

Workplace Posters Required by Pennsylvania

This document contains information required by the state of Pennsylvania to be made available to employees in the workplace.

Child Labor Law

Summarizes PA child labor laws, including the minimum age for work, permitted work hours and times of day and prohibited occupations.

Hours of Work for Minors

Employers must use this schedule to track the hours worked by all employees under the age of 18.

Minimum Wage

Notice of PA's minimum wage and overtime rates, along with various related exemptions.

Equal Pay Law

PA law prohibits pay discrimination based on sex.

Unemployment Benefits

Provides information regarding PA unemployment benefits program, including instructions on how to file a claim.

Workers' Compensation

Provides name, address and telephone number of workers' compensation insurance provider.

No Smoking Permitted

PA Clean Indoor Air Act prohibits smoking within most public places and workplaces.

Workplace Anti-Discrimination

PA law prohibits workplace discrimination based on any of the factors listed in this publication.

Public Accommodations Anti-Discrimination

It is illegal for any person associated with a public accommodation to discriminate against anyone based on any factors listed on this flyer.

Fair Housing Practices

The Pennsylvania Human Relations Act forbids any type of discrimination in the housing industry, based on any of the factors listed on this notice.

Education Anti-Discrimination

It is illegal to discriminate against prospective and current students.

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

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

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

WORK TIME

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

WORK TIME

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).

30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-787-4671 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

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

Child Labor Act Hours Rules for Performances By Minors

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

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

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100 Lackawanna Ave.
Scranton, PA 18503
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Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

RESUMEN DE LAS ESTIPULACIONES DE LA LEY DE LABOR DE MENORES SOBRE LAS HORAS DE TRABAJO

DEBE SER EXHIBIDO EN UN LUGAR VISIBLE DONDE PERSONAS MENORES DE 18 AÑOS SEAN EMPLEADAS

Este resumen tiene por objeto la difusión de información general, y no tiene la misma fuerza que las declaraciones oficiales contenidas en la ley y sus regulaciones.

Los menores de 16 deberán tener una declaración por escrito de su padre –o madre –o guardián que reconozca en qué consiste el trabajo y las horas de empleo; esta declaración debe dar permiso para trabajar.

HORAS DE EMPLEO—14 y 15 AÑOS*

HORAS DE EMPLEO

Durante la temporada escolar: Un máximo de tres horas en los días de escuela, ocho horas en los otros días, y 18 horas por semana escolar (de lunes a viernes), y sólo en horas que no interfieran con el asistir a la escuela. Más ocho horas adicionales los sábados y domingos.

Excepción: Los estudiantes de 14 o más, cuyo empleo es parte de un reconocido programa de trabajo escolar, podrían ser empleados por horas –que combinadas con las horas escolares- no sean mayores a ocho horas en un día.

Durante las vacaciones escolares: Un máximo de ocho horas por día, 40 horas por semana.

HORAS DE TRABAJO

El empleo está prohibido después de las 7 p.m. y antes de las 7 a.m.

Excepciones: Durante las vacaciones escolares, los menores pueden ser empleados hasta las 9 p.m. Los menores de por lo menos 11 años pueden ser empleados en la distribución de periódicos de 5 a.m. a 8 p.m., excepto durante las vacaciones escolares, entonces hasta las 9 p.m. Los miembros voluntarios de las compañías de bomberos pueden participar en actividades de capacitación y de apagar incendios hasta las 10 p.m. con permiso por escrito de sus padres.

HORAS DE EMPLEO — 16 y 17 AÑOS* **

HORAS DE EMPLEO

Durante la temporada escolar: Un máximo de ocho horas por día y de 28 horas por semana escolar (de lunes a viernes). Más ocho horas adicionales los sábados y domingos.

Durante las vacaciones escolares: Un máximo de 48 horas por semana; 10 horas por día; un menor puede rehusar cualquier pedido de trabajo de más de 44 horas por semana.

HORAS DE TRABAJO

El empleo está prohibido antes de las 6 a.m. y después de las 12 a.m.

Excepciones: Durante las vacaciones escolares, los menores pueden ser empleados hasta la 1 a.m. Los miembros voluntarios de las compañías de bomberos pueden seguir prestando servicio de auxilio para apagar incendios hasta que el jefe del grupo se los permita.

* Los menores empleados como guardas en eventos deportivos no están restringidos por las limitaciones de la ley sobre las horas de trabajo.

**EXCEPCIONES: A) Los menores graduados de la secundaria o los que están eximidos de asistencia obligatoria bajo el Código de las Escuelas Públicas no están afectados por las restricciones de las horas de empleo comprendidas en la ley.
B) Ciertas reglas especiales corresponden a los de 16 y 17 años empleados durante una vacación escolar como consejeros en un campamento de verano operado por una organización religiosa o de exploradores (scouts).

**EMPLEO MÁXIMO: NO MÁS DE SEIS DÍAS CONSECUTIVOS (excepto en la distribución de periódicos).
30 MINUTOS DE HORA DE COMER SON OBLIGATORIOS A LAS 5 HORAS -O MENOS- DE CONSECUTIVAS HORAS DE TRABAJO.**

Para mayor información sobre la Ley de Labor de Menores, por favor consulte el sitio web del Departamento de Labor e Industria en www.dli.state.pa.us y haga clic en "Labor Law Compliance".

Direcciones de las oficinas del Buró de "Labor Law Compliance" adonde debe enviar sus consultas o quejas:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 o 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-787-4671 o 800-932-0665

Philadelphia District Office
110 North 8th St.
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201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 o 877-214-3962

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que los soliciten.
Programa/empleador de apoyo a la igualdad de oportunidad*

LAS REGLAS DE LAS ACTIVIDADES DE MENORES SEGÚN LA LEY DE TRABAJO DE MENORES

Este resumen tiene por objeto el difundir la información general, y no tiene la misma fuerza que las declaraciones oficiales contenidas en la ley y sus regulaciones.

Edad	Horas máx. (período de 24 horas) en el lugar de empleo (no incluye horas en la residencia de los menores)	Horas máx. (período de 24 horas) (incluye horas de trabajo en la residencia de los menores)
Infantes < 6 meses	2	No corresponde
6 meses—1 año	4	2
2—5 años	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Eventos "en vivo"—número máximo: tres por día o 10 por semana (de domingo a sábado).
- Períodos de comida de media hora—una hora no cuenta como parte del máximo de horas/tiempo de descanso en el lugar del empleo.
- El tiempo del 'no empleo' puede ser de capacitación, descanso y entretenimiento.
- El día de trabajo para los menores no deberá empezar antes de las 5 a.m., y deberá terminar a más tardar a las 10 p.m. en las noches anteriores al día escolar o a más tardar las 12:30 a.m. en noches que no sean anteriores al día escolar.
- Deberán transcurrir por lo menos 12 horas entre la salida del trabajo y la hora de regreso al empleo al día siguiente.
- Los de 14-17 años pueden trabajar durante las horas escolares si tienen permiso de los directivos de la escuela, por hasta dos días consecutivos, pero no pueden trabajar más de 8 horas en un período de 24 h.
- Las reglas de rendimiento no se usan para menores graduados de la secundaria o que están eximidos de la asistencia obligatoria según el Código de Escuelas Públicas.

Para mayor información sobre la Ley de Labor de Menores, por favor consulte el sitio web del Departamento de Labor e Industria en www.dli.state.pa.us y haga clic en "Labor Law Compliance".

Direcciones de las oficinas del Buró de "Labor Law Compliance" adonde debe enviar sus consultas o quejas:

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Scranton, PA 18503
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Puede enviar su email al Buró de Cumplimiento de la Ley (*Bureau of Labor Law Compliance*) a RA-LI-SLMR-LLC@pa.gov

Minimum Wage Law Summary

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

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

Overtime Rate:

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

Minimum Wage Rate:

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

Tipped Employees:

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

Keeping Records:

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

Penalties:

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

Exemptions:

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

Special Allowances For:

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

Exemptions from Both Minimum Wage and Overtime Rates

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

Allowances


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

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

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


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

Exceptions from Minimum Wage Rates

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


Learners: 40 hours a week. Maximum eight weeks

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


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


Exemptions from Overtime Rates


 A seaman


 Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)


 Taxicab driver

 Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)

 Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:

 City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or

 City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area

 Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup

 Employment by a motion picture theatre

For Questions/Complaints

Contact:	Counties Served:
<p>Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-8198</p>	<p>Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield Clinton Elk Fayette Forest Fulton Huntingdon Indiana Jefferson McKean Mifflin Potter Somerset Warren Westmoreland</p>
<p>Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 800-932-0665</p>	<p>Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster Lebanon Montour Northumberland Perry Snyder Union York</p>
<p>Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St. Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497</p>	<p>Bucks Chester Delaware Montgomery Philadelphia</p>
<p>Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354</p>	<p>Allegheny Beaver Butler Crawford Erie Greene Lawrence Mercer Venango Washington</p>
<p>Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 877-214-3962</p>	<p>Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming Monroe Northampton Pike Schuylkill Sullivan Susquehanna Tioga Wayne Wyoming</p>

More Information is Available Online

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

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

Abstract of the Equal Pay Law

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

Discrimination on Basis of Sex Prohibited:

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

Administration:

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

Collection of Unpaid Wages in Case of Discrimination:

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

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

Records Required:

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

Penalties:

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

More Information is Available Online

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

RESUMEN DE LA LEY DE IGUALDAD SALARIAL

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

Se prohíbe la discriminación basada en el sexo:

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

Administración:

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

Cobro de salarios impagos en caso de discriminación:

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

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

Registros requeridos:

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

SANCIONES:

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

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

Encuentre más información en línea

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

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

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

EMPLOYER NAME _____

ADDRESS _____

PA UC ACCOUNT NUMBER _____

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

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

IMPORTANT

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

NOTE: To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

Scan with your
mobile phone



You may file your new application, reopen an existing claim or get information about the UC Program online at **www.uc.pa.gov**, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

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

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Bajo las estipulaciones de la ley de compensación por desempleo (UC) de Pennsylvania, yo estoy inscrito con el Departamento de Labor e Industria de esta forma:

NOMBRE _____

DIRECCIÓN _____

NÚMERO DE CUENTA DEL EMPLEADOR _____

Usted pudiera tener derecho a los beneficios de compensación por desempleo durante períodos en que se encuentre total o parcialmente desocupado sin que sea su culpa.

IMPORTANTE

A su solicitud de UC le será dada una fecha efectiva equivalente a la semana en que usted actualmente presentó su solicitud de beneficios. Usted deberá presentar una nueva solicitud o reabrir un reclamo ya existente en la primera semana en que se encuentre desocupado o en que sus horas hayan sido reducidas. El demorarse en presentar su solicitud podría negativamente afectar su derecho a los beneficios.

AVISO: para presentar una solicitud de beneficios del UC, usted deberá proveer su:

- Número del seguro social
- Número de registro como extranjero (si no es ciudadano de los EE. UU.)
- Dirección postal y de domicilio completas
- Nombre y dirección del empleador(es)
- Fechas de empleo y las razones por las que se fue
- Formulario de información del empleador (si usted tiene uno)
- Su más reciente recibo de pago (opcional, pero beneficioso)
- Número de PIN, -número de identificación personal- (si tiene uno de un reclamo anterior)

Usted puede presentar una solicitud de beneficios, reabrir un reclamo de UC ya existente u obtener información en línea sobre el programa de UC en **www.uc.pa.gov** o puede llamar al Centro de Servicio del UC en su localidad al 888-313-7284. TTY (impedimento auditivo) al 888-334-4046.

Al solicitar los beneficios del UC, usted deberá reportar los ingresos brutos que ganó durante toda semana por la que esté solicitando beneficios del UC. Comparaciones computarizadas son usadas para detectar el recibo ilegal de pagos de UC ya sea por trabajo e ingresos no declarados, así como también pensiones no reportadas.

RECUERDE: cuandoquiera que tenga preguntas o algún problema relacionados con su solicitud del UC, contacte con su Centro de Servicio del UC. No siga los consejos de otros. Dichos consejos pueden estar errados y pudieran negativamente afectar su derecho a recibir los beneficios del UC.

Una persona que a sabiendas da una declaración falsa o a sabiendas oculta información para obtener beneficios del UC está cometiendo un crimen bajo la sección 801 de la Ley del UC, 43 P.S. §871, y podría estar sujeta a multa, prisión, reembolso y pérdida de futuros beneficios.

**REMEMBER: IT IS IMPORTANT
TO TELL YOUR EMPLOYER
ABOUT YOUR INJURY**

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for your company, are shown below.

Employer Name: _____ **Date Posted:** _____

IF INSURED:
(Complete all applicable spaces)

**IF SOMEONE OTHER THAN INSURER IS
HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of Insurance Company: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurer Code: _____

IF SELF-INSURED
(Complete all applicable spaces)

**IF SOMEONE OTHER THAN SELF-INSURER IS
HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of person handling claims at
the self-insured: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurer Code: _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

**Employer Information
Services**
717.772.3702

Claims Information Services
toll-free inside PA: 800.482.2383
local & outside PA: 717.772.4447

Hearing Impaired
toll-free inside PA TTY: 800.362.4228
local & outside PA TTY: 717.772.4991

Email
ra-li-bwc-helpline@pa.gov



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



NO SMOKING



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

**EMPLOYMENT PROVISIONS OF THE
PENNSYLVANIA HUMAN RELATIONS ACT**

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

PURPOSE OF PROVISIONS

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

UNLAWFUL DISCRIMINATORY PRACTICES

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

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

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

PARTIES SUBJECT TO THE ACT

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

WHO MAY FILE A COMPLAINT

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

PARTIES EXEMPT FROM THE ACT

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

WHO MUST POST THIS NOTICE

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

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

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

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

To file a complaint, contact the Regional Office nearest you:

Pittsburgh

301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17104
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



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

PROPOSITO DE LA LEY

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

PRACTICAS ILEGALES DE DISCRIMINACION

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

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

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

QUIENES ESTAN SUJETOS A ESTA LEY

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

QUIENES PUEDEN PRESENTAR QUEJAS

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

QUINES NO ESTAN SUJETOS A ESTA LEY

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

QUIENES DEBEN EXHIBIR ESTE AVISO

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

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

Para obtener más información, escriba, llame por teléfono, o visite a La Comisión de Relaciones Humanas de Pennsylvania:

Oficina Ejecutiva: 333 Market Street, 8th Floor, Harrisburg, PA 17126-0333
(717) 787-4410 (voz), (717) 787-7279 (TTY), www.phrc.state.pa.us

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

Pittsburgh
301 5th Avenue, Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

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

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation.

Complaints must be filed within 180 days of the alleged act of discrimination.

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

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

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126-0333
(717) 787-4410 · (717) 787- 7279 (TTY) · www.phrc.state.pa.us

To file a complaint, contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
R333 Market Street,
8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th Street
Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



LUGARES PUBLICOS REQUISITOS DEL ACTA DE RELACIONES HUMANAS DE PENNSYLVANIA

(Acta del 27 de Octubre de 1955, P.L. 744)

Según esta acta, un lugar público es cualquier lugar que está abierto y acepta o solicita el comercio del público en general, incluyendo servicios del gobierno.

Es ilegal que cualquier dueño, arrendatario, propietario, gerente, agente o empleado de cualquier lugar público discrimine contra cualquier persona en el uso completo y el disfrute de dicho lugar público, por causa de raza, color, religión, sexo, familia, nacionalidad, incapacidad o por tener un perro o animal para guía o apoyo por razón de ceguera, sordera o incapacidad física, sabido asociación con un individuo incapacitado o linceado o porque el individuo que usa el animal es entrenador de tales animales.

Este aviso, el cual ha sido preparado y distribuido por la Comisión de Relaciones Humanas de Pennsylvania tiene que ser situado por cualquier dueño arrendatario, propietario o gerente de un lugar público. Este aviso tiene que ser situado en un lugar conspicuo, fácilmente accesible y bien iluminado en los lugares públicos donde puede ser visto fácilmente por aquellos buscando u otorgando cualquier lugar público, ventajas, facilidades o privilegios de tal lugar público.

Quejas pueden ser presentadas no mas de 180 dias después de haber cometido el acto de discriminación.

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

Para obtener más información, escriba, llame por teléfono, o visite a La Comisión de Relaciones Humanas de Pennsylvania:

Oficina Ejecutiva: 333 Market Street, 8th Floor, Harrisburg, PA 17126-0333
(717) 787-4410 (voz), (717) 787-7279 (TTY), www.phrc.state.pa.us

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

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Pittsburgh, PA 15222
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COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

**FAIR HOUSING PRACTICES
ARE GUARANTEED BY**

THE PENNSYLVANIA HUMAN RELATIONS ACT

According to this Act it is unlawful, because of any person's:

RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN OR FAMILIAL STATUS

TO:

refuse to sell, lease, finance or otherwise withhold housing or commercial property or discriminate in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial property

OR, BECAUSE OF:

any person's use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals, or the disability of an individual with whom the person is known to have a relationship or association

TO:

refuse to lease or finance, or discriminate in the terms of selling or leasing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the lease of any housing or commercial property, engage in practices which attempt to induce the listing, sale or other transaction, or discourage the purchase or lease of housing or commercial property by making direct or indirect references to the present or future composition of the neighborhood in which such a facility is located with respect to race, color, religion, sex, ancestry, national origin, disability or guide or support animal dependency age or familial status.

IT IS ALSO UNLAWFUL FOR:

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

Complaints must be filed within 180 days of the alleged act of discrimination.

Prominent posting of this notice in a well-lighted, easily accessible place in the office, model home, sample apartment or other places of business where negotiations or agreements are customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

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

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

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

To file a complaint, contact the Regional Office nearest you:

Pittsburgh

301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17126
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia

110 N. 8th St., Suite
501 Philadelphia, PA 19107
(215) 560-2496
(215)560-3599 (TTY)



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

Practicas de Igualdad de Vivienda son garantizadas por el Acta de Relaciones Humanas de Pennsylvania

DE ACUERDO A ESTE ACTA ES ILEGAL DISCRIMINAR POR RAZONES DE:

- Raza
- Religion
- Decendencia
- Incapacidad
- Edad
- Color
- Sexo
- Origen Nacional
- Impedimento Físico
- Condicion Familiar

PARA:

- Negar la venta, renta, financiamiento, o de cualquier manera retener vivienda o propiedad comercial, o
- Discriminar en terminos de condiciones de venta, financiamiento, prestamos, o en proveer facilidades, servicios o privilegios en coneccion con la osecion, ocupacion o uso de vivienda o propiedad comercial, o
- Publicar o circular cualquier informe indicando preferencia o limitacion, o inquirir o anotar en coneccion con la venta, renta, o financiamiento de vivienda o propiedad comercial.

O PORQUE:

- Cualquier persona use un guia o un animal debido a ceguera, sordera, o incapacidad fisica o porque la persona sea un entrenador de animales para incapacitados.
- Impedimento físico o incapacidad de un individuo con quien la persona tiene una relacion o asociacion.

PARA:

- Rehusar alquilar o financiar, o
- Discriminar en terminos de venta, alquiler, o proveer facilidades, servicios o privilegios en coneccion con el propietario, ocupante o usuario de alguna vivienda o propiedad comercial, o
- Publicar o circular cualquier informe indicando preferencia o limitacion o inquirir o anotar en coneccion con la renta o financiamiento de vivienda o propiedad comercial.
- Emplear practicas que intentan inducir la venta, poner en lista para venta, o cualquier otra transaccion, o desalentar la compra o renta de vivienda o propiedad comercial haciendo inquisiciones directas o indirectas sobre la presente o futura composicion del vecindario en que dicha vivienda o propiedad se localiza por razones de **RAZA, COLOR, RELIGION, SEXO, DESCENDENCIA, ORIGEN, NACIONAL, O INCAPACIDAD MEDICA, O POR DEPENDENCIA DE UN ANIMAL O GUIA PARA SU MOVIMIENTO, EDAD O CONDICION FAMILIAR.**

ES TAMBIEN ILEGAL EL:

- Es ilegal para cualquier persona que se desquite con un individuo porque el individuo ha sometido una queja con la Comision, o en otros respetos ha participado en cualquier procedimientos de la Comision, o para cualquier persona que asiste o ayude con practicas ilegales de discriminacion bajo el Acta de Relaciones Humanas.

Quejas pueden ser presentadas no mas de 180 dias después de hasta cometido el acto de discriminación.

Esta noticia debe fijarse en un sitio prominente, muy alumbrado y bien accesible en la oficina, casa modelo, apartamento modelo o cualquier otro sitio de negocio donde negociaciones o acuerdos se hacen por costumbre para la renta o compra de vivienda. Esto es requerido por el Acta de Relaciones Humanas de Pennsylvania (Acto del 27 de octubre del 1955, P.L. 744, segun amendado).

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

Para obtener más información, escriba, llame por teléfono, o visite a La Comisión de Relaciones Humanas de Pennsylvania:

Oficina Ejecutiva: 333 Market Street, 8th Floor, Harrisburg, PA 17126-0333
(717) 787-4410 (voz), (717) 787-7279, www.phrc.state.pa.us

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

Pittsburgh

301 5th Avenue, Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



Pennsylvania Human Relations Commission Education Provisions

Pennsylvania Human Relations Act Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRA) prohibits discrimination against prospective and current students of kindergartens, primary and secondary schools, high schools, academies, colleges and universities, extension courses and all educational institutions under the supervision of the Commonwealth. The PHRA prohibits discrimination because of an applicant's or current student's **race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.**

The PHRA does not protect prospective and current students of "distinctly private" educational institutions such as parochial schools, nor does it protect prospective and current students from age discrimination.

The Pennsylvania Fair Educational Opportunities Act (PFEAct) prohibits discrimination against prospective and current students of any postsecondary institution and any secondary or post-secondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's **race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability.**

The PFEAct permits religious or denominational institutions to use religion in their admissions, enrollment and program decisions. Educational institutions which are neither state-owned, state-related, nor state-aided may offer single-sex classes. The PFEAct does not protect prospective or current students from age discrimination.

It is also unlawful to retaliate against any prospective or current student because he or she has filed a complaint with the Commission or to aid or abet any unlawful discriminatory practice under the PHRA or the PFEAct.

This notice must be posted conspicuously in easily accessible and well-lighted places at the educational institution where it may be readily seen by those seeking, using or granting any of the educational institution's accommodations, advantages, facilities or privileges. This notice should be exhibited prominently wherever the educational institution exhibits informational notices *e.g.* Web sites, bulletin boards, and student handbooks and publications.

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

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Office: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us

Complaints must be filed within 180 days of the alleged act of discrimination.

To file a complaint contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

PHILADELPHIA

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



Comisión de Relaciones Humanas

Disposiciones Educativas

Ley de Relaciones Humanas de Pennsylvania

Ley de Igualdad de Oportunidades Educativas de Pennsylvania

La Ley de Relaciones Humanas de Pennsylvania (PHR, por sus siglas en inglés) prohíbe la discriminación de alumnos actuales y eventuales de jardines de infancia, escuelas primarias, medias y secundarias, academias, institutos universitarios (colleges) y universidades, cursos de extensión universitaria y de toda institución educativa que esté bajo la supervisión del estado. La Ley PHR prohíbe la discriminación de alumnos actuales o eventuales por **raza, color, sexo, creencia religiosa, ascendencia, país de origen, discapacidad o invalidez, registro de una discapacidad o invalidez, discapacidad o invalidez obvia, relación o asociación con un individuo con una discapacidad o invalidez, uso de animal guía o de apoyo o el manejo o entrenamiento de animales de guía o de apoyo.**

La Ley PHR no protege a los alumnos actuales y eventuales de las instituciones educativas "claramente privadas" tales como escuelas parroquiales ni los protege contra la discriminación relacionada con la edad.

La Ley de Igualdad de Oportunidades Educativas de Pennsylvania (PFEOA, por sus siglas en inglés) prohíbe la discriminación de alumnos actuales y eventuales por parte de cualquier institución postsecundaria y cualquier escuela secundaria o postsecundaria de secretariado, negocios, vocacional o de oficios sujeta a la visita, el escrutinio o la inspección del Departamento de Educación o acreditación real o posible por parte de éste en función de la **raza, religión, color, ascendencia, país de origen, sexo, discapacidad o invalidez, registro de una discapacidad o invalidez, discapacidad o invalidez obvia y relación o asociación con un individuo con una discapacidad o invalidez.**

La PFEOA le permite a las instituciones religiosas o confesionales utilizar la religión en la toma de decisiones relacionadas con el programa, las inscripciones o admisiones. Las instituciones educativas que no sean propiedad del Estado, que no tengan relación con el Estado y que no tengan apoyo del Estado podrán ofrecer cursos no mixtos. La PFEOA no protege a los alumnos actuales ni eventuales de la discriminación por edad.

Es ilegal, además, tomar represalias contra cualquier alumno actual o eventual que haya presentado una denuncia ante la Comisión, o bien contribuir con cualquier práctica de discriminación ilegal o encubrirla según la ley PHRA o la PFEOA.

Esta información deberá colocarse en lugares llamativos de fácil acceso e iluminados en la institución educativa donde pueda ser vista fácilmente por aquellos que busquen, utilicen o brinden cualquiera de las instalaciones, ventajas, alojamiento o privilegios de la institución educativa. Esta información debería exhibirse en un lugar destacado donde sea que la institución exhiba notificaciones informativas, por ejemplo, sitios web, tablero de anuncios, publicaciones y cuadernillos de los alumnos.

Quejas pueden ser presentadas hasta 180 días después de haberse cometido el acto de discriminación.

Advertencia: Si retira, daña, cubre o destruye esta información estará violando el Pennsylvania Crimes Code (Código Penal de Pensilvania) y podrá ser multado o encarcelado.

Para mayor información

Envíe una carta, llame por teléfono o diríjase a la Comisión de Relaciones Humanas de Pennsylvania.

Oficinas Ejecutivas: 333 Market Street, 8th Floor, Harrisburg, PA 17126; (717) 787-4410; (717) 787-7279 (texto); www.phrc.state.pa.us

Para presentar un reclamo contáctese con la Oficina Regional de su área estatal:

Pittsburgh

301 5th Ave., Suite 390
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (texto)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA
(717) 787-9780
(717) 787-7279 (texto)

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (texto)