Massachusetts State Postings

Always Designing for People

Information on Employees' Unemployment Insurance Coverage

Employer name

Employer DOR ID #

Address

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

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet *How to Apply for Unemployment Insurance Benefits*, provided by the Massachusetts Department of Unemployment Assistance (DUA).

You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

There are two ways to apply for UI Benefits:

Apply by Using UI Online

UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select *UI Online for Claimants*, and complete the required information to submit your application.

Apply by calling the TeleClaim Center

Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6000 from area codes 351, 413, 508, 774, and 978, or 1-877-626-6000 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

Note: During peak periods from Monday through Thursday, call scheduling may be implemented, prioritizing priority for callers based on the last digit of their Social Security Number. This helps ensure that you and others can get through to the TeleClaim Center in a timely manner. Please check the schedule below before calling.

If the last digit of your Social Security Number is:	Assigned day to call TeleClaim is:
0, 1	Monday
2, 3	Tuesday
4, 5, 6	Wednesday
7, 8, 9	Thursday
Any last digit	Friday

Claimants who are unable to contact the TeleClaim Center on their assigned day may call on any other business day.

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62B requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and working address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

For hearing-impaired relay services, call 711.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE
www.mass.gov/dua

Rev. 10-0-15

Massachusetts Commission Against Discrimination

NOTICE: PARENTAL LEAVE IN MASSACHUSETTS

Issued: May 17, 2023

PURSUANT TO M.G.L. C. 151B, § 4(11A) AND C. 149, § 105D EVERY EMPLOYER AND DOMESTIC WORKER IS ENTITLED AS A MATTER OF LAW TO AT LEAST EIGHT WEEKS PARENTAL LEAVE FOR THE PURPOSE OF GIVING BIRTH OR ADOPTION OF A CHILD. EMPLOYEES ELIGIBLE FOR THIS COMPLY WITH THE FOLLOWING CONDITIONS:

1. THE EMPLOYEE IS EMPLOYED ON A FULL-TIME BASIS;
2. THE EMPLOYEE HAS COMPLETED AN INITIAL PROBATIONARY PERIOD SET BY THE EMPLOYER WHICH DOES NOT EXCEED THREE MONTHS OR, IN THE EVENT THE EMPLOYEE DOES NOT FULFILL A PROBATIONARY PERIOD FOR THE POSITION IN QUESTION, HAS BEEN EMPLOYED FULL TIME FOR AT LEAST THREE CONSECUTIVE MONTHS; AND,
3. GIVES TWO WEEKS' NOTICE OF THE ANTICIPATED BEGINNING DATE AND NOTICE THAT THEY INTEND TO RETURN TO THE JOB, OR PROVIDE NOTICE AS SOON AS IS PRACTICABLE IF THE DELAY IS FOR REASONS BEYOND THE INDIVIDUAL'S CONTROL.

DOMESTIC WORKERS MUST PROVIDE TWO WEEKS' NOTICE (NOT ARE NOT REQUIRED TO BE FULL TIME OR COMPLETE AN INITIAL PROBATIONARY PERIOD).

BOTH EMPLOYERS AND DOMESTIC WORKERS ARE ENTITLED TO RETURN TO THE SAME OR A SIMILAR POSITION WITHOUT LOSS OF EMPLOYMENT BENEFITS FOR WHICH THEY WERE ELIGIBLE TO CLAIM THE LEAVE COMMENCED, IF THEY TERMINATE PARENTAL LEAVE WITHIN EIGHT WEEKS. THE GUARANTEE OF A SAME OR SIMILAR POSITION IS SUBJECT TO CERTAIN EXCEPTIONS SPECIFIED IN M.G.L. C. 149, § 105D.

ACCRUED SICK LEAVE BENEFITS SHALL BE PRORATED FOR PARENTAL LEAVE PURPOSES UNDER THE SAME TERMS AND CONDITIONS WHICH APPLY TO OTHER TEMPORARY MEDICAL DISABILITIES. ANY EMPLOYER POLICY OR COLLECTIVE BARGAINING AGREEMENT WHICH PROVIDES FOR GREATER OR ADDITIONAL BENEFITS THAN THOSE OUTLINED IN THIS NOTICE SHALL CONTINUE TO APPLY.

IF THE EMPLOYER PROVIDES PARENTAL LEAVE FOR LONGER THAN EIGHT WEEKS, THE EMPLOYER SHALL NOT DENY THE EMPLOYEE OR DOMESTIC WORKER THE RIGHT TO RETURN TO WORK UNLESS THE EMPLOYER CLEARLY INFORMS THE EMPLOYEE OR DOMESTIC WORKER, IN WRITING, PRIOR TO THE COMMENCEMENT OF LEAVE AND PRIOR TO ANY SUBSEQUENT EXTENSION OF LEAVE THAT TAKING LONGER THAN EIGHT WEEKS OF LEAVE SHALL RESULT IN THE DENIAL OF REINSTATEMENT OR THE LOSS OF OTHER RIGHTS AND BENEFITS.

NOTICE TO EMPLOYEES

The Commonwealth of Massachusetts

DEPARTMENT OF INDUSTRIAL ACCIDENTS
LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111
(617) 727-4900 - www.mass.gov/dia

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that 100% have provided for payment to our injured employees under the above mentioned chapter by insuring with:

NAME OF INSURANCE COMPANY

ADDRESS OF INSURANCE COMPANY

POLICY NUMBER — EFFECTIVE DATES

NAME OF INSURANCE AGENT

ADDRESS

PHONE #

EMPLOYER

ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY) — DATE

MEDICAL TREATMENT

The above-named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. The employee may select his or her own physician. The reasonable and necessary costs of the services provided by the treating physician will be paid by the insurer if the treatment is connected to the work-related injury.

The above-named insurer has a preferred provider arrangement, in the cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such care at:

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER

MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION **MCAD Guidance**

PREGNANT WORKERS FAIRNESS ACT

Issued 1/23/2018

The Pregnant Workers Fairness Act ("the Act") amends the current statute prohibiting discrimination in employment, G.L. c. 151B, §4, enforced by the Massachusetts Commission Against Discrimination (MCAD). The Act, effective on April 1, 2018, generally prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as abortion or the need for expressed breast milk for a nursing child. It also describes employers' obligations to employees that are pregnant or have a pregnancy-related condition, including a requirement to make reasonable accommodations for such employees or job applicants from time-to-time that either employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Under the Act:

- Upon request for accommodation, the employer has an obligation to communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an "interactive process," and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee of job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the employer.
- An employer must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. "Undue hardship" means that providing the accommodation would cause the employer significant difficulty or expense.
- An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.
- An employer cannot accommodate one pregnant employee, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. "Undue hardship" means that providing the accommodation would cause the employer significant difficulty or expense.
- An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.
- An employer cannot require an employee to take paid or unpaid leave if another reasonable accommodation is available to the employee.
- Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to request reasonable accommodations for related pregnancy, or a childbirth, postnatal, or other medical reasons no later than April 1, 2018.
- Employers must also provide written notice of employees' rights under the Act (1) to new employees at or prior to the start of employment, and (2) to employees who notify the employer of a pregnancy, or a pregnancy-related condition, no more than 10 days after such notification.

The foregoing is a synopsis of the requirements under the Act, and both employers and employees are encouraged to read the full text of the law available on the General Court's website here:

https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter151B/Section4

If you believe you have been discriminated against on the basis of pregnancy or a pregnancy-related condition, you may file a formal complaint with the MCAD. You may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates the Pregnancy Discrimination Act, which amended Title VII of the Civil Rights Act of 1964. Both agencies require the formal complaint to be filed within 300 days of the discriminatory act.

Boston Headquarters: One Ashburton Place, Room 601 Boston, MA 02108 617-994-6000

Springfield:436 Dwight Street, Rm. 220 Springfield, MA 01103 413-739-2145

Worcester: 484 Main Street, Suite 320 Worcester, MA 01608 (508) 453-9630

New Bedford: 128 Union Street, Suite 304 New Bedford, MA 02740 (774) 616-0061

www.mass.gov/mcad

FAIR EMPLOYMENT IN MASSACHUSETTS

Applicants to and employees of private employers with 6 or more employees[1], state and local governments, employment agencies and labor organizations are covered under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, HUMAN SERVITUDE, SEXUAL ORIENTATION, GENETIC INFORMATION, ARREST OR MILITARY STATUS

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, disability, national or ancestral origin, unfavorable transport performance requirements, age (if you are 40 years old or older), sex, pregnancy or a condition related to pregnancy, gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship.

HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. **The law also prohibits harassment based on the protected classes set forth above.**

PREGNANCY

The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child, and describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive.

PARENTAL LEAVE

The law requires employers to grant an employee who has completed an initial probationary period not less than 3 months' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 15, or adoption of a child under 23 years old if the child has a mental or physical disability.

DISABILITY

M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability.

JOB PROTECTION

Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equivalent position with the same status, pay, employment benefits, length of service credit, and seniority as of the date of leave.

These job protections do not apply to former employees, independent contractors, or self-employed individuals.

HEALTH INSURANCE

Employers must continue to provide the same benefits to employees' employment-related health insurance benefits, if they at the level and under the conditions coverage would have been provided if the employees had continued working for the duration of such leave.

NO RETALIATION OR DISCRIMINATION

It is unlawful for an employer to discriminate or retaliate against an employee for exercising rights under the law, and/or for filing a complaint with the Commission under the law.

An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times the actual damages.

PRIVATE FILING

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.

If you have questions or concerns about your Paid Family and Medical Leave rights, please call: (833) 344-7365 or visit https://lawmass.com/PFML

This notice must be posted in a conspicuous place on the employer's premises.

2021 Poster • Revised 6/2021

Notice of Benefits Available Under M.G.L. Chapter 175M

Paid Family and Medical Leave (PFML)

Available Leave

Covered individuals may be entitled to family and medical leave for the following reasons:

- up to 26 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work;
- up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or to bond with a child during the first year of the child's birth or placement in an foster care or has been notified of an impending call or active duty military service;
- up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.

Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

Benefits

To best PFML benefits, employees may deduct payroll contributions of up to 0.63% (adjusted annually) from a covered individual's wages or other earnings. A covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to $1,106.00 (adjusted annually).

Who is a Covered Individual Under the Law?

Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are:

- **covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or**
- **a self-employed individual who resides and works in Massachusetts and chooses to opt in to the program; and**
- **earned more than 30 times the weekly benefit amount, or earned at least $5,000 in the last four completed quarters preceding the application for benefits.**

The New Massachusetts Equal Pay Act

The Massachusetts Equal Pay Act, M.G.L. c. 149 § 105A, prohibits discrimination based on gender in the payment of wages. Your employer may not pay you less than it pays an employee of a different gender performing work, "Comparable work" is work that requires substantially similar skill, effort, and responsibility, and is performed under similar working conditions.

The law permits differences in pay for comparable work only when based upon one or more of the following:

- A seniority system
- The geographic location of the jobs
- Production, sales, or revenue-based systems of pay
- Job-related differences in education, training or experience
- A merit system
- Differences in travel required by the jobs

You Have Additional Rights

- If you are applying for a new job, **the employer may not ask you how much you have been paid in the past with either making you a job offer** that includes compensation.
- Employers **may not refuse to consider you for a job based on how much you earned in your last job.**
- Employers **generally may not prohibit you from talking about either your own wages or your coworkers' wages.**
- **You cannot be retaliated against for exercising your rights** under the law.

Think Your Rights Have Been Violated?

Attorney General's Office

File a complaint with the Fair Labor Division of the Attorney General's Office by calling us at (617) 963-2191 or by filing a complaint online at www.mass.gov/ago/employmentquestions.

Massachusetts Commission Against Discrimination

If you believe an employer has intentionally discriminated against you based on your gender, you may also be able to file a complaint with the Massachusetts Commission Against Discrimination. For more information, call (617) 994-6000 or visit www.mass.gov/files a-complaint-of-discrimination

Keep Finding a Lawyer

You may know the right to file a complaint in court. For help finding an attorney, contact the Massachusetts Bar Association's Lawyer Referral Service by calling (800) 231-7477 or visiting www.massbar.org/public/lawyer-referral-service.

www.mass.gov/ago/equalpay
#equalpayMA

MASSACHUSETTS MATERNITY LEAVE ACT

PURSUANT TO M.G.L. C. 151B, § 4(11A) AND C. 149, § 105D EVERY FULL-TIME FEMALE EMPLOYEE IS ENTITLED AS A MATTER OF LAW TO AT LEAST EIGHT WEEKS MATERNITY LEAVE IF SHE COMPLIES WITH THE FOLLOWING CONDITIONS:

1. SHE HAS COMPLETED AN INITIAL PROBATIONARY PERIOD SET BY HER EMPLOYER WHICH DOES NOT EXCEED SIX MONTHS, OR, IN THE EVENT THE EMPLOYEE DOES NOT FULFILL A PROBATIONARY PERIOD FOR THE POSITION IN QUESTION, HAS BEEN EMPLOYED FOR AT LEAST THREE CONSECUTIVE MONTHS; AND,
2. SHE GIVES TWO WEEKS' NOTICE OF HER EXPECTED DEPARTURE DATE AND NOTICE THAT SHE INTENDS TO RETURN TO HER JOB.

SHE IS ENTITLED TO RETURN TO THE SAME OR A SIMILAR POSITION WITHOUT LOSS OF EMPLOYMENT BENEFITS FOR WHICH SHE WAS ELIGIBLE ON THE DATE HER LEAVE COMMENCED, IF SHE TERMINATES HER MATERNITY LEAVE WITHIN EIGHT WEEKS. THE GUARANTEE OF A SAME OR SIMILAR POSITION IS SUBJECT TO CERTAIN EXCEPTIONS SPECIFIED IN M.G.L. C. 149, § 105D. ACCRUED SICK LEAVE BENEFITS SHALL BE PRORATED FOR MATERNITY LEAVE PURPOSES UNDER THE SAME TERMS AND CONDITIONS WHICH APPLY TO OTHER TEMPORARY MEDICAL DISABILITIES. ANY EMPLOYER POLICY OR COLLECTIVE BARGAINING AGREEMENT WHICH PROVIDES FOR GREATER OR ADDITIONAL BENEFITS THAN THOSE OUTLINED IN THIS NOTICE SHALL CONTINUE TO APPLY.

ALL EMPLOYERS MUST POST THIS NOTICE IN A CONSPICUOUS PLACE.

Notice to Employers/Employees MASSACHUSETTS MATERNITY LEAVE LAW

An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, **effective as of April 7, 2015.**

The Massachusetts Commission Against Discrimination's Parental Leave Fact Sheet is incorporated into this poster as a notice to employees regarding the major new requirements of *An Act Relative to Parental Leave*.

As an employer in Massachusetts, you are required to create and post your own policy regarding parental leave alongside the Fact Sheet.

This Posting is for Informational Purposes Only

Massachusetts Wage & Hour Laws

The minimum wage is $15.00

Fair Labor Hotline (617) 727-3465 TTY (617) 727-4765

www.mass.gov/ago/fairlabor

Massachusetts Attorney General Andrea Joy Campbell

State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

Minimum Wage
M.G.L. Chapter 151, Sections 1, 2, 3A, and 7

Beginning January 1, 2023, the minimum wage in Massachusetts is $15/hour. In Massachusetts, all workers are protected by law employees. The minimum wage applies to all employees, except:

- agricultural workers (50.50 per hour is the minimum wage for most agricultural workers);
- members of a religious order;
- workers being trained in certain educational, nonprofit, or religious organizations; and
- outside salespeople.

Tips
M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7

Beginning January 1, 2023, the service rate in Massachusetts is $6.75/hour. The hourly "service rate" applies to workers who provide services to customers and who make more than $25 a month in tips.

The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage per each shift. Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of your tips. Tips and service charges added on a bill must be given only to wait staff, service bartenders, or other service employees.

This posting is allowed only for wait staff, service bartenders, and other service employees.

Overtime
M.G.L. Chapter 151, Sections 1A and 1B

Generally, employees who work more than 40 hours in any week must be paid overtime, then time-and-a-half for the first 1 hour of the regular rate of pay for each hour worked over 40 hours in a week.

For some employees who get paid the "service rate," the overtime rate is 1.5 x the basic minimum wage, not the service rate.

Exceptions: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or call the Attorney General's Fair Labor Division at (617) 727-3465.

Payment of Wages M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02

The law says when, what, and how employees must be paid. An employer's pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable.

Most employees must be paid every week or every other week at weekly. The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during one calendar week.

Employees who quit must be paid in full on the next regular payday or by the first Saturday after they quit if there is no regular payday. Employees who are fired or laid off must be paid in full on their last day of work.

Paystub Information M.G.L. Chapter 149; Section 148

All employees must get a statement, or no card, with their pay that shows the name of the employer and employee, the date of payment of credit, day and shift, the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period.

Pay Deductions M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05

An employer cannot deduct money from an employee's pay unless the law allows it such as state and federal income taxes, or the employee asked for a deduction to be made for the employee's own benefit such as to pay dues, union fees, employee's savings account.

An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example, supplies, materials or tools needed for the employee's job). An employer who requires an employee to buy or rent a uniform must refund the actual costs to the employee.

The law also puts limits on when and how much money an employer can take from an employee's pay for meeting and meals the employer gives to the employee.

Hours Worked
454 C.M.R. 27.03

Hours worked or "working time" includes all time that an employee must be on duty at the employer's workplace or other location, and works before or after the normal shift to complete the work.

Meal Breaks M.G.L. Chapter 149, Sections 100 and 101

Most employees who work more than 6 hours must get a 30-minute meal break. During that meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work in view of the workplace during the meal break, the employee must get paid for that time.

Payroll Records M.G.L. Chapter 151; Section 15

Payroll records must include the employee's name, address, telephone number, annual paid each pay period, and hours worked each pay period and week.

Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records of reasonable times and places.

Sick Leave
M.G.L. Chapter 149, Section 148C

Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and they may earn and take up to 40 hours of sick leave, if employers have 11 or more employees. Employees may also use sick leave for absences or their child's school or daycare closings, or for absences for their child to attend their child's school or daycare meetings.

Eligible employees may use their sick leave if their or their child's, spouse, parent, or spouse's parent is sick, injured, or has a routine medical appointment. They may also use sick leave for absences or their child to address the effects of domestic violence.

Unless it is an emergency, employees must notify the employer before using sick leave.

Employees who work more than 5 days in a row may need to provide their employer a doctor's note.

Paid Sick Leave

Employees with 11 or more employees must provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

Employers Must Not Discriminate
M.G.L. Chapter 149, Section 148; M.G.L. Chapter 151B; Section 4

Subject to certain limited exceptions, employers must not pay one employee less for doing the same or comparable work as another employee of a different gender.

They must not discriminate in hiring, pay or other compensation, or other terms of employment based on a person's:

- Race or color
- Religion, national origin, or ancestry
- Sex (including pregnancy)
- Military service
- Sexual orientation or gender identity or expression
- Genetic information or disability
- Age

Small Necessities Leave
M.G.L. Chapter 149, Section 52D

In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for their:

- child's school activities,
- child's doctor or dental appointment, or
- elderly relative's doctor or dental appointment, or other appointments

Employees are eligible for this leave if the employer has at least 50 employees and the employee has:

- been employed for at least 12 months by the employer and
- worked at least 1,250 hours for the employer during the previous 12-month period.

Reporting Pay
454 C.M.R. 27.04(1)

Most employees must be paid for 3 hours at no less than minimum wage if the employee is scheduled to work 3 or more hours, and reports to work on time, and is not given the requested hours of work.

Rights of Temporary Workers M.G.L. Chapter 149, Section 150C

To learn about rights of temporary workers and employees hired through staffing agencies, call 617-626-6870 or go to www.mass.gov/dia.

Rights of Domestic Workers M.G.L. Chapter 149, Section 190

To learn about additional rights for workers who provide housekeeping, cleaning, childcare, cooking, home management, elder care, or similar services in a household, go to www.mass.gov/ago/DW.

Public Works and Public Employees

Workers who work on public construction projects and certain other public work must be paid the prevailing wage, a minimum rate set by the Department of Labor Standards based on the type of work performed.

Domestic Violence Leave
M.G.L. Chapter 149, Section 52E

Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as health care, counseling, safe shelter, services with housing, care and custody of their children, and legal help, protective orders, and going to court.

The leave can be paid or unpaid depending on the employer's policy. This law applies to employers with 50 or more employees.

Employees Have the Right to Sue
M.G.L. Chapter 149, Section 150; M.G.L. Chapter 151; Section 19 and 20

Employees have the right to sue their employer for most violations of wage and hour laws.

Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs.

Important! There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation.

Employers Must Not Retaliate
M.G.L. Chapter 149; Section 148A; M.G.L. Chapter 151; Section 18

It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in this poster.

The laws explained in this poster apply to all workers, regardless of immigration status, including undocumented workers. If an employer's reports or threatens to report a worker to immigration authorities because the worker complained about a violation of rights, the employer can be prosecuted and/or subject to civil penalties.

Employees Under 18 – Child Labor
M.G.L. Chapter 149, Sections 56 – 69

All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may work. They also say what kinds of work or tasks minors must NOT do.

Work Permits Required – Most workers under 18 need state a work permit. Employers must keep their minor workers' work permits on file at the workplace. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. If the minor does not attend school getting a work permit, contact the Department of Labor Standards at (617) 626-6870, or www.mass.gov/dlst.

Dangerous Jobs & Tasks Minors Must Not Do

Age	Must not work
16 & 17	• Driver-based motor vehicles or bicycles • Work on a job that requires their the employee have or use a license • Use, clean or repair certain kinds of power-driven machines • Electric, narrow, or set alcoholic beverages • Work 30 or more feet off of the ground
14 & 15	• Cook (except on electric or gas grills that do not have open flames), operate dishwashers, cardboard, METCO brokers, or pressure cookers • Operate, clean or repair power-driven food mixers, grinders, choppers, processors, cutters, and meters • Work in freezers or meat coolers • Perform any bakery activities • Work in or near factories, construction sites, manufacturing sites, residential or storage properties, laundries, or other risky workplaces
Under 14	• Minors under 14 cannot work in Massachusetts in most cases.

Time & Schedule Restrictions for Minors

Age	At any time
16 & 17	At night, from 10 p.m. to 6 a.m. (or beginning at the end of the school year, starting on June 1 and ending on September 1 of each year, from 11 p.m. to 6 a.m.) Exceptions: On non-school nights, may work until 11:30 p.m. on nights before a school day, if working at a restaurant or roadhouse.
14 & 15	At night, from 7 p.m. to 7 a.m. (Exceptions to summer hours – Labor Day, may work until 9 p.m.) During the School Year? When school is not in session: • During school hours • More than 8 hours in any school day • More than 40 hours in any week or holiday • More than 8 hours on any day • More than 40 hours in any week • More than 6 days per week

Shows are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: (617) 727-3465
• www.mass.gov/ago/employment
Or contact the U.S. Department of Labor: (617) 624-6700 • www.dol.gov/whd

Adult Supervision Required After 8 p.m. – After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working at a block or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor

Rev. 02/2023

EARNED SICK TIME

Notice of Employee Rights

beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work.

WHO QUALIFIES?

All employees in Massachusetts can earn sick time.

This includes full-time, part-time, temporary, and seasonal employees.

WILL IT BE PAID?

- If an employer has 11 or more employees, sick time must be paid.
- For employers with 10 or fewer employees, sick time may be unpaid.
- Paid sick time must be paid on the same schedule and at the same rate as regular wages.

HOW IS IT EARNED?

- Employees earn 1 hour of sick time for every 30 hours they work.
- Employees can earn and use up **to 40 hours per year** if they work enough hours.
- Employees with annual earned sick time at the end of the year can **rollover up to 40 hours.**
- Employees **begin earning** sick time on their first day of work and **may begin using** earned sick time 90 days after starting work.

WHEN CAN IT BE USED?

- An employee can use sick time when the employee or his employee's child, spouse, spouse's parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
- The unused amount of sick time an employee can take is one week.
- Sick time cannot be used as an excuse to be late for work without advance notice of a proper use.
- Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

Yes. Employers may have their own sick leave or paid time off policy as long as employees can use at least the same amount of time, for the same reasons, and with the same job protections as under the Earned Sick Time Law.

RETALIATION

- Employees being rewarded sick time cannot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law.
- Examples of retaliation include denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or giving the employee unreasonable assignments.

NOTICE & VERIFICATION

- Employees must **notify** their employer before they use sick time, except in emergency.
- Employers may require employees to use a **reasonable notification system** the employer provides.
- If an employee is out of work for 3 consecutive days **OR** uses sick time within 2 weeks of leaving his or her job, an employer may require documentation from a medical provider.

DO YOU HAVE QUESTIONS?

Call the Fair Labor Division at 617-727-3465

Visit www.mass.gov/ago/earnedsicktime

The Attorney General enforces the Earned Sick Time Law and regulations.

It is unlawful to violate any provision of the Earned Sick Time Law.

Violations of any provision of the Earned Sick Time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR 29.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and by § 148.

This notice is intended to inform. Full text of the law and regulations are available at www.mass.gov/ago/earnedsicktime.

Commonwealth of Massachusetts
Office of the Attorney General

July 2016

Sexual Harassment at work does not have to be tolerated. It's Illegal.

If you are being sexually harassed, report it immediately to your supervisor or contact:

Sexual Harassment Officer

You can file a Complaint of Discrimination with the MA Commission Against Discrimination (MCAD) at one of the following locations:

Boston Headquarters
1 Ashburton Place, Ste. 601,
Boston, MA 02108
Phone: 617-994-6000 Fax: 617-994-6024

Springfield
436 Dwight Street, Rm. 220,
Springfield, MA 01103
Phone: 413-739-2145 Fax: 413-784-1056

Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor: where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

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MASSACHUSETTS

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