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.

PA Right to Know Laws
Employers must make available information about hazardous substances in the workplace.

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 o9f 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.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF LABOR LAW COMPLIANCE

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

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DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF LABOR LAW COMPLIANCE

CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

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

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

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DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF LABOR LAW COMPLIANCE

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 sumario 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.
Suite 203
Philadelphia, PA 19107
215-560-1858 o 877-817-9497

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

Scranton District Office
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

LLC-5 REV 01-13

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DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF LABOR LAW COMPLIANCE

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

Este sumario 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 o10 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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201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 o 877-214-3962

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

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

Department of Labor & Industry

Bureau of Labor Law Compliance

Hours of Work for Minors Under Eighteen

employed at _____

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)
Show daily time of starting work, time for meal or rest periods, and time of stopping work.

NAME OF EMPLOYEE	AGE	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HRS. PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEK
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO		

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

_____ _____ _____

DATE MANAGER SIGNATURE ADDRESS OF ESTABLISHMENT

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

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

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DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF LABOR LAW COMPLIANCE

Horas de Trabajo para Menores de Dieciocho Años

Empleado en _____

(Proporcionar nombre del establecimiento, departamento y piso, o por el contrario designar trabajadores a quienes se aplica este programa.)
Indique horario diario de inicio laboral, horario de comidas o períodos de descanso y horario de finalización del trabajo.

NOMBRE DEL EMPLEADO	EDAD	DOMINGO		LUNES		MARTES		MIÉRCOLES		JUEVES		VIERNES		SÁBADO		TOTAL DE HORAS ESCOLARES POR SEMANA SI ES MENOR DE 16 AÑOS	TOTAL DE HORAS SEMA-NALES
		DESDE	HASTA	DESDE	HASTA	DESDE	HASTA	DESDE	HASTA	DESDE	HASTA	DESDE	HASTA	DESDE	HASTA		

NOTA: Los menores entre 14 y 16 años de edad no pueden estar empleados en ningún horario que interfiera con la asistencia normal a la escuela. Las horas que permanecen en la escuela deberán incluirse en las horas diarias y semanales de trabajo.

Por el presente certifico que los horarios descriptos precedentemente son verdaderos y correctos:

FECHA _____ FIRMA DEL GERENTE _____ DIRECCIÓN DEL ESTABELCIMIENTO _____

Este programa y el resumen de la Ley de Trabajo Infantil deberán ser colocados en un lugar claramente visible en cada comercio de Pensilvania que se rija porla Ley de Trabajo Infantil. Este registro deberá mantenerse actualizado y ser preciso.

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

MINIMUM WAGE LAW SUMMARY

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY
PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

Minimum Wage Rate

$7.25 per hour
Effective
July 24, 2009

(Except as Described)

Overtime Rate

Workers shall be paid
1½ times their regular rate
of pay after 40 hours worked
in a workweek

(Except as Described)

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.

TIPPED EMPLOYEES:

An employer may pay a minimum of $2.83 per hour to an employee who makes $135.00 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.

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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 outside salesman
- 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 children with disabilities 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 33% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level
- Executive, Administrative, and Professional employees, as defined by the Department

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)
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre
- 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
- The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when:
  - the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or
  - the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the employer and employee

QUESTIONS/COMPLAINTS

CONTACT:	COUNTIES SERVED:
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**	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield Clinton Elk Fayette Forest Fulton Huntingdon Indiana Jefferson McKean Mifflin Potter Somerset Warren Westmoreland
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: **717-787-4671** or **800-932-0665**	Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster Lebanon Montour Perry York
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**	Bucks Chester Delaware Montgomery Philadelphia
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: **412-565-5300** or **877-504-8354**	Allegheny Beaver Butler Crawford Erie Greene Lawrence Mercer Venango Washington
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: **570-963-4577** or **877-214-3962**	Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming Monroe Northampton Northumberland Pike Schuylkill Snyder Sullivan Susquehanna Tioga Union Wayne Wyoming

MORE INFORMATION IS AVAILABLE ONLINE

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

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

RESUMEN DE LA LEY DEL SALARIO MÍNIMO

DEBE COLOCARSE EN UN LUGAR VISIBLE EN TODAS LAS EMPRESAS DE PENSILVANIA REGIDAS POR LA LEY DE SALARIO MÍNIMO

Salario Mínimo

$7.25 por hora a Partir del 24 de julio, 2009

(Excepto en los casos descritos)

Pago por Horas Extras

Los trabajadores recibirán 1½ veces su salario regular tras trabajar 40 horas en una semana laboral

(Excepto en los casos descritos)

La Ley del Salario Mínimo de Pensilvania establece un salario mínimo fijo y una tasa de horas extras para los empleados. También establece obligaciones relacionadas con el cumplimiento para el Departamento de Trabajo e Industria y para los empleadores. Además, la Ley del Salario Mínimo establece sanciones por su incumplimiento. Este resumen brinda información general y no constituye una postura oficial asumida por el Departamento de Trabajo e Industria.

EMPLEADOS QUE RECIBEN PROPINAS:

Un empleador puede pagar un mínimo de $2.83 por hora a un empleado que recibe $135.00 al mes en propinas. El empleador debe compensar la diferencia si sumadas las propinas y los $2.83 no alcanzan el salario mínimo regular de Pensilvania.

MANTENER REGISTROS:

Todo empleador debe mantener registros precisos de los ingresos y las horas trabajadas de cada empleado, y facilitar el acceso al Departamento de Trabajo e Industria.

PENALIDADES:

Dejar de pagar el salario mínimo legal o cometer otras infracciones puede conllevar al pago de salarios atrasados y a otras acciones civiles o penales cuando se justifiquen.

EXENCIONES:

Las horas extras se aplican en determinadas clasificaciones de empleo. (Ver páginas 2 y 3)

EXISTEN CONCESIONES ESPECIALES PARA:

Estudiantes, aprendices y personas con discapacidad, bajo solicitud previa.

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DEPARTMENT OF LABOR & INDUSTRY

EXENCIONES DE AMBOS
Salario Mínimo y Pago por Horas

- Trabajo en una granja
- Servicio doméstico en el domicilio particular del empleador o en sus alrededores
- Entrega de periódicos al consumidor
- Publicación de un periódico semanal, quincenal
  - diario con una circulación inferior a 4000 ejemplares cuando la mayor parte de la circulación se realiza en el condado donde se publica o en un condado limítrofe
- Vendedor externo de buena fe
- Organización educativa, benéfica, religiosa o sin fines de lucro en la que no existe una relación empleador-empleado y se presta un servicio gratuitamente
- Caddy de golf
- En empleo estacional, si el empleado es menor de 18 años o si un estudiante menor de 24 años está empleado por una agencia de salud o bienestar social sin fines de lucro dedicada a actividades relacionadas con niños con discapacidades o por un campamento recreativo estacional diurno o residente sin fines de lucro para campistas menores de 18 años, que opera por un período de menos de tres meses en cualquier año
- En empleo en un establecimiento público de diversión o recreo, un campamento organizado o un centro de conferencias religioso o educativo sin fines de lucro, si (i) no opera más de siete meses al año o (ii) durante el año calendario anterior, el promedio de ingresos de cualquiera de los 6 meses no fue superior al 33% de sus ingresos promedio de los otros 6 meses de dicho año
- Operador de central telefónica empleado por una empresa de telefonía pública de propiedad independiente que no tiene más de 750 estaciones
- Los empleados no sujetos a la legislación de la administración pública que ocupan un cargo electivo o forman parte del personal de dicho titular, son asesores inmediatos del titular o son nombrados por el titular para prestar servicios a nivel de elaboración de políticas.
- Empleados ejecutivos, administrativos y profesionales, según la definición del Departamento.

ASIGNACIONES

Los salarios pagados a cualquier empleado pueden incluir los gastos razonables de comida, alojamiento y otras instalaciones. Pueden considerarse como parte del salario mínimo si el trabajador es notificado de esta condición y la acepta como condición habitual de empleo en el momento de la contratación o del cambio de clasificación. El salario, incluido el crédito alimentario más las propinas, debe ser igual al salario mínimo vigente.

Comidas: Alimentos suministrados en forma de comidas en un horario establecido.
Alojamiento: Instalación de vivienda disponible para el uso personal del empleado a todas horas.
Coste razonable: Coste real, sin beneficio, para el empleador o para cualquier persona vinculada al empleador.

EXCEPCIONES a las Tarifas del Salario Mínimos

- Los aprendices y los estudiantes (de buena fe de laescuela secundaria o de la universidad), después de obtener un certificado especial de la Oficina de Cumplimiento de las Leyes Laborales,(651 Boas Street, Habitación 1301, Harrisburg, PA 17121-0750) pueden ser pagados el 85% del salario mínimo como sigue:
- Aprendices: 40 hora por semana. Máximo ocho semanas
- Estudiantes: Hasta 20 horas por semana. Hasta 40 horas semanales durante los períodos de vacaciones estudiantiles
- Las personas con una deficiencia o lesión física o mental pueden recibir una remuneración inferior al salario mínimo, aplicable si se obtiene una licencia que especifique una tarifa acorde con la capacidad productiva en la Oficina de Cumplimiento de la Ley Laboral, (651 Boas Street, Habitación 1301, Harrisburg, PA 17121-0750), o si se obtiene un certificado federal en virtud de la Sección 14(c) de la Ley de Normas Laborales Justas del Departamento de Trabajo de EE.UU.

EXENCIONES de las Tasas por Horas Extras

- Un marinero
- Todo vendedor, recambista o mecánico dedicado principalmente a la venta y el mantenimiento de automóviles, remolques, camiones, aperos de labranza o aeronaves, si está empleado por un establecimiento no fabricante dedicado principalmente a la venta de dichos vehículos a los compradores finales. (Ejemplo: el 51% del negocio es la venta frente al 49% en el servicio de dichos vehículos)
- Conductor de taxi
- Cualquier empleado de un transportista. El Secretario Federal de Transporte tiene la facultad de establecer las cualificaciones y las horas máximas de servicio en virtud de la sección 3102 (b)(1) (2) del 49 U.S.C. (relativa a los requisitos de cualificación, horas de servicio, seguridad y normas de equipamiento)
- Cualquier empleado que se dedique a la transformación de la savia de arce en azúcar (que no sea azúcar refinado) o jarabe
- Empleo en una sala de cine
- Locutor, redactor de noticias, ingeniero jefe de una emisora de radio o televisión, cuyo estudio principal se encuentra en:
  - Ciudad o pueblo de 100,000 habitantes o menos, si no forma parte de un área estadística metropolitana estándar con una población total superior a los 100,000 habitantes; o
  - Ciudad o pueblo de 25,000 habitantes o menos, que forma parte de dicha área pero está a un mínimo de 40 millas aéreas de la ciudad principal del área
- Las horas de un empleado de una compañía aérea sujeta a las disposiciones del Título II de la Ley de Trabajo Ferroviario (Ley Pública 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) cuando:
  - las horas son trabajadas voluntariamente por el empleado en virtud de una práctica de intercambio de turnos según la cual el empleado tiene la oportunidad de reducir las horas trabajadas en cualquier semana de trabajo ofreciendo voluntariamente un turno para su intercambio o reasignación; o
  - las horas de trabajo requeridas, los salarios y la compensación de las horas extraordinarias se han acordado en un convenio colectivo entre el empleador y la organización laboral que representa a los empleados a efectos de la negociación colectiva o en virtud de un acuerdo o entendimiento voluntario alcanzado entre el empleador y el empleado

PREGUNTAS/QUEJAS

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

MÁS INFORMACIÓN DISPONIBLE EN INTERNET

Encontrará más información sobre la Ley del Salario Mínimo en: www.dli.pa.gov, Palabra Clave de PA: Salario Mínimo. Desde la página web, puede presentar un formulario de reclamación, encontrar respuestas a las **preguntas frecuentes** y leer más sobre la Ley del Salario Mínimo.

Las personas con discapacidad pueden solicitar ayudas y servicios auxiliares.
Empleador con Igualdad de Oportunidades/Programa

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

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.

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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF LABOR LAW COMPLIANCE

RESUMEN DE LA LEY DE IGUALDAD SALARIAL

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

Se prohíbe la discriminación basada en el sexo:

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

Administración:

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

Cobro de salarios impagos en caso de discriminación:

Establece el cobro de salarios adeudados impagos en el marco de la ley y, además, un monto igual por perjuicios liquidados y costos y honorarios razonables del abogado. Autoriza a la Secretaría de Trabajo e Industria, y a pedido del empleado, a hacerse cargo del cobro del reclamo salarial. Para este reclamo establece un límite de **dos** años a partir de la fecha en que se produjo la violación de la ley.

Registros requeridos:

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

SANCIONES:

Se aplicará una multa no menor que $50 y no mayor que $200, o arresto no menor que 30 días y no mayor que 60 días, en los siguientes casos:
(1) el empleador que intencional y deliberadamente viola las cláusulas de la ley, o 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 discapacitades que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad

LLC-8(ESP) 6-08

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR

Pennsylvania Worker and Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: **RA-LI-BWC-SAFETY@pa.gov**.

Employee Workplace Notice:

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

Training:

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

Hazardous Substance Survey Form:

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

Work Area List:

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

Material Safety Data Sheet:

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

Environmental Hazard Survey Form:

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

Labeling:

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

Health and Exposure Records:

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

Non-discrimination:

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

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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

LA LEY DEL DERECHO A SABER DEL TRABAJADOR Y COMUNIDAD DE PENNSYLVANIA

AVISO PARA SER COLOCADO EN EL CENTRO DE TRABAJO SECTOR PÚBLICO

La Ley del Derecho a Saber del Trabajador y la Comunidad de Pennsylvania obliga a que la información sobre sustancias peligrosas en el centro de trabajo y en el medio ambiente esté disponible para los empleados del sector público y los del sector privado que no están cubiertos bajo los Estándares de OSHA (Administración Federal de Seguridad Ocupacional y Salud, por sus siglas en inglés) y para todos aquellos viviendo o trabajando en el Estado. Los derechos de los trabajadores mencionados abajo están aún más definidos en la Ley del Derecho a Saber del Trabajador y Comunidad (L. P. 734, nro. 159) y en la regulaciones relacionadas. Para mayor información contacte con el *Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501*; (717) 772-1635; email: **RA-LI-BWC-SAFETY@pa.gov**.

Aviso en el centro de trabajo:

Los empleadores del sector público (incluidas las agencias gubernamentales locales y estatales y las escuelas y universidades públicas) y los empleadores del sector público que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA deberán exhibir este aviso para informarles a los trabajadores de sus derechos bajo la ley en un lugar visible en el centro de trabajo donde los avisos son generalmente puestos.

Capacitación:

Los empleadores de los sectores público y privado que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA deberán proveer un programa anual de instrucción y capacitación a los empleados expuestos a sustancias peligrosas. El programa de capacitación podría ser por escrito o en sesiones de instrucción.

Hoja de datos sobre sustancias peligrosas:

El Formulario de informe de sustancias peligrosas (HSSF, en inglés) provee una lista de las sustancias peligrosas en existencia en el centro de trabajo en el año anterior. Todo empleador deberá llenar un HSSF anualmente. Los empleadores de los sectores público y privado que no están cubiertos por OSHA deberán exhibir el HSSF visiblemente en el centro de trabajo y proveer una copia de éste al empleado que lo pida.

Lista en el centro de trabajo:

Esta lista menciona las sustancias peligrosas usadas o producidas en un área específica en el centro de trabajo. Los empleadores del sector público o privado que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA deberán actualizar una lista del área de trabajo como mínimo anualmente, deberán proveerle una copia de ésta al empleado de esa área que la solicite, y ofrecérsela a todo nuevo empleado asignado a esa área de trabajo.

Hoja de datos de sustancias peligrosas:

La Hoja de información de seguridad de los materiales (MSDS) provee información detallada sobre una sustancia peligrosa. En los centros de trabajo de los sectores públicos y privados que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA, un MSDS deberá estar accesible en el área de trabajo donde la sustancia peligrosa nombrada esté localizada. El MSDS deberá estar disponible para ser visto por los empleados sin la intervención o permiso del supervisor o gerente, y cualquier trabajador puede obtener y examinar un MSDS en cuanto a sustancias peligrosas localizadas en el centro de empleo. Si el pedido del trabajador de obtener una copia del MSDS es por escrito y después de cinco días laborales desde la fecha del pedido, el empleador no ha presentado el MSDS al trabajador o no le presenta al trabajador una prueba de que ha tratado de obtener dicho MSDS del fabricante, importador, abastecedor o distribuidor y del Departmento de Labor e Industria, el trabajador pidiente puede rehusar a trabajar con dicha sustancia.

Hoja de datos sobre peligros en el medio ambiente:

El Formulario de informe de peligros en el medio ambiente (EHSF, en inglés) le informa sobre peligros en el medio ambiente emitidos, descargados o desechados del centro de trabajo. Todos los empleadores están obligados a llenar el EHSF si la orden viene del Departamento de Labor e Industria. Si el EHSF ha sido llenado por un empleador del sector público o privado que no está cubierto por los Estándares de Comunicación de Peligros de OSHA, una copia deberá ser proveída al empleado que lo solicite.

Etiquetas o rótulos:

Todos los envases y entradas/salidas de tuberías de elementos peligrosos y no peligrosos localizados en los centros de trabajo de los sectores públicos y privados que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA deberán estar debidamente etiquetados. Los empleadores deberán asegurar de que toda señal, rótulo, etiqueta u otras instrucciones se exhiban visiblemente en el envase o entrada/salida de la tubería para que los empleados puedan fácilmente identificar los elementos contenidos.

Récords médicos y de exposición:

Los empleadores del sector público o privado que no están cubiertos por los Estándares de Comunicación de Peligros de OSHA deberán mantener y permitir a los empleados acceso a récords de exposición de los empleados a sustancias tal cómo es requerido por OSHA (bajo el 29 CFR 1910.1200) o por la Administración de la Protección de la Salud en las Minas (bajo 30 CFR 70.210 y 71.210).

No discriminación:

Si un empleado del sector público o el centro de trabajo de un empleado del sector privado no cubierto por los Estándares de Comunicación de Peligros de OSHA piensa que ha sido despedido, sancionado o discriminado por un empleador al haber hecho uso de sus derechos de acuerdo a la Ley del Derecho a Saber del Trabajador y la Comunidad de Pennsylvania, dicho empleado tiene hasta 180 días–desde la fecha de la alegada acción-para presentar una queja por escrito ante el Departmento de Labor e Industria, Bureau of PENNSAFE.

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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

PENNSYLVANIA UNEMPLOYMENT COMPENSATION

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.

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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

COMPENSACIÓN POR DESEMPLEO DE PENNSYLVANIA

Bajo las estipulaciones de la Ley de Compensación por Desempleo (UC) de Pennsylvania, estamos inscrito con el Departamento de Labor e Industria de esta forma:

NOMBRE _____

DIRECCIÓN _____

NÚMERO DE CUENTA DEL EMPLEADOR _____

La Ley de UC podría proveerle de un ingreso durante períodos en que se encuentre parcial o totalmente desocupado sin que sea culpa.

Si se encuentra DESEMPLEADO o sus HORAS SON REDUCIDAS debido a LA FALTA DE TRABAJO, la compañía, departamento, agencia, comisión o buró donde trabajaba pudiera entregarle un completado formulario *Form UC-1609, titulado Cómo solicitar los beneficios de compensación por desempleo (UC).*

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. Usted corre el riesgo de perder ciertos derechos a los beneficios si presenta su solicitud después de la primera semana de su desocupación.

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, dirección y # de cuenta del empleador(es) del *Form UC-1609*
- Fechas de empleo y las razones por las que se fue
- 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 nueva 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 al 888-313-7284. TTY (para 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 o ingresos no declarados, así como también pensiones no reportadas.

RECUERDE: cuando sea 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.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

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: Messiah University

Date Posted: 06/03/2024

IF INSURED:
(Complete all applicable spaces)

Name of Insurance Company: Encova Insurance

Address: 471 E. Broad St
Columbus, OH 43215

Telephone Number: 1-844-362-6821

Insurer Code: _____

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

Name of TPA (Claims administrator): _____

Address: _____

Telephone Number: _____

IF SELF-INSURED
(Complete all applicable spaces)

Name of person handling claims at the self-insured: _____

Address: _____

Telephone Number: _____

Insurer Code: _____

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

Name of TPA (Claims administrator): _____

Address: _____

Telephone Number: _____

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	Claims Information Services	Hearing Impaired	Email
717.772.3702	toll-free inside PA: 800.482.2383 local & outside PA: 717.772.4447	PA Relay 7-1-1	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 as defined by Section 4(x) of the PHRA.

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 agencysubject 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

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)

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:

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301 5th Ave., Suite 390
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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)

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:
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Pennsylvania Human Relations Commission

Education Provisions

Pennsylvania Human Relations Act
Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRAct) 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 PHRAct 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 PHRAct 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 (PFEOAct) 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 PFEOAct 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 PFEOAct 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 PHRAct or the PFEOAct.

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:
Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
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Complaints must be filed within 180 days of the alleged act of discrimination.
To file a complaint contact the Regional Office nearest you:

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