# NEW JERSEY

Labor on a Farm at Piece-Rate

maximum of \$500 for each subsequent violation

any payment due to employees

minimum hourly wage rate multiplied by the total number of hours worked.

conviction shall be punished by a fine of not less than \$100 nor more than \$1,000.

Penalties for violation of this order are set forth in N.J.S.A. 34:11-56a22

Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305

of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200

inforced by: NJ Department of Labor and Workforce Developmen

department through the New Jersey Relay: 7-1-1.

Department of Labor and Workforce Developmer

**POSTER COMPLIANCE DATE 08/2019** 

Exempt from the statutory minimum wage rate are full-time students employed by the college or university at

Employees at summer camps, conferences and retreats operated by any nonprofit or religious corporation or

which they are enrolled at not less than 85% of the effective minimum wage rate; outside sales person; sales person

of motor vehicles; part time employees primarily engaged in the care and tending of children in the home of the

employer; and minors under 18 (except that minors under 18 in the first processing of farm products, hotels, motels,

restaurants, retail, beauty culture, laundry, cleaning, dyeing, light manufacturing and apparel occupations are covered

by the wage order rates as above and vocational school graduates with special permits under the Child Labor Law are

association are exempt from minimum and overtime rates during the months of June, July, August and September.

Employees engaged on a piece-rate basis to labor on a farm shall be paid for each day worked not less than the

Any employer who violates any provisions of this act shall be guilty of a disorderly persons violation and upon

As an alternative to or in addition to any other sanctions provided by law for violations, the Commissioner is

authorized to assess and collect administrative penalties, up to a maximum of \$250 for a first violation and up to a

he employer shall also pay the Commissioner an administrative fee equal to not less than 10% or more than 25% of

This and other required employer posters are available free online at **nj.gov/labor**, or from the Office

NEW JERSEY DEPARTMENT OF

LABOR AND WORKFORCE DEVELOPMENT

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this

**Employment Laws** 

Wage and Hour Law Abstract

N.J.S.A. 34:11-56a et seq.

Statutory Minimum Wage Rate Employees are to be paid not less than the New Jersey minimum wage in accordance with the schedule below.

Date	Most Employers	Seasonal & Small Employers (fewer than 6)	Agricultural Employers	*Cash Wage for Tipped Workers
January 1, 2019	\$8.85	\$8.85	\$8.85	\$2.13
July 1, 2019	\$10.00	NO CHANGE	NO CHANGE	\$2.63
January 1, 2020	\$11.00	\$10.30	\$10.30	\$3.13
January 1, 2021	\$12.00	\$11.10	NO CHANGE	\$4.13
January 1, 2022	\$13.00	\$11.90	\$10.90	\$5.13
January 1, 2023	\$14.00	\$12.70	\$11.70	NO CHANGE
January 1, 2024	\$15.00	\$13.50	\$12.50	NO CHANGE
January 1, 2025	TBD	\$14.30	\$13.40	TBD
January 1, 2026	TBD	\$15.00	\$14.20	TBD
January 1, 2027	TBD	TBD	\$15.00	TBD

Overtime is payable at the rate of 1.5 times the employee's regular hourly rate for hours worked in

<sup>4</sup> Cash wage plus tips must equal the minimum wage

excess of 40 in any week except where otherwise specifically provided by wage order. Exempt from the overtime entitlement are executive, administrative, and professional employees

employees engaged in labor on a farm or relative to raising or care of livestock; and limousine drivers. Wage Order and Regulations

Employees in the occupations found below are covered by this wage order and regulations and must be paid not less than the statutory minimum wage rate. irst processing of farm products

Hotel and motel

Food service (restaurant industry) Seasonal amusement These regulations are contained in N.J.A.C. 12:56-11.1 et seg.

Display this poster in a conspicuous place

**NOTICE:** This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal ninimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

**NOTICE:** This state requires an employer to display a Workers' Compensation posting furnished by the employer's insurance carrier or a state agency. Employers should contact their insurance carrier r the appropriate state agency to obtain a copy of this state's Workers' Compensation posting or notice of compliance/certificate of insurance. Employees should refer to the Workers' Compensation osting or notice of compliance/certificate of insurance furnished by the state or the employer's insurance carrier for information about Workers' Compensation THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S WORKERS' COMPENSATION POSTING REQUIREMENT

**NOTICE:** In accordance with State Child Labor Law N.J.S.A. 34:2-21-5, every employer that employs minors under 18 must keep and conspicuously post the Schedule of Hours of Minors Under 18 ars of Age with the following information: names of minors under 18, schedule of nours, maximum daily and weekly nours permitted, daily in and out times, and medi period in and out times. In chedule shall be on a form provided by the New Jersey Department of Labor. It is available from the New Jersey Department of Labor and Workforce Development, Office of Constituent Relations, PO Box 110, Trenton, New Jersey 08625-0110. Telephone: (609) 777-3200.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THE SCHEDULE OF HOURS POSTING REQUIREMENT.

## The New Jersey

# Family Leave Act

The New Jersey Family Leave Act entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs. With some exceptions, employers must provide this type of leave if: • The EMPLOYER has at least 50 employees (or at least 30 employees as of June 30, 2019), or is a government entity, regardless of size.

• The EMPLOYEE has worked for that employer for at least one year, and has worked at least 1,000 hours during the last 12 months.

• The LEAVE OF ABSENCE is being taken to care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care, OR to care for a family member, or someone who is the "equivalent" of family, who has a serious health condition.

Note that the New Jersey Family Leave Act **does not** provide leave for the employee's own health condition. Employees may be eligible for additional leave under the federal Family and Medical Leave Act

Except when emergent circumstances require shorter notice, the employee must give the employer the following notice before taking Family Leave:

For intermittent leave, at least 15 days' notice;

 For consecutive leave to care for a newborn or a child placed for foster care or adoption, at least 30 days' notice; and

• For consecutive leave to care for a family member with a serious health condition, notice "in a reasonable and practicable manner."

• In emergent circumstances, the employee should give the employer as much notice as possible. To ensure that the employee meets the eligibility requirements, the employer may require the employee to provide a certification from a health care provider regarding the family member's serious health condition, the date of a newborn's birth or the date of placement for adoption or foster care.

get more information or to determine whether you can file a complaint with DCR, isit www.NJCivilRights.gov or contact one of the regional offices listed below:

Northern Regional Office Central Regional Office Southern Regional Office

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Newark, NJ 07102 P.O. Box 090 Phone: (973) 648-2700 Trenton, NJ 08625-0090 Fax: (973) 648-4405 Phone: (609) 292-4605

State regulations require all employers covered by the New Jersey Family Leave Act

to display this official poster in places easily visible to all employees. N.J.A.C. 13:8-2.2.

5 Executive Campus Cherry Hill, NJ 08034 Phone: (856) 486-4080

Fax: (856) 486-2255

**South Shore Regional Office** 1325 Boardwalk Tennessee Ave. & Boardwalk Atlantic City, NJ 08401 Phone: (609) 441-3100 Fax: (609) 441-3578





Department of Labor and Workforce Developmen **Earned Sick Leave** 

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to https://nj.gov/labor/ to learn which employees are covered by the law. New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post this notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request.

Domestic partner or civil union partner

you to give notice as soon as it is practical.

Your employer cannot retaliate against you for:

exercise any right guaranteed under the law.

You Have a Right to File a Complaint

Requesting and using earned sick leave

Filing a complaint for alleged violations of the law

between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Any other individual related by blood to the employee

Any individual whose close association with the employee is the equivalent of family

earned sick leave is unforeseeable (cannot be planned in advance), your employer may require

Your employer can require reasonable documentation if you use earned sick leave on 3 or

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year.

You Have a Right to be Free from Retaliation for Using Earned Sick Leave

However, your employer is only required to let you use up to 40 hours of leave per benefit year.

Alternatively, your employer can offer to purchase your unused earned sick leave at the end of

Communicating with any person, including co-workers, about any violation of the law

Participating in an investigation regarding an alleged violation of the law, and

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in

hours, or any other adverse employment action against you for exercising or attempting to

You can file a complaint with the New Jersey Department of Labor and Workforce Development

online at *nj.gov/labor/wagehour/complnt/filing\_wage\_claim.html* or by calling 609-292-2305

Keep a copy of this notice and all documents that show your amount of sick leave

You have a right to be given this notice in English and, if available, your primary language.

For more information visit the website of the Department of Labor and Workforce Development:

Informing another person of that person's potential rights under the law.

more consecutive work days, or on certain dates specified by the employer. The law prohibits

employers from requiring your health care provider to specify the medical reason for your leave.

mount of Earned Sick Leave our employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your • Spouse, domestic partner, or civil union partner of an employee's parent or grandparent

mployer's benefit year is: Sibling of an employee's spouse, domestic partner, or civil union partner END OF BENEFIT YEAR:

YOU HAVE A RIGHT TO EARNED SICK LEAVE.

You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Alternatively, your employer can provide you with 40 hours of Advance Notice earned sick leave up front. If your need for earned sick leave is foreseeable (can be planned in advance), your employer can require up to 7 days' advance notice of your intention to use earned sick leave. If your need for

**Date Accrual Begins** You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, Exception: If you are covered by a collective bargaining agreement that was in effect on October **Documentation** 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the

Date Earned Sick Leave is Available for Use You can begin using earned sick leave accrued under this law on February 26, 2019, or the 120th **Unused Sick Leav**e calendar day after you begin employment, whichever is later. However, your employer can provide benefits that are more generous than those required under the law, and can permit you to use sick leave at an earlier date.

cceptable Reasons to Use Earned Sick Leave ou can use earned sick leave to take time off from work when:

**You** need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care. You need to care for a **family member** during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs

You or a family member have been the victim of domestic violence or sexual **violence** and need time for treatment, counseling, or to prepare for legal proceedings. You need to attend school-related conferences, meetings, or events regarding you

child's education; or to attend a school-related meeting regarding your child's health. our employer's business **closes due to a public health emergency** or you need o care for a child whose school or child care provider closed due to a public health

he law recognizes the following individuals as "family members:" Child (biological, adopted, or foster child; stepchild; legal ward; child of a domest partner or civil union partner)

Enforced by: NJ Department of Labor and Workforce Development Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305 This and other required employer posters are available free online at **nj.gov/labor**, or from the Office of ionstituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200. f you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.

Display this poster in a conspicuous place

NEW JERSEY DEPARTMENT OF

LABOR AND WORKFORCE DEVELOPMENT nj.gov/labor

accrual and usage.

## New Jersey Law Prohibits Discrimination in Employment

ON THE BASIS OF:

Race, Creed, Color, National Origin, Age, Ancestry, Nationality, Marital or Domestic Partnership or Civil Union Status, Sex, Pregnancy, Breastfeeding, Gender Identity or Expression, Disability, Liability for Military Service, Affectional or Sexual Orientation, Atypical Cellular or Blood Trait, Genetic Information (including the refusal to submit to genetic testing)

Private or State and Local Government Employers, Employment Agencies, or

WITH RESPECT TO:

Hiring, Promotion, Transfer, Demotion, Termination, Salary, Benefits, Other Privileges, Conditions or Terms of Employment, Layoff, Harassment, Apprenticeship and Training Programs, Job Referrals, or Union Membership In Retaliation for Filing a Complaint, Participating or Testifying in Any

OR:

Proceedings or for Opposing Any Acts Forbidden under the New Jersey Law Against Discrimination **REMEDY MAY INCLUDE:** An Order Restraining Unlawful Discrimination, Back Pay, Damages for Pain

and Humiliation Experienced as a Result of Unlawful Discrimination, Punitive Damages, and Attorney's Fees

It is also unlawful to publish employment advertisements which discriminate against persons n violation of the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seg.

iolations should be reported to the nearest office of the NJ Division on Civil Rights 866-405-3050 (Toll-Free) or online www.NJCivilRights.gov

Phone: (973) 648-2700 Fax: (973) 648-4405

Northern Regional Office Central Regional Office Southern Regional Office 140 East Front Street P.O. Box 090 Trenton, NJ 08625-0090 Phone: (609) 292-4605 Fax: (609) 984-3812

shall display this official poster in places easily visible to all employees and applicants. N.J.A.C. 13:8-1.2.

5 Executive Campus Cherry Hill, NJ 08034 Phone: (856) 486-4080 Fax: (856) 486-2255

**South Shore Regional Office** 1325 Boardwalk Tennessee Ave. & Boardwall Atlantic City, NJ 08401 Phone: (609) 441-3100 Fax: (609) 441-3578

Department of Labor and Workforce Development

#### Your employer is subject to the Family Leave Insurance

provisions of the New Jersey Temporary Disability Benefits Law

New Jersey law provides up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous family leave or 56 days of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.

care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory. care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

'Family member'' means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or vith whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier)

#### **State Family Leave Insurance Plan** ("state plan")

You can get program information and an application for family leave benefits (form FL-1) online at myleavebenefits.nj.gov, by phone at 609-292-7060, or by mail: Division of Family Leave Insurance,

New mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave benefits after the child is born. **Private Family Leave Insurance Plan** ("private plan")

#### An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

Who pays for Family Leave Insurance?

#### Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions

must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployment and temporary disability insurance. Enforced by: NJ Department of Labor and Workforce Development

Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200. The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities

> NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT nj.gov/labor

Display this poster in a conspicuous place

Department of Labor and Workforce Development Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate

Other Terms and Conditions of Employment New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

Gender Inequity

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based or method of payment of wages to an employee because of his or her sex. Claims on, among other things, an individual's sex. Title VII claims must be filed with the under this wage discrimination law may be filed with the New Jersey Department United States Equal Employment Opportunity Commission (EEOC) before they can of Labor and Workforce Development (NJDLWD) or directly in court. Remedies be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from shall not constitute discrimination. the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at www.eeoc.gov.

#### **NEW JERSEY LAW**

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims AD-290 can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at www.njcivilrights.gov. For information concerning N.J.S.A. 34:11-56.1 et seg., of which requires equal skill, effort, and responsibility, and which are performed contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at http://lwd.state.nj.us.

#### This notice must be conspicuously displayed. NEW JERSEY DEPARTMENT OF

LWD LABOR AND WORKFORCE DEVELOPMENT nj.gov/labor

SAFE Act

Department of Labor and Workforce Development

he New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 2-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or

eave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense. eave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or

Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner

Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner

Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or

Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, ve under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of

no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use

during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical

eave Act. 20 U.S.C. 2601 et seg., the leave shall count simultaneously against the employee's entitlement under each respective law. Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the

compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act. To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation

**This notice must be conspicuously displayed.** AD-289

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT nj.gov/labor

Department of Labor and Workforce Development

**Nage Payment Law** (N.J.S.A. 34:11-4.1 et seq.) and

ch employer must keep a record of each employee which contains the following information:

The earnings of each employee, including the regular hourly wage, gross to net amounts with itemize

Regarding each employee who receives gratuities, the total gratuities received by the employee durin

Regarding each employee who receives gratuities, daily or weekly reports completed by the employee

Regarding each employee for whom the employer claims credit for food or lodging as a cash substitut

for the employee who receives food or lodging supplied by the employer, information substantiating

the cost of furnishing such food or lodgings, including but not limited to the nature and amount

of any expenditures entering into the computation of the fair value of the food or lodging and the

he employer must keep the wage and hour records described above at the place of employment or in a

pecifically, it applies only when an employer enters into a contract in excess of the prevailing wage

ntract threshold amount for any public work (as the term "public work" is defined at N.J.S.A. 34:11-

ach public works contractor must submit to the public body or lessor which contracted for the public

Any fringe benefits paid to approved plans, funds or programs on behalf of the employee; and

public works contractor must, within 10 days of payment of wages, submit the certified payroll

ach public works contractor which employs one or more apprentices on a public works project must

aintain with its records written evidence that the apprentice or apprentices are registered in an approved

ayroll records: Each employing unit must maintain a record for each worker engaged in employment,

Total remuneration paid in each pay period showing separately cash, including commissions and

bonuses; the cash value of all compensation in any medium other than cash; gratuities received

regularly in the course of employment if reported by the employee, or if not so reported, the minimum

remuneration actually received by the employee, whichever is higher, and service charges collected by

wage rate prescribed under applicable laws of this State or of the United States, or the amount of

An entry under the heading "special payments" of the amount of any special payments, such as

bonuses and gifts, which have been paid during the pay period but which relate to employment in

a prior period. The following shall be shown separately under this heading: cash payments, cash

Such information as may be necessary to determine remuneration on a calendar week basis; and

The number of base weeks (as the term "base week" is defined in N.J.S.A. 43:21-19(t)) and wages.

l records referred to in 1. through 7. above must be kept safe and readily accessible at the New Jersey

II records referred to in 1. through 7. above must be retained for the current calendar year and for the

**Nage reporting:** Each employer (other than employers of domestic service workers) must electronically

easury, within 30 days after the end of each quarter. The WR-30 lists the name, social security number

nd wages paid to each employee and the number of base weeks worked by the employee during the

ch employer of domestic service workers (as the term "domestic service worker" is defined at N.J.A.C.

**ntribution reporting:** Each employer (other than employers of domestic service workers) must

ectronically file an NJ-927, "Employer's Quarterly Report," with the Division of Revenue, within the

partment of the Treasury, and remit the corresponding unemployment insurance, supplemental

orkforce fund, workforce development partnership fund, temporary disability insurance and family

ive insurance contribution payments, within 30 days after the end of each quarter. The NJ-927 lists the

tal of all wages paid, the wages paid in excess of the taxable maximum, the taxable wages on which

ontributions are due, the number of workers employed during the pay period, the number of workers

th employer of domestic service workers (as the term "domestic service worker" is defined in N.J.A.C

2:16- 13.11(c)) must file an annual, rather than quarterly, NJ-927H, "Domestic Employer's Annual

emporary Disability Insurance and Family Leave Insurance information: Each employer must

nd/or family leave insurance benefits and must make such records available for inspection by the Division

Temporary Disability Insurance for a one-year period from the date that the private plan is terminated.

ach employer having a private plan for temporary disability insurance and/or family leave insurance

oust, within 10 days after the Division of Temporary Disability Insurance has mailed the employer a

guested or known to the employer which may bear upon the eligibility of the claimant.

quest for information with respect to a period of disability, furnish the Division with any information

ch employer having two or more approved private plans in effect during a calendar half-year or any

ortion thereof must, on or before the 30th day following the close of the calendar half-year, file a report

nowing the amount of taxable wages paid during such calendar half-year to employees while covered

h employer who provides temporary disability insurance to its employees through a self-insured

rivate plan must, for the six-month periods ending June 30 and December 31 of each calendar year

ring which the self- insured private plan is in effect, file a statement with the Division of Temporary

Disability Insurance, on or before the 30<sup>th</sup> day following the end of the respective six-month period

Such other information as the Division of Temporary Disability Insurance may require with respect to

the financial ability of the self-insurer to meet the self-insured's obligations under the plan.

or before the 30th day following the close of each calendar year during which a self-insured private in for temporary disability insurance is in effect, the employer must file a report with the Division of

The amount of funds available at the beginning of that year for payment of disability benefits

The number of claims received during the six-month period,

The number of claims accepted during the six-month period,

The amount contributed by workers during that year.

The amount of benefits paid during the six-month period, and

etain all records pertaining to any election to discontinue a private plan for temporary disability insurance Mail:

eport," with the Division of Revenue, within the Department of the Treasury.

sured under a "private plan" for temporary disability insurance and the number of workers insured under

:16- 13.7(b)) must file an annual, rather than quarterly, WR-30 with the Division of Revenue, within the

value of other remuneration, the nature of such payments, the period during which the services were

ord to the public body or the lessor which contracted for the public works project.

.26) to which any public body is a party or for public work to be done on a property or premises owned

of depreciation and the total amount of accumulated depreciation on such assets

ne employer must keep the wage and hour records described above for a period of six years.

e Prevailing Wage Act applies to employers **only under certain circumstances**.

orks project a certified payroll record containing the following employee information:

Actual daily, overtime and weekly hours worked in each craft or trade;

date required to compute the amount of the depreciated investment in any assets allocable to the

e employer may use any system of time keeping provided that it is a complete, true and accurate record.

The birth date of the employee if the employee is under the age of 18;

deductions, and the basis on which wages are paid;

the employee's social security number,

the name and address of the employer,

the calendar day or week covered by the report, and

the total amount of gratuities received; and

The total hours worked by the employee each day and each workweek;

**Vage and Hour Law** (N.J.S.A. 34:11-56a et seq.)

containing the following information:

the employee's name,

the employee's address,

The name of the employee;

the payroll week:

entral office in New Jersey.

Social security number;

Actual hourly rate of pay;

Itemized deductions;

Net pay paid to the employee;

Fringe benefits paid in cash to the employee.

pprenticeship program while performing work on the project.

mily Leave Insurance Benefits Law, P.L. 2008, c. 17.

Full name, address and social security number;

**Unemployment Compensation Law** (N.J.S.A. 43:21-1 et seq.),

Temporary Disability Benefits Law (N.J.S.A. 43:21-25 et seg.) and

hich record must contain the following information about the worker:

the employer and distributed to workers in lieu of gratuities and tips;

The date hired, rehired and returned to work after temporary layoff;

The date separated from employment and the reason for separation;

performed for which special payments were payable;

place of business of the employing unit.

"private plan" for family leave insurance.

ınder each such private plan.

porary Disability Insurance showing:

ur preceding calendar years.

r the subsequent six quarters

evailing Wage Act (N.J.S.A. 34:11-56.25 et seg.)

a public body or leased or to be leased by a public body.

The address of the employee;

Chapter 194, Laws of New Jersey, 2009, Relating to

Employer Obligation to Maintain and Report Records

Regarding Wages, Benefits, Taxes and Other Contributions and Assessments Pursuant to

State Wage, Benefit and Tax Laws

furnishing of the lodgings, including the date of acquisition or construction, the original cost, the rate plan for family leave insurance is in effect, the employer must file a report with the Division of Temporary

3. The amount contributed by the employer during that year,

Direct cost of administration of the plan during that year, and

The number of employees covered by the plan as of December 31.

Each employer who provides family leave insurance to its employees through a self-insured private plan

private plan is in effect file a statement with the Division of Temporary Disability Insurance, on or before

to each of the following types of claims: care of a sick child, care of a sick spouse, care of a sick domestic

newborn child, bonding by domestic partner or civil union partner of biological parent with a newborn

The number of claims for family leave insurance benefits received during the one-year period,

The number of claims for family leave insurance benefits accepted during the one-year period,

3. The number of workers who received family leave insurance benefits during the one-year period,

6. The amount of sick leave, vacation leave or other fully paid time, which resulted in reduced benefit

With regard solely to family leave insurance benefit claims to care for sick family members, the

amount of intermittent family leave insurance benefits paid during the one-year period, and

The average duration of family leave insurance benefits, in days, during the one-year period.

On or before the 30th day following the close of each calendar year during which a self-insured private

The information reported in 1. through 8. above must be broken down by sex and by age group, beginning

The amount of funds available at the beginning of that year for payment of family leave insurance

Such other information as the Division of Temporary Disability Insurance may require with respect to

the financial ability of the self-insurer to meet the self-insured's obligation under the plan.

Upon the happening of an accident or the occurrence of any occupational disease, an employer who has

insurance coverage or utilizes a third-party administrator shall promptly furnish the insurance carrier or

Within three weeks after an accident or upon knowledge of the occurrence of an occupational disease,

every insurance carrier, third-party administrator, statutory non-insured employer, including the State,

counties, municipalities and school districts, and duly authorized self-insured employer not utilizing

a third-party administrator must file a report designated as "first notice of accident" in electronic data

interchange media with the Division of Workers' Compensation through the Compensation Rating and

Inspection Bureau in a format prescribed by the Compensation Rating and Inspection Bureau. When filed

employer disagrees with the report, the employer may prepare and sign an amended report and file the

amended report with the insurance carrier or third-party administrator. The amended report must then be

Every insurance carrier providing workers' compensation insurance and every workers' compensation self-

insured employer shall designate a contact person who is responsible for responding to issues concerning

medical and temporary disability benefits where no claim petition has been filed or where a claim petition

has not been answered. The full name, telephone number, mailing address, email address and fax number

of the contact person must be submitted to the Division of Workers' Compensation utilizing the Division's

Each employer, when directed to do so by the Division of Workers' Compensation, must submit to the

Division of Workers' Compensation copies of such medical certificates and reports as it may have on file.

**Employer's Quarterly Report:** The Employer's Quarterly Report, NJ-927, reports New Jersey Gross

Income Tax withheld, unemployment insurance, supplemental workforce fund, workforce development

Each employer is required to electronically file an Employer's Quarterly Report, NJ-927, for each calendar

quarter, regardless of the amount of tax actually due for a particular quarter. Quarterly reports are due on

Employers of "domestic service workers" may report and pay New Jersey Gross Income Tax withheld on an

The amounts and dates of all wage payments subject to New Jersey Gross Income Tax;

Record of weekly, monthly, quarterly remittances and/or returns and annual returns filed;

Contact Information

New Jersey Department of Labor and Workforce Development, Division of Wage and Hour

New Jersey Department of Labor and Workforce Development, Division of Employer Accounts, P.O.

New Jersey Department of Labor and Workforce Development, Division of Workers' Compensation,

New Jersey Department of the Treasury, Division of Taxation, Information and Publications

NEW JERSEY DEPARTMENT OF

LABOR AND WORKFORCE DEVELOPMENT

This notice must be conspicuously posted. Not later than December 7, 2011, each employee must also be provided a

written copy of the notice or, for employees hired after November 7, 2011, a written copy of the notice must be provided

at the time of the employee's hiring. See N.J.A.C. 12:2-1.3 for alternate methods of posting and distribution by electronic

representative in order to provide information to or file a complaint with the representative

9. Days worked inside and outside of New Jersey for all nonresident employees.

Compliance, P.O. Box 389, Trenton, NJ 08625-0389

For possible failure to meet the record keeping or reporting requirements of the **Unemployment** 

Compensation Law, Temporary Disability Benefits Law or Family Leave Insurance Benefits Law:

For possible failure to meet the record keeping or reporting requirements of the **Workers' Compensation Law**:

For possible failure to meet the record keeping or reporting requirements of the **Gross Income Tax Act**:

If an employee or an employee's authorized representative wishes to contact a State

The names, addresses and occupations of employees receiving such payments;

by an insurance carrier or third-party administrator, the report must also be sent to the employer. If the

filed electronically with the Division through the Compensation Rating and Inspection Bureau.

4. The amount of family leave insurance benefits paid during the one-year period,

5. The average weekly family leave insurance benefit during the one-year period,

must for the one-year period ending December 31 of each calendar year during which a self-insured

the 30<sup>th</sup> day following the end of the one-year period showing the following information with regard

partner, care of a sick civil union partner, care of a sick parent, bonding by biological parent with a

4. The amount of disability benefits paid during that year,

child, bonding by individual with newly adopted child:

duration during the one-year period,

at 25 years and under and increasing in increments of 10.

The amount contributed by workers during that year

Workers' Compensation Law (N.J.S.A. 34:15-1 et seq.)

contact person form in the manner instructed on the form.

the 30<sup>th</sup> day of the month following the end of each quarter.

annual, rather than quarterly, basis on an NJ-927H.

The periods of their employment;

Their withholding exemption certificates

8. The dates and amounts of payments made; and

she may use the following contact information:

nj.taxation@treas.state.nj.us

Branch, P.O. Box 281, Trenton, NJ 08625-0281

and Hour Law or Prevailing Wage Act:

file a WR-30, "Employer Report of Wages Paid," with the Division of Revenue, within the Department of the For possible failure to meet the record keeping or reporting requirements of the Wage Payment Law, Wage

6. The employer's New Jersey Taxpayer Identification Number;

Their social security numbers;

**Gross Income Tax Act** (N.J.S.A. 54A:1-1 et seq.)

The direct cost of administration of the plan during that year.

4. The number of employees covered by the plan as of December 31, and

the third-party administrator with accident or occupational disease information.

To be posted in a conspicuous place

Wage Payment

## Chapter 173, Laws of New Jersey, 1965: Relating to Payment of Wages

All Employers Must Pay Wages to All Employees in Full at Least Twice a Calendar

executive and supervisory employees, however, may be paid at least once a calendar month. ayment shall be made on regular paydays designated in advance. hen a payday falls on a non-work day, payment shall be made on the immediately preceding work da/

Department of Labor and Workforce Development

unless otherwise provided for in a collective bargaining agreement. The end of the pay period for which payment is made on a regular payday shall be not more than 10 working days before such regular payday. payment is by check, suitable arrangements must be made for cashing the check without difficulty and

Employees paid on an incentive system shall be paid a reasonable approximation of wages due

Payment may be made through regular pay channels or by mail if requested by the employee.

the full amount. Employees leaving or terminated for any reason, including labor disputes, shall be paid all wages due not later than the regular payday for the period in which the termination occurred. An additional 10 days may be allowed in the event of a labor dispute involving payroll employee

shall be unlawful to make any agreement for payment other than as provided in this act, except to pa at shorter intervals or to pay wages in advance. Wages due a deceased employee may be paid to the survivors in the order of preference as outlined in

until exact amounts can be computed.

No Deductions Shall Be Made From Employees' Wages Except: Amounts authorized by New Jersey or United States Law or payments to correct payroll errors. Contributions or payments authorized by employees either in writing or under a collective bargaining

mployee welfare • insurance • hospitalization • medical or surgical or both • pension • retirement • profit-sharing plans • plans establishing individual retirement annuities on a group or individual basis • lividual retirement accounts at any State or federally chartered bank, savings bank, or savings and loan sociation • company-operated thrift plans • security option or security purchase plans to buy marketable curities • employee personal savings accounts such as a credit union, savings fund society, savings and an or building and loan association • Christmas, vacation or other savings funds.

urchase of company products or employer loans in accordance with a periodic payment schedule ontained in the original purchase or loan agreement • safety equipment • U.S. government bonds • costs and fees to replace employee identification for access to sterile or secured areas of airports • contributions or organized and recognized charities • rental of work clothing or uniforms or for laundering or dry leaning of work clothing or uniforms • labor union dues and fees • health club membership fees • child: are services.

All Employers Shall: Notify employees at time of hiring the rate of pay and the regular payday.

Notify employees of changes in pay rates or paydays prior to the changes. Furnish each employee with statement of deductions each pay period Make and keep records for employees, including wages and hours, and make such records available for Trenton, New Jersey 08625-0389 (609) 292-2305 additional copies of this poster or any other required poster may be obtained by contacting the New Jersey

> NEW IFRSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT nj.gov/labor

Department of Labor and Workforce Development

## Your employer is subject to the New Jersey Unemployment

### Unemployment Insurance

Jnemployment Ins.

lack of full-time work and who meet the eligibility requirements of the law. f you become totally or partially unemployed, file a claim for unemployment insurance benefits as soon as possible. The easiest, quickest way is to file online at myunemployment.nj.gov. You can also that are taxable changes from year to year. isted below. Note, if you were a maritime employee in the last 18 months or live outside of the Temporary Disability Insurance Fund and the Workforce Development/Supplemental Workforce nited States, you must file your claim over the phone. Be prepared to have information about

yourself, your employer and your work history available when filing your claim.

includes new and expecting mothers during their final weeks of pregnancy and recovery. If you

a paper application — Form DS-1) online at myleavebenefits.nj.gov. Applying online is faster.

Cumberland Call Center.....856-507-2340 Freehold Call Center.....732-761-2020 Union City Call Center......201-601-4100 Out of State.....1-888-795-6672

Disability Insurance **Records to be kept:** Every employer is required to keep all pertinent records available for inspection by authorized representatives of the New Jersey Division of Taxation. Such records must include the Benefits are payable to New Jersey workers who suffer a non-work-related illness, injury, or othe medical condition that prevents them from working. Temporary disability insurance coverage

> become disabled and wish to apply for disability benefits, start by asking whether your employer participates in the state disability insurance plan or has a private insurance plan. New Jersey State Disability Insurance Plan\* ("state plan") f you are covered under the state insurance plan, you may apply for disability benefits (or downloa

Submit the completed paper application by fax to: 609-984-4138 or mail to: Division of Temporary Disability Insurance

Trenton, New Jersey 08625-0387 For more information, visit myleavebenefits.nj.gov or call 609-292-7060. Private Disability Insurance Plan ("private plan")

New Jersey employers have the option of providing coverage to their employees through an ce an employer becomes inactive, the employer must keep all records referred to in 1. through 7. above regarding an employer's possible failure to meet any of the requirements set forth above, he or approved private plan instead of the state plan. If you are covered under a private plan, your employer's insurance carrier is responsible for processing and paying benefits on your disability

claim. If you become disabled, ask your employer for the form you need to claim benefits under the

nj.gov/labor

Department of Labor and Workforce Development

#### Conscientious Employee Protection Act "Whistleblower Act"

#### Employer retaliatory action; protected employee actions; employee responsibilitie New Jersey law prohibits an employer from taking any retaliatory action against an employee

because the employee does any of the following: Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health

care professional, reasonably believes constitutes improper quality of patient care; Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or

> inquiry into quality of patient care; or Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity. Provides information regarding any perceived criminal or fraudulent activity, policy or

> practice of deception or misrepresentation which the employee reasonably believes may

defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity. Objects to, or refuses to participate in, any activity, policy or practice which the employee Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you reasonably believes: (1) is in violation of a law, or a rule or regulation issued under the law or, if the

employee is a licensed or certified health care professional, constitutes improper quality of patient care: (2) is fraudulent or criminal; or

TWO ways to

compliance!

ENTER >

Display this poster in a conspicuous place NEW JERSEY DEPARTMENT OF

(3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment, N.J.S.A. 34:19-3.

The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the

situation is emergency in nature. CONTACT INFORMATION

nj.gov/labor

LABOR AND WORKFORCE DEVELOPMENT

800-327-6868

J. J. Keller & Associates, Inc.

REV. 08/2011

M<sub>®</sub> & Associates, Inc

JJKeller.com/LLPverify Enter: 56708-082019

and up to a maximum of \$500 for each subsequent violation. ne employer shall also pay the Commissioner an administrative fee equal to not less than 10% or more than 25% of any payment due to employees. he Commissioner may, after affording the employer or successor firm notice and an opportunity for a hearing in accordance with the provisions of the "Administrative Procedure Act," P.L.1968, c.410 C.52:14B-1 et seq.), issue a written determination directing any appropriate agency to suspend any one

or more licenses that are held by the employer or successor firm, for a period of time determined by the **Please Note:** The Division of Wage and Hour Compliance does not investigate or inquire into the legal status of any worker. The Division applies New Jersey's labor laws without regard to a worker's legal status. The Division does not share information with "Immigration".

Provide employees at time of hiring a required notice (form number MW-400) describing the employer's

obligation to maintain and report records regarding wages, benefits, taxes and other contributions and

The Commissioner of Labor and Workforce Development shall enforce and administer the

provisions of this act and the Commissioner or an authorized representative shall have the

persons offense and upon conviction shall be punished by a fine of not less than \$100 nor more than

\$1,000. Each day during which any violation of this act continues shall constitute a separate and distinct

As an alternative to or in addition to any other sanctions provided by law for violations, the Commissioner

is authorized to assess and collect administrative penalties, up to a maximum of \$250 for a first violation

Any employer who knowingly and willfully violates any provision of this act shall be quilty of a disorderly

power to make all necessary inspections of establishments and records.

New Jersey Department of Labor and Workforce Development DIVISION OF WAGE AND HOUR COMPLIANCE

> If you need this document in braille or large print, call 609/292-2305. TTY users can contact this department through New Jersey Relay 7-1-1. MW-17

Department of Labor and Workforce Development, Office of Constituent Relations, PO Box 110, Trenton, New Jersey

Who pays for Unemployment & Temporary Disability Programs? Benefits are payable to workers who lose their jobs or who are working less than full time because of These programs are paid for by payroll taxes paid by employers and employees. Your employer is authorized to deduct worker contributions (tax) from your wages. The deductions must **be noted** on your pay envelope, paycheck, or on some other form of notice. The amount of wages file a claim over the phone by contacting our Reemployment Call Centers at one of these numbers

The deduction may be allocated at varying rates to the Unemployment Insurance Trust Fund, the

> If an approved private plan is non-contributory, no contributions can be deducted from workers' wages for disability insurance.

Your employer's contributions are based in part on their employment experience.

NJ DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT DIVISION OF TEMPORARY DISABILITY INSURANCE,

Trenton, NJ 08625-0387 his and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200. The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with

LABOR AND WORKFORCE DEVELOPMENT

activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the

our employer has designated the following contact person to receive written notifications, pursuant to

This notice must be conspicuously displayed.

need this document in a language other than English or Spanish, please call (609) 292-7832. AD-270 NEW JERSEY DEPARTMENT OF

JJKeller.com/employmentlaw

**Since 1953** 56708

This poster is in compliance with state posting requirements.