THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

weeks of unpaid, job-protected leave in a 12-month period for the · The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the

An employee does not need to use leave in one block. When it is

medically necessary or otherwise permitted, employees may take leave

Eligible employees who work for a covered employer can take up to 12 Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. To care for the employee's spouse, child, or parent who has a Upon return from FMLA leave, most employees must be restored to the

same job or one nearly identical to it with equivalent pay, benefits, and For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in military member who is the employee's spouse, child, or any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months: Have at least 1,250 hours of service in the 12 months before

Employers are generally prohibited from requiring or requesting any

employee or job applicant to take a lie detector test, and from discharging,

disciplining, or discriminating against an employee or prospective employee

Federal, State and local governments are not affected by the law. Also, the

law does not apply to tests given by the Federal Government to certain

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees

of security service firms (armored car, alarm, and guard), and of

employees of private firms who are reasonably suspected of involvement in

a workplace incident (theft, embezzlement, etc.) that resulted in economic

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

for refusing to take a test or for exercising other rights under the Act.

private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers

Based on:

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

• File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

injury and illness log.

your employer.

THA-83729

092019

Sex

Sexual Orientation

Gender Identity

 Work at a location where the employer has at least 50 EMPLOYER RESPONSIBILITIES employees within 75 miles of the employee's worksite. Once an employer becomes aware that an employee's need for leave is *Special "hours of service" requirements apply to airline flight crew for a reason that may qualify under the FMLA, the employer must notif the employee if he or she is eligible for FMLA leave and, if eligible, Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide

FMLA. If the employee is not eligible, the employer must provide a Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA ough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include forming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform is necessary. Employees must inform the employer if the need for leave The FMLA does not affect any federal or state law prohibiting is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification

Where polygraph tests are permitted, they are subject to numerous strict

standards concerning the conduct and length of the test. Examinees have

a number of specific rights, including the right to a written notice before

testing, the right to refuse or discontinue a test, and the right not to have

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

test results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

also bring their own court actions.

Race

Color

National Origin

Religion

Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leav supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating

For additional information or to file a complaint:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for

RIGHTS

ENFORCEMENT

pre-employment screening or during the course of employment

EMPLOYMENT DISCRIMINATION

IS AGAINST THE LAW

IN NEW HAMPSHIRE

Ref.: 29 USC, Ch. 28, Sec. 2619

EXEMPTIONS

WH1420 REV 04/16

Age

Marital Status

Pregnancy

Mental Disability

New Hampshire Commission For Human Rights

Concord, NH 03301

For information call:

603.271.2767

nh.gov/hrc

Job Safety and Health

IT'S THE LAW!

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate

rights under the law, including raising a

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

health and safety concern with you or

against an employee for using any of their

Employers must:

injury or illness.

understand.

Physical Disability

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR THE WHISTLEBLOWERS' PROTECTION ACT - RSA 275-E An employer shall not discharge, threaten, or discriminate against any public or private employee

• If the employee, in good faith, reports or causes to be reported an alleged violation of any law or rule

adopted under the laws of this state, a political subdivision of this state, or the United States; • OR, the employee objects to or refuses to participate in any activity that the employee, in good faith,

believes is a violation of the law or rule; • OR, the employee refuses to execute a directive which the employee, in good faith, believes violates any

• OR, the employee participates in an investigation, hearing, or inquiry conducted by any governmental entity or any court action which concerns allegations that the employer has violated any law or rule adopted under the laws of this state, a political subdivision of this state, or the United States.

law or rule adopted under the laws of this state, a political subdivision of this state or the United States;

After the employee has made a reasonable effort to maintain or restore his/her rights through any grievance procedure or similar process available with the employer And has filed the written complaint with the New Hampshire Department of Labor

RIGHTS AND REMEDIES - RSA 275-E:4

He/she may request a hearing with the New Hampshire Department of Labor, which can result in a judgment to

order reinstatement, payment of fringe benefits, seniority rights, and injunctive relief.

ADDITIONAL RIGHTS AND REMEDIES FOR PUBLIC EMPLOYEES ONLY - RSA 275-E:8 and 9 Public employees can issue complaints to the New Hampshire Department of Labor, who has the authority to investigate complaints or information concerning the possible existence of any activity constituting fraud, waste, or abuse in the expenditure of any public funds, whether state or local, or relating to programs and operations involving the procurement of any supplies, services, or construction by governmental entities within

The identity of the person who filed the complaint shall not be disclosed without his or her written consent, unless such disclosure is to a law enforcement agency that is conducting a criminal investigation

No governmental entity shall take any retaliatory action against a public employee who, in good faith, files a complaint under this section and the public employee shall be afforded all protections under RSA 275-E:2. No governmental entity shall threaten, discipline, demote, fire, transfer, reassign, or discriminate against a public employee who files a complaint with the department of labor under RSA 275-E:8 or otherwise discloses or threatens to disclose activities or information that the employee reasonably believes violates RSA 275-E:2,

represents a gross mismanagement or waste of public funds, property, or manpower, or evidences an abuse of

Rudolph W. Ogden, III PO Box 2076 Concord NH 03302-2076

authority or a danger to the public health and safety.

Ken Merrifield

Telephone - (603) 271-1492 & 271-3176 THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE

NOTICE REQUIREMENTS

Section Lab 803.03 Notification and Records, of the New

"Every employer shall provide his/her employees with a written or posted detailed description of employment practices and policies as they pertain to paid vacations, holidays, sick leave, bonuses, severance pay, personal days, payment of the employee's expenses, pension and all

Written Information Regarding Fringe Benefits Are

New Hampshire Employers

Re: Workers' Compensation poster

Hampshire, employers are required to post the Workers' Compensation notice. This can ONLY be obtained by calling your workers' compensation carrier.

FOR FRINGE BENEFITS

Hampshire Code of Administrative Rules provides as follows:

other fringe benefits" per RSA 275:49.

Supervisor(s) Ref.: State of New Hampshire RSA 803.03

Attention

In order to be in complete compliance with the State of New



State of New Hampshire Department of Labor

Criteria to Establish an Employee or Independent Contractor

"Employee" means and includes every person who may be permitted, required, or directed by any employer, in consideration of direct or indirect gain or profit, to engage in any employment, but shall not include any person exempted from the definition of employee as stated in RSA 281-A:2, VI(b)(2), (3), or (4), or RSA 281-A:2, VII(b), or a person providing services as part of a residential placement for individuals with developmental, acquired, or emotional disabilities, or any person who meets all of the following criteria:

social security number, or in the alternative, has agreed in writing to carry out the responsibilities imposed on employers under this chapter.

(a) The person possesses or has applied for a federal employer identification number or

(b) The person has control and discretion over the means and manner of performance of the work, in that the result of the work, rather than the means or manner by which the work is performed, is the primary element bargained for by the employer.

(c) The person has control over the time when the work is performed, and the time of performance is not dictated by the employer. However, this shall not prohibit the employer from reaching an agreement with the person as to completion schedule, range of work hours, and maximum number of work hours to be provided by the person, and in the case of entertainment, the time such entertainment is to be presented.

(d) The person hires and pays the person's assistants, if any, and to the extent such assistants are employees, supervises the details of the assistants' work.

(e) The person holds himself or herself out to be in business for himself or herself or is registered with the state as a business and the person has continuing or recurring business

(f) The person is responsible for satisfactory completion of work and may be held contractually responsible for failure to complete the work. (g) The person is not required to work exclusively for the employer.

Rudolph W. Ogden, III Ken Merrifield **Deputy Commissioner** P O BOX 2076

CONCORD NH 03302-2076 (603) 271-1492 & 271-3176 THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE

Rev. 02-01-18 Ref.: State of New Hampshire RSA 279:27



STATE OF NEW HAMPSHIRE **DEPARTMENT OF LABOR**

EQUAL PAY RSA 275:37 It is illegal in New Hampshire under both state and federal law to pay employees different wages for the same

work based solely on sex. If you think that your employer has violated this provision, please contact the New Hampshire Department of Labor, 95 Pleasant St, Concord, NH 03301 Phone: (603) 271-1492, 271-6294, or 271-3176

> Email: lnspectionDiv@dol.nh.gov You may file a wage claim by downloading the form at: http://www.nh.gov/labor/documents/wage-claim.pdf

Fax: (603) 271-2668

The full text of RSA 275:37 Equal Pay can be found at this link: http://www.gencourt.state.nh.us/rsa/html/XXIII/275/275-37.html/

RSA 275:38-a Non-Retaliation Provision. No employer shall discharge or in any other manner discriminate against any employee because they invoke their rights under this statute, including filing charges or complaints, or causing any investigation, proceeding, hearing, or action under or related to this subdivision, or has testified or is planning to testify or has assisted or participated in any manner in any such investigation, proceeding, hearing, or action or has inquired about, discussed, or disclosed his or her wages or those of

part of such employee's essential job functions who discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge or in furtherance of an investigation, proceeding, hearing, or action under RSA 275:41-a including an investigation conducted by the employer. Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law.

This section shall not apply to any employee who has access to the wage information of other employees as a

amount of his or her wages or sign a waiver or other document that purports to deny the employee the right to disclose the amount of his or her wages, salary, or paid benefits, as a condition of employment. No employer shall discharge, formally discipline, or otherwise discriminate against an employee who discloses the amount of his or her wages, salary, or paid benefits.

RSA 275:41-b Pay Disclosure. No employer shall require that an employee refrain from disclosing the

RSA 275:41 Limitation of Actions. Any action to recover unpaid wages and liquidated damages based on violation of RSA 275:37, shall be commenced within 3 years of discovery of the violation. No action brought under this section shall include any violation that occurred more than 4 years prior to the commencement of

Effective Date: January 1, 2015

Telephone - (603) 271-1492 & 271-3176

Inspection Division

Concord NH 03302-2076

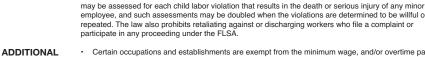
Rudolph W. Ogden, III

Ken Merrifield

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.



Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Marian Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both

Some employers incorrectly classify workers as "independent contractors" when they are actually







ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

estrictions. Different rules apply in agricultural employment.

farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based of

per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combiner

with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is

subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast

milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view

and free from intrusion from coworkers and the public, which may be used by the employee to express

instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

WORKER'S RIGHT TO KNOW ACT Revised Statutes Annotated Chapter 277-A, as amended

EMPLOYEES

YOU HAVE A RIGHT TO KNOW ABOUT TOXIC SUBSTANCES USED IN THIS WORKPLACE

The New Hampshire "Right to Know" law (RSA 277-A) guarantees that:

- You be notified by a posting of the long and short-term health hazards of all toxic substances that you may come into contact with.
- You be trained by your employer in the safe use and handling of these toxic materials

NH DEPARTMENT OF LABOR

CONCORD NH 03302-2076

Ref.: State of New Hampshire RSA 277-A:5

entitlement to some benefits!

PO BOX 2076

• You have the right to request complete information, in the form of a Material Safety Data Sheet, from your employer on any toxic substance you may have contact with. Your employer must respond to this request within five working days.

To learn more about the toxic materials used in this workplace, and to obtain Material Safety Data Sheets, contact the employer representative listed below.

(EMPLOYER REPRESENTATIVE'S NAME)

Rudolph W. Ogden, III

Deputy Commissioner

Ken Merrifield

Commissioner

Rev. 02-01-18

UNEMPLOYMENT NOTICE

If you become partially or totally unemployed

Filing in person

File a claim in person at the office nearest you and register for work. **Example:** If your last day of work was a Friday and you worked a full week, visit the office nearest you the following week. Office Hours: 8am - 4:30pm Monday - Friday

Failure to apply as explained below may result in a loss in your

You must file your initial claim within 3 business days of becoming unemployed or no later than the last calendar day of the first week for which you wish to file for benefits. For filing purposes you are considered to be unemployed on the last day you actually work or on the day your work hours are significantly reduced. Your claim is effective the calendar week it is opened.

What should you have available before you file? Your social security number

Information about where you worked in the past 18 months, including company names, addresses and approximate dates you worked there Your most recent check stubs, W2's and 1099 forms from the last 18 months The amounts of your separation pay, severance, vacation, holiday, sick,

bonus pay and wages in lieu of notice you received or expect to receive

Filing over the Internet

Example: If your last day of work was a Friday and you worked a full week, do not open your claim on-line that week. Open your claim the following Sunday - Saturday (before

• Employers pay the tax that is deposited in the Unemployment Compensation Trust Fund from which benefits are paid. Eligibility for Unemployment Compensation is determined on an individual basis and based on the law. You have to open a claim and

Who pays for Unemployment Compensation Taxes?

then file a claim each week to know if you are eligible. NEW HAMPSHIRE EMPLOYMENT SECURITY OFFICES Portsmouth

NHES is a proud member of America's Workforce Network and NH WORKS NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

Auxiliary aids and services are available upon request to individuals with disabilities. TTY/TDD Access: Relay NH 1-800-735-2964

Manchester

New Hampshire

TITLE XXIII LABOR

CHAPTER 281-A WORKERS' COMPENSATION

281-A:64 Safety Provisions; Administrative Penalty. -I. Every employer shall provide employees with safe employment. Safe

employment includes but is not limited to furnishing personal protective equipment safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees. For the purposes of this section, 'employer" shall include railroads, even if the employees of such railroads receive

compensation for work injuries under federal law rather than RSA 281-A. II. All employers with 15 or more employees shall prepare, with the assistance o the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The

workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section. IV. Employers subject to the requirements of paragraph III, other than employers

joint loss management committee shall meet regularly to develop and carry out

participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections. V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

VIII. The commissioner may assess an administrative penalty of up to \$250 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be deposited in the general fund.

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I. eff. Jan. 1, 2013.



STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

NEW HAMPSHIRE MINIMUM WAGE LAW

Revised Statutes Annotated Chapter 279, as amended Unless otherwise provided by statute, no person, firm, or corporation shall employ any employee at an hourly rate lower than that set forth in the federal minimum wage law, as amended.

\$7.25 PER HOUR EFFECTIVE SEPTEMBER 1, 2008

Camps for Minors, Newspaper Carriers, Non-Professional Ski Patrol and Golf Caddies.

OVERTIME PAY. Those employees covered by RSA 279, with the following exceptions, shall in addition to their regular compensation, be paid at the rate of time and one-half for all time worked in excess of 40 hours in any one it does not operate for more than 7 months in any calendar year; or

during the preceding calendar year, its average receipts for any 6 months of such year were not

Employees engaged in Household Labor, Domestic Labor, Farm Labor, Outside Sales Representatives, Summer

more than 33 1/3 percent of its average receipts for the other 6 months of such year. Any employee of employers covered under the provisions of the Federal Fair Labor Standards Act. Tipped employees of a restaurant, hotel, motel, inn or cabin, who customarily and regularly receive more than \$30 a month in tips directly from the customers will receive a base rate from the employer of not less than 45 percent of the applicable minimum wage. Restaurant shall include an establishment in a temporary or permanent building, kept, used, maintained, advertised, and held out to the public to be a place where meals are regularly prepared or served for which a charge is made and where seating and table service is available for customers or where delivery

services are available. The term does not include establishments which do not primarily prepare and serve food.

Tipped employees shall also include employees who deliver meals prepared in a restaurant to the customer's home, office, or other location. If an employee shows to the satisfaction of the commissioner that the actual amount of wages received at the end of each pay period did not equal the minimum wage for all hours worked, the employer shall pay the employee the difference to guarantee the applicable minimum wage.

RECORDS. Every employer of employees shall keep a true and accurate record of the hours worked by each, wages paid to each, and classification of employment when necessary.

NEW HAMPSHIRE YOUTH EMPLOYMENT LAW

No youth under the age of 16 shall be employed or permitted to work without first obtaining a New Hampshire Youth Employment Certificate except for his/her parents, grandparents, guardian, or at work defined as casual or farm labor. Certificates shall be obtained by an employer within 3 business days of the first day of employment. 17 years of age, unless the employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment. The parental permission shall be on file at the establishment's worksite prior to the first day of employment. Written parental permission is not required for a 16

INSPECTION DIVISION Rudolph W. Ogden, III P.O. BOX 2076, CONCORD, NH 03302-2076

or 17 year old youth who has graduated from high school or obtained a general equivalency diploma.

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE

Ken Merrifield

Rev. 02-01-18



Ref.: State of New Hampshire RSA 279:27

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR PROTECTIVE LEGISLATION LAW

Wages In This Establishment Will Be Paid On:

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

PAYMENT OF WAGES. All wages due an employee must be paid on a weekly or biweekly basis. The EMPLOYEES SEPARATED. When an employee quits, resigns, or is suspended because of labor dispute Labor Commissioner may, upon written petition showing good and sufficient reason, permit payment wages must be paid not later than the next regular payday or by mail if the employee so requests. of wages less frequently, except it shall be at least once each calendar month. Employees discharged must be paid in full within seventy-two hours. Willful failure to pay as above subjects employer to liquidated damages of ten percent of the unpaid wages for each day except Sunday NOTICE TO EMPLOYEE. Employer must notify employee in writing when hiring of the rate of pay, and legal holidays. In case of dispute over amount due, employer shall pay amount conceded by him to or any changes prior to change; make available in writing, or by posted notice, employment practices and be due, leaving employee remedies of law for balance.

LUNCH OR EATING PERIOD. An employer may not require an employee to work more than five consecutive hours without granting him a one-half hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his/her work, and the employer permits him/her to do so.

policies on vacation pay, sick leave and other fringe benefits; furnish employee statement of deductions

ACCESS TO PERSONNEL FILE. Every employer shall provide a reasonable opportunity for an

employee who so requests to inspect such employee's personnel file and upon request provide such employee with a copy of all or part of the file. WITHHOLDING WAGES. Employer may not withhold or divert any portion of an employee's wages unless required or empowered by state or federal law; or unless by written authorization by the employee for a lawful purpose accruing to the benefit of the employee, per regulation promulgated by the

Ref.: State of New Hampshire RSA Ch.275

INSPECTION DIVISION CONCORD, NH 03302-2076

Rudolph W. Ogden, III Ken Merrifield

TELEPHONE - (603) 271-1492 & 271-3176 THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE

Rev. 02-01-18

The acceptance of payment by employee shall not constitute a release to the balance of a claim and any

release required by an employer as a condition of payment shall be null and void and in violation of the

On any day an employee reports to work at an employer's request, the employee shall be paid not less than

CIVIL PENALTY

There may be a minimum civil penalty of \$100.00 per violation of any section of the New Hampshire

2 hours pay at their regular rate of pay. This does not apply to employees of counties or municipalities.

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations organizations are protected under Federal law from discrimination on the following bases:

Equal Employment Opportunity is **THE LAW**

Employers Holding Federal Contracts or Subcontracts on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on action to ensure equality of opportunity in all aspects of employment.

on 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrim making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is ar ant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance i yment qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Viennam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Force Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise oppose discrimination under these Federal laws.

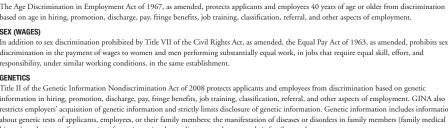
Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an

RACE, COLOR, NATIONAL ORIGIN, SEX prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. INDIVIDUALS WITH DISABILITIES

OFCCP regional or district office, listed in most telephone directories under U.S. Government. Department of Labor.

ination is prohibited in all aspects of employment against persons with disabilities who with or without reasonable accommodation, can perform the essential functions of the job. immediately contact the Federal agency providing such assistance.



restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information bout genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical istory); and requests for or receipt of genetic services by applicants, employees, or their family members. scrimination proceeding, or otherwise opposes an unlawful employment practice

the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.ecoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay inge benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy) INDIVIDUALS WITH DISABILITIES

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability with a disability who is an applicant or employee, barring undue hardship.

anddition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex iscrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic nation in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also

ll of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

