

# Attention Employees

## MINIMUM WAGE - RHODE ISLAND



**Effective January 1, 2022**

THIS LAW PROVIDES.....

**HOURLY MINIMUM WAGE FOR ALL EMPLOYEES**

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

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

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

**\$12.25**

as of 1/1/22

**\$11.03**

(90% of Minimum Wage)

**\$9.19**

(75% of Minimum Wage)

**\$3.89**

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

### **MANDATORY NURSE OVERTIME**

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

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

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

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

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

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

For more information on the Rhode Island Minimum Wage Law

Call (401) 462-WAGE (9243) or visit [www.dlt.ri.gov/labor-standards-unit](http://www.dlt.ri.gov/labor-standards-unit)

**Rhode Island Department of Labor and Training**

# Atención Empleados

## SALARIO MÍNIMO - RHODE ISLAND

### EFFECTIVO 1/1/2023



Esta ley indica.....

#### SALARIO MÍNIMO PARA TODOS LOS EMPLEADOS

**\$13.00**

en fecha 1/1/23

**EXCEPCIÓN:** Estudiantes a tiempo completo menores de 19 años de edad que trabajen en una organización sin fines de lucro com religioso, educativo, biblioteca o una organización de servicios comunitarios

**\$11.70**

(90% del salario mínimo)

Menores de 14 y 15 años de edad que trabajen no más de 24 horas a la semana

**\$9.75**

(75% del salario mínimo)

Los empleados que reciben propinas (A partir del 1 de enero de 2017):

**\$3.89**

**Pago Por Horas Extras** - Por lo menos tiempo y medio de la tarifa regular debe ser pagada por cada hora trabajada, después de 40 horas, en una semana trabajada. Nota: la ley contiene excepciones desde el salario mínimo y el requerimiento de pago por tiempo extra, por decir con certeza ocupaciones y establecimientos.

**Hacer cumplir** - El Departamento de Labor y Entrenamiento de RI puede tomar acción criminal, en contra de cualquier empleador que tenga deficientes salarios contra un empleado y puede haber una penalidad hasta de \$500.00, ó una condena en la cárcel hasta 90 días. Por cada semana que el empleador falle y no pague los salarios debidos, contribuye a una violación separada.

**Tiempo extras obligatorio Para las enfermeras** - Persuadiendo R.I.G.L. §23-17.20-1 et. seq., los Hospitales talvez no sea un requerimiento que las enfermeras certificadas acudan a trabajar tiempo extras con excepcion por un cumplimiento o circunstancias por emergencias.

Cualquier empleador que esconda ó retrace el Director (a), un representante autorizado (a) hara cumplir la ley, negarse ó admitir al Director, ó ser el representante de cualquier Lugar de empleo; fallar de hacerlo, mantenerlo, mantener cualquier documento requerido. Falsificar documentos, reusarse a hacer un documento accesible al Director, ó ver al representante demandante, reusarse a terminar de ver la declaración de dicho documento ó cualquier otra información usada adecuadamente en el cumplimiento de la ley. Puede estimar en violación de la ley, y una multa de hasta \$500.00. Por cada dia que ocurra una violación esto contribuye a una violación separada.

**Horas minimas en un horario** - Cualquier empleado que se le permita presentarse a su deber de trabajo al comienzo de su horario se le tiene que proporcionar 3 horas de trabajo ó 3 horas de salarios. Empleados que trabajen en establecimientos de ventas deben de proporcionarle 4 horas de trabajo los Domingos y los días Feriados.

**Trabajo Para Menores** - Deben de tener por o menos 16 años de edad para trabajar en la mayoría de empleos que no sean agrícolas: tener 18 años de edad por lo menos para ser empleados en trabajos que no sean agrícolas pero considerados trabajos peligrosos por la Secretaria de Labor de los Estados Unidos. Los jovencitos de 14 y 15 años de edad pueden trabajar con un permiso especial dado por la escuela local. Hay permisos oficiales para diferentes trabajos fuera de las horas escolares bajo ciertas condiciones. Existen diferentes reglamentos que se aplican a los trabajos agrícolas.

**La Ley Exige a los Empleadores este Aviso Sea Exhibido Donde Los Trabajadores Puedan Verlo en el Centro De Trabajo**

PARA MÁS INFORMACIÓN ACERCA DE LA LEY DEL SALARIO MÍNIMO DE RHODE ISLAND

Llame al (401) 462-WAGE (9243); [www.dlt.ri.gov/ls](http://www.dlt.ri.gov/ls)

DIVISIÓN DE LOS REGLAMENTOS DE LABOR Y TRABAJO,  
DEPARTAMENTO DE LABOR Y ENTRENAMIENTO DE RI



# Rhode Island Child Labor Laws



Both Rhode Island and Federal laws regulate the employment of minors. These laws were written to protect younger workers from long hours and hazardous jobs. By following the laws, younger workers can earn safely and gain experience.

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

## What jobs can youth work?

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

- Office and clerical work
  - Retail and sales
  - Advertising
  - Price marketing and tagging
  - Bagging and carrying out orders
  - Errand and delivery work
  - Cleanup work
  - Group maintenance
  - Kitchen work and wait staff
- ...and more.

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

- Manufacturing various products
  - Mining
  - Logging and sawmilling
  - Wrecking demolition and shipbreaking
  - Jobs requiring operating power-driven machines
  - Roofing
  - Excavating
- ...and more.

## What hours can youth work?

### 14 or 15-year-olds:

- Up to but not exceeding 40 hours per week/8 hours per day.
- Not before 6:00 AM or after 7:00 PM. The curfew is 9:00 PM during school vacations.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

### 16 or 17-year-olds:

- Up to but not exceeding 48 hours per week/9 hours per day.
- Not before 6:00 AM or after 11:30 PM on school days, or after 1:30 AM if no school the next day. There is no curfew for non-students.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

## What working papers are required?

- You must have Special Limited Permit to Work form to be employed if you're 14 or 15.
- You may need a Certificate of Age form to be employed if you're 16 or 17.
- To get working papers, visit your local school department with proof of your age (Birth or Baptismal Certificate, Driver's License, Passport, School Records).

**For more  
information,  
please contact:**

**RI Department of Labor and Training — Labor Standards Unit**

**Phone:** (401) 462-8550 | **Fax:** (401) 462-8530 | **Email:** [dlt.laborstandards@dlt.ri.gov](mailto:dlt.laborstandards@dlt.ri.gov)  
**Online:** [www.dlt.ri.gov/lsl/childlabor.htm](http://www.dlt.ri.gov/lsl/childlabor.htm)

**US Department of Labor — Wage and Hour Division**

**Phone:** (866) 4US-WAGE | **Online:** [www.youthrules.gov](http://www.youthrules.gov)

**Notice to All Employees - Information Employers Must Post****Attention Employees - MINIMUM WAGE - Rhode Island**

**Effective JANUARY 1, 2023 - THIS LAW PROVIDES HOURLY MINIMUM WAGE FOR ALL EMPLOYEES**  
**EXCEPT:** Full-time students under 19 years of age working in a non-profit religious, educational, library or community services organization.  
 Minors 14 and 15 years of age working not more than 24 hours in a week  
 Employees receiving gratuities (as of Jan. 1, 2017):

\$13.00
\$11.70 (90% of Minimum Wage)
\$9.75 (75% of Minimum Wage)
\$3.89

**Overtime Pay** - At least 1½ times the regular rate of pay for all hours worked over 40 in any one workweek. The law contains exemptions from minimum wage and/or overtime pay requirements for certain occupations or establishments.

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

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

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

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

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

Visit [www.dlt.ri.gov/laws](http://www.dlt.ri.gov/laws) or call (401) 462-WAGE (9243) for more information.

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

**Prevailing Wage for work on State/Municipal Financed Construction Projects**

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

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

DLT-L-39 (Rev. 1/2018)

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

If you become totally/partially unemployed:

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

**TEMPORARY DISABILITY INSURANCE BENEFITS**

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

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

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

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

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

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

**EMPLOYMENT AND TRAINING SERVICES**

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

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

Visit [dlt.ri.gov](http://dlt.ri.gov) for a location near you. You can access many services online at [www.employri.org](http://www.employri.org).

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

**RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE ACT**

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

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

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

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

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

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

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

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

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

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

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

(Rev. 1/2018)

**HEALTHY AND SAFE FAMILIES and WORKPLACES ACT**

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

Visit [www.dlt.ri.gov/vrcs](http://www.dlt.ri.gov/vrcs) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

**WORKERS' COMPENSATION ACT of the State of Rhode Island**

Workers' Compensation Insurance Company: \_\_\_\_\_

Adjusting Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

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

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

DWC-8 (Rev. 1/2018)

**BAN-THE-BOX**

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense. Visit [www.dlt.ri.gov/laws](http://www.dlt.ri.gov/laws) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

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

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

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

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

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

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

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

1/2019 MDF

**Aviso Para LOS EMPLEADOS - Información que los empleadores deben publicar****Atención Empleados – SALARIO MÍNIMO – Rhode Island****EFFECTIVO 1/1/2023 Esta ley indica****SALARIO MÍNIMO PARA TODOS LOS EMPLEADOS****\$13.00**

EXCEPTO: Estudiantes a tiempo completo menores de 19 años de edad que trabajan en una organización sin fines de lucro con religioso, educativo, biblioteca o una organización de servicios comunitarios.

**\$11.70**

(90% del Salario Mínimo)

Menores de 14 y 15 años de edad que trabajan No más de 24 horas a la semana

**\$9.75**

(75% del Salario Mínimo)

Los empleados que reciben propinas (A partir del 1 de enero de 2017):

**\$3.89**

**Pago Por Horas Extras** - Al menos 1½ veces la tasa de pago regular para todas las horas trabajadas más de 40 en cualquier semana laboral. La ley contiene exenciones del salario mínimo y / o los requisitos de pago de horas extras para ciertas ocupaciones o establecimientos.

**Tiempo extras obligatorio Para las enfermeras** - Los Hospitales tal vez no sea un requerimiento que las enfermeras certificadas acudan a trabajar tiempo extras con excepción por un cumplimiento o circunstancias por emergencias.

**Horas mínimas en un horario** - Los empleados solicitados o permitidos para presentarse al servicio al comienzo de un turno de trabajo deben recibir 3 horas de trabajo o 3 horas de salario. Los empleados del establecimiento minorista deben recibir 4 horas de trabajo los Domingos y días Festivos.

**Trabajo Para Menores** - Los empleados deben tener al menos 16 años para trabajar en la mayoría de los trabajos no agrícolas y 18 para trabajar en trabajos no agrícolas declarados peligrosos por la Secretaría de Trabajo. Los jóvenes de 14 y 15 años pueden trabajar, con un permiso especial emitido por funcionarios escolares locales, en diversos trabajos fuera del horario escolar bajo ciertas condiciones. Se aplican diferentes reglas al empleo agrícola.

**Hacer cumplir** - DLT puede tomar acción criminal, en contra de cualquier empleado que tenga deficiente salarios contra un empleado y puede haber una penalidad hasta de \$500.00, o una condena en la cárcel hasta 90 días. Por cada semana que el empleador falle y no pague los salarios debidos, constituye a una violación separada.

Cualquier empleado que obstruice o retrase al Director o representante autorizado de DLT en el desempeño de sus deberes en la aplicación de la ley, se niega a admitir al Director o dicho representante en cualquier lugar de empleo; no puede hacer, mantener y preservar ningún registro según sea necesario; falsifica cualquier registro de ese tipo; se niega a poner ese registro a disposición del Director o dicho representante a pedido; o se niega a proporcionar una declaración jurada de dicho registro o cualquier otra información necesaria para la aplicación adecuada de esta ley, se considerará en violación y sujeto a una multa de hasta \$500. Cada día que ocurre una violación constituye una ofensa separada.

Visite [www.dlt.ri.gov/ls](http://www.dlt.ri.gov/ls) o llamar (401) 462-9243 para más información.

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

**Salario prevaleciente para el trabajo en proyectos de construcción financiados por el estado/municipal**

**Salarios Prevaleciente** - Se le deberá de pagar no menos de lo que la tarifa de salario ha estipulado en la lista publicada (Davis-Bacon) en este aviso por cada tipo de trabajo que Ud. realice. La tasa de horas extras se aplica cuando se trabaja más de 8 horas al día o 40 horas a la semana. Las tarifas de aprendiz se aplican solo a aprendices debidamente registrados en programas estatales de aprendizaje aprobados. Los trabajadores que no reciben el pago adecuado pueden presentar una queja ante el DLT; los reclamos serán investigados. Comuníquese con la Unidad de Salarios Prevalecientes al (401) 462-8580, opción # 7 para obtener más información. La Ley General de RI §37-13-17 también establece un derecho privado de acción para cobrar salarios y beneficios.

(Rev. 1/2018)

**Ud. Es Protegido Bajo el Suministro del Acta de la Ley de Seguridad de Empleo y por el Acta de la Ley de Seguridad Temporal por Incapacidad del Estado de RI****BENEFICIOS DEL SEGURO DE DESEMPEÑO**

Si queda total o parcialmente desempleado:

1. Llene su reclamo de beneficios con el DLT durante la misma semana que se encuentra desempleado o si sus horas de trabajo han sido reducidas.
2. Presente su reclamo en linea en [www.dlt.ri.gov/uj](http://www.dlt.ri.gov/uj) o por teléfono al (401) 243-9100. Visite [www.dlt.ri.gov/uj](http://www.dlt.ri.gov/uj) para horas de operación. Para obtener información adicional, visite [www.dlt.ri.gov/uj](http://www.dlt.ri.gov/uj) o por teléfono (401) 243-9100.
3. El lunes es un día de alto volumen de teléfono, puede que prefiera presentar su reclamo más tarde en la semana. Usted necesitará su número de Seguro Social y nombre, dirección y números de teléfono de sus empleadores durante los últimos dos años. Si usted no es ciudadano de EE.UU., se requiere su número de registro de extranjeros.
4. Para recoger los beneficios de desempleo, la ley exige que:
  - a. Usted debe estar desempleado por causas ajenas a su cuenta,
  - b. Usted debe haber ganado los salarios mínimos de calificación, mientras que estaba trabajando,
  - c. Usted debe ser físicamente capaz de trabajar, disponible para trabajar y buscando trabajo activamente, y
  - d. Regístrate para trabajar con DLT.

**SEGURO TEMPORAL DE BENEFICIOS POR INCAPACIDAD**

**Elegible para los beneficios de TDI** -- Si Ud. está enfermo o lesionado y llena los siguientes requisitos, Ud. tendrá derecho de recibir estos beneficios.

1. Si Ud. está desempleado por enfermedad o lesionado por siete días consecutivos o más, y
2. Ud. tiene que estar bajo el cuidado de un profesional de medicina calificado, y
3. Su enfermedad o lesión ocurrió en los últimos cincuenta y dos semanas, y
4. Ud. tuvo ganancias salariales suficientes para hacerlo elegible.

**Elegible para beneficios de seguro de cuidados temporales** - - Si usted está cuidando de alguien seriamente enfermo, puede ser: crianza, esposo/a, padres, suegros, abuelos, compañero doméstico o si se está adaptando con el bebé recién nacido, adoptado, niño foster dentro de los primeros 12 meses de ser padres; usted puede ser elegible para recibir beneficios si usted reune los siguientes requisitos:

1. Usted está desempleado porque está cuidando a un miembro de su familia que está seriamente enfermo o si se está adaptando a su bebé y
2. Usted proporcionó al Departamento con evidencia médica requerida de el miembro de su familia seriamente enfermo y usted necesita cuidarlo/a o de la prueba requerida de la relación de padre a hijo para los casos de adaptación y
3. Usted ganó suficientes ganancias de dinero para ser elegible monetariamente.

**Cómo Aplicar** - Completa una aplicación TDI / TCI. Las reclamaciones de TDI se deben presentar dentro de los 90 días de la primera semana de baja laboral debido a una enfermedad. El Director de DLT puede extender este período hasta 26 semanas si la persona puede mostrar una buena razón médica por la demora en la presentación. Las reclamaciones de TCI deben presentarse dentro de los 30 días posteriores al primer día de ausencia por razones de vinculación o cuidado. La solicitud de TDI / TCI se puede obtener en linea en [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) o llame al (401) 462-8420, opción # 1 para solicitar que se le envíe una solicitud. Para más información visite [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) o llame al (401) 462-8420. **NOTA:** Puede tener derecho a un reembolso de una parte de sus contribuciones si durante el año calendario las contribuciones de TDI fueron deducidas de su sueldo por más de un empleador. Se puede obtener información sobre un reembolso llamando al (401) 574-8700 o escribiendo a la División de Impuestos de RI, Sección de Impuestos del Empleador, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

**SERVICIOS DE EMPLEO Y ENTRENAMIENTO**

Si necesita ayuda para buscar trabajo, el DLT ofrece servicios gratuitos relacionados con el empleo y entrenamiento.

1. Servicios de referencias y ubicación de trabajo.
2. Salas de recursos con una amplia gama de recursos de empleo y capacitación.
3. Asesoramiento sobre Carreras y exámenes que le ayudarán a medir sus aptitudes e intereses.
4. Acceso a Internet para información de empleo y capacitación.
5. Talleres para ayudarlo a desarrollar sus habilidades en las entrevistas con posibles empleadores.
6. Seminarios sobre el desarrollo de su currículum escrita y la Carta de presentación que en ella se incluye.

Visite [www.dlt.ri.gov](http://www.dlt.ri.gov) para una ubicación cerca de usted. Puede acceder a muchos servicios en línea en [www.employri.org](http://www.employri.org).

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

**RHODE ISLAND LEY DE PÉRDIDAS MÉDICAS PARA PADRES Y FAMILIAS**

Los empleados con 50 o más empleados deben conceder una falta de una solicitud de un solicitante de un empleado, para 13 semanas consecutivas en cualquier período de dos años, bajo ciertas condiciones.

**Empleados Elegibles** Son elegibles los empleados que solicitan permiso, siempre y cuando sean empleados a tiempo completo, que trabajan un promedio de 30 horas semanales o más y que hayan estado empleados continuamente por lo menos 12 meses.

**Propósito del Permiso** - Bajo la Ley, el deber debe ser para uno o más de los siguientes motivos:

1. El nacimiento de su hijo (a).
2. Para reubicar a un menor de 16 años por motivo de adopción por el empleado.
3. "Una enfermedad grave" del empleado o un familiar como: padres, esposa (o), hijos, suegros. (Se define enfermedad grave a la incapacidad física o mental, que la condición de la enfermedad implica el cuidado del paciente en el hospital, clínica de reposo, hospicio o en su hogar pero que requiere un tratamiento continuo o la supervisión por una persona con certificado oficial del Departamento de Salud.)

**Solicitud Para Permiso** - Para tener derecho a un permiso de ausencia en el trabajo el empleado debe de solicitarlo por lo menos 30 días antes de la fecha prevista con indicación específica de las fechas solicitadas, a menos que sea una emergencia médica. Los empleados deben de suministrar un certificado médico de la persona por la cual solicita el permiso, ese certificado debe de especificar el tiempo requerido.

**Permiso Relacionado Con la Escuela** - Todo empleado que ha permanecido 12 meses consecutivos en su trabajo, tiene derecho a 10 horas para ser usadas como ausencia del trabajo por motivo de la escuela de sus hijos, ya sean estas conferencias o actividades en la escuela, están incluidos padres, padrastros, padres adoptivos o empleados que tengan tutela legal de un niño (a). Este debera de avisar a su empleador 24 horas antes de su salida. Este tiempo no tiene que ser pagado, pero el empleado podría usar el tiempo acumulado de vacaciones o otros pagos relacionados para el permiso solicitado.

**Permiso de Enfermedad de Padres** - Cualquier empleado que da a su trabajador tiempo por enfermedad o salida por enfermedad para ser usado después de que nace un niño debe de otorgar el mismo tiempo a otro empleado que lo solicite para la reubicación de un niño de 16 años o menor para los fines de adopción que tenga dicho empleado.

**Continuación de los beneficios de salud** - Antes de inicio de su salida, el empleado tendrá que pagar a su empleador la suma equivalente para la continuación de los beneficios médicos durante el tiempo de ausencia, esta suma se devolverá al empleado en un plazo de 10 días después que el empleado haya regresado a su trabajo.

**Retorno Después de Una Ausencia** - A todo empleado que haya salido con permiso se le retorna su posición anterior o un equivalente a su trabajo anterior incluyendo su antigüedad, categoría en el trabajo, beneficios, pagos y otros términos y condiciones de empleo, incluyendo todos los beneficios complementarios y servicios de crédito que el empleado tenía antes de salir con permiso.

**Prohibido Por Ley** - La ley prohíbe que el empleador se entrometiése, refrene o niegue los derechos proporcionados por la ley al empleado. Cualquier discriminación o acción disciplinaria contra el empleado por haber ejercido sus derechos dentro de la ley o cualquier tipo de oposición es considerada ilegal y por lo tanto prohibida.

**El Cumplimiento de la Ley** - Las presuntas violaciones de la Ley pueden ser denunciadas por (1) en una acción civil iniciada por un empleado, (2) por una queja presentada ante el Director de DLT. Se prevén sanciones civiles por infracciones de la Ley o cualquier orden emitida por el Director de Trabajo y Entrenamiento.

(Rev. 1/2018)

**LEY DE TRABAJO PARA FAMILIAS SANAS Y SEGURAS**

Conforme a la Ley General de RI 28-57, usted tiene derecho a una licencia por enfermedad y seguridad para abordar sus propias necesidades de salud y seguridad, así como las de su familia. Esta licencia puede ser o no ser pagada dependiendo del tamaño del empleador y otros factores detallados en la ley.

Visite [www.dlt.ri.gov/wrs](http://www.dlt.ri.gov/wrs) o por teléfono al (401) 462-9243 para más información.

(Rev. 1/2018)

**EL ACTA DE LA LEY DE COMPENSACIÓN DEL TRABAJADOR EN EL ESTADO DE RHODE ISLAND**

Compañía de Seguros para Compensación del Trabajador: \_\_\_\_\_

Compañía Asegurada: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Fecha Efectiva de la Póliza: \_\_\_\_\_

De acuerdo con la ley general de RI §28-32-1, el empleador debe de hacer un reporte al DLT Director por cada lesión personal ocurrida a un empleado, si esta lesión incapacita al empleado de recibir sus ganancias completas por lo menos de 3 días o si necesita tratamiento médico, durante el período de incapacidad. Si se prueba que la lesión es fatal, el reporte debe de ser llenado en el plazo de 48 horas. De lo contrario el informe puede ser llenado en el plazo de 10 días después de la lesión.

Todo empleado lesionado sera libre de elegir el tratamiento médico desde un inicio. La primera visita a un centro de salud que el empleado haga, ya sea por contrato o acuerdo con el empleador debido a las circunstancias, no sera, considerado como la primera elección del empleado. Para más información acerca de los procedimientos y beneficios de Compensación del Trabajador, llame a la Unidad de Educación al: (401) 462-8100, opción #1. Si usted sospecha fraude llame el Fraude Prevention Unit a 462-8100 opción #7 DWC-B (Rev. 1/2018)

**PROHIBIR EL BUZÓN**

Conforme a la Ley General 28-6-14-1, Es ilegal para un empleador incluir en una aplicación de empleo cualquier pregunta con respeto a si un solicitante ha sido arrestado, acusado o condenado en cualquier momento. Existen excepciones limitadas para agencias del orden público y puestos relacionados. Empleadores en violación de esta ley pueden ser multados entre \$100-\$500 por ofensa. Visite [www.dlt.ri.gov](http://www.dlt.ri.gov) o por teléfono (401) 462-9243 para más información.

(Rev. 1/2018)

**DERECHO A SABER Ignorar Este Aviso Puede Poner en Peligro Su Salud**

Bajo la Ley de Derecho a Saber de RI, su empleador debe informarle sobre los peligros de cualquier sustancia peligrosa en su lugar de trabajo. Tienes el derecho de saber:

- Los nombres usados comercialmente para dichas sustancias, incluyendo los nombres químicos de tales;
- el nivel de peligro que por dicha exposición podría causarle. Si son conocidos los síntomas
- efectos a la exposición en sus diferentes niveles de peligro;
- la posible amenaza por inflamación, explosión y reactividad de la sustancia;
- tratamiento de emergencia apropiado;
- procedimientos precisos de seguridad para su uso y exposición de dichas sustancias peligrosas
- equipo apropiado de seguridad para su uso;
- y procedimientos específicos para limpiar cuando dichas sustancias son derramadas, se filtran o golean

Si su empleador debe de proporcionarle a Ud. esta información ya mencionada. Si no lo ha hecho, asegúrese Ud. de solicitarla. El representante de su compañía es \_\_\_\_\_

La ley del Derecho de Saber o Conocer fue creada para protegerlo. Visite [www.dlt.ri.gov/occupsafe](http://www.dlt.ri.gov/occupsafe) o por teléfono al (401) 462-8570, opción #4 para más información.

"Porque ignorar acerca de estas sustancias peligrosas con las cuales Ud. trabaja es lo más peligroso que puede pasarse."

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

Las Leyes Generales de RI §28-29-13, §28-44-38 and §28-41-15 declaran que estos avisos deben ser publicados y mantenidos. DLT es un empleador / programa de igualdad de oportunidades, se ofrecen ayudas y servicios auxiliares a personas con discapacidades.

1/2019 MDF

# DISCRIMINATION IS ILLEGAL

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

\*State law only

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

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

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

Name: Robert Cohan  
Title: Vice President - Atlas Painting and Sheeting Corp.  
Location: 465 Creekside Drive, Amherst, NY 14228  
Phone: 716-510-4261  
Email: rcohan@atlas-painting.com

Rhode Island  
Commission for Human Rights  
180 Westminster Street  
Third Floor  
Providence, RI 02903  
401-222-2661  
TDD: 401-222-2664  
[www.richr.ri.gov](http://www.richr.ri.gov)



## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

Robert Cohan

Name

716-510-4261

Phone Number

rcohan@atlas-painting.com

Email address

Patricia Aldrich

Name

716-564-0490 x26

Phone Number

paldrich@atlas-painting.com

Email address

465 Creekside Drive

465 Creekside Drive

Amherst, NY 14228

Amherst, NY 14228

Address

Address

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

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

# IT IS ILLEGAL TO SMOKE OR VAPE IN THIS ESTABLISHMENT



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

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



# NOTICE TO ALL EMPLOYEES



## Unemployment Insurance Benefits

### If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced hours.
2. File your claim online at [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or by telephone at (401) 415-6772. Visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) for hours of operation. For more information, visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or call (401) 415-6772.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
  - a. Be unemployed through no fault of your own,
  - b. Have earned minimum qualifying wages while you were working,
  - c. Be physically able to work, available for work and actively seeking work, and
  - d. Register for work with the RI Dept. of Labor and Training.

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

## Employment and Training Services

### If you need help finding a job:

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

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

Visit [www.dlt.ri.gov](http://www.dlt.ri.gov) to find a Career Center near you. You can also access many services on the Internet at [www.employri.org](http://www.employri.org).

## Temporary Disability Insurance Benefits

### Who is Eligible for TDI Benefits?

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

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

### Who is Eligible for Temporary Caregiver Insurance Benefits?

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

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

### How to Apply:

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

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

## **RULE 5**

### **Posting of Notices**

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

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

DLT-TX-6 Rev. 06/2020

## — NOTICE TO EMPLOYEES —

# Rhode Island Parental & Family Medical Leave Act

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

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### **Employees Eligible**

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

### **Purpose of Leave**

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

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

### **Requests for Leave**

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

### **School Involvement Leave**

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

### **Use of Sick Leave by Adoptive Parent**

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

### **Continuation of Health Benefits**

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

### **Return From Leave**

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

### **Prohibited Acts**

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

### **Enforcement**

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

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## Notice to All Employees - Information Employers Must Post

### ***Pay Equity Act***

#### **Pay Differentials for Comparable Work**

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion, sexual orientation, gender, gender identity or expression, disability, age, and country of ancestral origin for comparable work. A differential wage is permissible where one or more of the following factors is found to apply:

- “A seniority system; provided, however, that time spent on leave due to a pregnancy related condition or parental, family and medical leave shall not reduce seniority.”
- “A merit system.”
- “A system that measures earnings by quantity or quality of production.”
- “Geographic location when the locations correspond with different costs of living, provided, that no location within the state of Rhode Island will be considered to have a sufficiently different cost of living.”
- “Reasonable shift differential, which is not based upon or derived from a differential in compensation based on [a protected] characteristic[].”
- “Education, training, or experience to the extent such factors are job-related and consistent with a business necessity.”
- “Work-related travel, if the travel is regular and a business necessity.”
- “A bona fide factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the position in question; and which is consistent with business necessity.”

#### **Enforcement**

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, or (2) by a complaint filed with the DLT Director.

#### **Employer Wage Inquiry**

- + Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited from inquiring into or requiring the disclosure of a job applicant’s wage history, from relying upon a job applicant’s wage history when considering the individual’s candidacy, and from setting a minimum or maximum threshold of prior wage earnings as a condition of employment.
- + An employer may, for the limited purpose of “support[ing] a wage higher than the wage [initially] offered by the employer,” consider and seek to confirm a job applicant’s wage history if such wage history was voluntarily provided.
- + At the time of hire or internal transfer to a new position, and whenever requested by an employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual’s position.

#### **Wage Discussion among Employees**

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive the right to discuss wages.

#### **Retaliation Prohibited**

Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is prohibited.



# Notice to Employees

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## Working on State or Municipal Financed Construction Projects?

### Prevailing Wage

You must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

### Overtime

Overtime rate applies when working over 8 hours a day or 40 hours a week.

### Apprentices

Apprentice rates apply only to apprentices properly registered under approved State apprenticeship programs.

### Proper Pay

If you do not receive proper pay, you may file a complaint with the RI Department of Labor and Training and your claim will be investigated by the department. You may contact the Prevailing Wage Division at (401) 462-8580, option # 7 for additional information. In addition, please note that RI Law 37-13-17 also provides for a private right of action to collect wages and benefits.

Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

[www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw)



# Aviso a los Empleados

**¿Trabaja en proyectos de construcción financiados por el estado o el municipio?**

## Salarios Prevaleciente

A usted no se le debe pagar menos de lo que marca la tasa de salarios Davis Bacon por cada uno de los oficios nombrados en la tabla de determinación publicada con este aviso.

## Horas Extras

Las tasas de horas extras aplican cuando se trabaja más de 8 horas al día durante una semana de 40 horas.

## Aprendices

Las tasas para aprendices aplican solo a los aprendices debidamente matriculados en los programas de aprendizaje aprobados por el estado.

## El Pago Apropiado

Si usted no recibe un pago adecuado, usted puede presentar una queja ante el Departamento de Trabajo y Entrenamiento de RI y su reclamación será investigada por el departamento. Para más información, comuníquese con la Unidad de Salarios Prevalecientes (Prevailing Wages) al (401) 462-8580 opción # 6 en español. Además, por favor tome en cuenta que la Ley de RI 37-13-17 también estipula que existe el derecho privado para entablar una demanda para cobrar sus salarios y beneficios.

Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

[www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw)

TDD (401) 462-8006 • The Department of Labor and Training asegura Igualdad y Oportunidad de empleo y proveen servicios de empleo y entrenamiento. • Si lo requiere, diferentes servicios (ayudantes auxiliares) están disponible para personas con incapacidades.

# IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH

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

**You have a right to know:**

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

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

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

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

**This poster must be displayed in a conspicuous location in the workplace.**

# SEXUAL HARASSMENT IS AGAINST THE LAW



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

Sexual harassment is a violation of state and federal laws.

## Report incidents of harassment to:

Name: Robert Cohan

Address: 465 Creekside Dr, Amherst, NY 14228

Phone: 716-510-4261

E-mail: rcohan@atlas-painting.com

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

The harasser can be

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

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

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

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

**THE RHODE ISLAND COMMISSION FOR HUMAN RIGHTS (RICHr) AND THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) ENFORCE THE LAWS FORBIDDING SEXUAL HARASSMENT.**

**What do I do if the harassment persists or I am otherwise unsatisfied with how my employer handled my complaint?**

File a charge with the RICHr. If the charge falls within federal jurisdiction, it may be co-filed with the EEOC.

You may request an Intake Questionnaire (IQ) by calling the RICHr by phone, visiting in person, or visiting the RICHr website. Our contact information is listed on the back of this brochure.

*Generally, a charge must be filed within one year of the most recent act of harassment.*

**What if my employer takes action against me for complaining about sexual harassment?**

This is called retaliation and it is illegal. Both federal and state laws prohibit retaliating against anyone because they complained about sexual harassment or filed a charge alleging sexual harassment.

They also prohibit retaliating against anyone because they have testified or otherwise assisted in any investigation, hearing, or proceeding involving a complaint of sexual harassment.

**RHODE ISLAND  
COMMISSION  
FOR HUMAN RIGHTS**

180 WESTMINSTER STREET  
3RD FLOOR  
PROVIDENCE, RI 02903

**PHONE:** (401) 222-2661

**FAX:** (401) 222-2616

**VOICE RELAY:** 7-1-1

**WEBSITE:** [WWW.RICHr.RI.GOV](http://WWW.RICHr.RI.GOV)

The RICHr processes charges of sexual harassment against any employer in the state that has four or more employees. Charges also may be filed against employment agencies and labor organizations.

The RICHr investigates charges, attempts resolution, and has the authority to conduct formal administrative hearings and issue decisions and orders. Where appropriate, the RICHr may award remedies to victims of sexual harassment.

The RICHr also accepts charges alleging violations of other anti-discrimination laws. Visit our website for more information.

**EQUAL EMPLOYMENT OPPORTUNITY  
COMMISSION (EEOC)**

**PHONE:** 1-800-669-EEOC

**WEBSITE:** [WWW.EEOC.GOV](http://WWW.EEOC.GOV)

**SEXUAL  
HARASSMENT  
IN THE WORKPLACE  
IS ILLEGAL**

**HOW TO DEAL  
WITH SEXUAL  
HARASSMENT  
IN THE  
WORKPLACE**



## **What is sexual harassment?**

Sexual harassment in the workplace occurs when an employee is subjected to unwanted verbal or physical conduct that is sexual in nature.

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

## **Who can be a victim of sexual harassment under the law?**

Sexual harassment can happen to anyone. The victim as well as the harasser may be of any gender. They do not have to be of the opposite sex.

The harasser can be a supervisor, a co-worker, an agent of the employer, a supervisor in another area, or a non-employee (such as a customer or vendor).

Victims are not limited to the people being harassed, but can be anyone affected by the offensive conduct.

## **What laws prohibit sexual harassment?**

Sexual harassment is a form of sex discrimination that violates both federal law (Title VII of the Civil Rights Act of 1964, which applies to employers with 15 or more employees) and Rhode Island state law (the Fair Employment Practices Act, which applies to employers with four or more employees).

## **What should I do if I believe I have been the victim of sexual harassment?**

### Here are some suggested preliminary steps to follow:

- 1) Keep records of each harassment incident, including the date, time, place, and details of the incident, as well as any witnesses. Describe what you did or said in response to the harassment.
- 2) Get copies of any written materials available from your employer which show a good work record. This will be very helpful if there is an investigation or if you go to court.
- 3) Ask the harasser to stop. Warn them that if their behavior continues, they will be reported to the employer. With some people, this may be enough to stop the harassment.
- 4) Inform the harasser in writing that their behavior is not wanted and must stop immediately. This should be dated and signed, and should have the harasser's first and last name in the greeting. Keep an exact copy for your records, and consider emailing it or sending it by certified mail (return receipt requested).
- 5) Identify supporters/witnesses and ask them to write down what they have experienced or observed. Have them sign and date their statements.

### If the preliminary practices do not stop the harassment, you should take the following actions:

- 1) Write a letter/email to the person in your company designed to handle sexual harassment complaints. If your employer does not have such a designated employee, write a letter to your supervisor, or your employer's equal opportunity office or personnel office. The letter should describe the incident(s) and say that the law requires employers to maintain a working environment free of sexual harassment.
- 2) Set up a meeting to explain the situation and ask your employer to take steps to stop the harassment.
- 3) The Fair Employment Practices Act requires that employers who receive complaints of harassment must not refuse to provide the employee with a written statement on the outcome of the complaint in a timely manner.
- 4) If no action has been taken by your employer to stop the harassment after a reasonable amount of time, or your employer refuses to address the situation, you may file a charge with the RI Commission for Human Rights or the federal Equal Employment Opportunity Commission. See the other side of this brochure for more information on how to file a charge.

(2) Provide to all employees a written copy of the employer's policy against sexual harassment; provided, that a new employee shall be given such a copy at the time of his or her employment.

(c) Employers are encouraged to conduct an education and training program for new employees and members within one year of commencement of employment or membership, which includes, at a minimum, the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one year of commencement of employment which shall include, at a minimum, the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees, and the steps these employees should take to ensure immediate, appropriate, and corrective action to address sexual harassment complaints. Employers and appropriate state agencies are encouraged to cooperate in making education and training available.

(d) Employers shall provide copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

(e) Employers shall be required to maintain copies of their written policies on sexual harassment at their business premises, and copies of the policies shall be made available to any state or federal employment discrimination enforcement agency upon request.

#### Required Notice of Disposition of Complaint

Employers who receive internal complaints of workplace harassment from employees, including, but not limited to, complaints of sexual harassment, must not refuse to disclose to the employee in writing in a timely manner the disposition of the complaint. Failure of the employer to do so is a violation of state law.

#### Retaliation Prohibited

It is a violation of state law for any employer or employment agency, labor organization, placement service, training school or center, or any other employee referring source to discriminate in any manner against any individual because he or she has opposed any practice forbidden by this chapter, or because he or she has made a charge, testified, or assisted in any manner in any investigation, proceeding, or hearing under this chapter.<sup>2</sup>

<sup>2</sup>R.I. Gen. Laws Section 28-5-7.

# Sexual Harassment in the Workplace:

## Guidelines and Legal Requirements for Rhode Island Employers



Rhode Island Commission for Human Rights  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
222-2661 (Voice) - 222-2616 (Fax)  
7-1-1 (Voice Relay)  
[www.richr.ri.gov](http://www.richr.ri.gov)

## GUIDELINES ON SEXUAL HARASSMENT

The following guidelines were adopted in accordance with the Administrative Procedures Act. Every Rhode Island employer is encouraged to utilize these guidelines in order to foster a workplace free of sexual harassment.

### 3000. SEX DISCRIMINATION

#### 3001. Sexual Harassment

3001(A) Harassment on the basis of sex is a violation of the Fair Employment Practices Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

3001(B) In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

3001(C) Applying general Fair Employment Practices Act principles, an employer, employment agency, employee-referring source or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.

3001(D) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

3001(E) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.

3001(F) Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under the Fair Employment Practices Act, and developing methods to sensitize all concerned.

3001(G) Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for other unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

### WHAT THE LAW REQUIRES

The General Laws of Rhode Island place specific requirements on Rhode Island employers above and beyond the general prohibition of sexual harassment in the workplace contained in the Fair Employment Practices Act.

#### Required Policy on Sexual Harassment:<sup>1</sup>

Every Rhode Island employer that employs fifty (50) or more employees must adopt and disseminate a policy against sexual harassment.

- (a) All employers and employment agencies shall promote a workplace free of sexual harassment.
- (b) Every employer shall:
  - (1) Adopt a policy against sexual harassment which includes:
    - (i) A statement that sexual harassment in the workplace is unlawful;
    - (ii) A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
    - (iii) A description and examples of sexual harassment;
    - (iv) A statement of the range of consequences for employees who are found to have committed sexual harassment;
    - (v) A description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and
    - (vi) The identity of the appropriate state and federal employment discrimination enforcement agencies, and directions as to how to contact those agencies.



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This employer is subject to the provisions of the

# **WORKERS' COMPENSATION ACT**

of the State of Rhode Island

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**Workers' Compensation Insurance Company:** New York State Insurance Fund

**Adjusting Company:** \_\_\_\_\_

**Telephone:** (888) 875-5790      **Policy Effective Date:** 1/1/2022

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

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

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

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



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Esta empresa está sujeta a las estipulaciones del

# ACTA DE COMPENSACION DE TRABAJADORES

del Estado de Rhode Island

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**Seguro de Compensación de Trabajo:** \_\_\_\_\_

**Compañía Ajustadora:** \_\_\_\_\_

**Teléfono:** \_\_\_\_\_ **Fecha Efectiva de Póliza:** \_\_\_\_\_

De acuerdo con las Leyes Generales de Rhode Island §28-32-1, las empresas tienen que reportarle al Director de Trabajo y Entrenamiento cada lesión personal reportada por un empleado si la lesión incapacita al empleado de ganar un sueldo completo por un mínimo de tres (3) días, o requiere tratamiento médico, sin importar el período de incapacidad. Si la lesión es fatal, el incidente debe ser reportado dentro de cuarenta y ocho (48) horas. Si no es fatal, el incidente será reportado dentro de diez (10) días de la lesión.

Un empleado lesionado tiene la libertad de escoger al primer proveedor médico. La primera visita del empleado a cualquier centro de atención médica contratado por la empresa o la aseguradora, con la intención de facilitar atención inmediata, no será considerado el primer proveedor médico.

Para más información referente a la compensación para trabajadores a causa de accidentes de trabajo, procedimientos y beneficios, llame a la Unidad Educacional al (401) 462-8100 y apriete la opción #1 o TDD (401) 462-8006. Si usted sospecha de fraude, póngase en contacto con la Unidad de Prevención de Fraude al (401) 462-8100 y apriete la opción #7.

***De acuerdo con las Leyes Generales de Rhode Island §28-29-13, este aviso debe ser colocado y mantenido en lugares visibles para los trabajadores. Las empresas que no cumplan con este requerimiento pueden ser sujetas a multas.***