## **NOTICE TO EMPLOYEES**

#### Your employer has provided for the payment of Benefits under the Workers' Compensation Act by insuring with:



IN COOPERATION WITH LAWLEY

#### **IN CASE OF WORK-RELATED INJURY**

We have supplied a list of conveniently located medical practitioners that represent a range of specialties typically required to treat workplace injuries and illnesses. As always our goal is to facilitate quality care and a rapid return to work.

Olean General Hospital Celinda M Austin-Strick, MS	908 Niagara Falls Blvd Ste 208 NORTH TONAWANDA, NY 14120	(716)692-3302	Orthopedics
WellNow Urgent Care	3190 Niagara Falls Blvd BUFFALO, NY 14228	(716)799-1002	Occupational Medicine
WellNOW	3190 Niagara Falls Blvd AMHERST, NY 14228	(716)799-1002	Occupational Medicine
Western New York Immediate Care	2099 Niagara Falls Blvd AMHERST, NY 14228	(716)564-2273	Occupational Medicine
Siedlecki Cataract and Vision Care Andrew Siedlecki, MD	2875 Niagara Falls Blvd BUFFALO, NY 14228	(716)634-8500	Ophthalmology
Roswell Park Cancer Institute Corpo Mark J Lema, MD	Elm & Carlton Streets BUFFALO, NY 14228	(716)845-2300	Physical Medicine
Erie County Medical Center Corporat Joseph Kowalski, MD	908 Niagara Falls Blvd Ste 208 NORTH TONAWANDA, NY 14120	(716)692-3302	Orthopedics
MITCHELL SCRIPT ADVISOR		(866)846-9279	Pharmacy
One Call Care Diagnositic		(800)872-2875	Radiology (X-Ray, CAT Scan, MRI)
Align Networks, Inc.		(866)389-0211	Physical Therapy

All insurance company affiliates of Berkshire Hathaway GUARD Insurance Companies feature toll-free claims reporting available 24 hours a day, seven days a week. By dialing 888-639-2567 immediately (only emergency care should come first), you can ensure the fastest possible processing of your claim and can take full advantage of the assistance we are able to offer. Other benefits include reduced paperwork on your part and instruction on the various steps which will occur during the balance of your case.

If you have any questions, give us a call at 800-673-2465. Our representatives are on hand to assist you. Although you may elect to visit a practitioner not shown on this list, we urge you to consider the decision carefully.

#### ALL INJURIES, NO MATTER HOW MINOR, SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR. TOGETHER, CALL US AT 888-NEW-CLMS AS SOON AS POSSIBLE!

This panel is for the following location on your policy, 001:

ATLAS PAINTING AND SHEETING CORP 465 Creekside Dr Amherst, NY 14228

## **NOTICE TO EMPLOYEES**

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IN COOPERATION WITH LAWLEY

#### **IN CASE OF WORK-RELATED INJURY**

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Connecticut Orthopaedic Specialists Martin J White, MD	330 Boston Post Rd ORANGE, CT 06477	(203)407-3550	Orthopedics
Robert A Linden Robert T Sadock, MD	150 Sargent Dr NEW HAVEN, CT 06511	(203)503-3000	Occupational Medicine
Hospital of Saint Raphael	1450 Chapel St NEW HAVEN, CT 06511	(203)789-3000	Occupational Medicine
Tedd L Weisman, MD	330 Boston Post Rd ORANGE, CT 06477	(203)407-3550	Orthopedics
Stephen B Castracane, MD	655 Saw Mill Rd Ste 5 WEST HAVEN, CT 06516	(203)934-2222	Ophthalmology
General Medical Practice Of West Ha Mallasetappa S Umapathy, MD	309 Main St WEST HAVEN, CT 06516	(203)933-4001	General Practitioner
Rowland B Mayor, MD	464 Boston Post Rd ORANGE, CT 06477	(203)752-3100	Orthopedics
MITCHELL SCRIPT ADVISOR		(866)846-9279	Pharmacy
One Call Care Diagnositic		(800)872-2875	Radiology (X-Ray, CAT Scan, MRI)
Align Networks, Inc.		(866)389-0211	Physical Therapy

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#### ALL INJURIES, NO MATTER HOW MINOR, SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR. TOGETHER, CALL US AT 888-NEW-CLMS AS SOON AS POSSIBLE!

This panel is for the following location on your policy, 002:

ATLAS PAINTING AND SHEETING CORP Route I-95 Over Mnrr West Haven, CT 06516



## **SEXUAL HARASSMENT IS ILLEGAL**

### and is prohibited by The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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 an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

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

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul> <li>Unwelcome sexual advances</li> <li>Suggestive or lewd remarks</li> <li>Unwanted hugs, touches, or kisses</li> <li>Requests for sexual favors</li> <li>Retaliation for complaining about sexual harassment</li> <li>Derogatory or pornographic posters, cartoons or drawings</li> </ul>	<ul> <li>Cease and desist orders</li> <li>Back pay</li> <li>Compensatory damages</li> <li>Hiring, promotion or reinstatement</li> <li>Emotional distress damages</li> </ul>

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

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



## EL ACOSO SEXUAL ES ILEGAL

y está prohibido por

## La Ley de Prácticas de Empleo de Discriminación de Connecticut, y El Título VII de la Ley de Derechos Civiles de 1964

El acoso sexual significa: "Cualquier avance sexual no deseado, o solicitud de favores sexuales, o cualquier conducta de naturaleza sexual cuando:

(1) La sumisión a dicha conducta se hace explícita o implícitamente un término o condición del empleo de un individuo;

(2) La sumisión o rechazo de dicha conducta por parte de un individuo se utiliza como base para decisiones de empleo que afectan a dicho individuo; o

(3) Tal conducta tiene el propósito o efecto de interferir sustancialmente con el desempeño laboral de un individuo o crear un ambiente de trabajo intimidante, hostil u ofensivo ".

Las personas que participan en actos de acoso sexual pueden recibir sanciones civiles y penales.

Ejemplos de acoso sexual	Remedios para el acoso sexual
<ul> <li>Avances sexuales no deseados</li> <li>Comentarios sugestivos o lascivos</li> <li>Abrazos, toques o besos no deseados.</li> <li>Solicitudes de favores sexuales.</li> <li>Represalias por quejarse por acoso sexual.</li> <li>Carteles, dibujos animados o dibujos despectivos o pornográficos.</li> </ul>	<ul> <li>Órdenes de cesar y desistir</li> <li>Pago atrasado</li> <li>Daños compensatorios</li> <li>Contratación, promoción o reinstalación</li> <li>Daños por angustia emocional</li> </ul>

La ley de Connecticut requiere que se presente una queja escrita ante la Comisión dentro de los 300 días del presunto acoso si ocurrió a partir del 1 de octubre de 2019. Para el acoso que ocurra antes del 1 de octubre de 2019, las quejas deben presentarse dentro de los 180 días.

### Si siente que ha sufrido discriminación, comuníquese con la Comisión de Derechos Humanos y Oportunidades de Connecticut al 860-541-3400, llamada gratuita al 1-800-477-5737, o en www.ct.gov/CHRO

# Discrimination is Illegal

Connecticut law prohibits discrimination in

## **EMPLOYMENT**

#### On the basis of

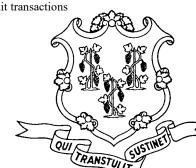
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In	sexual orientation or ci- workplace hazards to re-	cy, sexual harassment, der identity or expression, vil union status	On the o	basis of age ancestry breastfeeding in a place of public accommodation color familial status (in housing) lawful source of income learning disability marital status mental disability intellectual disability national origin physical disability race religious creed sex, transgender status,, gender identity or expression, sexual orientation or civil union status use of a guide dog/training a guide dog Veteran status services rendered the public rentals and sales of public and private ho	In	identity or exp	sability 1 ility d ler status, gender pression, sexual civil union status
Ву	compensating terms and conditions employers employment agencies labor organization	investigate without cost to For assistance contact: Connecticut Commissio Southwest Region West Capitol Region Capitol Region Eastern Region Administrative Office	o you. It is illeg on on Human 350 Fairfield A 55 West Main 450 Columbus 100 Broadway 450 Columbus	gal discrimination, the CT Commission gal for anyone to retaliate against you f Rights & Opportunities Avenue, Bridgeport, CT 06604 Street, Suite 210, Waterbury, CT 06702 Blvd Suite 2, Hartford, CT 06103 Norwich, CT 06360 Blvd Suite 2, Hartford, CT 06103 website: www.state.ct.us/chr pation about Connecticut law and is not to b	Telephone 203-579-6246 203-805-6579 860-566-7710 860-886-5703 860-541-3400 0	<i>TDD</i> 203-579-6246 203-805-6579 860-566-7710 860-886-5707 860-541-3459	FAX 203-579-6950 203-805-6559 860-566-1997 860-886-2550 860-246-5419 lete text.

Connecticut law prohibits discrimination in

## **HOUSING & PUBLIC ACCOMODATIONS**

Connecticut law prohibits discrimination in

**CREDIT TRANSACTIONS** 



# NOTICE

## TO THE EMPLOYEES OF

## Atlas Painting and Sheeting Corp.

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;

> <u>x</u> Telephone (If Company Supplied) <u>x</u> Camera (including hidden cameras) <u>x</u> Computer (If Company Supplied) <u>Radio</u> <u>Wire</u> <u>Electromagnetic</u> <u>Photoelectronic</u> <u>Photo-optical</u> <u>Other</u>

If you have any questions regarding this notice,

contact Robert Cohan (716) 564-0490

(Company Representative) for additional information.

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 A copy of § 31-48d ET. Seq. CGS appears on the reverse. Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

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

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

(3) "Electronic monitoring" means 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 (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142.)

## sick. with worry.

Nothing is more important than your health. Under Connecticut law you have rights in health insurance – it's important to know what they are.

The Office of the Healthcare Advocate can help you understand your rights and assist with appeals.

Learn more by contacting us: 866.HMO.4446 or ct.gov/oha.

## There's help. Call 1.866.HMO.4446

# OHA

Office of the Healthcare A d v o c a t e STATE OF CONNECTICUT

### ct.gov/oha

A free service of the 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 there 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



N, COMMISSIONER SCOTT D. JACK

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

#### KNOW YOUR RIGHTS

#### HAVE YOU BEEN DISCRIMINATED AGAINST ON THE BASIS OF YOUR LESS-THAN-HONORABLE MILITARY DISCHARGE STATUS?

Former service members, you have a right to equal employment opportunities.

#### EMPLOYERS MAY BE SUBJECT TO LIABILITY UNDER THE CONNECTICUT FAIR EMPLOYMENT PRACTICES ACT (Section 46a-60(b) of the Connecticut General Statutes)

Connecticut law bars discrimination in employment on the basis of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, or, as of **10/1/2017**, honorably-discharged veterans.

Under state and federal law, employers may not adopt policies that produce disparate impacts on protected classes unless they can demonstrate a business necessity. Because people of color, LGBT people, and people with disabilities have been shown to receive disproportionately higher rates of less-than-honorable discharges from military service, it may be **illegal discrimination** for an employer to refuse to hire you or terminate your employment because of your less-than-honorable military discharge status if you identify as member of one of the aforementioned groups. This is in line with the Equal Employment Opportunity Commission which has found that employers' use of discharge status can violate federal law, as Black service members face systemic discrimination in the military justice system and are more likely to receive less-than-honorable discharges.

#### Specific examples of potentially discriminatory policies include:

- (1) Employer policies that explicitly or effectively barred you from obtaining employment because of a less-than-honorable discharge from the military;
- (2) Veterans preference programs that categorically exclude individuals with less-than-honorable discharges;
- (3) Employers using military discharge information without providing you an opportunity to explain why such information is irrelevant or should not be considered.

If you believe that you have been discriminated against, or have any questions about your rights to equal employment opportunities, CONTACT YOUR REGIONAL OFFICE AT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO).

Connecticut law requires that a formal written complaint be filed within 180 days of the date of the alleged act of discrimination, or within 180 days of when you reasonably became aware of the act.



# THIS IS A PUBLIC WORKS PROJECT

# **Covered by the**

# PREVAILING WAGE LAW

**CT General Statutes Section 31-53** 

# If you have QUESTIONS regarding your wages CALL (860) 263-6790

Section 31-55 of the CT State Statutes requires every contractor or subcontractor performing work for the state to post in a prominent place the prevailing wages as determined by the Labor Commissioner.

#### 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

\*<u>Note:</u> 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

\*\*<u>Note</u>: 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 or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

#### **Complaint Process**

#### <u>CHRO</u>

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

#### **Connecticut Commission on Human Rights and Opportunities Issues Bluepaper on Pregnant Workers' Rights in Connecticut**

On April 23, 2019, the Connecticut Commission on Human Rights and Opportunities will issue a Best Practices Bluepaper clarifying the scope of pregnant workers' rights at work. Under the Connecticut Fair Employment Practices Act, an employer shall not terminate or otherwise discriminate against an employee or job applicant because of their pregnancy, childbirth, or related condition. An employer must also provide an employee or job applicant with reasonable accommodations or reasonable leave, unless doing so would cause an undue hardship.

The Bluepaper clarifies that:

- Workers are entitled to reasonable accommodations for pregnancy, childbirth, and related conditions. Pregnant employees can request accommodations so they can perform their duties. The request can be informal and employers cannot require medical documentation to accompany it. Most requests for reasonable accommodations, such as more frequent or longer breaks, light duty, or time-off to attend prenatal appointments, may reasonably be granted without the need for a doctor's note.
- Workers are entitled to reasonable leaves of absence due to disability resulting from pregnancy. "Disability" includes any pregnancy-related impairment or physical limitation imposed by pregnancy. An uncomplicated pregnancy typically gives rise to a need for six to eight weeks of leave, though workers have the right to take less leave and, sometimes, to take more.
- Workers are entitled to reasonable accommodations and reasonable leaves of absences for any pregnancy-related condition or symptom. These include common conditions and symptoms, such as nausea, dehydration, and postpartum depression.
- Workers are entitled to reasonable accommodations for lactation needs. Employers must allow employees to use their break time to express breast milk or breastfeed. An employer must also provide a room or other proximate location to express breastmilk.
- Workers are entitled to confidentiality. An employee may choose to keep any medical diagnosis confidential. Likewise, an employer should not directly contact the employee's doctor without first obtaining the employee's permission.
- After a request has been made, employers should engage in good-faith discussion with employees regarding potential reasonable accommodations. If an employee asks for an accommodation, the employer has a duty to work with them to determine what, if any, accommodation should be provided. If the requested accommodation would be an undue burden, the employer must discuss whether alternative accommodations may be effective in meeting the employee's needs.
- It is illegal to retaliate against an employee for requesting a reasonable accommodation or leave.

Connecticut workers who are pregnant, new parents, caregivers, or victims of family violence can call (203) 432-3800 for free and confidential legal advice from the Connecticut Work-Care Helpline, a project of the Worker & Immigrant Rights Advocacy Clinic at Yale Law School's Jerome N. Frank Legal Services Organization. Connecticut workers who have experienced a violation of their rights at work may also file a complaint with the Connecticut Commission on Human Rights and Opportunities: <a href="https://www.ct.gov/chro/site/default.asp">https://www.ct.gov/chro/site/default.asp</a>.

## 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 bon

(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 age 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

(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

For the purposes of this regulation, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service

(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

(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 th 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 mi 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) All time during which an employee is required (b) An 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

Sec. 31-60-3. Deductions and allowances for

reasonable value of board and lodging was

Sec. 31-60-4. Physically or mentally handicapped

[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.]

(a) For the purposes of this regulation, "minor

when 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

(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 berein 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

(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

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

[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 ar

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

sanitation, such garments shall be provided and baid for and maintained by the employer without

(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 security.

(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

to an employee or are required in the interest of

of the general statutes and section 31-60-12.

wage shall be paid.

Sec. 31-60-7. Learners.

Sec. 31-60-8. Apprentices.

application process.]

Sec. 31-60-9. Apparel.

charge upon the employee

Sec. 31-60-10. Travel time.

provided in this regulation

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

employees

wage

(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:

His name (2) his home address;v (3) the occupation in

- which he is employed; the total daily and total weekly hours worked. (4) showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- his total hourly, daily or weekly basic wage; (6) his overtime wage as a separate item from
- his basic wage; ) additions to or deductions from his wages (7)
- each pay period; his total wages paid each pay period; such other records as are stipulated in (9)
- accordance with sections 31-60-1 through 31-60-16 working certificates for minor employees (10) (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 nore 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;

by payment

- (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

#### Sec. 31-60-14. Employee in a bona fide Executive

(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 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 workweel 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 uition 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

(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

(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 emplo

(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 (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

(3) No deduction shall be made for an absence of less than one full day from work unless:

such absence

(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

Sec. 31-60-15. Employee in bona fide

administrative personnel, is compenhis services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary dasis which is at 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

facilities, or (B) who, in the case of academic

#### (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 of 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 (o), inclusive, of this section, and (o) 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 of 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 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.]

#### 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 EMPLOYEES 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.

the requirements of this section.

(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 other industry in vectors graduates of 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 orked, 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.)

(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 additiona 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 (a) what at the is 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.

#### 31-60-11. Hours wo

(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 o rmitted to work. Such time includes, but shall no 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.

of employee conduct.

(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 is 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

(c) "Fee basis" means the payment of ar 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.

Gary K. Pechie, Director Wage and Workplace Standards



# NOTICE TO EMPLOYEES

QUI TRANSTUL

Revised 10-01-2017

State of Connecticut Workers' Compensation Commission

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

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."

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

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

Name		
Address	Telephone	
City/Town	State	Zip Code
Approved Medical Care Plan 🗌 Yes 🗌 No		
The State of Connecticut Workers' Compensation Comm	ission office for t	his workplace is located at:
Address	Telephone	
City/Town	State	Zip Code
If your employer has listed a location below, you MI When filing your claim, you are also required – If blank below, ask your employer v Employer Name	by law – to send vhere to file your	it by certified mail. claim.
Address	-	
	-	