

Administrative Regulations
DOL-75
0024-075-01

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT DEPARTMENT OF LABOR WAGE AND WORKPLACE STANDARDS DIVISION

Minimum Wage:

\$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20

\$13.00 per hour effective 8-1-21

\$14.00 per hour effective 7-1-22

\$15.00 per hour effective 6-1-23

(P.A. 19-4)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXEMPTIONS - SEE SECTION 31-76 OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58.

MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions and bonuses.

- (a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whereby based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation, commissions, piece rates, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth.
- (b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment.
- (c) Piece rates in relation to time rates:
- (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked.
 - (2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for each hour worked.
 - (3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum wage an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

- (d) Commission.
- (1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked.
 - (2) When an employee is paid in accordance with a plan providing for a base rate plus commission, the wage paid weekly to the employee shall be not less than the minimum wage per hour for each hour worked in any week. When earnings are derived in whole or in part on the basis of an incentive plan during these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly.

Sec. 31-60-2. Gratuities as part of the minimum fair wage.
For the purposes of this regulation, "gratuities" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered.

(a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

- (1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and
- (2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a weekly basis as a separate item in the wage record, even though payment is made more frequently, and
- (3) Each employee claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment in kind or not less than the minimum

Sec. 31-60-3. Appraisal.
For the purpose of this regulation, "appraisal" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$3.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

Sec. 31-60-10. Travel Time.
(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to his performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation.

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employer would bring the employee's earnings below the minimum fair wage.

Continued...

Workers' Comp.

Workers' Compensation Commission Notice to Employees

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer, Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employer fails to report the injury immediately, the employee may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

NOTE: You must comply with P.A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

NAME	TELEPHONE
ADDRESS	
CITY/TOWN	STATE ZIP CODE
APPROXIMATE MEDICAL CARE PLAN	<input type="checkbox"/> YES <input type="checkbox"/> NO
The State of Connecticut Workers' Compensation Commission office for this workplace is located at:	
ADDRESS	TELEPHONE
CITY/TOWN	STATE ZIP CODE

REV. 10/01/2021

Sexual Harassment

Commission on Human Rights and Opportunities Promoting Equality and Justice for All People

SEXUAL HARASSMENT IS ILLEGAL and is prohibited by The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature which:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul style="list-style-type: none">• Unwelcome sexual advances• Suggestive or lewd remarks• Unwanted hugs, touches, or kisses• Requests for sexual favors• Retaliation for complaining about sexual harassment• Derogatory or pornographic posters, cartoons or drawings	<ul style="list-style-type: none">• Cease and desist orders• Back pay• Compensatory damages• Hiring, promotion or reinstatement• Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

Connecticut Wage & Workplace Administrative Regulations Continued...

- (c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.
- (d) When at the end of a work day a work assignment of other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be working time and shall be paid for as such.

- Sec. 31-60-11. Hours worked.**
(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.
- (b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.
- (c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer, he is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-12. Records.
(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

- (1) His name;
- (2) His home address;
- (3) The occupation in which he is employed;
- (4) The total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- (5) His total hourly, daily or weekly basic wage;
- (6) His overtime wage as a separate item from his basic wage;
- (7) Additions to or deductions from his wages each pay period;
- (8) His total wages paid each pay period;
- (9) Such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;
- (10) Working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

- (b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either:
- (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department; or
 - (2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own handwriting and the time entries made by the employer shall be used as the basis for payroll records.

(d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity:

- (1) His name;
- (2) His home address;
- (3) The occupation in which he is employed;
- (4) His total wages paid each work period;
- (5) The date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide executive capacity.
(a) For the purpose of section 31-58 (1) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees and whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercises discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work to the performance of his duties to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period. (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where his attendance in training is provided. Any training program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is employed on a salary basis at a rate of not less than **four hundred seventy-five dollars per week** exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and who is compensated for his services on a salary basis at a rate not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days per week or the number of hours per week, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer's advertisement as required by section 31-717 of the Connecticut General Statutes.

(1) Although the employee need not be paid for any work which he performed no work, deductions may only be made in the following five (5) instances:

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;

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

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Paid Sick Leave

Each employee with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual
The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365 day period used to calculate employee benefits in order to administer paid sick leave).

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over
Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.

Use of Paid Sick Leave
A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment.

- from January 1, 2012, for current service workers;
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employee agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay
Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either:

- the minimum hourly wage for that service worker; or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave
A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or
- preventative medical care.

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis,
- care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care.

Collective Bargaining
Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process
Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/15

REV. 01/01/2015

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance Posting. Employers should contact their local unemployment office for information on how to claim unemployment benefits.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S UNEMPLOYMENT INSURANCE POSTING REQUIREMENT.

- (b) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;
- (c) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-717 of the Connecticut General Statutes;
- (d) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-514k et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-514q-17 of the regulations of Connecticut state agencies; or
- (e) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.
- (2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to:
- (i) lack of work occasioned by the operating requirements of the employer;
 - (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or
 - (iii) temporary military leave.
- (B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.
- (3) No deduction shall be made for an absence of less than one full day from work unless:
- (A) the absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-514k et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-514q-17 of the regulations of Connecticut state agencies; or
 - (B) the absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.
- (4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.

Sec. 31-60-15. Employee in bona fide administrative capacity.
(a) For the purpose of said section 31-58 (1), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on thereat; and (2) who customarily and regularly exercises discretion and independent judgment; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked to the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5) (A) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, or (B) who, in the case of an academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five dollars per week** exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgment, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" (refer to Section 31-60-14.)

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.
(1) whose primary duty consists of the performance of (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgment in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivisions (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of his branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) of this section; and (6) whose primary duty consists of the performance of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgment, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" (refer to Section 31-60-14.)

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Thomas Wydra, Director
Wage and Workplace Standards Division

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

Electronic Monitoring

TO THE EMPLOYEES OF

In accordance with §31-484 of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

- TELEPHONE
- CAMERA (INCLUDING HIDDEN CAMERAS)
- COMPUTER
- RADIO
- WIRE
- ELECTROMAGNETIC
- PHOTOELECTRONIC
- PHOTO-OPTICAL
- OTHER

If you have any questions REGARDING THIS NOTICE, CONTACT _____ (EMPLOYEE REPRESENTATIVE)

Sec. 31-484. Employer engaged in electronic monitoring required to give prior notice to employees.Exceptions. Civil penalty. (A) As used in this section:

- (1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

Discrimination

Connecticut law prohibits discrimination in:

EMPLOYMENT
On the basis of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, criminal record (in state employment and licensing), Veteran status

By: recruiting, hiring, referring, classifying, promoting, advertising, discharging, training, laying off, compensating, terms and conditions

HOUSING & PUBLIC ACCOMMODATIONS
On the basis of age, ancestry, breastfeeding in a place of public accommodation, color, familial status (in housing), lawful source of income, learning disability, marital status, mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex, transgender status, gender identity or expression, sexual orientation or civil union status, use of a guide dog/training a guide dog, Veteran status

Services rendered the public, rentals and sales of public and private housing

CREDIT TRANSACTIONS
On the basis of age, ancestry, blindness, color, learning disability, marital status, intellectual disability, national origin, physical disability, race, religious creed, sex, transgender status, gender identity or expression, sexual orientation or civil union status, Veteran status

In: loans, mortgages, any credit transactions

Domestic Violence

Commission on Human Rights and Opportunities

cca DV
Connecticut Coalition Against Domestic Violence

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to, we're here to listen.

Connecticut's domestic violence information and resource hub
CTSafeConnect | **CTSafeConnect.org** | 888.774.2900
CALL - TEXT - CHAT - EMAIL - 24/7
All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCA/DV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options.

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Health Insurance

Health Insurance is Complicated. Don't Worry Alone

Free, Expert Assistance & Representation
Insurance Denials & Appeals, Billing Errors, and Access to Care
Any type of health coverage - Commercial, Medicare, HUSKY & others

There's help.
Call: 1.866.466.4446
Visit: ct.gov/oha
Email: HealthcareAdvocate@ct.gov

OHA
Office of the Healthcare Advocate
STATE OF CONNECTICUT
A free service of the State of Connecticut.

Pregnancy Rights

Denial of Reasonable Accommodation
No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy. Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)**
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation
- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

****Note:** To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

Prohibition of Retaliation
Employees are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements
Employees must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

Complaint Process
CHRO
Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complaints have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.
CHRO main number: 860-541-3400
CHRO website: www.ct.gov/chro
CHRO link "How to file a Discrimination Complaint": http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45370&chroNav=45370

DOL
Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).
DOL phone number: 860-263-6791
DOL complaint form:
For English: <http://www.ctdol.state.ct.us/vgwskstd/forms/DOL-80%20fileable.doc>
For Spanish: <http://www.ctdol.state.ct.us/vgwskstd/forms/DOL-80%20fileable.Spa.doc>

Reasonable Accommodation
An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or need to breastfeed or express milk at work.
Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a doctor) for typically 6-8 weeks
- Break time and appropriate facilities (not a bathroom) for expressing milk

Two ways to verify poster compliance!
QR CODE Scan with phone camera:
OR
ONLINE Go to: JKeller.com/LLPverify
Enter this code: 62772-102022

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