

FED

### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

#### FEDERAL MINIMUM WAGE

**\$7.25 PER HOUR**  
BEGINNING JULY 24, 2009

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

**OVERTIME PAY**  
At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

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

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

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

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

**ADDITIONAL INFORMATION**

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

DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

**WHD**

WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/wahd](http://www.dol.gov/wahd)

WH108

REV. 07/2016

FED

### EMPLOYEE RIGHTS

#### EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

**EXEMPTIONS**  
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph a kind of lie detector tests to be administered in the private sector, subject to restrictions. In certain prospective employees of security service firms (armed car, alarm, guard), and of pharmaceutical manufacturers, distributors and dispensers.

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WH162

REV. 07/2016

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### YOUR RIGHTS UNDER USERRA

#### THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

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

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

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

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**  
If you:

- are a past or present member of the uniformed service;
- are obligated to serve in the uniformed service;
- have applied for membership in the uniformed service;
- or, then an employer may not deny you:
- employment;
- promotion; or
- any benefit of employment

because of this status.

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

**HEALTH INSURANCE PROTECTION**  
If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

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

**ENFORCEMENT**

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

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

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice  
Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 04/2017

ME

### DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

#### Minimum Wage

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

**Minimum Wage is \$12.00 per hour effective January 1, 2020**

**Recordkeeping**  
Employers shall keep, for three years, accurate records of hours worked and wages paid to each employee. The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's website.

**Minimum Wage Guidance**  
[www.maine.gov/labor/laws/minimum\\_wage\\_faq.html](http://www.maine.gov/labor/laws/minimum_wage_faq.html)  
[legislature.maine.gov/statutes/26/title26sec664.html](http://legislature.maine.gov/statutes/26/title26sec664.html)

**Overtime Guidance**  
[www.maine.gov/labor/laws/overtime.html](http://www.maine.gov/labor/laws/overtime.html)  
[legislature.maine.gov/statutes/26/title26sec664.html](http://legislature.maine.gov/statutes/26/title26sec664.html)

**Note:** Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

This poster is available at no charge online at <https://www.maine.gov/labor/posters/>.

**For more information, contact:**  
Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
Telephones: 207-623-7900  
TTY users call Maine Relay 711.  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [bls.mdo@maine.gov](mailto:bls.mdo@maine.gov)

DEPARTMENT OF LABOR  
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WH108

REV. 11/2019

ME

### DEPARTMENT OF LABOR, BUREAU OF UNEMPLOYMENT COMPENSATION

#### Maine Employment Security Law

Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 on file.

**Full- and Part-Time Workers**

**How to file a claim for unemployment benefits**  
All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated to a date earlier than the date you were laid off.

When filing, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

**To file online:** [www.maine.gov/employe](http://www.maine.gov/employe)  
This is the fastest, easiest way to file.

**To file by phone:** 1-800-593-7660  
TTY Users Call Maine Relay 711.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit [www.mainejobscenter.gov](http://www.mainejobscenter.gov) to access Maine JobLink.

We provide language interpreter services in approximately 140 nationally spoken languages and can provide an interpreter at no charge to anyone who calls the Unemployment Claims Center listed below.

**To claim by mail:** In some cases, your employer will give you a claim form. Mail your initial claim form to the Unemployment Claims Center listed below.

Maine Department of Labor  
Bureau of Unemployment Compensation  
97 State House Station, Augusta, ME 04333-0097

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>.

Me. 1-1

Rev. 11/2019

ME

### DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

#### Regulation of Employment

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual law formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

**Time of Payment**  
Employers must be paid full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change.

**Payment of Wages**  
Employers who have a job must be paid full in full on the next payday or within two weeks, whichever is earlier. Any vacation pay earned is due at the end of the year.

**Severance Pay**  
Businesses that have 100 or more employees at a single location may have to provide severance pay to employees if their business location closes or has a mass layoff.

**Unfair Agreement**  
Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

**Rest Breaks**  
Most employees must be offered a 30-minute paid or unpaid rest break after 4 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break time to express milk. The employer must make reasonable efforts to provide a clean room or location other than a bathroom, where the milk can be expressed.

**Family Medical Leave**  
An employee who has worked for the last 12 months at a workplace with 15 or more employees can take leave for up to 10 paid or unpaid weeks in 2 years for:

- Birth or adoption of a child or domestic partner's child.
- Serious illness of the employee or immediate family member, including domestic partner.
- Organ donation.
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty.
- Serious illness or death of a sibling who shares joint living and financial arrangements with the worker.

(Federal family medical leave is different, call 603-666-7716 for more information.)

**At-Will Employment - Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.**

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REV. 03/2020

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REV. 03/2020

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**Recordkeeping**  
Employers shall keep, for three years, accurate records of hours worked and wages paid to each employee. The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's website.

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**Note:** Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

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Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
Telephones: 207-623-7900  
TTY users call Maine Relay 711.  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [bls.mdo@maine.gov](mailto:bls.mdo@maine.gov)

DEPARTMENT OF LABOR  
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WH108

REV. 11/2019

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### DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

#### Child Labor Laws

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's website.)

**14 and 15 year olds** may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

**Work Permits**

- All minors under 16 years of age need work permits in order to work.
- Superintendent of schools certifies academic standing.
- Minor allowed only one permit during the school year but may during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

**Recordkeeping**  
All employers' policy provides for paid time off for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day.

**Note:** Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or <http://www.dol.gov>.

**Work Hours 14 and 15 year olds**

- No more than six days in a row.
- Cannot work before 7 a.m.
- Not after 7 p.m. during school vacation.
- Cannot work after 9 p.m. during summer vacation.

**When School's Not in Session**

- No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- Not more than 40 hours in a week (school must be out entire week).

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WH108

REV. 10/2012

ME

### THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

**SEXUAL HARASSMENT ON THE JOB IS ILLEGAL**

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED KISSES, TOUCHES, KISSES
- REMARKS OR SEXUAL ADVANCES
- RETTALIATION FOR COMPLAINTING ABOUT SEXUAL HARASSMENT

OR CONTACT YOUR PERSONNEL DEPARTMENT:

DEPARTMENT / AGENCY CONTACT:

REV. 10/2012

### CHILD LABOR LAWS

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WH108

REV. 10/2012

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020

### WORKERS' COMPENSATION BOARD REGIONAL OFFICES

**AUGUSTA**  
442 Civic Center Drive, Suite 225  
156 State House Station  
Augusta, ME 04333-0156  
207-287-2308  
1-800-400-6854

**LEWISTON**  
36 Millison Way  
Lewiston, ME 04240-5811  
207-753-7700  
1-800-400-6857

**BANGOR**  
106 Hogan Road, Suite 1  
Bangor, ME 04401  
207-941-4550  
1-800-400-6856

**PORTLAND**  
1037 Forest Avenue, Suite 11  
Portland, ME 04103  
207-822-0840  
1-800-400-6858

**CARIBOU**  
43 Hatch Drive, Suite 110  
Caribou, ME 04736-2347  
207-498-6428  
1-800-400-6855

Visit our website at:  
[www.maine.gov/wcb](http://www.maine.gov/wcb)  
Statewide TTY: 711

### Notice to Employees:

State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

If you have any questions about your rights, please contact one of the regional offices.

**A l'intention des Employes:**  
D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses employés victimes d'un accident du travail.

Si vous êtes victime d'un accident du travail, PRENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passez un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.

La loi interdit aux employeurs de classer faillacement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés): [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

**Aviso a los Trabajadores:**  
La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro por compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador, está en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

Job Safety and Health IT'S THE LAW!

### OSHA

Occupational Safety and Health Administration

U.S. Department of Labor

### All workers have the right to:

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

### Employers must:

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

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

This poster is available free from OSHA.

Contact OSHA. We can help.

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

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### DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

#### Whistleblower's Protection Act

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

**It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:**

- You reported a violation;
- You are a whistleblower witness and you reported a medical record;
- You reported something that makes someone's health or safety;
- You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it;
- You have been in an investigation or hearing held by the government.

**You are protected by this law ONLY if:**

- You tell your boss about the problem and allow a reasonable time for it to be corrected;
- You have good reason to believe that your boss will not correct the problem.

**To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:**  
(This information should be filled in by the employer)

(Name)  
(Title)  
(Location or Phone)

**U.S. Department of Labor Wage and Hour Division Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Telephones: 207-623-7900 TTY users call Maine Relay 711. Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls) Email: [bls.mdo@maine.gov](mailto:bls.mdo@maine.gov)**

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The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. This poster is available online at no charge and may be copied: <https://www.maine.gov/labor/posters/>.

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DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

**WHD**

WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/wahd](http://www.dol.gov/wahd)

WH108

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### DEPARTMENT OF LABOR, BUREAU OF LABOR STANDARDS

#### Video Display Terminals

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.

**Video Display Terminals** (MISA Title 26 § 523, 524)

- Employer must establish an education and training program for all operators as required in this section.
- Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only.
- The program must include, at a minimum:
  - Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter.
  - An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use.
  - Literature describing the Bureau's health recommendations to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use.
  - Training schedule. Employers shall provide operators with this education and training program within 15 days of employment and annually thereafter.

If you have questions about working safely at the computer, speak to your supervisor or contact the Maine Department of Labor Bureau of Labor Standards. Tel: 1-877-548E-345 (1-877-723-3455) TTY users call Maine Relay 711. Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls) Email: [bls.mdo@maine.gov](mailto:bls.mdo@maine.gov)

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