FEDERAL WAGE AND LABOR LAW INSTITUTE

DOL-75 (Rev. 5/14)
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

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 whether based on per centum of total valuation or specific rate per unit of accomplishment.
"Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, 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 from these combined sources shall equal at least an average of the minimum wage an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than 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, "gratuity" 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 employer 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 of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with.

(b) Allowances for gratuities as part of the minimum wage shall not exceed 34.6% on January 1, 2014 and 36.8% on January 1, 2015 for employees employed in the hotel and restaurant industry, who customarily receive gratuities, and 15.6% on January 1, 2014 and 18.5% on January 1, 2015 for bartenders who customarily and regularly receive gratuities or not more than 35 cents per hour for employees in any other industry in which it can be established that gratuities have, prior to July 1, 1967, customarily and usually constituted and been recognized as part of the employee's remuneration for hiring purposes for the particular employment. Gratuities received in excess of the amount specified herein as allowable need not be reported or recorded for the purposes of this regulation. The wage paid to each employee shall be at least the minimum wage per hour for each hour worked, which may include gratuities not to exceed the limitation herein set forth, provided all conditions herein set forth shall be met.
*(See P.A.13-117 for precise language.)

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed.

Sec. 31-60-4. Physically or mentally handicapped employees.
[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]

Sec. 31-60-6. Minors under the age of 18.

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.

(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the general statutes and section 31-60-12.

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage shall be paid.

Sec. 31-60-7. Learners.

[This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable.]

Sec. 31-60-8. Apprentices.

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application process.]

Sec. 31-60-9. Apparel.

For the purpose of this regulation, "apparel" 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 $1.50 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 "a 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 employee would bring the employee's earnings below the minimum fair wage.

(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 at 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 but 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 behalf and the time entries made by the employee 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 purposes of section 31-58 (f) 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 or 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 exercise 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 in the workweek 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 if (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 such instruction or training is provided. Any trainee 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 compensated 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 includes the customary and regular direction of the work of two or more other employees therein, 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 or hours worked, 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 advisement as required by section 31-71f of the Connecticut General Statutes.

(1) Although the employee need not be paid for any workweek in 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;

(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 31-71f 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 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-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 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-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 purposes of said section 31-58 (f), "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 therein; and (2) who customarily and regularly exercises discretion and independent judgement; 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 in 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 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 judgement, 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.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (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 mental, 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 activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such 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 judgement 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 is 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 subdivision (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 its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and 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 either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, 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.

Minimum Wage

$8.70 per hour effective 1-1-14
$9.15 per hour effective 1-1-15
$9.60 per hour effective 1-1-16
$10.10 per hour effective 1-1-17
(P.A. 14-1)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEE'S REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i 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.

CONNECTICUT DEPARTMENT OF LABOR

STATE OF CONNECTICUT

JOB SAFETY & HEALTH PROTECTION
STATE OF CONNECTICUT

THE CONNECTICUT OCCUPATIONAL SAFETY AND HEALTH ACT OF 1973 AS AMENDED BY PUBLIC ACT 77-610 PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF STATE AND LOCAL GOVERNMENT AGENCIES (PUBLIC EMPLOYERS). THE PURPOSE OF THIS STATE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE.

THE CONNECTICUT STATE LABOR DEPARTMENT HAS PRIMARY RESPONSIBILITY FOR ADMINISTERING THE ACT. THE DEPARTMENT ISSUES OCCUPATIONAL SAFETY AND HEALTH STANDARDS, REGULATIONS AND ORDERS, AND EMPLOYERS AND EMPLOYEES IN THE PUBLIC SECTOR ARE REQUIRED TO COMPLY WITH THESE STANDARDS, REGULATIONS AND ORDERS.

EMPLOYERS
Each public employer must furnish to employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Public employers must comply with occupational safety and health standards issued under the Act.

EMPLOYEES
Public employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on the job.

INSPECTION
The Act requires that a representative of the public employer and a representative authorized by the public employees be given an opportunity to accompany the CONN-OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the CONN-OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

COMPLAINT
Public employees or their representatives have the right to file a complaint with the Connecticut Department of Labor requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. CONN-OSHA will withhold, on request, names of employees complaining.

The Act provides that public employees may not be discharged or discriminated against in any way for filing safety and health complaints or for otherwise exercising their rights under the Act.

Public employees who believe they have been discriminated against may file a complaint within 180 days of the alleged discriminatory action with the Connecticut Department of Labor, OSHA Division.

CITATION
If upon inspection the Connecticut Department of Labor believes an employer has violated the Act, a citation alleging such violations will be issued to the public employer. Each citation will specify a time period within which the alleged violation must be corrected.

Citations issued by the Connecticut Department of Labor must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn public employees of dangers that may exist there.

PROPOSED PENALTY
The Act provides for mandatory penalties against public employers of up to $1,000 for each serious violation and for optional penalties of up to $1,000 for each nonserious violation. Penalties of up to $1,000 per day may be proposed for failure to correct violations within the time period set in the citation. Also, a public employer who willfully or repeatedly violates the Act may be assessed penalties of up to $10,000 for each violation.

There are also provisions for criminal penalties. Any willful violation resulting in death of a public employee, upon conviction, is punishable by a fine of not more than $10,000, or by imprisonment for up to six months, or both. Conviction of a public employer after a first conviction doubles these maximum penalties.

VOLUNTARY ACTIVITY
While providing penalties for violations, the Act also encourages efforts by labor and management, before CONN-OSHA inspection, to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. There are many public organizations that can provide information and assistance in this effort, if requested.

CONSULTATION/TRAINING
Free assistance in identifying and correcting hazards and in improving safety and health management is available to public employers, without citation or penalty, through CONN-OSHA consultation and training services.

POSTING INSTRUCTIONS
Under provisions of the Act, public employers must post this notice in each establishment and in a conspicuous place or places where notices to employees are customarily posted. Steps shall be taken to insure that this notice is not altered, or covered by other material.

More Information
Additional information and copies of the Act, specific OSHA safety and health standards, training and other applicable regulations may be obtained from your employer or by contacting the Department of Labor, Division of Occupational Safety and Health, 38 Wolcott Hill Road, Wethersfield, Connecticut 06109
Tel. #: (860) 263-6900
Fax #: (860) 263-6940
Website: www.ct.gov/dol

Under a plan approved October 2, 1978 and certified August 16, 1986 by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Connecticut is providing job safety and health protection for workers in the public sector throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional Office of OSHA, JFK Federal Building, Room E-340, Boston, Massachusetts 02203. Telephone: (617) 565-9860 Fax: (617) 565-9827.

For after hours fatality/catastrophe reporting: 1-866-241-4060 Website: www.ct.gov/dol

Rev. 5/2016

Discrimination is Illegal

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)

In
- recruiting
- hiring
- referring
- classifying
- promoting
- advertising
- discharging
- training
- laying off
- compensating
- terms and conditions

By
- employers
- employment agencies
- labor organizations

Connecticut law prohibits discrimination in
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

In
- services rendered the public
- rentals and sales of public and private housing

Connecticut law prohibits discrimination in
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

In
- loans
- mortgages
- any credit transactions

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you.
It is illegal for anyone to retaliate against you for filing a complaint.

For assistance contact:

Connecticut Commission on Human Rights & Opportunities

	Telephone	*TDD*	*FAX*
Southwest Region.............350 Fairfield Avenue, **Bridgeport**, CT 06604	203-579-6246	203-579-6246	203-579-6950
West Central Region.........55 West Main Street, Suite 210, **Waterbury**, CT 06702-2004	203-805-6579	203-805-6579	203-805-6559
Capitol Region.................450 Columbus Blvd Suite 2, Hartford, CT 06103	860-566-7710	860-566-7710	860-566-1997
Eastern Region................100 Broadway, **Norwich**, CT 06360	860-886-5703	860-886-5707	860-886-2550
Administrative Office .... 450 Columbus Blvd Suite 2, Hartford, CT 06103	860-541-3400	860-541-3459	860-246-5419

website: www.state.ct.us/chro

This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

State of Connecticut Workers' Compensation Commission
Notice to Employees

Workers' Compensation Act
Chapter 568 of the Connecticut General Statutes (the Workers' Compensation Act) requires your employer,

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to provide benefits to you in case of injury or occupational disease in the course of employment.

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 employee fails to report the injury immediately, the commissioner 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." Such an injury report by the employee is NOT an official written notice of claim for workers' compensation benefits. (The Form 30C is necessary to satisfy this requirement.)

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name ____

Address ______________________________ **Telephone** ____________________

City/Town ____________________ **State** ______________ **Zip Code** ________________

Approved Medical Care Plan Yes No

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Address ______________________________ **Telephone** ____________________

City/Town ____________________ **State** ______________ **Zip Code** ________________

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company or the Workers' Compensation Commission (1-800-223-9675).

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

Rev. 8-31-2004 **Date Posted** ________________________

NOTICE
Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1)
Pregnancy Discrimination and Accommodation in the Workplace

Covered Employers
Each employer with more than 3 employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

Prohibition of Discrimination
No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes:
- Terminating employment because of pregnancy, childbirth or related condition
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)*
- Denying disability or leave benefits accrued under plans maintained by the employer
- Failing to reinstate employee to original job or equivalent position after leave
- Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against her in the terms or conditions of employment

*Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

Reasonable Accommodation
An employer must provide a reasonable accommodation to an Employee or job applicant due to her pregnancy, childbirth or needing 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, typically 6-8 weeks
- Break time and appropriate facilities (not a bathroom) for expressing milk

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
Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements
Employers must post and 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). Complainants 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/site/default.asp
CHRO link "How to File a Discrimination Complaint": http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45570&chroNav=|45570|

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/wgwkstnd/forms/DOL-80%20fillable.doc
For Spanish:
http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

NOTIFICACIÓN
Secciones 46a-60(a), (b)(7), (d)(1) de las Leyes Generales de Connecticut
Discriminación por embarazo y adaptación en el lugar de trabajo

Empleadores contemplados en estas leyes
Cualquier empleador que tenga más de 3 empleados debe cumplir estas leyes antidiscriminación y de adaptación razonable relativas al embarazo, parto o condiciones relacionadas —incluida la lactancia— de una empleada o solicitante de empleo.

Se prohíbe la discriminación
Ningún empleador puede discriminar a una empleada o solicitante de empleo debido a su embarazo, parto u otras condiciones relacionadas (por ej., amamantar a su bebé o extraerse leche materna en el trabajo).

La conducta discriminatoria prohibida incluye:
- La terminación del empleo debido a embarazo, parto o condición relacionada
- Negar un permiso de ausencia razonable por discapacidad debido a embarazo (por ej., que el médico haya recetado descanso en cama durante el periodo de recuperación de 6 a 8 semanas después del parto)*
- Negar las prestaciones por discapacidad o por permiso de ausencia acumuladas conforme a los planes que el empleador mantenga
- No reincorporar a la empleada a su puesto de trabajo original o a un puesto equivalente después de su ausencia
- Limitar, segregar o clasificar a la empleada de forma tal que la prive de oportunidades de empleo
- Establecer términos o condiciones de empleo que discriminen a la empleada

*Nota: No hay requisito alguno de que la empleada deba prestar sus servicios al empleador durante un cierto periodo antes de que se le otorgue el permiso de ausencia con protección del empleo de acuerdo con esta ley.

Adaptación razonable
El empleador debe proporcionar una adaptación razonable a una empleada o solicitante de empleo debido a su embarazo, a su parto o a que necesite amamantar a su bebé o extraerse leche materna en el trabajo.

Ejemplos de adaptaciones razonables incluyen, entre otros:
- Permitirle estar sentada mientras trabaja
- Pausas más frecuentes o más largas
- Descanso periódico
- Ayuda con el trabajo manual
- Reestructuración del trabajo
- Asignaciones de trabajo ligero
- Horarios de trabajo modificados
- Transferencias temporales a tareas menos extenuantes o menos peligrosas
- Tiempo libre para recuperarse del parto (recetado por un médico, por lo general entre 6 y 8 semanas)
- Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna

Negación de la adaptación razonable
Ningún empleador habrá de discriminar a una empleada o solicitante de empleo negándole una adaptación razonable debido a su embarazo.

La conducta discriminatoria prohibida incluye:
- No proporcionar una adaptación razonable (y que no represente una penuria excesiva para el empleador)**
- Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a la petición de contar con una adaptación razonable Forzar a la empleada o solicitante de empleo a que acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales de su trabajo
- Pedirle a una empleada que acepte un permiso de ausencia cuando en vez de ello se le pudo haber provisto una adaptación razonable

** Nota: Para demostrar una penuria excesiva, el empleador debe presentar evidencia de que la adaptación supondría una dificultad o gasto considerables tomando en cuenta sus circunstancias.

Se prohíbe tomar represalias
Los empleadores tienen prohibido tomar represalias contra una empleada debido a la petición de disponer de una adaptación razonable.

Requisitos de la notificación
Los empleadores deben publicar y proporcionar esta notificación a todas las empleadas a más tardar el 28 de enero de 2018, a cualquier empleada dentro de los 10 días posteriores al momento en el que notifique al empleador de su embarazo o condiciones relacionadas, y a las nuevas empleadas cuando inicien su relación laboral.

Procedimiento de presentación de quejas
CHRO
Cualquier empleada perjudicada por la inobservancia de estas leyes podrá presentar una queja ante la Comisión de Derechos Humanos y Oportunidades (*Commission on Human Rights and Opportunities*, CHRO) de Connecticut. Las denunciantes tienen 180 días a partir de la fecha del presunto acto de discriminación, o a partir del momento en el que se dé cuenta de manera razonable de la discriminación, para presentar una queja. Es ilegal que alguien tome represalias contra usted por presentar una queja.

Número principal de la CHRO: 860-541-3400
Sitio web de la CHRO: www.ct.gov/chro/site/default.asp
Enlace de la CHRO sobre "Cómo Presentar una Queja por Discriminación": http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45570&chroNav=|45570|

DOL
Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar una queja ante el Departamento del Trabajo (Department of Labor, DOL) de Connecticut.
Número telefónico del DOL: 860-263-6791 Formulario de presentación de quejas ante el DOL:
En inglés:
http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc
En español:
http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED BY
THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT
(Section 46a-60(a)(8) of the Connecticut General Statutes)
AND
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(Title 42 United States Code Section 2000e *et seq.*)

SEXUAL HARASSMENT MEANS "ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

(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 ANY 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."

Examples of SEXUAL HARASSMENT include
UNWELCOME SEXUAL ADVANCES, SUGGESTIVE OR LEWD REMARKS, UNWANTED HUGS, TOUCHES, KISSES, REQUESTS FOR SEXUAL FAVORS
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS

Remedies for SEXUAL HARASSMENT include
CEASE AND DESIST ORDERS,
BACK PAY, COMPENSATORY DAMAGES,
HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 450 Columbus Blvd Suite 2, Hartford CT 06103 TELEPHONE NUMBER (860) 541-3400; TDD NUMBER (860) 541-3459, and Connecticut Toll Free 1(800) 477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

NOTICE
Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave

Each employer 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, or
- 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 employer 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 normal 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

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice
If leave is foreseeable, the employer may require advance notice. If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation
Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination
No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

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

AVISO
Leyes Generales del Estado de Connecticut §§ 31-57r - 31-57w - Licencia por enfermedad con goce desueldo

Los empleadores con 50 ó más empleados, con base en el número de empleados que existan en la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por enfermedad con goce de sueldo anualmente a cada uno de sus trabajadores de servicios en el estado. La licencia por enfermedad con goce de sueldo se acumulará a partir del 1° de enero de 2012 para empleados actuales, o para un trabajador de servicios contratado después del 1° de enero de 2012, comenzando en la fecha de contratación del empleado.

Acumulación
La acumulación es a razón de una hora de licencia por enfermedad con goce de sueldo por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de cuarenta horas por año del calendario (el empleador deberá elegir el periodo de 365 días a usarse para calcular los beneficios del trabajador a pagarse por la licencia por enfermedad).

- Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas acumuladas.

Remanente
Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no usadas de licencia por enfermedad con goce de sueldo del periodo del año del calendario actual al siguiente periodo del año del calendario.

Uso de licencia por enfermedad con goce de sueldo
Un trabajador de servicios tendrá derecho al uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios seiscientos ochenta horas de empleo.

- a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o
- si es contratado después del 1° de enero de 2012, al cumplimiento de seiscientos ochenta horas de empleo por el trabajador de servicios desde la fecha de contratación, a menos que el empleador conceda una fecha más temprana.

Un trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de sueldo si dicho trabajador no hubiese trabajado un promedio de diez o más horas por semana para el empleador durante el más reciente trimestre completo del calendario.

Remuneración
Cada empleador pagará a cada trabajador de servicios la licencia por enfermedad a una tasa salarial igual al mayor de, ya sea:

- el salario normal por hora de dicho trabajador de servicios, o
- la tasa del salario mínimo justo bajo la sección 31-58 de las leyes generales vigentes para el período de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de sueldo.

Razones para el uso de licencia
Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias personales:

- enfermedad, lesión o condición de salud;
- el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición de salud; o
- atención médica preventiva.

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias de un hijo o cónyuge:

- enfermedad, lesión o condición de salud;
- el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o condición de salud; o
- atención médica preventiva.

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el trabajador de servicios es víctima de violencia familiar o agresión sexual:

- para atención médica o consejería psicológica o de otro tipo por heridas físicas o psicológicas o discapacidad.
- para obtener servicios de una organización de servicios a víctimas;
- para mudarse debido a tal violencia familiar o agresión sexual;
- para participar en cualesquier procedimientos civiles o criminales relacionados con, o resultantes de tal violencia familiar o agresión sexual.

Notificación
Si la licencia es previsible, el empleador puede exigir notificación previa. Si la licencia es imprevisible, el empleador puede exigir notificación lo más pronto practicable.

Documentación razonable
Documentación para licencia por enfermedad con goce de sueldo de tres o más días laborales consecutivos puede ser requerida.

- Documentación firmada por un proveedor de servicios de salud que esté tratando al trabajador de servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad para el número de días de dicha licencia se considerará documentación razonable.
- Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario trabajando para una organización de servicios a víctimas, un abogado, un agente de policía u otro consejero que esté interviniendo con el trabajador de servicios se considerará docu mentación razonable para una víctima de violencia familiar o agresión sexual.

Prohibición de represalia o discriminación
Ningún empleador tomará acción de personal en represalia ni discriminará contra un empleado debido a que el empleado:

- hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad con la ley; o
- en conformidad con las propias normas del empleador sobre licencia por enfermedad con goce de sueldo, según sea el caso; o
- hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la ley de parte del empleador.

Negociación colectiva
Nada en la Ley disminuirá ningún derecho concedido a cualquier empleado o trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará ni invalidará los términos de cualquier acuerdo de negociación colectiva vigente antes del 1° de enero de 2012.

Proceso de queja
Cualquier empleado con motivo de queja por una violación de las provisiones de la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de cualquier tal queja, dicho comisionado podrá celebrar una audiencia. Después de una audiencia, el Comisionado podrá imponer una multa civil o conceder otro alivio.

Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favor comuníquese con Recursos Humanos para información adicional.

Fecha de vigencia: 1/1/15

STATE OF CONNECTICUT
ELECTRONIC MONITORING NOTICE

Pursuant to the requirements of Public Act 98-142, An Act Requiring Notice to Employees of Electronic Monitoring by Employers, state employees should recognize that their work activities and communications may be subject to electronic monitoring.

"Electronic monitoring" is defined by the Act as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) while in State facilities and other locations where State business is conducted, except that employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees or for safeguarding of their possessions, such as rest rooms, locker rooms or lounges.

Employees should understand that their activities involving State computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.

Employees will not be subject to electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal law.

NOTICE TO THE EMPLOYEES OF

____

In accordance with §31-48d 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 ______________________________ for additional information.
(Company Representative)

The Connecticut Department of Labor provides this sample poster as a public service,
Wage & Workplace Standards Division • 200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

CTAIOE V 5.0

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