

Maine



LABOR LAW POSTINGS

Maine Labor Law Postings

Thank you for using GovDocs! This file contains the following state postings:

Name of Posting	Posting Code	Posting Requirements	Agency Responsible
Unemployment Insurance	LME01	All employers	Maine Dept of Labor
Workers' Compensation	LME02	All employers	Maine Workers' Compensation Commission
Minimum Wage	LME03	All employers	Maine Dept of Labor
Occupational Safety & Health Regulations	LME04	Government agencies only	Maine Dept of Labor
Sexual Harassment	LME05	All employers	Maine Human Rights Commission
Whistleblowers' Protection Act	LME06	All employers	Maine Dept of Labor
Regulation of Employment	LME07	Regulation of Employment	Maine Dept of Labor
Video Display Terminal Law	LME08	All employers w/ employees spending more than 4 hours per day at a video display terminal	Maine Dept of Labor
Equal Employment Rights	LME09	Recommended	Maine Human Rights Commission
Child Labor Laws	LME14	All employers who employ youth under 18	Maine Dept of Labor
Equal Pay Law	LME16	Recommended for all employers	Maine Dept of Labor
Domestic Violence & the Workplace	LME15	Recommended for all employers	Maine Dept of Labor, Wage & Hour
Maine Workplaces Support Nursing Moms	LME18	Recommended for all employers	Maine Dept of Labor
Social Media	LME23	Recommended for all employers	Maine Dept of Labor

To Print and Post:

This file is print ready, according to size requirements from the issuing agency. To ensure compliance, print all postings as provided. Postings requiring different paper size and/or color print are noted below as exceptions. Please note: In some cases, individual postings are set up to print on multiple pages.

- 1.) This file is formatted to print each of the postings listed above on 8.5"x11" paper.
- 2.) For multiple-page postings, we recommend taping the pages together before displaying.
- 3.) Review each posting and its requirements carefully to check for applicability to your business.
- 4.) Postings applicable to your business should be made accessible to all employees (common display locations include an employee lounge, a break room, or a cafeteria).

MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation
FULL AND PART-TIME WORKERS

EMPLOYEES OF THIS FIRM ARE COVERED BY THE MAINE EMPLOYMENT SECURITY LAW

- 1. HOW TO FILE A CLAIM FOR UNEMPLOYMENT BENEFITS:** All new and reactivated claims for unemployment benefits are filed either by telephone, by Internet, or by mail. **Do not delay in filing your claim once you are out of work. CLAIMS CANNOT BE BACKDATED.**

A. BY TELEPHONE: To file a claim for unemployment benefits by telephone, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months. Call this toll free telephone number to connect with the Unemployment Claims Center System:

1-800-593-7660
TTY Users Call Maine Relay 711

LANGUAGE INTERPRETER: We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

B. BY INTERNET: A claim can be filed on the Internet. The website is: www.file4ui.com.

If you do not have a phone or computer, you can still file your claim this way, free of charge, at any Department of Labor CareerCenter.

C. BY MAIL: In some cases, your employer will give you a claim form. You can also obtain paper claim forms from any Department of Labor CareerCenter. Mail your initial claim form to the nearest Unemployment Claims Center:

Maine Department of Labor
Bureau of Unemployment Compensation

97 State House Station
Augusta, ME 04333-0097

P.O. Box 450
Bangor, ME 04402-0450

P.O. Box 1088
Presque Isle, ME 04769-1088

2. BASIC ELIGIBILITY REQUIREMENTS

A. Earnings During the Base Period: The "base period" is a one-year period which includes four calendar quarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual

average weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

B. Separation: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

C. Weekly Requirements: Weekly eligibility requirements include being able to work and being available for work, making an active search for work (unless your work search has been “waived”), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters.

D. Aliens: If you are not a U.S. Citizen, your Social Security number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Naturalization Service.

3. **UNEMPLOYMENT BENEFITS ARE TAXABLE:** Unemployment benefits are taxable and have to be reported when you file your income tax forms.
4. **CHILD SUPPORT:** If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.
5. **BENEFITS FOR PARTIAL UNEMPLOYMENT:** An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer.

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

To Be Posted In A Conspicuous Place

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2013



WORKERS' COMPENSATION

WORKERS' COMPENSATION BOARD REGIONAL OFFICES

AUGUSTA

24 Stone Street, Suite 102
Augusta, ME 04330
207-287-2308
1-800-400-6854

LEWISTON

36 Mollison Way
Lewiston, ME 04240-5811
207-753-7700
1-800-400-6857

BANGOR

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

PORTLAND

62 Elm Street
Portland, ME 04101
207-822-0840
1-800-400-6858

Notice to Employees:

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

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 30 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass.

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

A l'intention des Employes:

D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses

employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés) : www.maine.gov/labor/misclass.

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

Aviso a los Trabajadores:

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

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 30 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el

<p>CARIBOU 43 Hatch Drive, Suite 110 Caribou, ME 04736-2347 207-498-6428 1-800-400-6855</p> <p>Visit our website at: www.maine.gov/wcb Statewide TTY: 1-877-832-5525</p>	<p>employés victimes d'un accident du travail.</p> <p>Si vous êtes victime d'un accident du travail, PREVEENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 30 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.</p> <p>La loi interdit aux employeurs de classifier fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-</p>	<p>seguro por compensación al trabajador, cobertura para desempleados, ú otros impuestos pagados y retenidos por el empleador; esta en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la pagina web de www.maine.gov/labor/misclass.</p> <p>En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.</p>
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<p>ENGLISH</p> <p>Interpreters Available</p> <p>When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.</p>	<p>POLISH</p> <p>Tłumacze dostępni na życzenie.</p> <p>Aby uzyskać pomoc tłumacze, proszę powiedzieć po angielsku "Polish" i czekać na linii.</p>	<p>VIETNAMESE</p> <p>“Cố Thông Dịch Viên”</p> <p>“Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói “VIETNAMESE” để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.</p>
<p>SPANISH</p> <p>Tenemos intérpretes a su disposición</p> <p>Si necesita que le atiendan en español por favor diga “Spanish” y le conectaremos con un intérprete. Por favor manténgase en la línea.</p>	<p>RUSSIAN</p> <p>“К вашим услугам имеются переводчики”</p> <p>“Когда Вы обращаетесь за помощью по телефону, пожалуйста скажите, что Вы говорите по-русски (произнесите “РАШН”), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии.”</p>	<p>ARABIC</p> <p>مترجمون شفهيون متيسرون لخدمتكم</p> <p>عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا (أ-ز-ب-ك) ونحن سنقدم لكم مترجماً شفهياً . ابقوا على الخط من فضلكم.</p>
<p>PORTUGUESE</p> <p>Temos intérpretes à sua disposição</p> <p>Se precisar de atendimento em Português, por favor diga “Portuguese” e um intérprete será prontamente chamado. Por favor, aguarde na linha.</p>	<p>CHINESE</p> <p>提供口譯服務</p> <p>打電話請求幫助時，請用英語說“挾音呢斯” (CHINESE)— 我們將為您提供口譯人員。請不要挂斷電話。</p>	<p>PERSIAN</p> <p>افراد مترجم در دسترس می باشند.</p> <p>را که بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امری به ما تلفن می کنید، لطفاً نام زبانی قطع نکنید. هنگامیکه برای درخواست کمک یا شما تماس گرفته شود. لطفاً روی خط منتظر بمانید.</p>
<p>ITALIAN</p> <p>Abbiamo interpreti disponibili</p> <p>Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire “Italian” e un interprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.</p>	<p>JAPANESE</p> <p>通訳サービスをご利用いただけます</p> <p>通訳を必要とされる場合は「ジャパニーズ」とおっしゃり、通訳ができるまでそのままお待ちください。</p>	<p>PERSIAN</p> <p>با یک مترجم برای</p>
<p>FRENCH</p> <p>Des interprètes sont à votre disposition</p> <p>Lorsque vous appelez pour demander de l'aide, prononcez le mot “French” et nous mettrons un interprète à votre disposition. Prière de rester en ligne.</p>	<p>KOREAN</p> <p>한국어 통역을 이용하실 수 있습니다.</p> <p>도움이 필요하여 전화를 거실 때 영어로 코리언 (KOREAN)이라고 말씀하시면 통역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오.</p>	<p>SOMALI</p> <p>Turjunaanno waa la helayaa</p> <p>Marka aad caawinaad inoogu soo yeeraneysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa Iguugu yeeri doonaaye. Taleefoonkana ha dhigin.</p>

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY (877) 832-5525.

Minimum Wage



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

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

**Maine Law (Title 26
M.R.S.A. § 668) requires
every employer to
place this poster in
the workplace where
workers can easily see it.**

October 1, 2009 — Minimum Wage is \$7.50 per hour

Service Employees

A service employee is someone who regularly receives more than \$30 a month in tips. The employer must pay a cash wage of at least one-half of the regular minimum wage. If the employee's total cash wage combined with the total tips for the week do not average at least the minimum hourly wage, the employer must pay the employee the difference in wages. Tips belong to the employee providing direct service to the customer. Employees may be required to pool their tips to be divided evenly among service employees only.

Exempt From Minimum Wage and Overtime*

- Individuals employed in agriculture, except when employed for or on a farm with over 300,000 laying birds.
- Employees whose earnings are from sales commissions and whose hours and place of employment are not controlled by the employer.
- Taxicab drivers.
- Employees who are counselors, junior counselors or counselors-in-training at camps licensed under Title 22, Sec. 2495 and employees under 18, who are employed at organized camps and similar seasonal recreation programs not requiring such license if they are operated by a non profit organization.
- People who catch fish or work in farming of marine life.
- Switchboard operators in public telephone exchanges with less than 750 stations.
- Home workers not supervised or controlled and who buy raw materials and complete articles for sale.
- Dependent members of the employer's family.
- Executive, administrative or professional employees with a salary of at least \$455.00 weekly.

Exempt From Overtime Only*

- Processing of sardines or other perishable food products.
- Public employees, including fire and police departments.
- Automobile salespeople, mechanics, service writers, and parts clerks who are paid on a commission or flat-rate basis.
- Drivers and driver's helpers who are exempt from overtime under Federal law:
 - Are exempt from overtime under Maine law if they are paid by other than an hourly rate of pay and subject to the provision of 49 United States Code, Section 31502.
 - Are exempt from overtime under Maine law if they are covered by a collective bargaining agreement that regulates their rate of pay.

- Are exempt from overtime under Maine law if they are employed by an entity that has a contract with the Federal Government or an agency of the Federal Government that dictates the minimum hourly rate they will be paid.

Equal Pay

Employees shall be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility. This does not include seniority, merit or shift differentials which do not discriminate based on sex.

Employers may not discriminate against an employee for inquiring about, disclosing, comparing or otherwise discussing the employee's wages with others.

Board and Lodging

Wages may include reasonable costs to the employer furnishing food and lodging. Food and lodging must actually be used by the employee, clearly shown on the employee statement and wage records, and approved by the Bureau of Labor Standards.

Statements to Employees

Every employer shall give to each employee with the payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

Records

Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

Unfair Contracts

An employer cannot make a special contract or agreement with an employee to exempt that employee from minimum wage or overtime.

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

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900
TTY users call Maine Relay 711
Web site: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

Occupational Safety and Health Regulations for Public Sector Workplaces



Maine has an Occupational Safety and Health Law that protects state and local government employees from workplace safety and health problems.



Public Sector employers must place this poster in the workplace where workers can easily see it.

How are you protected?

- Your employer must, by law, keep your workplace safe and healthy for workers.
- From time to time, safety and health inspectors from the Maine Department of Labor will show up at your workplace to make sure your employer is following Safety and Health Regulations.
- If you think your workplace is unsafe, you can contact the Maine Department of Labor and ask for an inspection.
- Employers and employees may go with the inspector on the inspection of your job site.
- Your employer may be cited and penalized if unsafe or unhealthful conditions are found during an inspection.
- Your employer must correct unsafe and unhealthful conditions found during an inspection.
- Employers who repeat safety and health violations or who violate the law on purpose may face fines, civil charges, or criminal charges.
- You cannot be fired or discriminated against for filing a safety and health complaint.

Who can you contact to ask for an inspection or ask for safety and health information?

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, ME 04333-0045
or call: (207) 623-7900
TTY users call Maine Relay 711
E-mail: webmaster.bls@maine.gov
Web site: www.maine.gov/labor/bls



THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING
ABOUT SEXUAL HARASSMENT

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

MAINE HUMAN RIGHTS COMMISSION

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711
www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL DEPARTMENT: _____
DEPARTMENT / AGENCY CONTACT

Whistleblower's Protection Act



Protection of Employees Who Report or Refuse to Commit Illegal Acts



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

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

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

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

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

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

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:

(This information should be filled in by the employer)

(Name)

(Title)

(Location or Phone)

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: (207) 624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: (207) 780-3344
www.dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: (207) 626-9160
www.osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
(207) 623-7900

TTY users call Maine Relay 711
Web site: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

rev. 7/12

Regulation of Employment



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



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

Time of Payment

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

Payment of Wages

Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. Any vacation pay earned is due at the same time.

Severance Pay

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

Unfair Agreement

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

Rest Breaks

Most employees must be offered a 30-minute paid or unpaid rest break after 6 hours of work.

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

Family Medical Leave

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

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

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

Leave for Victims of Violence, Assault, Sexual Assault or Stalking

Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:

- Prepare for and attend court proceedings; or
- Receive medical treatment; or
- Obtain necessary services to remedy crisis.

Leave to Care for Family

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill.

Mandatory Overtime

Most employers may not require employees to work more than 80 hours of overtime in any consecutive 2-week period. A nurse who has worked 12 consecutive hours may not be disciplined for refusing to work additional hours and must be allowed at least 10 hours off after working 12 hours. (There are exceptions to this law.)

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

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
located at: 45 Commerce Drive
Telephone: 207-623-7900
TTY users call Maine Relay 711
Web site: www.maine.gov/labor/bls
E-mail: webmaster.bls@maine.gov

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

rev. 07/12

Safe Work for Computer Operators






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



Employers must place this poster in the workplace where workers can easily see it.

If you work at a computer for more than 4 hours in a row on most days, your employer must:

1. Train you to use your computer safely so you won't get hurt. Using your computer safely includes:

-  Not hitting the keys too hard,
-  Not keying too fast or for too long, and
-  Not sitting in one position or in an uncomfortable position.

2. Train you the right way to adjust your workstation.

3. Train you within the first month after you are hired and then once a year.

If you have questions about working safely at the computer, speak to your supervisor or contact the Bureau of Labor Standards

Telephone: 1-877-SAFE-345 (1-877-723-3345)

TTY users call Maine Relay 711

E-mail: webmaster.bls@maine.gov

Website: www.maine.gov/labor/bls

rev. 07/12



Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right against a prior employer under the Workers' Compensation Act or retaliation under the Whistleblowers' Protection Act.

EQUAL EMPLOYMENT RIGHTS

The opportunity for an individual to secure employment without discrimination because of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin is a civil right.

UNLAWFUL EMPLOYMENT DISCRIMINATION

It is unlawful employment discrimination for any employer, because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin, or because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or because of previous actions taken that are protected under the Whistleblowers' Protection Act, to:

- Fail or refuse to hire or otherwise discriminate against an applicant for employment.
- Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment.
- Retaliate against a person who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:

MAINE HUMAN RIGHTS COMMISSION

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051
PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711
www.maine.gov/mhrc

Child Labor Laws



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



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

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

14- & 15-year olds may work in most businesses, except in most jobs in manufacturing, mechanical, dry cleaners, bakeries, hotels/motels, and most commercial places of amusement.

Minors under 14 years old may not work in most businesses by Federal Law.

Work Permits

- Minors under 16 years of age need work permits in order to work.
- Superintendent of schools certify academic standing.
- Minor allowed only 1 permit during the school year but 2 during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

Work Hours

Under 16-years old

- No more than 6 days in a row.
- Cannot work before 7 a.m.
- Cannot work after 7 p.m. during school year.
- Cannot work after 9 p.m. during summer vacation.

When School Is Not in Session

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

When School Is in Session

- No more than 3 hours on a school day, including Friday.
- Not more than 18 hours in a week that school is in session one or more days.

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900 or 207-623-7930
TTY users call Maine Relay 711
Web site: www.maine.gov/labor/bls

16- & 17- years olds may work in most businesses, however not in hazardous jobs.

Prohibited Jobs

Youth under 18 years old are not allowed to work at many hazardous jobs. Contact the Bureau of Labor Standards for details. For a current list of hazardous jobs see Federal Regulation 29 CFR, Part 570.

16- & 17- years old (enrolled in school)

- No more than 6 days in a row.
- Cannot work before 7:00 a.m. on a school day.
- Cannot work before 5:00 a.m. on a non-school day.
- Cannot work after 10:15 p.m. the night before a school day.
- Can work up to midnight when there is no school the next day.

When School Is Not in Session

- No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).
- No more than 50 hours in a week.

When School Is in Session

- No more than 6 hours on a school day.
- No more than 10 hours on any holiday, vacation, or workshop day.
- On last day of school week may work up to 8 hours.
- No more than 24 hours in a week except may work 50 hours any week that approved school calendar is less than 3 days or during the first and last week of school calendar.

Recordkeeping

All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day.

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

rev. 03/14



Maine Equal Pay Law

(Title 26, § 628, Chapter 7)

Maine Law requires that employees be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility. Are you being paid less than **an employee of the opposite sex** for performing the same or similar job? If so, please ask yourself the following questions.

1. Has the other employee worked for the business or been in that job longer than I have?
2. Does the other employee have more training, education or experience related to the job than I do?
3. Is there is a merit system in place that rewards employees with promotion, pay increases or other advantages on the basis of their abilities or qualifications?
4. Does the other employee have more responsibilities in comparison to my own responsibilities?

If you cannot answer at least one of the above questions with a “yes,” you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access at www.maine.gov/labor/labor_laws/wagehour.html or you may call 207-623-7900 and request that an Equal Pay Complaint form be mailed to you.

Maine Department of Labor
Wage & Hour Division
45 State House Station
Augusta, ME 04333

The Maine Department of Labor provides equal opportunity in employment and programs.
Auxiliary aids and services are available to individuals with disabilities upon request.
Phone 623-7900 - Fax 623-7938 - TTY 1-800-794-1110 (Hearing impaired only)

Maine Labor Laws on Domestic Violence, Sexual Assault, and Stalking

Maine laws protect victims of domestic violence, sexual assault, and stalking in employment.

This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Maine Department of Labor by calling (207) 623-7900.



How You Are Protected

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking:

- You may take reasonable and necessary leave from employment if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault, or stalking. Title 26, § 850.
- Notice of violation(s) must be reported within six months of the occurrence. If you are denied leave, a fine of up to \$1,000 for each violation may be assessed against the employer. Additionally, the employer is liable for liquidated damages in an amount equal to three times the amount of total assessed fines. If you are terminated, you may elect either the liquidated damages or reemployment with the employer with back wages.

Unemployment Benefit Eligibility:

- If you voluntarily leave work, you may not be disqualified from receiving benefits if your leaving was necessary to protect yourself from domestic abuse, and you made all reasonable efforts keep your job. Title 26, §1193, §§1(A)4
- You may not be disqualified from receiving benefits because of misconduct if your actions were based solely on the need to protect yourself or an immediate family member from domestic violence, and you made all reasonable efforts to keep your job. Title 26, §1043, §§23(B)3

Who You Can Contact for Help

Domestic Violence Hotlines by County:

Androscoggin	1-800-559-2927
Aroostook	1-800-439-2323
Cumberland	1-800-537-6066
Franklin	1-800-559-2927
Hancock	1-800-315-5579
Kennebec	1-877-890-7788
Knox	1-800-522-3304
Lincoln	1-800-522-3304
Oxford	1-800-559-2927
Penobscot	1-800-863-9909
Piscataquis	1-888-564-8165
Sagadahoc	1-800-522-3304
Somerset	1-877-890-7788
Waldo	1-800-522-3304
Washington	1-800-315-5579
York	1-800-239-7298

Other Resources:

National Domestic Violence Hotline:	1-800-799-7233
TTY:	1-800-787-3224 • www.thehotline.org
Maine Coalition to End Domestic Violence	1-866-834-4357 www.MCEDV.org
Statewide Sexual Assault Crisis Line	1-800-871-7741 TTY 1-888-458-5599
Maine Department of Labor	207-623-7900 TTY users call Maine Relay 711
Maine Coalition to End Domestic Violence	207-430-8334
Aroostook Band of Micmac	207-764-1972 or 1-800-355-1435
Maliseet Advocacy Center	207-532-6401
Passamaquoddy Peaceful Relations	1-877-853-2613
Penobscot Nation Advocacy Center	207-631-4886
United Somali Women of Maine	207-753-0061

09/15

Maine Workplaces Support Nursing Moms

In September 2009, Maine's labor law was amended to include the following:

(a) For an employee who is a nursing mother, the employer shall for three years after the birth of a child:

- * provide adequate unpaid break time, or permit an employee to use paid break time or meal time each day to express breast milk for her nursing child.
- * make reasonable efforts to provide a clean room or other location, other than a bathroom, where an employee may express breast milk in privacy.

(b) An employer may be exempted from this section if providing time or an appropriate private space for expressing breast milk would substantially disrupt the employer's operations.

(c) An employer shall not retaliate or discriminate against an employee who exercises the right provided under this section.

What can Employers do to support nursing mothers in the workplace?

- Develop workplace policy and determine who oversees implementation
- Inform employees of new policy
- Determine clean, private place with access to electric outlets and a chair. Consider a walk through with your employee
- Offer flexible breaks



Why do Maine workplaces support nursing moms?

- Average annual savings equal \$400 per breastfed baby (lower medical costs with fewer health insurance claims)
- Reduces employee turnover
- Lowers employee absenteeism
- Improves employee productivity
- Raises employee morale and company loyalty
- **It's the Law**

What can Employees do to make nursing in the workplace easier?

- Understand Maine's Nursing Mothers In The Workplace Law
- Create "back to work" plan before your baby is born
- Exclusively breastfeed during maternity leave
- Determine scheduling and support needs and talk to your employer as soon as possible
- Do a workplace walk-through, and suggest ideas



What can employees do if they feel their rights have been violated?

An employee who believes her right to express milk has been violated should contact: **The Maine Department of Labor Wage and Hour Division**
207-623-7900 or (TTY) 1-800-794-1110
www.maine.gov/labor

Maine Human Rights Commission
207-624-6290 or TTY: 1-888-577-6690
www.state.me.us/mhrc/

An employer who is found to have violated this law through a hearing process must pay a civil penalty of \$100-\$500 for every violation.

Additional Breastfeeding Protection in Maine: The Nursing in Public Law

Maine law (5MRSA §4634) provides protection for women who nurse in public. A mother may breastfeed her baby in any location, public or private, where the mother is otherwise authorized to be.

For More Information on Working and Pumping Visit:

www.wicforme.com
www.workandpump.com
www.lli.org

Social Media

Maine Law (26 MRSA c. 7, sub-c. 1-C)



Labor laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance.

Bureau of Labor Standards citations and penalties may be issued to employers who do not comply. This poster describes some important details of the law. A copy of the actual law or formal interpretations may be obtained from the bureau by calling 207- 623-7900 or on the bureau's website www.maine.gov/labor/bls.



This poster is provided at no cost by the Maine Department of Labor and may be copied.

Effective as of October 15, 2015

Employers in Maine will be restricted in their ability to access the personal social media or email accounts (non-public information) of employees and applicants. Specifically, an employer may not:

- Require, coerce or request that an employee or applicant disclose the password of a private social media account;
- Require, coerce or request that an employee or applicant access a personal social media account in the employer's presence;
- Require or coerce an employee or applicant to disclose any personal social media account information;
- Require or cause an employee or applicant to add anyone to the employee's or applicant's list of contacts associated with a personal social media account; and
- Require, cause or request that an employee alter any personal social media account settings that affect a third party's ability to view the contents of the account.

Employers may not terminate, discipline or otherwise take adverse action against an employee or applicant, due to the employee's or applicant's refusal to cooperate with any prohibited request or demand.

The above described prohibitions:

- Do not apply to social media accounts that are opened at an employer's behest, provided by an employer or intended to be used primarily on behalf of the employer;
- Do not apply to publicly available information;
- Do not prohibit or restrict an employer from

- complying with a duty – under federal or state law or imposed by a self-regulatory organization, as defined in the Securities and Exchange Act of 1934 – to screen prospective or current employees or to monitor or retain employee Communications;
- Do not apply when disclosure of personal social media account information is reasonably believed to be relevant to an investigation of alleged employee misconduct or a workplace-related violation of applicable laws, rules or regulations; and
- An employer has the right to establish policies governing the use of the employer's electronic equipment, including a requirement that an employee disclose to the employer the employee's user name, password or other information necessary to access employer-issued electronic devices or employer-provided software or e-mail accounts.

FINES: The law provides that fines will be not less than \$100 for the first violation, not less than \$250 for the second violation and not less than \$500 for each subsequent violation.

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900
TTY users call Maine Relay 711
Web site: www.maine.gov/labor/bls
Email: webmaster.bls@maine.gov

For copies of this poster, call the Maine Department of Labor at 207-623-7900 or visit our website at www.maine.gov/labor/bls

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