in a fine of up to \$250 per violation.

# DISABILITY BENEFITS LAW

An employer who has had in New York State employment 1 or more employees on each of at least 30 days in any calendar year shall be a “covered employer” subject to the Disability Benefits Law after the expiration of 4 weeks following the 30th day of such employment. These 30 days of employment need not be consecutive days but must be work days of employment in one calendar year. In addition to the above-stated provisions, effective January 1, 1984, employers of personal or domestic employees in a private home are subject if they employ at least one employee who works 40 or more hours per week for that one employer. (NOTE: Prior to January 1, 1984, employers are subject only if they have 4 or more employees.) Each covered employer must post and maintain conspicuously at the place or places of business a prescribed form, Notice of Compliance, stating the provisions have been made for the payment of Disability Benefits to all eligible employees. To obtain the Notice of Compliance, please contact your Disability Insurance Carrier.

# NEW YORK CORRECTION LAW ARTICLE 23-A

## NEW YORK CORRECTION LAW ARTICLE 23-A LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

**Section 750. Definitions.** **751. Applicability.** **752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** **753. Factors to be considered concerning a previous criminal conviction; presumption.** **754. Written statement upon denial of license or employment.** **755. Enforcement.** **§750. Definitions.** For the purposes of this article, the following terms shall have the following meanings: **(1)** "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. **(2)** "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons. **(3)** "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question. **(4)** "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm. **(5)** "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency. **§751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee. **§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: **(1)** There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or **(2)** the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. **§753. Factors to be considered concerning a previous criminal conviction; presumption.** **1.** In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: **(a)** The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. **(b)** The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. **(c)** The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. **(d)** The time which has elapsed since the occurrence of the criminal offense or offenses. **(e)** The age of the person at the time of occurrence of the criminal offense or offenses. **(f)** The seriousness of the offense or offenses. **(g)** Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. **(h)** The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. **2.** In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein. **§754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial. **§755. Enforcement.** **1.** In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. **2.** In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

# UNEMPLOYMENT INSURANCE

WE ARE YOUR DOL



## Unemployment Insurance Division

### Notice to Employees

Employer Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer Registration (ER) #: \_\_\_\_\_

**Employees of this firm: you are covered by the New York State Unemployment Insurance Law.**

- o Your employer may not deduct from your wages for this purpose.
- **If you are laid off, work less than four days a week, or resign:**
  - o **Get a "Record of Employment," form from your employer. Keep it for your records to use if you file for Unemployment Insurance benefits.**
  - o The "Record of Employment" form must have your employer's name, registration number, and address where payroll records are kept.
- **To file an application for Unemployment Insurance:**
  - o Call the Telephone Claims Center at (888) 209-8124 (translation services are available) or
  - o Go to our website at [www.labor.ny.gov](http://www.labor.ny.gov)
  - o Hearing impaired individuals who have telephone Device for the Deaf (TTY/TDD) equipment may file a claim by calling a relay operator at (800) 662-1220 and requesting the operator call (888) 783-1370. Service at this number is provided only to callers using TDD equipment.

**To Employer: You must post this poster conspicuously in each workplace.**

Employers who utilize the fill-in version of this poster certify to the completeness and accuracy of the legal name, address and Employer Registration # displayed. For additional posters, write to the: New York State Department of Labor, Liability and Determination Section, Harriman State Office Campus, Albany, NY 12226.

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

IA 133 (04/23)

# DISCRIMINATION



Division of  
Human Rights

1-888-392-3644

WWW.DHR.NY.GOV

THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

**DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, CITIZENSHIP OR IMMIGRATION STATUS, DISABILITY OR MARITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES ALSO IS PROHIBITED.**

## **ALL EMPLOYERS, EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS**

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions; domestic violence victim status.

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

## **RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE**

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting

Reasonable accommodations and modifications for persons with disabilities may also be required.

Does not apply to:

- (1) rental of an apartment in an owner-occupied two-family house
- (2) restrictions of all rooms in a housing accommodation to individuals of the same sex
- (3) rental of a room by the occupant of a house or apartment
- (4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

## **ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING**

## **PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES**

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

## **EDUCATION INSTITUTIONS**

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations; also for-profit colleges, universities, licensed private career schools or certified English as a second language schools.

## **ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION**

A complaint must be filed with the Division within one year for alleged acts of discrimination that occurred before 2/15/2024. Complaints for acts of discrimination that occur on or after 2/15/2024 may be filed within three years of the alleged act. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

**Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.**

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

# DISCRIMINACIÓN



Division of  
Human Rights

1-888-392-3644

WWW.DHR.NY.GOV

ESTE ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK (LEY EJECUTIVA, SECCIÓN 15)

**LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK PROHÍBE LA DISCRIMINACIÓN POR EDAD, RAZA, CREDO, COLOR, ORIGEN NACIONAL, ORIENTACIÓN SEXUAL, ESTATUS MILITAR, SEXO, EMBARAZO, IDENTIDAD O EXPRESIÓN DE GÉNERO, ESTADO MIGRATORIO O CIUDADANÍA, DISCAPACIDAD O ESTADO CIVIL. TAMBIÉN ESTÁ PROHIBIDO EL ACOSO SEXUAL O EL ACOSO POR CUALQUIERA DE ESTAS CLASES PROTEGIDAS.**

## **TODOS LOS EMPLEADORES, AGENCIAS DE EMPLEO, ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN DE APRENDICES**

Asimismo, está prohibida la discriminación en el empleo sobre la base de la observancia del Shabat o prácticas religiosas; peinados asociados con la raza (también se aplica a las áreas enumeradas a continuación) arresto previo o antecedentes penales; las características genéticas predisponentes; el estado civil; las condiciones relacionadas con el embarazo.

Es posible que sea necesario hacer acomodos razonables para personas con discapacidades y condiciones relacionadas con el embarazo incluyendo lactación. Un arreglo razonable es una adaptación a un trabajo o entorno laboral que permita que una persona con discapacidad realice las tareas esenciales de un trabajo de manera razonable.

También están cubiertos: trabajadores domésticos; internos y no empleados cuales trabajan en el lugar de trabajo (por ejemplo trabajadores temporarios o contratantes) están protegidos de toda discriminación descrita arriba.

## **ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE BIENES RAICES Y VENDEDORES**

También esta prohibido: la discriminación a base de fuente de ingreso legal (por ejemplo vales, beneficios de discapacidad, manutención de niños); estado familiar (familias con niños o en estado de embarazo); arresto previo o condena sellada; boicot comercial o acoso inmobiliario.

También es posible que sea necesario realizar modificaciones y arreglos razonables para personas con discapacidades.

Excepciones:

- (1) alquiler de un apartamento en una casa para dos familias ocupada por el dueño
- (2) restricciones de todas las habitaciones en una vivienda para individuos del mismo sexo
- (3) alquiler de una habitación por parte del ocupante de una casa o apartamento
- (4) venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente a personas mayores de 55 años y al cónyuge de dichas personas

## **TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMIENTO PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS**

## **LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES, HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES Y OFICINAS DEL GOBIERNO.**

Excepción:

La edad no es una clasificación cubierta respecto a los alojamientos públicos. Es posible que sea necesario realizar arreglos razonables para personas con discapacidades.

## **INSTITUCIONES EDUCATIVAS**

Todas las escuelas publicas y escuelas privadas sin ánimo de lucro, en todos los niveles, excluyendo escuelas dirigidas por organizaciones religiosas; también están cubiertos: escuelas profesionales autorizadas o escuelas certificadas de inglés como segundo idioma.

## **PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO, LOS INMUEBLES, LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGUN ACTO DISCRIMINATORIO**

Para actos que ocurran el 14/02/2024 o antes, debe presentar su querrela en un plazo de un año a partir del acto más reciente de presunta discriminación. Para actos realizados a partir del 15/02/2024, debe presentar su querrela en un plazo de tres años posterior al acto más reciente de presunta discriminación. Los servicios de la División se ofrecen sin cargo.

Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo dentro de los tres años desde que ocurriera la discriminación. No puede presentar una demanda ante la División y ante el Tribunal Estatal.

**Se prohíben las represalias por presentar una demanda u oponerse a prácticas discriminatorias. Puede presentar una demanda ante la División si sufrió represalias.**

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS CERCANA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

## **STATE OF NEW YORK**

**An employee shall be advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.**

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## **ESTADO DE NUEVA YORK**

**Se informará a un empleado que todas y cada una de las conversaciones o transmisiones telefónicas, correo electrónico o transmisiones, o acceso o uso de Internet por parte de un empleado mediante cualquier dispositivo o sistema electrónico, incluyendo, entre otros, el uso de una computadora, teléfono, cable, radio o sistemas electromagnéticos, fotoelectrónicos o fotoópticos pueden ser objeto de vigilancia en todo momento y por cualquier medio lícito.**

# NEW YORK MINIMUM WAGE

## New York Labor Law

§ 201-d. Discrimination against the engagement in certain activities.

### 1. Definitions. As used in this section:

- a. "Political activities" shall mean (i) running for public office, (ii) campaigning for a candidate for public office, or (iii) participating in fund-raising activities for the benefit of a candidate, political party or political advocacy group;
- b. "Recreational activities" shall mean any lawful, leisure-time activity, for which the employee receives no compensation and which is generally engaged in for recreational purposes, including but not limited to sports, games, hobbies, exercise, reading and the viewing of television, movies and similar material;
- c. "Work hours" shall mean, for purposes of this section, all time, including paid and unpaid breaks and meal periods, that the employee is suffered, permitted or expected to be engaged in work, and all time the employee is actually engaged in work. This definition shall not be referred to in determining hours worked for which an employee is entitled to compensation under any law including article nineteen of this chapter;
- d. "Political matters" shall mean matters relating to elections for political office, political parties, legislation, regulation and the decision to join or support any political party or political, civic, community, fraternal or labor organization;
- e. "Religious matters" shall mean matters relating to religious affiliation and practice and the decision to join or support any religious organization or association.

### 2. Unless otherwise provided by law, it shall be unlawful for any employer or employment agency to refuse to hire, employ or license, or to discharge from employment or otherwise discriminate against an individual in compensation, promotion or terms, conditions or privileges of employment because of:

- a. an individual's political activities outside of working hours, off of the employer's premises and without use of the employer's equipment or other property, if such activities are legal, provided, however, that this paragraph shall not apply to persons whose employment is defined in paragraph six of subdivision (a) of section seventy-nine-h of the civil rights law, and provided further that this paragraph shall not apply to persons who would otherwise be prohibited from engaging in political activity pursuant to chapter 15 of title 5 and subchapter III of chapter 73 of title 5 of the USCA;
- b. an individual's legal use of consumable products, including cannabis in accordance with state law, prior to the beginning or after the conclusion of the employee's work hours, and off of the employer's premises and without use of the employer's equipment or other property;
- c. an individual's legal recreational activities, including cannabis in accordance with state law, outside work hours, off of the employer's premises and without use of the employer's equipment or other property;
- d. an individual's membership in a union or any exercise of rights granted under Title 29, USCA, Chapter 7 or under article fourteen of the civil service law; or
- e. an individual's refusal to: (i) attend an employer-sponsored meeting with the employer or its agent, representative or designee, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters; or (ii) listen to speech or view communications, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters.

### 3. The provisions of subdivision two of this section shall not be deemed to protect activity which:

- a. creates a material conflict of interest related to the employer's trade secrets, proprietary information or other proprietary or business interest;
- b. with respect to employees of a state agency as defined in sections seventy-three and seventy-four of the public officers law respectively, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or of section seventy-four of the public officers law, or of any executive order, policy, directive, or other rule which has been issued by the attorney general regulating outside employment or activities that could conflict with employees' performance of their official duties;
- c. with respect to employees of any employer as defined in section twenty-seven-a of this chapter, is in knowing violation of a provision of a collective bargaining agreement concerning ethics, conflicts of interest, potential conflicts of interest, or the proper discharge of official duties;
- d. with respect to employees of any employer as defined in section twenty-seven-a of this chapter who are not subject to section seventy-three or seventy-four of the public officers law, is in knowing violation of article eighteen of the general municipal law or any local law, administrative code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethics, conflicts of interest, potential conflicts of interest, or the proper discharge of official duties and otherwise covers such employees; and
- e. with respect to employees other than those of any employer as defined in section twenty-seven-a of this chapter, violates a collective bargaining agreement or a certified or licensed professional's contractual obligation to

devote his or her entire compensated working hours to a single employer, provided however that the provisions of this paragraph shall apply only to professionals whose compensation is at least fifty thousand dollars for the year nineteen hundred ninety-two and in subsequent years is an equivalent amount adjusted by the same percentage as the annual increase or decrease in the consumer price index.

### 4. Notwithstanding the provisions of subdivision three of this section, an employer shall not be in violation of this section where the employer takes action based on the belief either that: (i) the employer's actions were required by statute, regulation, ordinance or other governmental mandate, (ii) the employer's actions were permissible pursuant to an established substance abuse or alcohol program or workplace policy, professional contract or collective bargaining agreement, or (iii) the individual's actions were deemed by an employer or previous employer to be illegal or to constitute habitually poor performance, incompetency or misconduct.

### 4-a. Notwithstanding the provisions of subdivision three or four of this section, an employer shall not be in violation of this section where the employer takes action related to the use of cannabis based on the following:

- (i) the employer's actions were required by state or federal statute, regulation, ordinance, or other state or federal governmental mandate;
- (ii) the employee is impaired by the use of cannabis, meaning the employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, or such specific articulable symptoms interfere with an employer's obligation to provide a safe and healthy work place, free from recognized hazards, as required by state and federal occupational safety and health law; or
- (iii) the employer's actions would require such employer to commit any act that would cause the employer to be in violation of federal law or would result in the loss of a federal contract or federal funding.

### 5. Nothing in this section shall apply to persons who, on an individual basis, have a professional service contract with an employer and the unique nature of the services provided is such that the employer shall be permitted, as part of such professional service contract, to limit the off-duty activities which may be engaged in by such individual.

### 6. Nothing in this section shall prohibit an organization or employer from offering, imposing or having in effect a health, disability or life insurance policy that makes distinctions between employees for the type of coverage or the price of coverage based upon the employees' recreational activities or use of consumable products, provided that differential premium rates charged employees reflect a differential cost to the employer and that employers provide employees with a statement delineating the differential rates used by the carriers providing insurance for the employer, and provided further that such distinctions in type or price of coverage shall not be utilized to expand, limit or curtail the rights or liabilities of any party with regard to a civil cause of action.

### 7. a. Where a violation of this section is alleged to have occurred, the attorney general may apply in the name of the people of the state of New York for an order enjoining or restraining the commission or continuance of the alleged unlawful acts. In any such proceeding, the court may impose a civil penalty in the amount of three hundred dollars for the first violation and five hundred dollars for each subsequent violation.

### b. In addition to any other penalties or actions otherwise applicable pursuant to this chapter, where a violation of this section is alleged to have occurred, an aggrieved individual may commence an action for equitable relief and damages.

### 8. Nothing in this section shall prohibit: (i) an employer or its agent, representative or designee from communicating to its employees any information that the employer is required by law to communicate, but only to the extent of such legal requirement; (ii) an employer or its agent, representative or designee from communicating to its employees any information that is necessary for such employees to perform their job duties; (iii) an institution of higher education, or any agent, representative or designee of such institution, from meeting with or participating in any communications with its employees that are part of coursework, any symposia or an academic program at such institution; (iv) casual conversations between employees or between an employee and an agent, representative or designee of an employer, provided participation in such conversations is not required; or (v) a requirement limited to the employer's managerial and supervisory employees.

### 9. The provisions of this section shall not apply to a religious corporation, entity, association, educational institution or society that is exempt from the requirements of Title VII of the Civil Rights Act of 1964 pursuant to 42 USC 2000e-1(a) with respect to speech on religious matters to employees who perform work connected with the activities undertaken by such religious corporation, entity, association, educational institution or society.

### 10. Every employer shall post a sign in every workplace at the location or locations where notices to employees are normally posted, to inform employees of their rights pursuant to this section.

# NEW YORK SCHEDULE OF HOURS OF WORK FOR MINORS

## WORK SCHEDULE | *FOR MINORS*

WE ARE YOUR DOL



### SCHEDULE FOR 14- AND 15- YEAR OLDS

During the School Year ( Labor Day - June \_\_ )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

State and Federal Guidelines:

- 3 hours on a school day (not during school hours, or past 7 pm)
- 18 hours in a school week (a school week is any week that no class is held in any amount)
- 8 hours on a non-school day (Saturday or Sunday or non-school days, but not after 7 pm)
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

During the Summer ( June \_\_ - Labor Day )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |

State and Federal Guidelines:

- 8 hours on a non-school day (not after 9 pm)
- 40 hours in a non-school week
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

### SCHEDULE FOR 16- AND 17- YEAR OLDS

During the School Year ( Labor Day - June \_\_ )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |

State and Federal Guidelines:

- Up to 4 hours Monday through Thursday
- Up to 8 hours Friday through Sunday and Holidays
- Work hours can be between 6 AM and 10 PM on school night; 6 AM and 12 AM on non-school days
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

During the Summer ( June \_\_ - Labor Day )

| NAME OF MINOR | SUN | MON | TUE | WED | THUR | FRI | SAT | TOTAL HOURS |
|---------------|-----|-----|-----|-----|------|-----|-----|-------------|
|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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| SHIFT HOURS   |     |     |     |     |      |     |     |             |
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|               |     |     |     |     |      |     |     |             |
| SHIFT HOURS   |     |     |     |     |      |     |     |             |

State and Federal Guidelines:

- Up to 8 hours per day
- No more than 48 hours or 6 days per week
- Work hours can be between 6 AM and 12 AM
- Not employed or performing hazardous duties as defined by USDOL and NYSDOL

P888 (5/23)

# FEDERAL MINIMUM WAGE

## EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

# FEDERAL MINIMUM WAGE \$7.25

PER HOUR  
BEGINNING  
JULY 24, 2009

**The law requires employers to display this poster where employees can readily see it.**

**OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

### ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

**1-866-487-9243**  
**[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)**



WH1088 REV 04/23

# EEOC - Know Your Rights: Workplace Discrimination is Illegal



## Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

### Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

### What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

### What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination lawsuit, investigation, or proceeding

- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

### What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

### What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office  
(information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

**Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin** Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

**Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

**Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

**Retaliation** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at

<https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**Race, Color, National Origin, Sex** In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

**Individuals with Disabilities** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

(Revised 6/27/2023)

# FMLA | FAMILY AND MEDICAL LEAVE ACT

## EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
  - To bond with a child (leave must be taken within 1 year of the child's birth or placement);
  - To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
  - For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
  - For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
- An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

**REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Wage and Hour Division



WH1420a REV 04/16

# USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT



## YOUR RIGHTS UNDER USERRA

### THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

#### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

#### RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

#### HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

#### ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **<https://www.dol.gov/agencies/vets/>**. An interactive online USERRA Advisor can be viewed at **<https://webapps.dol.gov/elaws/vets/userra>**
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: **<https://www.dol.gov/agencies/vets/programs/userra/poster>** Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor  
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



Employer Support Of The Guard  
And Reserve 1-800-336-4590

# EMPLOYEE POLYGRAPH PROTECTION ACT

## EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

**The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.**

**PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

**1-866-487-9243**  
[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)



WH1462 REV 02/22



## Job Safety and Health IT'S THE LAW!

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by

### Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

# OSHA | OCCUPATIONAL SAFETY AND HEALTH ACT (Continued)

mail) if you have been retaliated against for using your rights.

- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**



**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)**

OSHA 3165 OAR 2019

## ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

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For information, please contact  
The Office of Special Counsel for Immigration  
Related Unfair Employment Practices Office at  
800-255-7688.

# WITHHOLDING STATUS

## Since you last filed form W-4 with your employer did you...

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

## Were there major changes to...

- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

## If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at: **[www.irs.gov/individuals](http://www.irs.gov/individuals)** on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



Department of the Treasury  
**Internal Revenue Service**

**[www.irs.gov](http://www.irs.gov)**

Publication 213  
(Rev. 8-2009)  
Cat. No. 11047P



**KNOW YOUR RIGHTS IN THE WORKPLACE**

**NEW YORK, NEW YORK**  
**PRINTABLE LABOR LAWS**

# PREGNANCY ACCOMMODATIONS

## NOTICE: PREGNANCY ACCOMMODATIONS AT WORK

The NYC Human Rights Law requires all employers with four or more employees, or one or more domestic worker, to provide reasonable accommodations to employees related to pregnancy, childbirth, and related medical conditions to enable them to continue working and/or return to work promptly while maintaining a healthy pregnancy. Employers are required to provide written notice of employees' rights under the Law, and can use this document to satisfy that requirement. As such, it should be posted in the workplace.

### EMPLOYERS

Provide a clear policy and protocol for employees to request a reasonable accommodation. Work with your pregnant employee to promptly agree on a reasonable accommodation that:

- Values your employee's contributions to the workplace.
- Helps your employee satisfy the essential requisites of her job.
- Keeps them in the workplace for as long as they are able to continue working.
- Is right for your employee and does not cause undue hardship to your business.

Employers must have a lactation policy that is posted at the workplace, provided to employees at the start of their employment, and on the intranet if one exists. A model policy is available here:



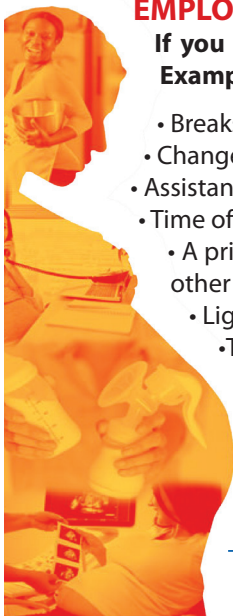
**Ignoring a request for a reasonable accommodation, failing to respond quickly, punishing, or firing your employee after they request one can expose you to damages and civil penalties. Employers are prohibited from asking for proof of pregnancy. Employers may request a doctor's note only when the accommodations requested by the employee involve time away from the workplace and when not otherwise prohibited by city, state, or federal law, including the NYC Earned Safe and Sick Time Act.**

### EMPLOYEES

If you need a reasonable accommodation to continue working or remain employed, you can request one. Examples include, but are not limited to:

- Breaks (e.g. to use the bathroom, eat or drink, or provide necessary rest).
- Changes to your work environment such as a seat or a fan.
- Assistance with physically demanding tasks.
- Time off or schedule adjustments.
  - A private, clean, non-bathroom space and at least 30 minutes of paid breaks for expressing breast milk and use of other existing paid break/meal time for beyond the 30 minutes..
  - Light duty or a temporary transfer to a different position.
  - Time off to recover from childbirth.

**The type of reasonable accommodation appropriate for an employee should be tailored to the needs of the employee and the employer. If your request for a reasonable accommodation has been ignored or denied without an appropriate alternative, we can help. Call the NYC Commission on Human Rights at 212-416-0197 to report it.**



@NYCCHR

NYC.gov/HumanRights or call 212-416-0197

**NYC** Commission on  
Human Rights



## AVISO: COMODIDADES EN EL TRABAJO DURANTE EL EMBARAZO

La Ley de Derechos Humanos de la Ciudad de Nueva York exige que todos los empleadores con cuatro o más empleados, o uno o más trabajadores domésticos, proporcionen adaptaciones razonables relacionadas con el embarazo, el parto y las condiciones médicas relacionadas a las empleadas para permitirles continuar trabajando y/o regresar al trabajo rápidamente mientras mantienen un embarazo saludable. Los empleadores deben proporcionar una notificación por escrito de los derechos de los empleados según la ley y pueden utilizar este documento para satisfacer ese requisito. Como tal, éste debería publicarse en el lugar de trabajo.

### EMPLEADORES

Proporcionen una política y un protocolo claros para que las empleadas soliciten una adaptación razonable. Trabajen con su(s) empleada(s) embarazada(s) para acordar rápidamente una adaptación razonable que:

- Valore las contribuciones de su empleada al lugar de trabajo.
- Ayude a su empleada a satisfacer los requisitos esenciales de su trabajo.
- Le mantenga en el lugar de trabajo mientras pueda seguir trabajando.
- Sea adecuado para su empleada y no cause dificultades excesivas a su empresa.
- Tenga una política de lactancia publicada en el lugar de trabajo, proporcionada a los empleados al inicio de su contrato laboral y en la intranet si existe.

Los empleadores deben contar con una política de lactancia publicada en el lugar de trabajo, que se entregue a los empleados al comenzar su relación laboral y, si existe, en la intranet. Puede consultar un modelo de política aquí:



Ignorar una solicitud de adaptación razonable, no responder rápidamente, castigar o despedir a un empleado después de que la solicite puede exponerles a demandas por daños y sanciones civiles. Los empleadores tienen prohibido pedir pruebas de embarazo. Los empleadores pueden solicitar un certificado médico solo cuando las adaptaciones solicitadas por la empleada impliquen tiempo fuera del lugar de trabajo y cuando no esté prohibido por la ley municipal, estatal o federal, incluyendo la Ley de Tiempo de Enfermedad Devengado de la Ciudad de Nueva York.

### EMPLEADAS

Si necesita una comodidad razonable para continuar trabajando o seguir siendo empleada, puede solicitarlas. Algunos ejemplos incluyen, pero no están limitados a:

- Descansos (por ejemplo, para usar el baño, comer o beber, o proporcionar el descanso necesario)
- Cambios en su entorno de trabajo, como un asiento o un ventilador
- Asistencia con tareas físicamente exigentes
  - Tiempo libre o ajustes de horario
  - Un espacio privado, limpio, diferente a un baño y descansos para extraer leche materna
  - Tareas ligeras o una transferencia temporal a una posición diferente
  - Tiempo libre para recuperarse del parto

El tipo de adaptación razonable apropiado para un empleado debe adaptarse a las necesidades del empleado y el empleador. Si su solicitud es razonable y la adaptación ha sido ignorada o negada sin una alternativa adecuada, podemos ayudarle. Llame a la Comisión de Derechos Humanos de la Ciudad de Nueva York al 212-416-0197 para reportarlo.



@NYCCHR

NYC.gov/HumanRights or call 212-416-0197



Commission on  
Human Rights



# STOP SEXUAL HARASSMENT ACT NOTICE

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the poster requirement.

### The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to \$250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, require the violator to undergo training, and mandate other remedies such as community service.

### Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

### Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

# STOP SEXUAL HARASSMENT ACT NOTICE (CONTINUED)

## Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating “in any manner against any person” because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer’s conduct is illegal, even if it turns out that they were mistaken.

## Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible. **Report sexual harassment to the NYC Commission on Human Rights. Call 212-416-0197 or visit [NYC.gov/HumanRights](http://NYC.gov/HumanRights)** to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

## State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary. To file a complaint with the New York State Division of Human Rights, please visit the Division’s website at **[www.dhr.ny.gov](http://www.dhr.ny.gov)**. To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC’s website at **[www.eeoc.gov](http://www.eeoc.gov)**.



**[NYC.gov/HumanRights](http://NYC.gov/HumanRights)**



# **AVISO SOBRE LA LEY PARA DETENER EL ACOSO SEXUAL**

Todos los empleadores deben proporcionar un aviso por escrito sobre los derechos de los empleados de conformidad con la Ley de Derechos Humanos de la Ciudad de Nueva York mediante un afiche exhibido y una hoja de información distribuida a cada empleado en el momento de la contratación. Este documento cumple con el requisito del afiche.

## **La Ley de Derechos Humanos de la Ciudad de Nueva York**

La Ley de Derechos Humanos de la Ciudad de Nueva York, una de las leyes más rigurosas contra la discriminación del país, protege a todas las personas contra la discriminación debido al género, lo que incluye el acoso sexual en el lugar de trabajo, la vivienda y espacios públicos, como tiendas y restaurantes. Quienes infrinjan esta ley pueden ser responsables de sanciones civiles de hasta \$250,000 en el caso de una infracción intencionada. La Comisión también puede evaluar concederle a la víctima una indemnización por daños y perjuicios debido a angustia emocional y otros recursos, exigirle al infractor asistir a una capacitación y ordenar otras medidas, como servicio comunitario.

## **El Acoso Sexual Según la Ley**

El acoso sexual, una forma de discriminación en función del género, es el comportamiento físico o verbal no deseado en relación con el género de una persona.

## **Algunos Ejemplos de Acoso Sexual**

- Tocar a los empleados o clientes de manera inapropiada.
- Amenazar o actuar de manera adversa luego de que una persona rechaza una insinuación sexual.
- Hacer comentarios lascivos o sexuales sobre el aspecto, cuerpo o la forma de vestir de una persona.
- Condicionar ascensos u otras oportunidades en función de favores sexuales.
- Mostrar imágenes, dibujos o grafitis pornográficos en computadoras, correos electrónicos, teléfonos celulares, tableros de anuncios, etc.

- Hacer comentarios sexistas o despectivos en función del género.

## La ley Prohíbe Represalias

Es contrario a la ley que un empleador tome medidas en su contra por oponerse o expresarse en contra del acoso sexual en el lugar de trabajo. La Ley de Derechos Humanos de la Ciudad de Nueva York prohíbe a los empleadores tomar represalias o discriminar “de cualquier forma a una persona” por oponerse a una práctica discriminatoria ilegal. Las represalias pueden manifestarse a través de acciones directas, como descensos o despidos, o a través de comportamientos más sutiles, como un aumento en la carga de trabajo o la transferencia a un lugar menos deseable. La Ley de Derechos Humanos de la Ciudad de Nueva York protege contra las represalias a las personas que creen de buena fe que el comportamiento de su empleador es ilegal, incluso si resultan estar equivocadas.

## Denuncie el Acoso Sexual

Si cree que es víctima de acoso sexual, infórmele lo antes posible a un gerente, al representante de igualdad de oportunidades laborales de su lugar de trabajo o al Departamento de Recursos Humanos. **Denuncie el acoso sexual ante la Comisión de Derechos Humanos de la Ciudad de Nueva York. Llame al 212-416-0197 o visite [NYC.gov/HumanRights](http://NYC.gov/HumanRights)** para saber cómo presentar una queja o denunciar un acto de discriminación. Usted puede presentar una queja de forma anónima.

## Recursos del Gobierno Estatal y Federal

El acoso sexual también es ilegal en virtud de la ley estatal y federal. Para presentar una queja ante la División de Derechos Humanos del Estado de Nueva York, visite el sitio web de la División en **[www.dhr.ny.gov](http://www.dhr.ny.gov)**. Para presentar cargos ante la Comisión para la Igualdad de Oportunidades en el Empleo (EEOC) de los EE. UU., visite el sitio web de la EEOC en **[www.eeoc.gov](http://www.eeoc.gov)**.



**[NYC.gov/DerechosHumanos](http://NYC.gov/DerechosHumanos)**



# RIGHT TO TEMPORARY CHANGES TO YOUR WORK SCHEDULE

## YOU HAVE A RIGHT TO TEMPORARY CHANGES TO YOUR WORK SCHEDULE

Under NYC's Temporary Schedule Change Law, covered employees have a right to temporary changes to their work schedule for certain "personal events." Employers must post this notice where employees can easily see it at each NYC workplace.

### Employees Covered by the Law

All employees who work 80+ hours per calendar year in NYC *and* who have been employed by their employer 120 or more days

***The law applies regardless of immigration status.***

### Employees NOT Covered by the Law

- Government employees
- Certain employees subject to a collective bargaining agreement
- Certain employees in motion picture, television, and live entertainment industries

**Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.**

### Definitions

#### Personal event

A "personal event" can be any of the following:

- The need to care for a child under the age of 18
- The need to care for a "care recipient," a person with a disability who is a family or household member and relies on you for medical care or to meet the needs of daily living

- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party
- Any other reason for which the employee may use leave under NYC's Paid Safe and Sick Leave Law

#### Temporary change

A "temporary change" means an adjustment to your usual schedule. This can include: using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours.

## Your Rights

### Temporary change to work schedule on up to two (2) occasions each calendar year

The change must be to accommodate a *personal event*. See Definitions. Your employer must grant requests for up to:



- Two (2) separate occasions, each totaling one (1) business day

### Ability to propose type of temporary change

You can propose the type of *temporary change* you would like when you request it. See Definitions.

Your employer must:

- Approve your proposal.
- OR



## RIGHT TO TEMPORARY CHANGES TO YOUR WORK SCHEDULE (CONTINUED)

OR

- One (1) occasion for up to two (2) business days

### Freedom from retaliation for additional schedule change requests



You can request additional changes to your schedule. Employers are not required to grant additional requests; however, they cannot retaliate against you.

#### ***If you need a temporary change to your work schedule:***

As soon as you become aware of the need for a temporary schedule change, request one from your employer or direct supervisor either orally or in writing. Your request should include the date of the change, that the change is due to a personal event, and propose the type of temporary change you want (for example, to work from home), unless you would like to use leave without pay.

- Your employer must respond immediately.
- ***If you requested the schedule change orally (for example, in person or by phone),*** you must submit a written request no later than the second business day after you return to work. Include in the written request the date of the temporary schedule change and that the change was due to a personal event. Your employer must provide a written response within 14 days. *If you do not submit a written request, your employer is not required to provide a written response but cannot deny your request because you did not submit a written request.*
- Make sure to keep all of your schedules and any communications with your employer about scheduling.

**File a Complaint** The Department of Consumer Affairs (DCA) Office of Labor Policy & Standards (OLPS) enforces NYC's Temporary Schedule Change Law and other NYC workplace laws.

**To file a complaint with OLPS,** go to [nyc.gov/dca](https://nyc.gov/dca) or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law." OLPS will conduct an investigation and try to resolve your complaint. **OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.**

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

**Contact OLPS** Visit [nyc.gov/dca](https://nyc.gov/dca), email [olps@dca.nyc.gov](mailto:olps@dca.nyc.gov), or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law."

You have a right to be given this notice in English and in any language that is the primary language of at least 5 percent of the workers at your workplace if the translation is available on the DCWP website.



Consumer and  
Worker Protection

03/2023

Official Print Size - 11" x 17"  
Page 2 of 2

## USTED TIENE DERECHO A CAMBIOS TEMPORALES EN SU HORARIO DE TRABAJO

La Ley de cambio temporal de horario de NYC, los empleados cubiertos tienen derecho a cambios temporales en su horario de trabajo para ciertos “eventos personales”. Los empleadores deben publicar este aviso en un lugar donde los empleados puedan verlo fácilmente en cada sitio de trabajo en NYC.

### Empleados cubiertos por la ley

Todos los empleados que trabajen más de 80 horas por año calendario en Nueva York y que hayan sido empleados por su empleador por 120 días o más

**La ley se aplica independientemente del estado migratorio.**

### Empleados NO cubiertos por la ley

- Empleados del Gobierno
- Ciertos empleados sujetos a un acuerdo de negociación colectiva
- Ciertos empleados en la industria del cine, televisión y entretenimiento en vivo

**Los empleadores no pueden castigar, penalizar, tomar represalias o tomar medidas contra los empleados que puedan detener o impedir que ejerzan sus derechos conforme a la ley. Los trabajadores deben contactar inmediatamente a OLPS si hay represalias. Vea abajo.**

### Definiciones

#### Evento personal

Un “evento personal” puede ser cualquiera de los siguientes:

- La necesidad de cuidar a un niño menor de 18 años
- La necesidad de cuidar a un “destinatario de la atención”, una persona con discapacidad que sea un miembro de la familia o del hogar y que dependa de usted para recibir atención médica o satisfacer las necesidades de la vida diaria

- La necesidad de asistir a un procedimiento legal o audiencia de beneficios públicos en los que el empleado, un miembro de la familia o el menor o el destinatario de la atención del empleado sean parte
- Cualquier otra razón por la cual el empleado pueda usar la licencia bajo la Ley de Pago por seguridad y licencia por enfermedad de Nueva York

### Cambio temporal

Un “cambio temporal” significa un ajuste en su horario habitual. Esto puede incluir: utilizar licencias no remuneradas de corto plazo, tiempo libre remunerado, trabajar de forma remota o cambiar o rotar horarios de trabajo.

## Sus derechos

### Cambio temporal en el horario de trabajo en hasta dos (2) ocasiones por año calendario

El cambio debe ser para poder atender un *evento personal*. Ver Definiciones. Su empleador debe conceder solicitudes de hasta:



- Dos (2) ocasiones por separado, cada una por un (1) día hábil
- Una (1) ocasión por hasta dos (2) días hábiles

### No debe recibir represalias por solicitudes de cambio de horario adicionales



Puede solicitar cambios adicionales a su horario. Los empleadores no están obligados a otorgar solicitudes adicionales; Sin embargo, no pueden tomar represalias en su contra.

### Posibilidad de proponer el tipo de cambio temporal

Puede proponer el tipo de *cambio temporal* que desea cuando lo solicite. Ver Definiciones.

Su empleador debe:

- Aprobar su propuesta.
- O
- Concederle una licencia sin pago.

Su empleador puede:

- Ofrecerle la posibilidad de utilizar tiempo libre remunerado. Nota: La ley no exige que los empleadores ofrezcan tiempo libre remunerado, y no es necesario que usted acepte dicha oferta.

Su empleador NO puede:

- Exigirle que use la licencia obtenida bajo la Ley de Pago por seguridad y licencia por enfermedad de NYC para un cambio temporal de horario.



# RIGHT TO TEMPORARY CHANGES TO YOUR WORK SCHEDULE - SPANISH (CONTINUED)

## **Si necesita un cambio temporal en su horario de trabajo**

Tan pronto como sea consciente de la necesidad de un cambio temporal de horario, solicítelo a su empleador o supervisor directo, ya sea verbalmente o por escrito. Su solicitud debe incluir la fecha del cambio, que el cambio se debe a un evento personal, y proponer el tipo de cambio temporal que desea (por ejemplo, trabajar desde casa), a menos que desee utilizar la licencia sin sueldo.

- Su empleador debe responder de inmediato..
- **Si solicitó el cambio de horario verbalmente (por ejemplo, en persona o por teléfono)**, debe presentar una solicitud por escrito a más tardar el segundo día hábil posterior a su regreso al trabajo. Incluya en la solicitud por escrito la fecha del cambio temporal de horario y que el cambio se debió a un evento personal. Su empleador debe darle una respuesta por escrito dentro de 14 días. *Si no presenta una solicitud por escrito, su empleador no está obligado a proporcionar una respuesta por escrito, pero no puede denegar su solicitud porque no presentó una solicitud por escrito.*
- Asegúrese de mantener todos sus horarios y cualquier comunicación con su empleador sobre la programación.

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**Cómo presentar una queja** La Oficina de Políticas y Estándares Laborales (OLPS, por sus siglas en inglés) del Departamento de Asuntos del Consumidor hace cumplir la Ley de Cambio temporal de horario de NYC y otras leyes de NYC sobre el sitio de trabajo.

**Para presentar una queja con la OLPS, vaya a [nyc.gov/dca](https://nyc.gov/dca) o comuníquese con el 311 (212-NEW-YORK fuera de la ciudad de Nueva York) y pregunte por la “Ley de cambio temporal de horario”.** La OLPS llevará a cabo una investigación y tratará de resolver su queja. La **OLPS mantendrá su identidad confidencial a menos que la divulgación sea necesaria para completar una investigación o según lo exija la ley.** También puede presentar una acción ante el tribunal. Sin embargo, no puede tener una queja con la OLPS y una reclamación ante el tribunal al mismo tiempo.

**Póngase en contacto con la OLPS** Visite [nyc.gov/dca](https://nyc.gov/dca), envíe un correo electrónico a [olps@dca.nyc.gov](mailto:olps@dca.nyc.gov) o comuníquese con el 311 (212-NEW-YORK fuera de la ciudad de Nueva York) y solicite la “Ley de cambio temporal de horario”.

Usted tiene derecho a recibir este aviso en inglés y en cualquier idioma que sea el idioma principal de al menos el 5 por ciento de los trabajadores en su lugar de trabajo si la traducción está disponible en el sitio web de DCWP.



Consumer and  
Worker Protection

03/2023

# NOTICE OF EMPLOYEE RIGHTS: SAFE AND SICK LEAVE

You have the right to safe and sick leave and paid prenatal leave. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

## Amount of Leave:

### Safe and Sick Leave

(care for yourself or anyone you consider family)

- All employers must provide up to **40 hours of safe and sick leave** each calendar year.
- Employers with 100 or more employees must provide up to **56 hours of safe and sick leave** each calendar year.

*Full-time and part-time workers earn safe and sick leave at a rate of **1 hour for every 30 hours worked**.*

### Paid Prenatal Leave

(healthcare for yourself during pregnancy)

- All employers must provide a separate bank of **20 hours of paid prenatal leave**.

Your employer's calendar year is: July to June  
First month Last month

You have a right to **PAID** safe and sick leave if:

- Your employer has 5 or more employees.
- Your employer has fewer than 5 employees but a net income of \$1 million or more.
- You work in someone's home as a domestic worker; for example, babysitter, housekeeper, or companionship worker.

*Note: The law covers 1 or more domestic workers working in a household.*

You have a right to **UNPAID** safe and sick leave if:

- Your employer has fewer than 5 employees and a net income of less than \$1 million.

You can carry over unused safe and sick leave to the next calendar year.

## Use of Safe and Sick Leave:

- Use it for your health, including to get medical care or to recover from illness or injury.
- Use it to care for a family member who is sick or has a medical appointment.
- Use it when your job or your child's school closes due to a public health emergency.
- Use it for your safety or for a family member's safety because of domestic violence, unwanted sexual contact, stalking, or human trafficking.

Your employer can require you to give advance notice of a planned use of leave; for example, to attend a scheduled doctor's appointment or court hearing. You do not have to give advance notice of an unexpected use of leave; for example, illness or a medical emergency. You have a right to privacy. You do not have to give your employer details about why you used leave. If you use more than three workdays in a row of leave, your employer can require documentation.

## Required Written Disclosures:

Your employer must:

- Give you a written policy that explains how to use your benefits.
- Tell you how much leave you have used and have left each pay period.

## No Retaliation:

It is illegal to punish or fire employees for requesting or using leave or for reporting violations.



**Consumer and  
Worker Protection**

**Contact Consumer and Worker Protection to learn more or to file a complaint.**

Visit [nyc.gov/workers](https://nyc.gov/workers) | Call **311** and ask for  
"Paid Safe and Sick Leave"

You can also make an ANONYMOUS tip.

05/30/2025

Official Print Size - 8.5" x 11"

# NOTICE OF EMPLOYEE RIGHTS: SAFE AND SICK LEAVE - SPANISH

Tiene derecho a licencia por enfermedad y seguridad y a licencia prenatal remunerada. Usted tiene este derecho independientemente de su estatus migratorio. Su empleador debe entregarle este aviso que explica sus derechos.

## Duración de la licencia:

### Licencia por enfermedad y seguridad

(cuídese a usted mismo o a alguien que considere familia)

- Todos los empleadores deben proporcionar hasta **40 horas de licencia por enfermedad y seguridad** cada año calendario.
- Los empleadores con 100 o más empleados deben proporcionar hasta **56 horas de licencia por enfermedad y seguridad** cada año calendario.

*Los trabajadores a tiempo completo y a tiempo parcial obtienen licencia por enfermedad y seguridad a una tasa de **1 hora por cada 30 horas trabajadas**.*

### Licencia por enfermedad paga

(cuidado de la salud para usted durante el embarazo)

- Todos los empleadores deben proporcionar adicionalmente **20 horas de licencia prenatal paga**.

El año calendario de su empleador es desde: \_\_\_\_\_ hasta \_\_\_\_\_  
Primer mes Último mes

Tiene derecho a una licencia por enfermedad y seguridad **PAGA** si:

- Su empleador tiene 5 o más empleados.
- Su empleador tiene menos de 5 empleados, pero un ingreso neto de \$1 millón o más.
- Usted trabaja en la casa de alguien como trabajador doméstico; por ejemplo, niñera, ama de llaves o trabajador de compañía. *Nota: La ley cubre a uno o más trabajadores domésticos que trabajen en un hogar.*

Usted tiene derecho a licencia por enfermedad y seguridad **NO PAGA** si:

- Su empleador tiene menos de 5 empleados y un ingreso neto de menos de \$1 millón.

Puede trasladar los días de licencia por enfermedad y seguridad no utilizados al año calendario siguiente.

### Uso de la licencia por enfermedad y seguridad:

- Úsela para su salud, incluyendo para recibir atención médica o recuperarse de una enfermedad o lesión.
- Úsela para cuidar a un familiar que esté enfermo o tenga una cita médica.
- Úsela cuando su trabajo o la escuela de su hijo cierren debido a una emergencia de salud pública.
- Úsela para su seguridad o para la seguridad de un miembro de su familia debido a violencia doméstica, contacto sexual no- deseado, acoso o trata de personas.

Su empleador puede exigirle que le notifique con anticipación sobre el uso planificado de la licencia; por ejemplo, para asistir a una cita médica programada o una audiencia judicial. No es necesario avisar con antelación sobre un uso inesperado de la licencia; por ejemplo, una enfermedad o una emergencia médica. Usted tiene derecho a la privacidad. No es necesario que proporcione a su empleador detalles sobre el motivo por el cual utilizó la licencia. Si utiliza más de tres días hábiles seguidos de licencia, su empleador puede exigirle documentación.

### Divulgaciones escritas obligatorias:

Su empleador debe:

- Proporcionarle una política escrita que explique cómo utilizar sus beneficios.
- Le indicará cuánto tiempo de vacaciones ha utilizado y le queda en cada período de pago.

### Prohibición de represalias:

Es ilegal castigar o despedir a empleados por solicitar o utilizar licencias o por denunciar violaciones.



**Comuníquese con Protección al Consumidor y al Trabajador para obtener más información o presentar una queja.**

Visite [nyc.gov/workers](https://nyc.gov/workers) | Llame al 311 y pregunte por "Licencia por Enfermedad y Seguridad Paga"  
También puede hacer una denuncia ANÓNIMA.

05/30/2025

Official Print Size - 8.5" x 11"

# NOTICE OF RIGHTS



Commission on  
Human Rights

1/7/2025

## NOTICE OF RIGHTS

This establishment is subject to the New York City Human Rights Law (“NYCHRL”) which is Title 8 of the Administrative Code of the City of New York.

If you wish to file a complaint with the Commission on Human Rights, you must do so within one year of the last alleged act of discrimination, or within three years for gender-based harassment. The Commission’s services are provided free of charge. To schedule an appointment, please call 311 or 212-416-0197.

If you wish to file a complaint in State Court, you must do so within three years after the last alleged act of discrimination. You may not file both with the Commission and in State Court.

To request a training, or to learn more about the Commission’s work, visit [NYC.gov/HumanRights](https://nyc.gov/HumanRights)

### EMPLOYMENT

**It is illegal to discriminate against employees, interns, job seekers, and independent contractors on the basis of:**

Age • Arrest or Conviction Record • Caregiver Status • Color • Credit History • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Race • Religion/Creed • Salary History • Sexual & Reproductive Health Decisions • Sexual Orientation • Status as Victim of Domestic Violence, Sexual Violence, or Stalking • Unemployment Status

### HOUSING

**It is illegal to discriminate against tenants, apartment seekers, and home buyers on the basis of:**

Age • Color • Criminal Record • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Lawful Occupation • Lawful Source of Income (including housing subsidies) • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation • Status as Victim of Domestic Violence, Sexual Violence, or Stalking

### PUBLIC ACCOMMODATIONS

**It is illegal to discriminate in public spaces like stores, restaurants, parks, libraries, or taxis on the basis of:**

Age • Color • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Race • Religion/Creed • Sexual Orientation

### DISCRIMINATORY HARASSMENT

**It is illegal to physically threaten or use force against someone or to damage property because of:**

Age • Color • Disability • Gender • Gender Identity • Immigration Status • Marital or Partnership Status • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation

### BIAS-BASED PROFILING BY LAW ENFORCEMENT

**It is illegal for law enforcement to target someone because of:**

Age • Color • Disability • Gender • Gender Identity • Housing Status • Immigration Status • National Origin • Pregnancy • Race • Religion/Creed • Sexual Orientation

### LENDING PRACTICES

**It is illegal to discriminate in lending practices or terms because of:**

Age • Color • Disability • Gender • Gender Identity • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation

### RETALIATION

**The law prohibits retaliation for opposing a discriminatory practice, filing a complaint of discrimination, assisting in an investigation of discrimination, or testifying in a proceeding related to a discrimination case.**



@NYCCHRR

Official Print Size - 8.5" x 11"



## AVISO DE DERECHOS

Este establecimiento está sujeto a la Ley de Derechos Humanos de la Ciudad de Nueva York la cual corresponde al Título 8 del Código Administrativo de la Ciudad de Nueva York.

Si usted quiere presentar una querella con la Comisión de Derechos Humanos, tiene que presentarla dentro de un año después del acto discriminatorio, o dentro de los tres años por acoso por razón de género. Los servicios del Comision son gratis. Para programar una cita, por favor llamar 311 o 212-416-0197.

Si usted quiere presentar una querella en Tribunal Estado, tiene que presentar dentro tres anos despues de discriminacion accion de acusacion. No puede presentar con el Comision y en Tribunal Estado.

Para preguntar formado, o aprender, mas acerca el trabajo del Comision, mira [NYC.gov/DerechosHumanos](https://nyc.gov/DerechosHumanos)

### EMPLEO

**Es ilegal discriminar en contra de empleados, pasantes, personas que buscan trabajo y contratistas independientes por:**

Edad • Expediente de arrestos o condenas • Ser encargado del cuidado • Color • Historial crediticio • Discapacidad • Sexo • Identidad de género • Altura y peso • Estado migratorio • Estado civil o de relación • Servicio militar • Nacionalidad de origen • Embarazo • Raza • Religión/credo • Historial salarial • Decisiones sobre la salud sexual y reproductiva • Orientación sexual • Ser víctima de violencia doméstica, violencia sexual o acoso • Estar desempleado

### VIVIENDA

**Es ilegal discriminar en contra de los inquilinos, personas que buscan alquilar apartamento y propietarios de viviendas por:**

Edad • Color • Antecedentes penales • Discapacidad • Sexo • Identidad de género • Altura y peso • Estado migratorio • Trabajo legal • Fuente de ingresos legal (incluidos los subsidios para la vivienda) • Estado civil o de relación • Servicio militar • Nacionalidad de origen • Embarazo • Presencia de niños • Raza • Religión/credo • Orientación sexual • Ser víctima de violencia doméstica, violencia sexual o acoso

### ARREGLOS PÚBLICOS

**Es ilegal discriminar en espacios públicos, como tiendas, restaurantes, parques, bibliotecas o taxis, por:**

Edad • Color • Discapacidad • Sexo • Identidad de género • Altura y peso • Estado migratorio • Estado civil o de relación • Servicio militar • Nacionalidad de origen • Embarazo • Raza • Religión/credo • Orientación sexual

### ACOSO DISCRIMINATORIO

**No es legal para amenazar físicamente o use fuerza en contra alguien o danar propiedad porque de:**

Edad • Color • Discapacidad • Sexo • Identidad de género • Estado migratorio • Estado civil o de relación • Nacionalidad de origen • Embarazo • Presencia de niños • Raza • Religión/credo • Orientación sexual

### ELABORACIÓN DE PERFIL SESGADA POR PARTE DE LOS CUERPOS DEL ORDEN PÚBLICO

**No es legal para aplicacion de la ley concentrar alguien porque de:**

Edad • Color • Discapacidad • Sexo • Identidad de género • Estado de vivienda • Estado migratorio • Nacionalidad de origen • Embarazo • Raza • Religión/credo • Orientación sexual

### PRÁCTICAS DE PRÉSTAMOS

**No es legal discriminar a alguien en acciones de prestamo o condiciones porque de:**

Edad • Color • Discapacidad • Sexo • Identidad de género • Estado migratorio • Estado civil o de relación • Servicio militar • Nacionalidad de origen • Embarazo • Presencia de niños • Raza • Religión/credo • Orientación sexual

### REPRESALIAS

**La ley prohíbe tomar represalias por oponerse a una práctica discriminatoria, presentar una queja por discriminación, ayudar con una investigación de discriminación o testificar en un proceso relacionado con un caso de discriminación.**



@NYCCHR

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AT WORK POSTER

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Conozca sus derechos en el trabajo

了解您的职场权利  
瞭解您的職場權利

**Know your rights at work**

Connaître ses droits au travail

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311