

# MAINE



## LABOR LAW POSTINGS

# Maine Labor Law Postings

Thank you for using Paychex! Your order contains the following state posters:

Name of Poster	Poster Code	Posting Requirements	Agency Responsible
Unemployment Insurance	LME01	All employers	Maine Dept of Labor
Workers' Compensation (bi-lingual)	LME02	All employers	Maine Workers' Compensation Commission
Minimum Wage	LME03	All employers	Maine Dept of Labor
Occupational Safety & Health Regulations	LME04	Government agencies only	Maine Dept of Labor
Sexual Harassment	LME05	All employers	Maine Human Rights Commission
Sexual Harassment (Spanish)**	LME17	All employers	Maine Human Rights Commission
Whistleblowers' Protection Act	LME06	All employers	Maine Dept of Labor
Regulation of Employment	LME07	All employers	Maine Dept of Labor
Video Display Terminal Law	LME08	All employers w/ employees spending more than 4 hours per day at a video display terminal	Maine Dept of Labor
Equal Employment Rights	LME09	Recommended	Maine Human Rights Commission
Child Labor Laws	LME14	All employers who employ youth under 18	Maine Dept of Labor
Equal Pay Law	LME16	Recommended for all employers	Maine Dept of Labor
Domestic Violence & the Workplace	LME15	Recommended for all employers	Maine Dept of Labor, Wage & Hour
Maine Workplaces Support Nursing Moms	LME18	Recommended for all employers	Maine Dept of Labor
Social Media	LME23	Recommended for all employers	Maine Dept of Labor
Human Trafficking	LME28	Required for: A. Department of Labor career center; B. An office that provides services under the Governor's Jobs Initiative Program under section 2031; C. A hospital or facility providing emergency medical services that is licensed under Title 22, section 1811; D. An eating and lodging place licensed under Title 22, chapter 562; E. An adult entertainment nightclub or bar, adult spa, establishment featuring strippers or erotic dancers or other sexually oriented business; 36 F. A money transmitter licensed under Title 32, chapter 80, subchapter 1; and A check cashing business or foreign currency exchange business registered under 2 Title 32, chapter 80, subchapter 2.	Maine Dept of Labor

\*\*While they are not required, Spanish versions are recommended for employers of Spanish-speaking workers.

## **Printing and Posting Instructions**

All files are print ready, according to size requirements from the issuing agency (if any). To ensure compliance, print all posters as provided. Posters requiring different paper size and/or color print are noted below as exceptions. Please note: In some cases, individual posters are set up to print on multiple pages.

- 1.) Print each of the posters listed above on 8.5"x11" paper.
- 2.) For multiple-page posters, we recommend taping the pages together before posting.
- 3.) Review each poster and posting instructions (above) carefully to check for special posting requirements that might apply to your business.
- 4.) Display all applicable posters in a conspicuous area accessible to all employees (such as an employee lounge, break room, or cafeteria).

# Maine Employment Security Law

**MAINE**  
**DEPARTMENT OF**  
**LABOR**

Bureau of Labor Standard

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free.



**Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.**

This poster is provided at no cost by the Maine Department of Labor and may be copied.

## Full- and Part-Time Workers

### How to file a claim for unemployment benefits

All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. **Do not delay in filing your claim once you are out of work. Claims cannot be backdated.**

When filing, you will need to know your Social Security Number. Also, you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

#### To file online: [www.maine.gov/reemploy](http://www.maine.gov/reemploy)

This is the fastest, easiest way to file.

#### To file by phone: 1-800-593-7660

TTY Users Call Maine Relay 711.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit [www.mainecareercenter.gov](http://www.mainecareercenter.gov) to access Maine JobLink.

We provide **language interpreter services** in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

**To claim by mail:** In some cases, your employer will give you a claim form. Mail your initial claim form to your nearest Unemployment Claims Center listed below.

**Maine Department of Labor  
Bureau of Unemployment Compensation**

97 State House Station, Augusta, ME 04333-0097

### Basic eligibility requirements

**Earnings during the base period:** The "base period" is a one-year period that includes four calendar quarters.

To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

**Separation:** If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

**Weekly requirements:** Weekly eligibility requirements include being **able to work** and being **available** for work, making an **active search for work** (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters.

**Aliens:** If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permit number will be checked with the Department of Homeland Security, Immigration and Naturalization Service.

**Unemployment benefits are taxable:** Unemployment benefits are taxable and have to be reported when you file your income tax forms.

**Child support:** If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

**Benefits for partial unemployment:** An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed fulltime and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer.

Me. I-1 (rev. 12/2017)

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2013



# WORKERS' COMPENSATION

## WORKERS' COMPENSATION BOARD REGIONAL OFFICES

### AUGUSTA

24 Stone Street, Suite 102  
Augusta, ME 04330  
207-287-2308  
1-800-400-6854

### LEWISTON

36 Mollison Way  
Lewiston, ME 04240-5811  
207-753-7700  
1-800-400-6857

### BANGOR

106 Hogan Road, Suite 1  
Bangor, ME 04401  
207-941-4550  
1-800-400-6856

### PORTLAND

62 Elm Street  
Portland, ME 04101  
207-822-0840  
1-800-400-6858

## Notice to Employees:

State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 30 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

If you have any questions about your rights, please contact one of the regional offices.

## A l'intention des Employes:

D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses

employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés) : [www.maine.gov/labor/misclass](http://www.maine.gov/labor/misclass).

Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

## Aviso a los Trabajadores:

La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.

En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 30 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).

El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el

<p><b>CARIBOU</b> 43 Hatch Drive, Suite 110 Caribou, ME 04736-2347 207-498-6428 1-800-400-6855</p> <p>Visit our website at: <b>www.maine.gov/wcb</b> <b>Statewide TTY:</b> <b>1-877-832-5525</b></p>	<p>employés victimes d'un accident du travail.</p> <p>Si vous êtes victime d'un accident du travail, <b>PREVEZ VOTRE EMPLOYEUR IMMEDIATEMENT.</b> Passé un délai de 30 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.</p> <p>La loi interdit aux employeurs de classer fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper à l'assurance compensatrice-</p>	<p>seguro por compensación al trabajador, cobertura para desempleados, ú otros impuestos pagados y retenidos por el empleador; esta en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la pagina web de <a href="http://www.maine.gov/labor/misclass">www.maine.gov/labor/misclass</a>.</p> <p>En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.</p>
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<p><b>ENGLISH</b></p> <p>Interpreters Available</p> <p>When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.</p>	<p><b>POLISH</b></p> <p>Tumacze dostępne na życzenie.</p> <p>Aby uzyskać pomoc tłumacze, proszę powiedzieć po angielsku "Polish" i czekać na linii.</p>	<p><b>VIETNAMESE</b></p> <p>“Cố Thông Dịch Viên”</p> <p>“Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói “VIETNAMESE” để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.</p>
<p><b>SPANISH</b></p> <p>Tenemos intérpretes a su disposición</p> <p>Si necesita que le atiendan en español por favor diga “Spanish” y le conectaremos con un intérprete. Por favor manténgase en la línea.</p>	<p><b>RUSSIAN</b></p> <p>“К вашим услугам имеются переводчики”</p> <p>“Когда Вы обращаетесь за помощью по телефону, пожалуйста скажите, что Вы говорите по-русски (произнесите “РАШН”), и мы обеспечим Вас переводчиком. После этого, пожалуйста, оставайтесь на линии.”</p>	<p><b>ARABIC</b></p> <p>مترجمون شفهيون متيسرون لخدمتكم</p> <p>عند اتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا (أ-ز-ب-ك) ونحن سنقدم لكم مترجماً شفهياً . ابقوا على الخط من فضلكم.</p>
<p><b>PORTUGUESE</b></p> <p>Temos intérpretes à sua disposição</p> <p>Se precisar de atendimento em Português, por favor diga “Portuguese” e um intérprete será prontamente chamado. Por favor, aguarde na linha.</p>	<p><b>CHINESE</b></p> <p>提供口譯服務</p> <p>打電話請求幫助時，請用英語說“挾音呢斯” (CHINESE)— 我們將為您提供口譯人員。請不要挂斷電話。</p>	<p><b>PERSIAN</b></p> <p>افراد مترجم در دسترس می باشند.</p> <p>را که بدان صحبت می کنید به انگلیسی ذکر کنید تا راجع به امری به ما تلفن می کنید، لطفاً نام زبانی قطع نکنید. هنگامیکه برای درخواست کمک یا شما تماس گرفته شود. لطفاً روی خط منتظر بمانید. با یک مترجم برای</p>
<p><b>ITALIAN</b></p> <p>Abbiamo interpreti disponibili</p> <p>Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire “Italian” e un interprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.</p>	<p><b>JAPANESE</b></p> <p>通訳サービスをご利用いただけます</p> <p>通訳を必要とされる場合は「ジャパニーズ」とおっしゃり、通訳ができるまでそのままお待ちください。</p>	<p><b>SOMALI</b></p> <p>Turjunaanno waa la helayaa</p> <p>Marka aad caawinaad inoogu soo yeeraneysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa Iguugu yeeri doonaaye. Taleefoonkana ha dhigin.</p>
<p><b>FRENCH</b></p> <p>Des interprètes sont à votre disposition</p> <p>Lorsque vous appelez pour demander de l'aide, prononcez le mot “French” et nous mettrons un interprète à votre disposition. Prière de rester en ligne.</p>	<p><b>KOREAN</b></p> <p>한국어 통역을 이용하실 수 있습니다.</p> <p>도움이 필요하여 전화를 거실 때 영어로 코리언 (KOREAN)이라고 말씀하시면 통역자를 연결해 드릴 것입니다. 전화를 끊지 마시고 기다리십시오.</p>	

**To the employer:** This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY (877) 832-5525.



# Minimum Wage



Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.



Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

## Minimum Wage is \$10.00 per hour effective January 1, 2018

### Minimum Wage

Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2018, the minimum wage in Maine is \$10 per hour.

### Municipal Minimum Wage Ordinances

Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

### Service Employee

A service employee is someone who regularly receives more than \$30 a month in tips. As of January 1, 2018, employers must pay a direct wage of at least \$5 per hour to service employees. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

### Overtime

Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time within the work week (but not the pay period if the pay period is longer than a seven day cycle in the work week).

### Exemptions from Overtime

Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). The new minimum salary requirement will be \$576.93 per week as of January 1, 2018. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold—will result in violations of both federal or state law or of one jurisdiction or the other depending on the discrepancies in the laws.

### Statements to Employees

Every employer shall give to each employee with the payment of wages a statement clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

### Recordkeeping

Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's webpage.

### Minimum Wage Guidance

[http://www.maine.gov/labor/labor\\_laws/minimum\\_wage\\_faq.html](http://www.maine.gov/labor/labor_laws/minimum_wage_faq.html)

<http://legislature.maine.gov/statutes/26/title26sec664.html>

### Overtime Guidance

[http://www.maine.gov/labor/labor\\_laws/overtime.html](http://www.maine.gov/labor/labor_laws/overtime.html)

<http://legislature.maine.gov/statutes/26/title26sec664.html>

**\*Note:** Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

### For more information, contact:

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045

**Telephone: 207-623-7900**

TTY users call Maine Relay 711

Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

E-mail: [mdol@maine](mailto:mdol@maine)

rev. 12/17

# Occupational Safety and Health Regulations for Public Sector Workplaces



*Maine has an Occupational Safety and Health Law that protects state, county and municipal government employees from workplace safety and health hazards.*

M.R.S.A. Title 26: Labor and Industry



**Public Sector employers must place this poster in the workplace where workers can easily see it.**

## How are you protected?

- ✓ By law, an employer must provide a safe and healthful workplace for employees.
- ✓ Periodically, safety and health inspectors from the Maine Department of Labor will show up at your workplace to make sure your employer is following Safety and Health Regulations.
- ✓ If you think your workplace is unsafe, you or your representative can contact the Maine Department of Labor and request an inspection. You can request that your name be kept confidential.
- ✓ Employers, employees and employee representatives may go with the inspector on the inspection of your job site.
- ✓ Your employer may be cited and penalized if unsafe or unhealthful conditions are found during an inspection. Citations must be posted at or near the place of the alleged violation.
- ✓ Your employer must correct unsafe and unhealthful conditions found during an inspection.
- ✓ Employers that repeat safety and health violations or that violate the law on purpose may face fines, civil charges, or criminal charges.
- ✓ You cannot be fired or discriminated against for filing a safety and health complaint. You can file a complaint with the Director of the Bureau of Labor Standards within 30 days of such an alleged violation.

Under a plan approved August 5, 2015, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Maine 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: 207-592-4501 or email [accident.bls@maine.gov](mailto:accident.bls@maine.gov).

## Who can you contact to ask for an inspection or for safety and health information?

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, ME 04333-0045  
207-623-7900  
TTY users call Maine Relay 711.  
Email: [mdol@maine.gov](mailto:mdol@maine.gov)  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)



# THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

## SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING  
ABOUT SEXUAL HARASSMENT

**IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:**

**MAINE HUMAN RIGHTS COMMISSION**

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051  
PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711  
[www.maine.gov/mhrc](http://www.maine.gov/mhrc)

OR CONTACT YOUR PERSONNEL DEPARTMENT: \_\_\_\_\_  
DEPARTMENT / AGENCY CONTACT





# LA LEY DE DERECHOS HUMANOS DE MAINE PROHÍBE LA DISCRIMINACIÓN POR RAZÓN DE SEXO

## EL ACOSO SEXUAL EN EL TRABAJO ES ILEGAL

- AVANCES SEXUALES NO DESEADOS
- COMENTARIOS SUGESTIVOS O INDECENTES
- ABRAZOS, TOCAMIENTOS O BESOS NO DESEADOS
- PEDIDOS DE FAVORES SEXUALES
- REPRESALIAS POR DENUNCIAR EL ACOSO SEXUAL

**SI SIENTE QUE HA SIDO VÍCTIMA DE DISCRIMINACIÓN, LLAME:**

**LA COMISIÓN DE DERECHOS HUMANOS DE MAINE**  
51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051  
T: (207) 624-6290 F: (207) 624-8729 TTY: 1-888-577-6690  
[www.maine.gov/mhrc](http://www.maine.gov/mhrc)

TAMBIÉN SE PUEDE CONTACTAR CON EL  
DEPARTAMENTO DE RECURSOS HUMANOS:

DEPARTAMENTO / CONTACTO

# Whistleblower's Protection Act



## Protection of Employees Who Report or Refuse to Commit Illegal Acts



Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

### It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

### You are protected by this law **ONLY** if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:  
(This information should be filled in by the employer)

(Name)

(Title)

(Location or Phone)

### For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission  
51 State House Station  
Augusta, Maine 04333  
**Tel: (207) 624-6290**  
TTY users call Maine Relay 711  
[www.Maine.gov/mhrc](http://www.Maine.gov/mhrc)

### The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor  
Wage and Hour Division  
P.O. Box 554  
Portland, Maine 04112  
**Tel: (207) 780-3344**  
[www.dol.gov](http://www.dol.gov)

U.S. Department of Labor/OSHA  
40 Western Avenue  
Augusta, Maine 04330  
**Tel: (207) 626-9160**  
[www.osha.gov](http://www.osha.gov)

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
**(207) 623-7900**  
TTY users call Maine Relay 711  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [mdol@maine.gov](mailto:mdol@maine.gov)

rev. 11/15

# Regulation of Employment



Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau's web site.)



Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

## Time of Payment

Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages or salary at least one day prior to the change.

## Payment of Wages

Employees who leave a job must be paid in full on the next payday or within two weeks, whichever is earlier. Any vacation pay earned is due at the same time.

## Severance Pay

Businesses that have 100 or more employees at a single location may have to provide severance pay to employees if that business location closes or has a mass layoff.

## Unfair Agreement

Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

## Rest Breaks

Most employees must be offered a 30-minute paid or unpaid rest break after 6 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

## Family Medical Leave

An employee who has worked for the last 12 months at a workplace with 15 or more employees can have leave for up to 10 paid or unpaid weeks in 2 years for:

- Birth or adoption of a child or domestic partner's child;
- Serious illness of the employee or immediate family member, including domestic partner;
- Organ donation;
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- Serious illness or death of a sibling who shares joint living and financial arrangements with the worker.

(Federal family medical leave is different. Call 603-666-7716 for more information.)

## Leave for Victims of Violence, Assault, Sexual Assault or Stalking

Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:

- Prepare for and attend court proceedings; or
- Receive medical treatment; or
- Obtain necessary services to remedy crisis.

## Leave to Care for Family

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill.

## Mandatory Overtime

Most employers may not require employees to work more than 80 hours of overtime in any consecutive 2-week period. A nurse who has worked 12 consecutive hours may not be disciplined for refusing to work additional hours and must be allowed at least 10 hours off after working 12 hours. (There are exceptions to this law.)

**Note:** Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

## For more information, contact:

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
located at: 45 Commerce Drive  
**Telephone: 207-623-7900**  
TTY users call Maine Relay 711  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
Email: [mdol@maine.gov](mailto:mdol@maine.gov)

**At-Will Employment - Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.**

rev. 11/15

# Video Display Terminals



Bureau of Labor Standards

*The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.*



Employers must place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied.

## Video Display Terminals MRSA Title 26 §251

1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.
2. Employ. "Employ" means to employ or permit to work.
3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals at one location.
5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MRSA Title 26 §251, 252.

## Education and training MRSA Title §252.

Every employer shall establish an education and training program for all operators as provided in this section.

1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals at one location may provide the education and training program in writing only.

### The program must include, at a minimum:

- A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter.
  - B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use.
  - C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.
2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use.
  3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter.

If you have questions about working safely at the computer, speak to your supervisor or contact the  
Maine Department of Labor  
Bureau of Labor Standards

**Telephone: 1-877-SAFE-345 (1-877-723-3345)**

TTY users call Maine Relay 711.

Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

Email: [mdol@maine.gov](mailto:mdol@maine.gov)

rev. 04/17



# Equal Employment Opportunity is **THE LAW**

**Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right against a prior employer under the Workers' Compensation Act or retaliation under the Whistleblowers' Protection Act.

## **EQUAL EMPLOYMENT RIGHTS**

The opportunity for an individual to secure employment without discrimination because of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin is a civil right.

## **UNLAWFUL EMPLOYMENT DISCRIMINATION**

It is unlawful employment discrimination for any employer, because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin, or because of an individual's previous assertion of a claim or right against a prior employer under the Workers' Compensation Act, or because of previous actions taken that are protected under the Whistleblowers' Protection Act, to:

- Fail or refuse to hire or otherwise discriminate against an applicant for employment.
- Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment.
- Retaliate against a person who has filed a charge of discrimination, participated in a discrimination proceeding, or opposed a violation of the Maine Human Rights Act.

**IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:**

### **MAINE HUMAN RIGHTS COMMISSION**

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051  
PHONE (207) 624-6290 FAX (207) 624-8729 TTY: MAINE RELAY 711  
[www.maine.gov/mhrc](http://www.maine.gov/mhrc)

# Child Labor Laws



Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.



**Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.**

This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website.)

This poster is provided at no cost by the Maine Department of Labor and may be copied.

**14 and 15 year olds** may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and 17 year olds** may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

## Work Permits

- **All** minors under 16 years of age need work permits in order to work.
- Superintendent of schools certify academic standing.
- Minor allowed only one permit during the school year but two during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

## Recordkeeping

All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished work each day.

**Note:** Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or <http://youth.dol.gov/>.

## For more information, contact:

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
**Telephone: 207-623-7900 or 207-623-7930**  
TTY users call Maine Relay 711  
Website: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

## Work Hours 14 and 15 year olds

- No more than six days in a row.
- Cannot work before 7 a.m.
- Not after 7 p.m. during school year.
- Cannot work after 9 p.m. during summer vacation.

## When School Is Not in Session

- No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- Not more than 40 hours in a week (school must be out entire week).

## When School Is in Session

- No more than 3 hours on a school day, including Friday.
- Not more than 18 hours in a week that school is in session one or more days.

## Work Hours 16 and 17 year olds (enrolled in school)

- No more than 6 days in a row.
- Cannot work before 7 a.m. on a school day.
- Cannot work before 5 a.m. on a non-school day.
- Cannot work after 10:15 p.m. the night before a school day.
- Can work up to midnight when there is no school the next day.

## When School Is Not in Session

- No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).
- No more than 50 hours in a week.

## When School Is in Session

- No more than 6 hours on a school day.
- No more than 10 hours on any holiday, vacation, or workshop day.
- On last day of school week, may work up to 8 hours.
- No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar.

rev. 07/17



# Maine Equal Pay Law

(Title 26, § 628, Chapter 7)



Maine Law requires that employees be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility.



**This poster is provided at no cost by the Maine Department of Labor and may be copied.**

**Are you being paid less than an employee of the opposite sex for performing the same or similar job?**

**If so, please ask yourself the following questions.**

1. Has the other employee worked for the business or been in that job longer than I have?
2. Does the other employee have more training, education or experience related to the job than I do?
3. Is there a merit system in place that rewards employees with promotion, pay increases or other advantages on the basis of their abilities or qualifications?
4. Does the other employee have more responsibilities in comparison to my own responsibilities?

If you cannot answer at least one of the above questions with a "yes," you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access at [www.maine.gov/labor/labor\\_laws/wagehour.html](http://www.maine.gov/labor/labor_laws/wagehour.html) or you may call 207-623-7900 and request that an Equal Pay Complaint form be mailed to you.

## **For more information, contact:**

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
**Telephone: 207-623-7900 or 207-623-7930**  
TTY users call Maine Relay 711  
[www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

*The Maine Department of Labor provides equal opportunity in employment and programs.  
Auxiliary aids and services are available to individuals with disabilities upon request.*

rev. 01/16

# Maine Labor Laws on Domestic Violence, Sexual Assault, and Stalking

*Maine laws protect victims of domestic violence, sexual assault, and stalking in employment.*

*This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Maine Department of Labor by calling (207) 623-7900.*



## How You Are Protected

### Leave for Victims of Domestic Violence, Sexual Assault, or Stalking:

- You may take reasonable and necessary leave from employment if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault, or stalking. Title 26, § 850.
- Notice of violation(s) must be reported within six months of the occurrence. If you are denied leave, a fine of up to \$1,000 for each violation may be assessed against the employer. Additionally, the employer is liable for liquidated damages in an amount equal to three times the amount of total assessed fines. If you are terminated, you may elect either the liquidated damages or reemployment with the employer with back wages.

### Unemployment Benefit Eligibility:

- If you voluntarily leave work, you may not be disqualified from receiving benefits if your leaving was necessary to protect yourself from domestic abuse, and you made all reasonable efforts keep your job. Title 26, §1193, §§1(A)4
- You may not be disqualified from receiving benefits because of misconduct if your actions were based solely on the need to protect yourself or an immediate family member from domestic violence, and you made all reasonable efforts to keep your job. Title 26, §1043, §§23(B)3

## Who You Can Contact for Help

### Domestic Violence Hotlines by County:

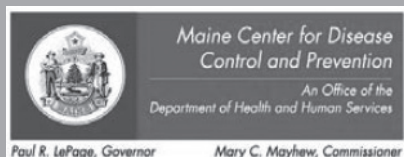
Androscoggin	1-800-559-2927
Aroostook	1-800-439-2323
Cumberland	1-800-537-6066
Franklin	1-800-559-2927
Hancock	1-800-315-5579
Kennebec	1-877-890-7788
Knox	1-800-522-3304
Lincoln	1-800-522-3304
Oxford	1-800-559-2927
Penobscot	1-800-863-9909
Piscataquis	1-888-564-8165
Sagadahoc	1-800-522-3304
Somerset	1-877-890-7788
Waldo	1-800-522-3304
Washington	1-800-315-5579
York	1-800-239-7298

### Other Resources:

National Domestic Violence Hotline:	1-800-799-7233
TTY:	1-800-787-3224 • <a href="http://www.thehotline.org">www.thehotline.org</a>
Maine Coalition to End Domestic Violence	1-866-834-4357
	<a href="http://www.MCEDV.org">www.MCEDV.org</a>
Statewide Sexual Assault Crisis Line	1-800-871-7741
	TTY 1-888-458-5599
Maine Department of Labor	207-623-7900
	TTY users call Maine Relay 711
Maine Coalition to End Domestic Violence	207-430-8334
Aroostook Band of Micmac	207-764-1972
	or 1-800-355-1435
Maliseet Advocacy Center	207-532-6401
Passamaquoddy Peaceful Relations	1-877-853-2613
Penobscot Nation Advocacy Center	207-631-4886
United Somali Women of Maine	207-753-0061

09/15

# Maine Supports Nursing Moms



An employer who is found to have violated this law through a hearing process must pay a civil penalty of \$100– \$500 for every violation.



This document is a collaborative effort of the Maine WIC Nutrition Program and the Maine Department of Labor.

**This poster is provided at no cost by the Maine Department of Labor and may be copied.**

Employers of nursing mothers, for three years after the birth of a child, must:

- provide adequate unpaid break time, or permit an employee to use paid break or meal time each day to express breast milk for her nursing child.
- make reasonable efforts to provide a clean room or other location, other than a bathroom, where an employee may express breast milk in privacy.

An employer may be exempted from this section if providing time or an appropriate private space for expressing breast milk would substantially disrupt the employer's operations.

An employer shall not retaliate or discriminate against an employee who exercises the right provided under this section.

## How can employers support nursing mothers?

- Develop a workplace policy, including identifying who oversees implementation, and inform employees of new policy.
- Identify a clean, private place with access to electric outlets and a chair.
- Offer flexible breaks.

## What can employees do to make nursing in the workplace easier?

- Understand Maine's Nursing Mothers in the Workplace Law.
- Create a "back to work" plan before your baby is born.
- Determine scheduling and support needs and talk to your employer as soon as possible.
- Do a workplace walk-through and suggest ideas.

## Why do Maine workplaces support nursing moms?

- Average annual savings equals \$400 per breastfed baby (lower medical costs with fewer health insurance claims).
- Reduces employee turnover.
- Lowers employee absenteeism.
- Improves employee productivity.
- Raises employee morale and company loyalty.

Additional breastfeeding protection in Maine: The Nursing in Public Law (5MRSA §4634) provides protection for women who nurse in public.

A mother may breastfeed her baby in any location, public or private, where the mother is otherwise authorized to be. For more information on working and pumping visit:

[www.wicforme.com](http://www.wicforme.com)  
[www.workandpump.com](http://www.workandpump.com)  
[www.lli.org](http://www.lli.org)

## For more information or if you believe that your rights have been violated, contact:

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
[www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)  
**207-623-7900 or 207-623-7930**

Maine Human Rights Commission  
[www.state.me.us/mhrc/](http://www.state.me.us/mhrc/) or 207-624-6290  
TTY users call Maine Relay 711

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request.

# Social Media

## Maine Law (26 MRSA c. 7, sub-c. 1-C)



Labor laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance.

Bureau of Labor Standards citations and penalties may be issued to employers who do not comply. This poster describes some important details of the law. A copy of the actual law or formal interpretations may be obtained from the bureau by calling 207- 623-7900 or on the bureau's website [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls).



This poster is provided at no cost by the Maine Department of Labor and may be copied.

### Effective as of October 15, 2015

**Employers in Maine will be restricted in their ability to access the personal social media or email accounts (non-public information) of employees and applicants. Specifically, an employer may not:**

- Require, coerce or request that an employee or applicant disclose the password of a private social media account;
- Require, coerce or request that an employee or applicant access a personal social media account in the employer's presence;
- Require or coerce an employee or applicant to disclose any personal social media account information;
- Require or cause an employee or applicant to add anyone to the employee's or applicant's list of contacts associated with a personal social media account; and
- Require, cause or request that an employee alter any personal social media account settings that affect a third party's ability to view the contents of the account.

**Employers may not terminate, discipline or otherwise take adverse action against an employee or applicant, due to the employee's or applicant's refusal to cooperate with any prohibited request or demand.**

**The above described prohibitions:**

- Do not apply to social media accounts that are opened at an employer's behest, provided by an employer or intended to be used primarily on behalf of the employer;
- Do not apply to publicly available information;
- Do not prohibit or restrict an employer from

complying with a duty – under federal or state law or imposed by a self-regulatory organization, as defined in the Securities and Exchange Act of 1934 – to screen prospective or current employees or to monitor or retain employee Communications;

- Do not apply when disclosure of personal social media account information is reasonably believed to be relevant to an investigation of alleged employee misconduct or a workplace-related violation of applicable laws, rules or regulations; and
- An employer has the right to establish policies governing the use of the employer's electronic equipment, including a requirement that an employee disclose to the employer the employee's user name, password or other information necessary to access employer-issued electronic devices or employer-provided software or e-mail accounts.

**FINES: The law provides that fines will be not less than \$100 for the first violation, not less than \$250 for the second violation and not less than \$500 for each subsequent violation.**

#### For more information, contact:

Maine Department of Labor  
Bureau of Labor Standards  
45 State House Station  
Augusta, Maine 04333-0045  
**Telephone: 207-623-7900**  
TTY users call Maine Relay 711  
Web site: [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

For copies of this poster, call the Maine Department of Labor at 207-623-7900 or visit our website at [www.maine.gov/labor/bls](http://www.maine.gov/labor/bls)

rev. 11/15

# STOP HUMAN TRAFFICKING

## REMEMBER

YOU MAY BE THE VICTIM'S  
ONLY CHANCE!

Forced Labor, Sex Trafficking and  
Human Trafficking are crimes under  
State and Federal Law

If you or someone you know  
is a victim, contact:

NATIONAL  
HUMAN  
TRAFFICKING  
HOTLINE

1-888-373-7888

TTY: 711

Text: 233733

24/7

Confidential

*The Maine Department of Labor provides equal opportunity in employment and programs.  
Auxiliary aids and services are available to individuals with disabilities upon request.*

MAINE  
DEPARTMENT OF  
LABOR