

MASSACHUSETTS



MASSACHUSETTS & FEDERAL LABOR LAW POSTER

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EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?
• Employees and former employees, including managers and temporary employees
• Job applicants
• Contractors and agents for membership in a union
• What Organizations are Covered?
• Most private employers
• State and local governments (as employers)
• Educational institutions (as employers)
• Unions
• Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the basis of:
• Race
• Color
• Religion
• National origin
• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
• Age (40 and older)
• Disability
• Genetic information (including employer requests for genetic services, or disclosure of genetic tests, genetic services, or family medical history)

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) **Protected Veteran Status**: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 USC. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, veterans of the Armed Forces, and their spouses. The law also prohibits discrimination based on age, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, veterans of the Armed Forces, and their spouses. The Office of Federal Contract Compliance Programs (OFCCP) **Disability**: Section 503 of the Rehabilitation Act of 1973, as amended, protects applicants and employees of Federal contractors from discrimination based on disability. The Office of Federal Contract Compliance Programs (OFCCP) **Age**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on age. The Office of Federal Contract Compliance Programs (OFCCP) **Sex, Color, National Origin, Sex in Programs**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on race, color, sex, sexual orientation, gender identity, or national origin. The Office of Federal Contract Compliance Programs (OFCCP) **Religion**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on religion. The Office of Federal Contract Compliance Programs (OFCCP) **Genetic Information**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on genetic information. The Office of Federal Contract Compliance Programs (OFCCP) **Disability**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on disability. The Office of Federal Contract Compliance Programs (OFCCP) **Equal Employment Opportunity**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination by Federal contractors based on equal employment opportunity.

Programs or Activities Receiving Federal Financial Assistance
Individuals with Disabilities: Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all areas of employment, including hiring, promotion, pay, training, and other opportunities for career development. Individuals with disabilities who file a complaint of discrimination, participate in an OFCCP proceeding, or otherwise oppose discrimination by Federal contractors under these Federal laws. Any person who believes he or she has been discriminated against in a program of an institution which is covered by these laws may file a charge of discrimination with the EEOC or another appropriate agency. **Disability**: Section 503 of the Rehabilitation Act of 1973, as amended, protects applicants and employees of Federal contractors from discrimination based on disability. The Office of Federal Contract Compliance Programs (OFCCP) **Age**: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of age in educational programs or activities which receive Federal financial assistance.

(Revised 6/27/2023)

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

MASSACHUSETTS MINIMUM WAGE

The minimum wage is \$15.00	Fair Labor Helpline (617) 237-3465 TTY (617) 727-4765	Massachusetts Attorney General Andrea Joy Campbell
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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 1A, 454 C.M.R. 27.07(1)

Minimum Wage M.G.L. Chapter 151, Sections 1, 2, and 4. Beginning January 1, 2023, the minimum wage in Massachusetts is \$15/hour. In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:

- agricultural workers (\$8.00 per hour is the minimum wage for most agricultural workers);
- members of a religious order;
- workers being trained in certain educational, non-profit, or religious organizations, and
- outside salespeople.

Tips M.G.L. Chapter 149, Section 15A. M.G.L. Chapter 151, Sections 1A and 18. Generally, employees who work more than 40 hours in any week must be paid overtime pay at a rate of at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week.

The hourly "service rate" applies to workers who provide services to customers and who make more than \$20 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 and employees are entitled to receive a minimum wage even if they never take any of your tips.

Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees.

Tip pooling is allowed only for wait staff, service bartenders, and other service employees.

Overtime M.G.L. Chapter 151, Sections 1A and 18. Generally, employees who work more than 40 hours in any week must be paid overtime pay at a rate of at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week.

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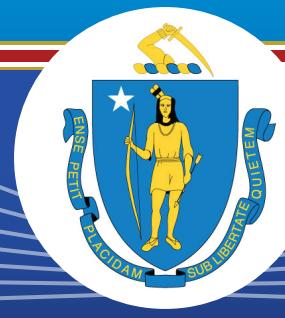
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1-800-745-9970 • Product ID: MA60
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MASSACHUSETTS MINIMUM WAGE

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. 27.01(1)

Minimum Wage M.G.L. Chapter 151, Sections 1, 2, 2A, and 7
Beginning January 1, 2023, the minimum wage in Massachusetts is \$15/hour. In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:

- agricultural workers (\$8.00 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 \$20 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 many of your tips.

Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees.

Tip pooling 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. Overtime pay is at least 1.5 x 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.

Exception: 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 employee's pay (or wages) includes payment for all hours worked, including tips, vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable.

Hourly employees must be paid every week or every other week (bi-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 *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, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), 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 put money aside in the 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 housing and meals the employer gives to the employee.

Hours Worked 454 C.M.R. 27.02
Hours worked or "working time" includes all time that an employee must be on duty at the employer's worksite 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 their 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 or stay at 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, job/occupation, amount paid each pay period, and hours worked (each day and week).

Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at 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 a year. Employees begin accruing sick time on their first day of work. Employees must have access to their sick leave 90 days after starting work.

Employees Under 18 – Child Labor
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 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite.

To get a work permit, the minor must apply to the superintendent of the school where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

Dangerous Jobs & Tasks Minors Must Not Do
M.G.L. Chapter 149, Section 101
An employer cannot hire a minor for dangerous work, such as working in mines, quarries, or foundries, or working in steel mills, iron works, or similar industries.

Time & Schedule Restrictions for Minors
Age Must Not

16 & 17 • Drive most motor vehicles or forklifts
• Work at a job that requires that the employee have or use a firearm
• Use, clean or repair certain kinds of power-driven machines

• Handle, serve, or sell alcoholic beverages

• Work 30 or more feet off the ground

14 & 15 • Cook (except on electric or gas grills that do not have open flames), operate fryolators, rotisseries, NIECO broilers, or pressure cookers
• Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers

• Perform dry cleaning or meat coolers

• Perform any baking activities

• Work in or near factories, construction sites, manufacturing plants, mechanized workplaces, garages, tunnels, or other risky workplaces

Under 14 • Minors under 14 cannot work in Massachusetts in most cases.

These 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/youthemployment** Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov

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

Rev. 06/2021

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.

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 unused 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.

WILL IT BE PAID?

- If an employee has 1 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.

WHEN CAN IT BE USED?

- An employee can use sick time when the employee or the employee's child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or to address the effects of domestic violence.
- The smallest amount of sick time an employee can take is one hour.
- 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, so 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.

SEXUAL HARASSMENT ACT

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

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

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UNEMPLOYMENT INSURANCE

Information on Employees' Unemployment Insurance Coverage

The COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Employer Name _____

Employer DUA 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, visit 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 phone. 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 phone. To apply for benefits by phone, call the TeleClaim Center at (877) 626-6800. 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.

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A 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 mailing address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance.

This document contains important information. Please have it translated immediately.

Questo documento contiene informazioni importanti. La preghiamo di tradurlo immediatamente.

هذا المنشآت تحتوي على معلومات مهمة. يرجى ترجمتها فوراً.

هذا المنشآت تحتوي على معلومات مهمة. يرجى ترجمتها فوراً.

Este documento contiene información importante. Por favor, tradúzalo inmediatamente.

Este documento contiene información importante. Por favor, consiga una traducción inmediatamente.

Dokümanın sağın enfâmasyonu var. Tapını fèn yonoun tımdıl lı tousvit.

본 문서에는 중요한 정보가 포함되어 있습니다. 본 문서를 즉시 번역하도록 하십시오.

این دокумент에는 مهم اطلاعاتی وجود دارد. لطفاً این دокумент را فوراً ترجمه کنید.

Ce document contient des informations importantes. Veuillez le faire traduire au plus tôt.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.

mass.gov/dua

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF INDUSTRIAL ACCIDENTS
IF YOU ARE INJURED ON THE JOB:

• Immediately notify your employer that you have been injured.

Employer HR/Workers' Compensation Contact: _____

Phone Number: _____

• Tell the medical provider that you have been injured at work and give the information below:

Insurance Carrier: _____

Address: _____

Employer: _____

Address: _____

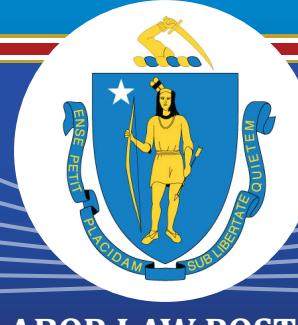
- If the employer fails to report the injury to the insurer, the employee may file an Employee's Claim (Form 110).
- Additional information regarding your rights and eligibility for benefits pursuant to the Workers' Compensation law may be obtained by contacting the Department of Industrial Accidents at 617.727.4900 or visiting www.mass.gov/dia.

IF MEDICAL TREATMENT IS NEEDED:

Injured workers may select their own medical provider. Medical treatment costs that are reasonable, necessary, and related to the work injury will be paid by the above-named insurer.

If medical facility information is provided below, the above-named insurer has a preferred provider arrangement and the insurer has

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Leyes de Salario y Horas de Massachusetts

El salario mínimo es
\$15.00

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



www.mass.gov/ago/fairlabor

Massachusetts
Fiscal General
Andrea Joy Campbell

La ley estatal requiere que todos los empleadores publiquen este aviso en el lugar de trabajo en donde se pueda leer fácilmente. M.G.L. Capítulo 151, Sección 16; 454 C.M.R. 27.07(1)

Salario mínimo

M.G.L. Chapter 151, Section 1, 2, 2A, and 7
A partir del 1 de enero de 2023, el salario mínimo en Massachusetts es de \$15/hora. En Massachusetts, todos los trabajadores se presumen que son empleados. El salario mínimo se aplica a **todos** los empleados, excepto:

- trabajadores agrícolas (\$8.00 hora es el salario mínimo para la mayoría de los trabajadores agrícolas),
- miembros de una orden religiosa,
- trabajadores entrenados en ciertas organizaciones educativas, sin fines de lucro, o religiosas, y
- vendedores externos.

Propinas M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7
A partir del 1 de enero de 2023, la tarifa de servicio en Massachusetts es de \$ 6.75 / hora. La "tarifa de servicio" por hora se aplica a los trabajadores que brindan servicios a los clientes y que ganan más de \$20 por mes en propinas.

El promedio de propinas por hora, más la tarifa de servicio por hora pagada al trabajador debe ser igual al salario mínimo (más).

Los gerentes, supervisores y propietarios nunca deben tomar parte de las propinas de sus empleados.

Las propinas y los cargos por servicio que figuran en una factura solo se deben dar al personal de servicio, a los camareros de servicio u otros empleados de servicio.

La agrupación de propinas está permitida solo para personal de servicio, camareros de servicio y otros empleados de servicio.

Horas extras M.G.L. Chapter 151, Sections 1A and 1B
En general, los empleados que trabajan más de 40 horas en cualquier semana deben recibir el pago de horas extras. El pago de horas extras es de al menos 1.5 veces la tasa regular de pago por cada hora de trabajo adicional a las 40 horas en una semana.

Para algunos empleados que se les paga la "tasa de servicio", la tasa de horas extra es 1.5 veces el salario mínimo básico, *no* la tasa de servicio.

Excepción: Bajo la ley estatal, algunos puestos de trabajo y lugares de trabajo están exentos de horas extras. Para obtener una lista completa de las excepciones a las horas extras, visite www.mass.gov/ago/fairlabor o llame a la División de Trabajo Justo de la Procuraduría General al (617) 727-3465.

Pago de salarios M.G.L. Chapter 149, Section 14B-454 C.M.R. 27.02
La ley dice cuándo, qué y cómo deben ser pagados los empleados. El pago de un empleado (o salarios) incluye el pago por todas las horas trabajadas, incluyendo propinas, pago de vacaciones acumulado, pago de vacaciones prometido, y las comisiones ganadas que sean determinados definitivamente, pagaderas y exigibles.

Los empleados por horas deben recibir su pago cada semana o cada dos semanas (quincenal). El plazo para pagar es de 6 o 7 días después de la finalización del período de pago, dependiendo del número de días que un empleado trabajó durante una semana calendario.

Los empleados que renuncian deben recibir su pago en su totalidad en el próximo día de pago regular o en el primer sábado después de renunciar (si no hay un día regular de pago). Los empleados que sean despedidos o cesados deben recibir su pago en su totalidad en su último día de trabajo.

Información del comprobante de pago M.G.L. Chapter 149, Section 148
Todos los empleados deben obtener una declaración, sin costo alguno, con su nombre que diga el nombre del empleador y del empleado, la fecha de pago (mes, día y año), el número de horas trabajadas durante el período de pago, el precio por hora y todas las deducciones o aumentos que se produjeron durante el período de pago.

Deducciones al salario M.G.L. Chapter 149, Section 14B-454 C.M.R. 27.05
Un empleado no puede deducir dinero del pago de un empleado a menos que la ley lo permite (como los impuestos estatales y federales), o si el empleado solicita una deducción para su propio beneficio (por ejemplo, para ahorrar algún dinero en la cuenta de ahorros del empleado). Un empleado no puede tomar el dinero de pago de un empleado para cubrir los costos ordinarios del negocio del empleado (por ejemplo: materiales de construcción, materiales o herramientas necesarias para el trabajo del empleado). Un empleado que requiere que un empleado compre o alquile un uniforme debe reembolsar los costos reales al empleado. La ley también pone límites sobre cuándo y cuánto dinero puede tomar un empleado del pago de un empleado para el alojamiento y las comidas que el empleado le dé al empleado.

Horas trabajadas M.G.L. Chapter 27.02
Las horas trabajadas "o tiempo de trabajo" incluye todo el tiempo que un empleado debe estar en servicio en el lugar de trabajo del empleado o en otro lugar, y que trabaje antes o después del turno normal de trabajo para completar el trabajo.

Descansos para comer M.G.L. Chapter 149, Sections 100 and 101
A la mayoría de los empleados que trabajan más de 6 horas se les debe dar un descanso para comer de 30 minutos. Durante el descanso para comer, los empleados deben estar libres de todo deber y tener libertad para abandonar el lugar de trabajo. Si, a solicitud del empleador, un empleado acepta trabajar o permanecer en el lugar de trabajo durante el descanso para comer, el empleado debe recibir un pago por ese tiempo.

Registros de nómina M.G.L. Chapter 151, Section 15
Los registros de nómina deben incluir el nombre, dirección, trabajo/ocupación del empleado, la cantidad pagada por cada período de pago, y las horas trabajadas (cada día y semana).

Los empleadores deben mantener registros de nómina durante 3 años. Los empleados tienen el derecho de ver sus propios registros de nómina en momentos y lugares razonables.

Licencia por enfermedad M.G.L. Chapter 149, Section 148C
La mayoría de los empleados tienen derecho a ganar 1 hora de licencia por enfermedad por cada 30 horas de trabajo, y pueden ganar y tomar hasta 40 horas.

Empleados menores de 18 - trabajo infantil
Todos los empleadores en Massachusetts deben cumplir las leyes estatales y federales para los empleados menores de 18 (menores de edad). Estas leyes dicen *cúando, dónde, y cómo* pueden trabajar los menores. También dicen qué tipo de trabajo o tareas no deben hacer los menores.

Permisos de trabajo necesarios - La mayoría de los trabajadores menores de 18 años deberán obtener un permiso de trabajo. Los empleadores deben mantener los permisos de trabajo de sus trabajadores menores de edad en el archivo del lugar de trabajo. Para obtener un permiso de trabajo, el menor debe solicitarlo al superintendente del distrito escolar donde vive o va a la escuela. Para obtener más información acerca de cómo obtener un permiso de trabajo, contacte al Departamento de Normas de Trabajo al (617) 626-9975, o www.mass.gov/dos.

Trabajos y tareas peligrosas que los menores de edad no deben realizar

Edad No debe

16 & 17 • Conducir la mayoría de los vehículos a motor o montacargas • Manipular, servir o vender bebidas alcohólicas • Trabajar 30 o más pies sobre el suelo

14 & 15 • Cocinar (excepto en las parillas eléctricas o a gas que no tengan llamas abiertas), operar freidoras, asadores, herévoras NEICO U ollas a presión • Lavar, limpiar y reparar máquinas de cortar alimentos motorizadas, amoladoras, interruptores, transformadores, cortadoras y mezcladoras y • Trabajar en congeladores o refrigeradoras de carne • Llevar a cabo cualquier actividad horneado • Trabajar en cerca de fábricas, sitios de construcción, plantas de fabricación, lugares de trabajo mecánicas, garajes, túneles, y otros lugares de trabajo de riesgo

Menores de 14 años • Los menores de 14 años no pueden trabajar en Massachusetts en la mayoría de los casos.

Estos son sólo algunos ejemplos de las tareas prohibidas bajo la ley estatal y federal.

Para obtener una lista completa de trabajos prohibidos a los menores de edad, contacte a la División de Trabajo Justo de la Procuraduría General: (617) 727-3465

• www.mass.gov/ago/youthemployment. O contácte al Departamento de Trabajo de Estados Unidos: (617) 626-7000 • www.youth.gov

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

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT COMPENSATION

Información Sobre La Cobertura Del Seguro De Desempleo

Nombre del empleador

Empleador DUA ID #

Dirección

Los empleados de esta empresa u organización están cubiertos por el Seguro de Desempleo (UI), un programa financiado en su totalidad por los empleadores de Massachusetts. No se hacen deducciones de su salario para cubrir el costo de sus beneficios de seguro de desempleo.

Si usted pierde su trabajo, usted puede tener derecho a cobrar el Seguro de Desempleo. A continuación se describe la información que necesita con el fin de solicitar los beneficios del Seguro de Desempleo (UI). Antes de presentar su solicitud, su empleador le dará una copia del folleto: *Cómo solicitar los beneficios del seguro de desempleo*, proporcionado por el Departamento de Asistencia por Desempleo (DUA) de Massachusetts.

Usted debe estar en los Estados Unidos, sus territorios, o Canadá al presentar una reclamación o certificar los beneficios semanales de UI.

Hay dos maneras para solicitar los beneficios del UI:

Presente su solicitud en línea en UI Online

UI en Línea es un sistema seguro, fácil de usar y de auto-servicio. Usted puede solicitar los beneficios, reabrir una reclamación existente, solicitar pagos de beneficios semanales, comprobar el estado de su reclamación, solicitar depósito directo, actualizar su dirección, e incluso presentar una apelación en línea. Para solicitar los beneficios utilizando UI en Línea, visite mass.gov/dua y seleccione UI en Línea para Reclamantes, y complete la información necesaria para presentar su solicitud.

Presente su solicitud llamando al Centro de Atención TeleClaim

Los servicios del Seguro de Desempleo están disponibles por teléfono. Puede solicitar beneficios del Seguro de Desempleo, reabrir un reclamo actual, obtener información actualizada sobre el estado de su reclamo y pago de beneficios, resolver problemas e inscribirse para depósito directo, todo por teléfono. Para solicitar beneficios por teléfono, llame al Centro de TeleReclamantes al 1 (877) 626-6800. Se le pedirá que ingrese su número de Seguro Social y el año en que nació. A continuación, se le conectará con un agente que tomará la información necesaria para presentar su reclamo.

This document contains important information. Please have it translated immediately.

В данном документе содержится важная информация. Вам необходимо срочно сделать перевод документа.

Este documento contiene información importante. Por favor, consiga una traducción inmediatamente.

Docimien se han enfocaron en español.

Tài liệu này có chứa thông tin quan trọng.

본 문서에는 중요한 정보가 포함되어 있습니다. 본 문서를 즉시 번역하도록 하십시오.

Vui lòng đọc tài liệu này ngay.

Questo documento contiene informazioni importanti. Preghiamo di tradurlo immediatamente.

هذا الملف يحتوي على معلومات هامة.

هذا مستند يحتوي على معلومات هامة.

Este documento contiene informações importantes. Por favor, consiga uma tradução imediata.

تم تضمين هذه الوثيقة على معلومات هامة.

Ce document contient des informations importantes. Veuillez le faire traduire au plus tôt.

IMPORTANTE: La Ley General de Massachusetts, Capítulo 151A, Sección 62A requiere que este aviso se exhiba en cada sitio operado por un empleador, en un lugar visible, donde sea accesible para todos los empleados. Debe incluir el nombre y la dirección postal del empleador, y el número de identificación asignado al empleador por el Departamento de Asistencia de Desempleo.

Un empleador de igualdad de oportunidades/programa. Las ayudas y servicios auxiliares están disponibles a solicitud de las personas con discapacidad. Los servicios para personas con limitación auditiva pueden obtenerse llamando al 711.

Form 2553-A Rev. 1/8/24

mass.gov/dua

AVISO PARA EMPLEADOS

COMMONWEALTH OF MASSACHUSETTS
DEPARTAMENTO DE ACCIDENTES INDUSTRIALES

SI USTED TIENE UN ACCIDENTE EN EL TRABAJO:

• Avise inmediatamente a su empleador que tuvo un accidente.

Contacto de RH del Empleador/Indemnización por Accidente Laboral:

Número de Teléfono:

• Avise al proveedor médico que usted tuvo un accidente en el trabajo y proporcione la siguiente información:

Compañía de Seguros:

Número de Teléfono:

Empleador:

• Si el empleador no informa el accidente a la compañía de seguros, el trabajador puede presentar un Reclamo del Empleado (Form. 110).

• Puede contactar al Departamento de Accidentes Industriales a través del 617.727.4900 o www.mass.gov/dia para obtener información adicional sobre sus derechos y elegibilidad para los beneficios según la ley de Indemnización por Accidentes de Trabajo.

IF MEDICAL TREATMENT IS NEEDED:

Los trabajadores que resulten lesionados pueden elegir sus propios proveedores médicos. Los costos por tratamientos médicos que sean razonables, necesarios y relativos al accidente laboral serán pagados por la compañía aseguradora para que su tratamiento inicial se realice en:

Institución Médica:

Número de Teléfono:

EMPLOYER: THIS NOTICE MUST BE FILLED OUT AND POSTED WHERE EMPLOYEES CAN READ IT PURSUANT M.G.L. C. 152, SECTIONS 21, 22, 30, AND 75B (2). EMPLOYERS MAY NOT RETALIATE, DISCRIMINATE IN ACCORDANCE WITH ANY APPLICABLE STATE OR FEDERAL LAWS WHICH INCLUDES IMMIGRATION STATUS, OR PROVIDE FALSE INFORMATION ABOUT THE WORKERS' COMPENSATION PROCESS TO THEIR EMPLOYEES. THIS NOTICE MUST BE UPDATED, POSTED AND REDISTRIBUTED WHEN THERE ARE CHANGES TO THE INFORMATION.

REVISADO EN JUNIO DE 2024

Notificación de beneficios según las Leyes Generales de Massachusetts (MGL), capítulo 175M Permiso Familiar y Médico Pagado (PFML)

Permiso Disponible

Las personas cubiertas podrían tener derecho al permiso familiar y médico por las siguientes razones:

- hasta 20 semanas de permiso médico pagado en un año de beneficios, si la persona tiene una condición grave de salud que la incapacita para trabajar
- hasta 12 semanas de permiso familiar pagado en un año de beneficios, por el nacimiento, adopción o colocación para cuidados de un niño/a: para atender a un parente con una condición grave de salud; o debido a una exigencia admisible por el hecho de que un parente se encuentra en servicio activo o haya sido notificado de un llamado inminente para prestar servicio activo en las Fuerzas Armadas
- hasta 26 semanas de permiso familiar pagado en un año de beneficios, para atender a un parente que sea un miembro del servicio militar cubierto y que tenga una condición grave de salud

Beneficios

Para financiar los beneficios del PFML, los empleadores pueden deducir contribuciones de la nómina de pagos de hasta 0.46% (con ajuste anual) del salario o de otros ingresos de una persona cubierta. Los ingresos semanales promedio de una persona cubierta determinarán el monto de su beneficio, hasta un beneficio semanal máximo de \$1,170.64