



Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

Employers must:

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

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

This poster is available free from OSHA.

Contact OSHA. We can help.



IT IS ILLEGAL TO SMOKE OR VAPE IN THIS ESTABLISHMENT



Use of combustible tobacco products and other similar products, such as electronic cigarettes, are prohibited by **R.I. Gen. §§ 23-20.10-2(19) and -7.**

To report a violation call **401-222-5960.**

Attention Employees

MINIMUM WAGE - RHODE ISLAND



Effective January 1, 2025

THIS LAW PROVIDES.....

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

\$15.00

as of 1/1/25

\$13.50

(90% of Minimum
Wage)

\$11.25

(75% of Minimum
Wage)

\$3.89

EXCEPT: Full time students under **19** years of age working in a non-profit religious, educational, librarial or community services organization.

Minors **14** and **15** years of age working not more than 24 hours in a week

Employees receiving gratuities (as of Jan. 1, 2017):

OVERTIME PAY - At least 1 1/2 times your regular rate of pay for all hours worked over 40 in any one work week. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments.

MANDATORY NURSE OVERTIME - Pursuant to RI Law §23-17.20-1 et. seq., a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergent circumstance

MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

CHILD LABOR - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

ENFORCEMENT - The Rhode Island Dept. of Labor and Training (DLT) may bring criminal action against any employer who pays substandard wages to an employee and seek, upon conviction, a penalty up to \$500.00 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation.

Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

**THE LAW REQUIRES EMPLOYERS
TO DISPLAY THIS POSTER WHERE
EMPLOYEES CAN READILY SEE IT.**

For more information on the Rhode Island Minimum Wage Law
Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/lr
Labor Standards Unit
Rhode Island Department of Labor and Training

Rhode Island Department of Labor and Training (DLT) Notice to All Employees - Information Employers Must Post



Attention Employees - MINIMUM WAGE - Rhode Island

Effective JANUARY 1, 2025 - THIS LAW PROVIDES

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

EXCEPT:	Full-time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization.	\$15.00 \$12.60 (90% of Minimum Wage)
	Minors 14 and 15 years of age working not more than 24 hours in a week.	\$10.50 (75% of Minimum Wage)
	Employees receiving gratuities (as of Jan. 1, 2017):	\$3.89

Overtime Pay - At least 1 ½ times the regular rate of pay for all hours worked over 40 in any one workweek. The law contains exemptions from minimum wage and/or overtime pay requirements for certain occupations or establishments.

Mandatory Nurse Overtime - a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergency.

Minimum Shift Hours - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

Child Labor - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

Enforcement - DLT may bring criminal action against any employer who pays substandard wages to an employee, and may seek, upon conviction, a penalty up to \$500 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation.

Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

DLT-L-58 (Rev. 1/2019)

Prevailing Wage for work on State/Municipal Financed Construction Project

Prevailing Wage - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice. **Overtime** rate applies when working over 8 hours a day or 40 hours a week. **Apprentice** rates apply only to properly registered apprentices in approved state apprenticeship programs.

Workers who do not receive **Proper Pay** may file a complaint with the DLT; claims will be investigated. Contact the Prevailing Wage Unit at (401) 462-8580, option #7 for more information. RI General Law §37-13-17 also provides for a private right of action to collect wages and benefits. DLT-L-39 (Rev. 1/2018)

RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE ACT

Employers with 50 or more employees must grant an unpaid leave of absence upon the request of an eligible employee, for 13 consecutive weeks in any two calendar years, under certain conditions.

Employees are Eligible to apply for leave if they work full-time, an average of 30 hours or more per week and have been employed continuously for at least 12 months.

Purpose of Leave - Under the Act, the leave must be for one or more of the following reasons:

1. Birth of a child of an employee.
2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employee.
3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in-law. (Serious Illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, hospice or out-patient care requiring continuing treatment or supervision by a health care provider).

Requests for Leave - To be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to begin and end, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from the physician of the person who is the reason for the leave request, which certification shall specify the probable duration of the requested leave.

School Involvement Leave - An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; however, an employee may substitute any accrued paid vacation leave or other appropriate paid leave.

Use of Sick Leave by Adoptive Parent - Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee.

Continuation of Health Benefits - Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

Return from Leave - Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

Prohibited Acts - It is unlawful for any employer to interface with, restrain or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

Enforcement - Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the DLT Director. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor and Training.

(Rev. 01/2018)

HEALTHY AND SAFE FAMILIES and WORKPLACES ACT

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

You Are Protected under Provisions of the RI EMPLOYMENT SECURITY ACT and the TEMPORARY DISABILITY INSURANCE ACT

UNEMPLOYMENT INSURANCE BENEFITS

If you become totally/partially unemployed:

1. File your claim for benefits with the DLT the same week you are unemployed or working reduced hours.
2. File your claim online at www.dlt.ri.gov/ui or by telephone at (401) 243-9100. Visit www.dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui or call (401) 243-9100.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
 - a. Be unemployed through no fault of your own,
 - b. Have earned minimum qualifying wages while you were working,
 - c. Be physically able to work, available for work, and actively seeking work, and
- d. Register for work with DLT.

TEMPORARY DISABILITY INSURANCE BENEFITS

Eligible for TDI Benefits - If you have become ill or injured and meet all of the requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more, and
2. You are under the care of an approved Qualified Health Care Provider and
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto.
4. You earned enough qualifying wages during the base period to be monetarily eligible.

Eligible for Temporary Caregiver Insurance Benefits - If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child and
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims and
3. You earned enough in qualifying wages to be monetarily eligible.

To Apply - Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at www.dlt.ri.gov/tci or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit www.dlt.ri.gov/tci or call (401) 462-8420.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

EMPLOYMENT AND TRAINING SERVICES

If you need help finding a job, DLT offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Résumé writing seminars to help you create an effective résumé and cover letter.

Visit dlt.ri.gov for a location near you. You can access many services online at www.employri.org.

DLT-TX-6 (Rev. 1/2019)

WORKERS' COMPENSATION ACT of the State of Rhode Island

Workers' Compensation Insurance Company: _____

Adjusting Company: _____

Telephone: _____ Policy Effective Date: _____

In accordance with RI General Law §28-32-1, employers must report to the DLT Director every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least 3 days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within 48 hours. If not fatal, the report shall be made within 10 days of the injury.

An injured employee shall have freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice. For more information, call the Education Unit at (401) 462-8100, press #1. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100, press #7.

DWC-8 (Rev. 1/2013)

BAN-THE-BOX

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense.

Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

RHODE ISLAND RIGHT-TO-KNOW Ignoring This Poster Can Be Hazardous To Your Health

Under the RI Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace. You have a right to know:

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is: _____

The Right-To-Know Law was created to protect you. Visit <http://www.dlt.ri.gov/occusafe> or call (401)462-8570, option #4 for more information.

"Because not knowing about the hazardous substances you work with is the greatest hazard of all."

DLT-L-47 The RI Right-To-Know Law (Rev. 1/2018)

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices **must be posted and maintained in conspicuous places where workers are employed.** Fines may be imposed for noncompliance.

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

12/2024



Rhode Island Child Labor Laws: What You Should Know

Both Rhode Island State and Federal laws regulate the employment of minors. These laws were written to protect younger workers from long hours and hazardous jobs.

By following the laws, younger workers can **EARN SAFELY** and **GAIN EXPERIENCE!**

You must be 14 years old to work legally in Rhode Island

Jobs in which youth **CAN be employed include:**

- ✓ Office and Clerical Work
- ✓ Retail and Sales
- ✓ Advertising
- ✓ Price Marketing and Tagging
- ✓ Bagging and Carrying Out Orders
- ✓ Errand and Delivery Work
- ✓ Cleanup Work
- ✓ Ground Maintenance
- ✓ Kitchen Work and Wait Staff
- ✓ and more



You **MUST** have a **Special Limited Permit to Work** form to be employed if you're 14-15

Jobs in which youth **CANNOT be employed include:**

- ✗ Manufacturing Various Products
- ✗ Mining



- ✗ Logging and Sawmilling
- ✗ Wrecking Demolition and Shipbreaking
- ✗ Any job requiring Operating Power-driven Machines
- ✗ Roofing
- ✗ Excavating
- ✗ and more

To Get Working Papers:

Visit your local school department with proof of your age (Birth or Baptismal Certificate, Driver's License, Passport, School Records)

They will issue your **Certificate of Age** or **Special Limited Permit to Work** form depending on your age

Hours that Youth **CAN Work:**

- ✓ Up to but not exceeding 48 hours per week / 9 hours per day for 16-17 year olds; Up to but not exceeding 40 hours per week/8 hours per day for 14-15 year olds
- ✓ Not before 6:00 AM or after 11:30 PM on School Days, or after 1:30 AM the night before a school day for 16-17 year olds. There is no curfew for non-students. Not before 6:00 AM or after 7:00 PM for 14-15 year olds. The curfew is 9:00 PM during school vacations.
- ✓ Must have an 8-hour rest between the end of one shift and the start of the next shift



You **MAY** need a **Certificate of Age** form to be employed if you're 16-17

For More Information:



Rhode Island Department of Labor and Training

Labor Standards (Wage and Hour) Unit

Phone: (401) 462-8550 | Fax: (401) 462-8530

Web: www.dlt.ri.gov/lr/childlabor.htm | E-mail: DLT.laborstandards@dlt.ri.gov

For Federal Information: US Department of Labor, Wage and Hour | Phone: (866) 4US-WAGE | Web: www.youthrules.gov



NOTICE TO EMPLOYEES

RHODE ISLAND PARENTAL & FAMILY MEDICAL LEAVE ACT

This notice is to provide you with information on the "Rhode Island Parental and Family Medical Leave Act", which requires that employers of 50 or more employees grant an unpaid leave of absence, upon the request of an eligible employee, for 13 consecutive weeks in any two calendar years, under certain conditions.

Employees Eligible

Employees are eligible to apply for leave if they are full-time employees who work an average of 30 hours a week or more and have been employed continuously for at least 12 months.

Purpose of Leave

The leave required to be provided under the Act must be for one or more of the following reasons:

1. Birth of a child of an employee.
2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employees.
3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in-law. (Serious Illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuing treatment or supervision by a health care provider).

Requests for Leave

In order to be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probably duration of the requested leave.

School Involvement Leave

An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; except an employee may substitute any accrued paid vacation leave or other appropriate paid leave.

Use of Sick Leave by Adoptive Parent

Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee.

Continuation of Health Benefits

Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

Return From Leave

Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

Prohibited Acts

The Act makes it unlawful for any employer to interfere with, restrain, or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

Enforcement

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the Director of Labor and Training of the State of Rhode Island. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor and Training.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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

PROHIBITIONS	Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS	Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.
EXAMINEE RIGHTS	Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
ENFORCEMENT	The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



**NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION
BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS**

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

- refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program;
- require you to take a leave if another reasonable accommodation can be granted; or
- deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Name

Name

Phone Number

Phone Number

Email address

Email address

Address

Address

If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact:

**Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
(401) 222-2661
TTY: 401-222-2664
www.richr.ri.gov**

Ignoring This Poster Can Be Hazardous To Your Health

Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

You have a right to know :

- **the common name or trade names of the substance, including the chemical name;**
- **the level at which exposure to the substance is hazardous, if known;**
- **the effects and symptoms of exposure at hazardous levels;**
- **the potential for flammability, explosion, and reactivity of the substance;**
- **appropriate emergency treatment;**
- **proper procedures for the safe use of and exposure to the substance;**
- **proper protective equipment for safe use; and**
- **procedures for clean-up of leaks and spills.**

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570 .

"Because not knowing about the hazardous substances you work with is the greatest hazard of all."

THIS POSTER MUST BE DISPLAYED IN A CONSPICUOUS LOCATION IN THE WORKPLACE. DLT-L-47 (Rev. 4/2008)



The Rhode Island
RIGHT - TO - KNOW
L A W

SEXUAL HARASSMENT IS AGAINST THE LAW



Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a violation of state and federal laws.

Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

- a supervisor
- an agent of the employer
- a supervisor in another area
- a co-worker
- a non-employee
- the same sex as the victim

The prohibition against sexual harassment does not only apply to employers . It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

Report incidents of harassment to:

Name: _____

Address: _____

Phone: _____

E-mail: _____

If you believe you are or have been the victim of sexual harassment, contact:

**RHODE ISLAND COMMISSION
FOR HUMAN RIGHTS
180 Westminster Street, Third Floor
Providence, RI 02903
401-222-2661
TDD: 401-222-2664
Fax: 401-222-2616
www.richr.ri.gov**



Notice to All Employees

Unemployment Insurance Benefits

If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) within seven days of your layoff date.
2. You may file your claim online at www.dlt.ri.gov/ui or by telephone at (401) 243-9100. Please visit www.dlt.ri.gov/ui for hours of operation. For additional information, visit www.dlt.ri.gov/ui or call (401) 243-9100.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that:
 - a. You must be unemployed through no fault of your own,
 - b. You must have earned minimum qualifying wages while you were working,
 - c. You must be physically able to work, available for work and actively seeking work, and
 - d. You must register for work with the RI Dept. of Labor and Training.

You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.

Employment and Training Services

If you need help finding a job:

The RI Dept. of Labor and Training offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Résumé writing seminars to help you create an effective résumé and cover letter.

Visit www.networkri.org for a location near you. You can also access many services on the Internet at www.employri.org.

Temporary Disability Insurance Benefits

Who is Eligible for TDI Benefits?

If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more, and
2. You are under the care of an approved Qualified Health Care Provider and
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto.
4. You earned enough qualifying wages during the base period to be monetarily eligible.

Who is Eligible for Temporary Caregiver Insurance Benefits?

If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child and
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims and
3. You earned enough in qualifying wages to be monetarily eligible.

How to Apply:

You can apply for benefits by completing a TDI application. The application form may be obtained from one of the following sources:

1. Visit www.dlt.ri.gov/tdi to file online.
2. Visit the web site to download a TDI application.
3. Call (401) 462-8420, Option #1 to request that an application be mailed to you.

For additional information, visit www.dlt.ri.gov/tdi or call (401) 462-8420.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

Rule 5

Posting of Notices

(Adopted under Section 28-44-38 of the Employment Security Act and Section 28-41-15 of the Temporary Disability Insurance Act)

Every employing unit in the State of Rhode Island shall post and maintain printed notices of such form and design and in such numbers containing such information as the Director, Department of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act.

Such notices shall be posted in conspicuous places where the workers' services are performed.

STATE OF RHODE ISLAND
DEPARTMENT OF LABOR & TRAINING



This employer is subject to the provisions of the
WORKERS' COMPENSATION ACT
of the State of Rhode Island

Workers' Compensation Insurance Company: _____

Adjusting Company: _____

Telephone: _____ Policy Effective Date: _____

In accordance with Rhode Island General Law §28-32-1, the **employer must report** to the Director of Labor and Training **every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity.** If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care **shall not be considered** the employee's initial choice.

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed.
Fines may be imposed for noncompliance.



YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

REEMPLOYMENT RIGHTS

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

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

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

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

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

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

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



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — April 2017

DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age (over 40).

*State only

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions).

You have the *right* to a workplace free of harassment and discrimination.

Report incidents of harassment and discrimination to the
Commission for Human Rights and the company representative named below:

Name: _____

Title: _____

Location: _____

Phone: _____

Email: _____



**Rhode Island
Commission for Human Rights
180 Westminister Street
Third Floor
Providence, RI 02903
401-222-2661
TDD: 401-222-2664
www.richr.ri.gov**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE RIGHTS

FOR WORKERS WITH DISABILITIES

PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as “commensurate wage rates” and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A “commensurate wage rate” is based on the worker’s individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker’s disability actually impairs the worker’s earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

