cca | DV
Connecticut Coalition Against Domestic Violence

VIOLENCIA DOMÉSTICA RECURSOS EN CONNECTICUT

La violencia doméstica es un patrón de comportamiento coercitivo y controlador, que puede incluir abuso emocional, psicológico, físico, sexual y/o financiero. Es el derecho de poder y control que tiene una persona sobre su pareja o miembro de la familia, y su elección de utilizar comportamientos abusivos para mantener su posición. El patrón de comportamiento abusivo está diseñado para hacer que la víctima dependa del abusador, lo que hace que esta se sienta asustada, confundida e insegura sobre su capacidad para sobrevivir por sí misma, financieramente o de otra manera.

Si usted o alguien que conoce, se encuentra en una relación abusiva, hay ayuda disponible. Si necesita información, apoyo o simplemente alguien con quien hablar, estamos aquí para escucharlo.

CTSafeConnect

Centro de recursos e información sobre violencia doméstica de Connecticut

CTSafeConnect.org | 888.774.2900
LLAMADA • TEXTO • CHAT • CORREO ELECTRÓNICO • 24/7

Todos los servicios son seguros, gratuitos, confidenciales y voluntarios.

Los defensores de Safe Connect pueden ayudarlo a pensar en opciones y conectarlo con una de las 18 organizaciones locales de violencia doméstica de CCADV para servicios como consejería, grupos de apoyo, defensa para acceder a las necesidades básicas, defensa en la corte, defensa infantil apropiada para la edad, apoyo para encontrar refugio y otras opciones de vivienda.

ES ILEGAL DISCRIMINAR A UNA PERSONA POR SU CONDICIÓN DE VÍCTIMA DE VIOLENCIA DOMÉSTICA

Su empleador no puede tratarlo de manera diferente ni tomar medidas en su contra por ser víctima de violencia doméstica, no puede negarle un permiso de ausencia razonable por ciertos problemas relacionados con el abuso que usted o sus hijos dependientes han experimentado, que incluyen:

(i) Solicitar atención por lesiones causadas por violencia doméstica, incluso para un niño;

(ii) Obtener servicios, incluida la planificación de la seguridad de un centro de crisis por violencia doméstica o violación;

(iii) Obtener asesoramiento psicológico relacionado con la violencia doméstica, incluso para un niño;

(iv) Tomar otras medidas para aumentar la seguridad frente a futuros incidentes de violencia doméstica, incluida la reubicación temporal o permanente; u

(v) Obtener servicios legales, ayudar en el enjuiciamiento del delito o participar de otra manera en procedimientos legales con relación a la violencia doméstica.

Si siente que ha sido discriminado por ser víctima de violencia doméstica, o si se le ha negado un permiso de ausencia razonable para tratar problemas relacionados con el abuso, comuníquese con la Comisión de Derechos Humanos y Oportunidades de Connecticut al 860-541-3400, línea gratis de CT 1-800-477-5737, o en línea en www.ct.gov/CHRO

Commission on Human Rights and Opportunities
CHRO
Established 1943

KNOW YOUR RIGHTS

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

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

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

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

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

Specific examples of potentially discriminatory policies include:

(1) Employer policies that explicitly or effectively barred you from obtaining employment because of a less-than-honorable discharge from the military;

(2) Veterans preference programs that categorically exclude individuals with less-than-honorable discharges;

(3) Employers using military discharge information without providing you an opportunity to explain why such information is irrelevant or should not be considered.

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

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

CONTACT CHRO Central Office: (860) 541-3400 | CT Toll Free: 1 (800) 477-5737 | TDD: (860) 541-3459
Regional Offices: Capitol: (860) 566-7710 | Eastern: (860) 886-5703 | West Central: (203) 805-6530 |
Southwest: (203) 579-6246 | http://www.ct.gov/chro/

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Call: 1.866.466.4446

Visit: ct.gov/oha

Email: Healthcare.Advocate@ct.gov

OHA

Office of the Healthcare Advocate

STATE OF CONNECTICUT

A free service of the State of Connecticut.

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

Each employer with 25 or more employees, based on the number of employees on its payroll for the week containing January 1st annually, shall provide paid sick leave annually to each of its employees in the state. The paid sick leave shall accrue beginning January 1, 2025, for current employees, or for employees hired after January 1, 2025, beginning on the employee's date of employment.

Accrual
The accrual is at a rate of 1 hour of paid sick leave for each 30 hours worked by an employee up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

- No employee shall be entitled to use more than the maximum number of accrued hours.

Carry Over
Each employee shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.

Use of Paid Sick Leave
An employee shall be entitled to the use of accrued paid sick leave 120 calendar days after their date of hire.

Employees may use accrued paid sick leave in one-hour increments.

Recordkeeping
Employers must track and keep records of hours worked and paid sick leave accrued and used for every employee.

Pay
Each employer shall pay each employee for paid sick leave at a pay rate equal to the greater of either:

- the normal hourly wage for that employee; or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave
An employee may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day.

An employee may use paid sick leave for a family member's:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care.

An employee may use paid sick leave when either:

- the employer's place of business; or
- a family member's school or place of care

closes by order of a public official due to a public health emergency.

An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease.

An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault:

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

"Family member" means a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee shows to be equivalent to those family relationships.

Documentation
No employer shall require an employee to provide any documentation that paid sick leave is being taken for a reason covered by the paid sick leave law.

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

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

Collective Bargaining
Nothing in the act shall diminish any rights provided to any employee under a collective bargaining agreement, preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012, or July 1, 2012, pursuant to chapter 319pp.

Complaint Process
Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

Employees may file a complaint on the Department of Labor website: https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/wage-complaint?language=en_US

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/25

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

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

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

Prohibited discriminatory conduct includes:

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

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

Reasonable Accommodation
An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks
- Break time and appropriate facilities (not a bathroom) for expressing milk

Denial of Reasonable Accommodation
No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)**
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation
- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

** Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

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

Notice Requirements
Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

Complaint Process
CHRO
Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400
CHRO website: https://portal.ct.gov/CHRO
CHRO link "How to File a Discrimination Complaint":
https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a-Discrimination-Complaint

DOL
Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791
DOL complaint form:
https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

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

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

The Bluepaper clarifies that:

- **Workers are entitled to reasonable accommodations for pregnancy, childbirth, and related conditions.** Pregnant employees can request accommodations so they can perform their duties. The request can be informal and employers cannot require medical documentation to accompany it. Most requests for reasonable accommodations, such as more frequent or longer breaks, light duty, or time-off to attend prenatal appointments, may reasonably be granted without the need for a doctor's note.

- **Workers are entitled to reasonable leaves of absence due to disability resulting from pregnancy**. "Disability" includes any pregnancy-related impairment or physical limitation imposed by pregnancy. An uncomplicated pregnancy typically gives rise to a need for six to eight weeks of leave, though workers have the right to take less leave and, sometimes, to take more.

- **Workers are entitled to reasonable accommodations and reasonable leaves of absences for any pregnancy-related condition or symptom.** These include common conditions and symptoms, such as nausea, dehydration, and postpartum depression.

- **Workers are entitled to reasonable accommodations for lactation needs.** Employers must allow employees to use their break time to express breast milk or breastfeed. An employer must also provide a room or other proximate location to express breastmilk.

- **Workers are entitled to confidentiality.** An employee may choose to keep any medical diagnosis confidential. Likewise, an employer should not directly contact the employee's doctor without first obtaining the employee's permission.

- **After a request has been made, employers should engage in good-faith discussion with employees regarding potential reasonable accommodations.** If an employee asks for an accommodation, the employer has a duty to work with them to determine what, if any, accommodation should be provided. If the requested accommodation would be an undue burden, the employer must discuss whether alternative accommodations may be effective in meeting the employee's needs.

- **It is illegal to retaliate against an employee for requesting a reasonable accommodation or leave.**

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

This one-pager was developed by the Worker & Immigrant Rights Advocacy Clinic at Yale Law School's Jerome N. Frank Legal Services Organization.

SEXUAL HARASSMENT IS ILLEGAL

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

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

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

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

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

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

EL ACOSO SEXUAL ES ILEGAL

y está prohibido por

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

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

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

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

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

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

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

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

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

NOTICE TO EMPLOYEES

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

Berkshire Hathaway GUARD Insurance Companies

IN COOPERATION WITH LAWLEY

IN CASE OF WORK-RELATED INJURY

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

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

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

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

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

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

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

R2WC310840

NOTICE TO EMPLOYEES

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

Berkshire Hathaway GUARD Insurance Companies

IN COOPERATION WITH LAWLEY

IN CASE OF WORK-RELATED INJURY

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

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

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

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

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

R2WC310840

Discrimination is Illegal

Connecticut law prohibits discrimination in

EMPLOYMENT

On the basis of

- age
- ancestry
- color
- genetic information
- learning disability
- marital status
- past or present history of mental disability
- intellectual disability
- national origin
- physical disability
- race
- religious creed
- sex, including pregnancy, sexual harassment,
- transgender status, gender identity or expression,
- sexual orientation or civil union status
- workplace hazards to reproductive systems
- criminal record (in state employment and licensing)
- Veteran status

In

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

By

- employers
- employment agencies
- labor organization

Connecticut law prohibits discrimination in

HOUSING & PUBLIC ACCOMMODATIONS

On the basis of

- age
- ancestry
- breastfeeding in a place of
- public accommodation
- color
- familial status (in housing)
- lawful source of income
- learning disability
- marital status
- mental disability
- intellectual disability
- national origin
- physical disability
- race
- religious creed
- sex, transgender status,, gender identity
- or expression, sexual orientation or
- civil union status
- use of a guide dog/training a guide dog
- Veteran status

In

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

Connecticut law prohibits discrimination in

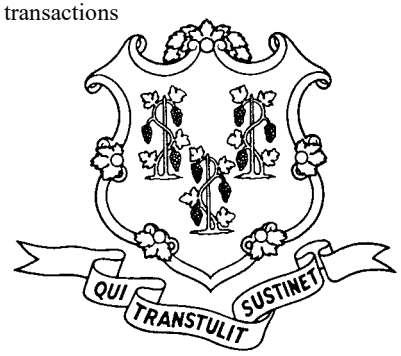
CREDIT TRANSACTIONS

On the basis of

- age
- ancestry
- blindness
- color
- learning disability
- marital status
- intellectual disability
- national origin
- physical disability
- race
- religious creed
- sex, transgender status, gender
- identity or expression, sexual
- orientation or civil union status
- Veteran status

In

- loans
- mortgages
- any credit transactions



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

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

website: www.state.ct.us/chro

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

cca | DV
Connecticut Coalition Against Domestic Violence

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available.
Whether you need information, help, or just someone to talk to, we're here to listen.

CTSafeConnect

Connecticut's domestic violence information and resource hub

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options."

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including:

(i) Seeking attention for injuries caused by domestic violence, including for a child;

(ii) Obtaining services including safety planning from a domestic violence or rape crisis center;

(iii) Obtaining psychological counseling related to domestic violence, including for a child;

(iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or

(v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

Commission on Human Rights and Opportunities
CHRO
Established 1943

The Connecticut Commission on Human Rights and Opportunities
Guide to Nondiscrimination in Hiring and Employing Connecticut Veterans

Questions and Answers for Employers

Discriminatory Employment Practices Against Veterans

Discrimination against honorably-discharged veterans in employment, housing, and credit transactions was prohibited by Connecticut General Statutes § 46a-60, a law that took effect on October 1, 2017. This law is administered by the Connecticut Commission on Human Rights and Opportunities (CHRO), which enforces anti-discrimination laws in the State of Connecticut. Connecticut law also bars discrimination in employment on the basis of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, or status as an honorably discharged veteran.

Policies that discriminate against veterans who received a less-than-honorable discharge from the military may also subject you to liability under current federal and state law, as a result of their disparate impact on veterans of color, LGBT veterans, and veterans with disabilities. Employer reliance on discharge status may violate Connecticut anti-discrimination law absent a showing of business necessity because of its disparate impact on service members' race, color, disability, sexual orientation, gender identity or expression or other protected class statuses.

Did you know?

What is a less-than-honorable discharge?
The U.S. military discharges service members under one of five designations: honorable discharge, general discharge under honorable conditions, other-than-honorable discharge, bad conduct discharge, and dishonorable discharge.[1] These latter four designations are often grouped together and referred to collectively as "less-than-honorable" or "bad paper" discharges.

How does someone receive a less-than-honorable discharge?
Nearly all veterans with "bad paper" are administratively separated from the military with a "general" or "other than honorable" discharge status.

These service members may have been separated for minor infractions (e.g. being late or watching a movie on duty) that would not have subjected them to criminal penalties in civilian life. Others have received less-than-honorable discharges for missing a flight for deployment or taking prescribed painkillers for a back injury. Service members have also been separated for overtly discriminatory reasons: prior to 2011, thousands of gay service members were discharged from the military solely because of their sexual orientation.

On the other hand, serious violations of the Uniform Code of Military Justice (UCMJ) may be comparable to criminal offenses in civilian life and can be adjudicated only by a court martial

[1] There is a sixth status, "uncharacterized," given to service members discharged within 180 days of enlistment. It is neither honorable nor dishonorable.

proceeding, which resembles a criminal trial. UCMJ violations can result in bad conduct or dishonorable discharges, together these two discharges account for about 1% of all discharges. Even so, some veterans receive bad conduct discharges for offenses that are not criminalized in a civilian context, such as being absent without leave (AWOL).

Just knowing that an applicant or employee has received a less-than-honorable discharge tells you very little about him or her as a person or an employee.

What does discharge status have to do with racial discrimination?
Connecticut and federal law prohibit employment actions taken because of race, as well as practices that make it more difficult for members of other protected classes (race, sex, gender, veteran status, etc.) to obtain employment, even if the discriminatory effect is unintentional. A 2017 analysis of Defense Department records revealed that, like the civilian criminal justice system, the military justice system discriminates against persons of color. Black service members are two times more likely than white service members to have disciplinary action taken against them, despite having similar levels of educational attainment and income. Thus, you may be discriminating on the basis of race, and therefore subject to liability, if you exclude or disfavor job applicants or employees based on discharge status. This 2017 analysis was consistent with a prior, substantial study conducted by the Defense Department in the 1970s, which also found that black service members were far more likely to be separated with less-than-honorable discharges.

Are other groups disproportionately impacted by the military justice system?
Yes. Use of military discharge status information in employment decisions may also have the effect of discriminating against individuals with disabilities and LGBT veterans. Veterans with undiagnosed or untreated mental health conditions, including traumatic brain injuries (TBI) and PTSD have received bad paper due to misconduct stemming from their disability. LGBT veterans continue to experience the discriminatory effects of Don't Ask Don't Tell, as six years after the policy was rescinded, the more than 100,000 veterans discharged with less-than-honorable characterizations for being LGBT have not received a blanket upgrade.

What am I doing that might violate the law?
Current employment practices may run afoul of the law if they include "Honorable-only" requirements in employment advertisements or offer hiring preferences to veterans with honorable discharges only. Due to endemic biases within the military justice system, these exclusionary policies may have a disparate impact based on race, sexual orientation, and disability and possibly others, which are protected classes under Connecticut law. Even less formal or comprehensive uses of discharge information (e.g., docking points from a veteran's application) may subject an employer to liability if the circumstances surrounding the veteran's less than Honorable discharge have little relevance to an individual's ability to perform the duties of the job in question. For example, if an applicant received a "general" discharge status because she lost her meal pass, it likely would not be proper to refuse to consider her application for a retail position. Similarly, if an applicant veteran had been discharged less than honorably twenty-five years ago, the veteran's discharge status may no longer be relevant.

How can I avoid violating the law?

Provide individualized consideration to veterans with less-than-honorable discharges. This means you should consider the nature of the discharge (i.e. why the veteran was discharged—was it for a minor infraction or because of behaviors related to a mental health condition?), the time elapsed since the discharge, the nature of the positions sought and how the discharge is in any way related to the position the veteran is applying for. Second, you should provide the veteran-applicant the opportunity to present her case for why the discharge should not be factored into your hiring decision. You might also consider the presence of mitigating circumstances like PTSD if the veteran discloses them to you. Additionally, for those service members who were discharged due to conduct arising from a disability like PTSD, you have an independent obligation under both state and federal law to provide "reasonable accommodations" such as making the physical work environment accessible or providing a flexible work schedule.

Finally, if you contract with a consumer reporting agency such as HireRight or TransUnion to conduct background checks and your background check results in the discovery of information about an individual's discharge status, you are required under the Fair Credit Reporting Act to provide notice to the veteran applicant *prior* to taking any adverse action (for example, not hiring or firing an employee) based on the information you received. Notice must include a copy of the background check report as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which you should have received from the consumer reporting agency. Giving a veteran notice provides an opportunity to explain why the discharge should not be factored into the hiring decision for this particular position.

If you do ultimately take an adverse action on the basis of the background check report, you must inform the applicant 1) that he or she was rejected due to the information in the report; 2) the name, address, and phone number of the company that sold you the report; 3) that the company selling the report was not responsible for the adverse decision; and 4) that the applicant has a right to dispute the accuracy of the report and to get an additional free report from the consumer reporting agency within 60 days.

What are some other best practices?

You should have little need for proof of an applicant's service, unless state law requires such proof or in other rare circumstances like obtaining a security clearance. If your business requires confirmation of service, for whatever reason, however, you can take steps to ensure that the process is less intrusive. An individual's military discharge status is listed on an official document known as a "DD-214." There are two versions of this form—a short form and a long form, the latter of which can include invasive personal information. You should request only the short form DD-214 when making employment decisions such as hiring or promotion except when required by state or federal law. In order to encourage individuals with less-than-honorable discharges to apply, you should request copies of the DD-214, if at all, only in the final stages of the hiring process.

You could also include affirmative language in job applications indicating that veterans are welcome to apply, regardless of their discharge status.

JOB SAFETY & HEALTH PROTECTION

STATE OF CONNECTICUT

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

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

EMPLOYERS

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

EMPLOYEES

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

INSPECTION

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

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

COMPLAINT

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

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

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

CITATION

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

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

PROPOSED PENALTY

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

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

VOLUNTARY ACTIVITY

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

CONSULTATION/TRAINING

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

POSTING INSTRUCTIONS

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

More Information

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

QUI TRANSTULIT SUSTINET

Danté Bartolomeo

Commissioner Danté Bartolomeo

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

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

Rev. 04/2016

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

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

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

Prohibited discriminatory conduct includes:

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

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

Reasonable Accommodation
An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks
- Break time and appropriate facilities (not a bathroom) for expressing milk

Denial of Reasonable Accommodation
No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)**
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation
- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

** Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

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

Notice Requirements
Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

Complaint Process
CHRO
Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400
CHRO website: https://portal.ct.gov/CHRO
CHRO link "How to File a Discrimination Complaint":
https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a-Discrimination-Complaint

DOL
Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791
DOL complaint form:
https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm

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

Empleadores contemplados en estas leyes

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

Se prohíbe la discriminación

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

La conducta discriminatoria prohibida incluye:

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

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

Adaptación razonable

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

Ejemplos de adaptaciones razonables incluyen, entre otros:

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

Negación de la adaptación razonable

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

La conducta discriminatoria prohibida incluye:

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

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

Se prohíbe tomar represalias

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

Requisitos de la notificación

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

Procedimiento de presentación de quejas

CHRO

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

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

DOL

Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar una queja ante el Departamento del Trabajo (*Department of Labor*, DOL) de Connecticut.

Número telefónico del DOL: 860-263-6791 Formulario de presentación de quejas ante el DOL:
En inglés:
http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc
En español:
http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

NOTICE
TO EMPLOYEES

State of Connecticut Workers' Compensation Commission

Revised 10-01-2017

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

Atlas Painting and Sheeting Corp

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

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the commissioner may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

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

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

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name Accident Fund Insurance Company of America

Address PO Box 40767 **Telephone** (866) 221-9640

City/Town Lansing **State** MI **Zip Code** 48901-7967

Approved Medical Care Plan ☐ **Yes** ☐ **No**

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

Address 999 Aslylum Avenue **Telephone** (860) 566-4154

City/Town Hartford **State** CT **Zip Code** 06105

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a location where employees must file claims for compensation.

If your employer has listed a location below, you MUST file your compensation claim there.
When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

Employer Name Atlas Painting and Sheeting Corp

Address 465 Creekside Dr **Telephone** (716) 564-0490

City/Town Amherst **State** NY **Zip Code** 14228

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

Date Posted: 1/1/25

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

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely-held religious observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal: *https://publicportal.eeoc.gov/Portal/Login.aspx*

Call 1–800–669–4000 (toll free)
1–800–669–6820 (TTY)
1–844–234–5122 (ASL video phone)

Visit an EEOC field office (information at *www.eeoc.gov/field-office*)

E-Mail *info@eeoc.gov*

Additional information about the EEOC, including information about filing a charge of discrimination, is available at *www.eeoc.gov*.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1–800–397–6251 (toll-free)

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PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

NOTICE

TO THE EMPLOYEES OF

_____

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

___Telephone
___Camera (including hidden cameras)
___Computer
___Radio
___Wire
___Electromagnetic
___Photoelectronic
___Photo-optical
___Other _____

If you have any questions regarding this notice,

contact _____
(Company Representative)
for additional information.

The Connecticut Department of Labor provides this sample poster as a public service,
Wage & Workplace Standards Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114
A copy of § 31-48d ET. Seq. CGS appears on the reverse.

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

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

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

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

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

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

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

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

(P.A. 98-142.)

CONNECTICUT DEPARTMENT OF LABOR

Partner of the American Job Center Network

THIS IS A PUBLIC WORKS PROJECT

Covered by the

PREVAILING WAGE LAW

CT General Statutes Section 31-53

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

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

DOL-75S (Rev. 9/21)
0024-075-01

Estas reglamentaciones administrativas se deben publicar y mantener en cualquier lugar que haya trabajadores cubiertos por esta Ley.

DEPARTAMENTO DE TRABAJO DE CONNECTICUT

DIVISIÓN NORMAS SALARIALES Y LUGARES DE TRABAJO

Sec. 31-60-1. Tarifas unitarias en relación con tarifas por hora o planes de pago de incentivos, incluyendo comisiones y bonos.

(a) Definiciones. Para el propósito de esta reglamentación, “tarifas unitarias” se refiere a una tarifa establecida por unidad de trabajo realizado con respecto al tiempo necesario para completar la tarea. “Comisiones” se refiere a la remuneración de una prima o un incentivo por negocios realizados ya sea con base en un porcentaje del valor total o una tarifa específica por unidad de realización. “Plan de incentivos” se refiere a cualquier método de remuneración, que incluye, sin limitación al mismo, comisiones, tarifas unitarias, bonos, etc., con base en el monto de los resultados producidos, cuando el pago se hace de acuerdo con un plan fijo mediante el cual el empleado tiene derecho a la remuneración al cumplir con las condiciones establecidas como parte del acuerdo de trabajo, pero está sujeto a la limitación que se menciona más adelante.

(b) Registro de salarios. Cada empleador debe mantener registros de los salarios pagados a cada empleado que recibe remuneración por sus servicios de acuerdo con un plan de incentivos, de forma que dicha compensación pueda traducirse fácilmente en términos de tarifa horaria media semanal por cada semana de trabajo o parte de ella de empleo.

(c) Tarifas unitarias en relación con las tarifas por hora:

(1) Cuando un empleado sea remunerado únicamente según tarifas unitarias, se le pagará una cantidad suficiente de tarifas unitarias para obtener una tasa media de al menos el salario mínimo por cada hora trabajada en cualquier semana, y el salario pagado a dicho empleado no será inferior al salario mínimo por cada hora trabajada.

(2) Cuando un empleado recibe remuneración según tarifas unitarias por ciertas horas de trabajo en una semana y a una tarifa por hora por otras horas, la tarifa por hora del empleado será al menos el salario mínimo y sus ingresos por tarifas unitarias promediarán al menos el salario mínimo por cada hora trabajada a destajo para esa semana de trabajo, y el salario pagado a dicho empleado no será inferior al salario mínimo por cada hora trabajada.

(3) Cuando se contrata a un empleado con una combinación de tarifas por hora y unitaria por las mismas horas de trabajo (es decir, un plan de pago de incentivos superpuesto a una tarifa por hora o una tarifa unitaria unida a una garantía horaria mínima), el empleado recibirá una tarifa media de al menos el salario mínimo por hora por cada hora trabajada en cualquier semana y el salario pagado a dicho empleado no será inferior al salario mínimo por cada hora trabajada.

(d) Comisión.

(1) Cuando un empleado recibe remuneración únicamente por comisiones, se le pagará semanalmente una media de al menos el salario mínimo por hora por cada hora trabajada.

(2) Cuando a un empleado se le paga de acuerdo con un plan que establece una tarifa base más comisión, el salario pagado semanalmente al empleado a partir de estas fuentes combinadas deberá ser igual a una media del salario mínimo por hora por cada hora trabajada en cualquier semana de trabajo. Todas las comisiones se liquidarán, en su totalidad, al menos una vez al mes. Cuando los ingresos se deriven total o parcialmente en base a un plan de incentivos distintos a los aquí definidos, el empleado deberá recibir semanalmente al menos el salario mínimo por hora por cada hora trabajada en la semana de trabajo, y el saldo devengado se liquidará al menos una vez al mes.

Sec. 31-60-2. Propinas como parte del salario mínimo justo.

Para los fines de esta sección, “propina” se refiere a una contribución monetaria voluntaria que el empleado recibe de un cliente, invitado o usuario por el servicio prestado.

A menos que lo prohíba una disposición legal o una disposición salarial, se puede considerar que las propinas constituyen una parte del salario mínimo justo cuando se cumplan todas las disposiciones siguientes:

(1) El empleado debe estar involucrado en un empleo en el que las propinas constituyen regular y habitualmente, y se han reconocido como parte de su remuneración, para fines de contratación; y

(2) El monto recibido en propinas declarado como crédito por parte del salario mínimo justo debe registrarse diaria, semanal o quincenalmente en un registro de salarios aunque el pago se haga más a menudo; y

(3) Todo empleador que declare un crédito por propinas como parte del salario mínimo justo pagado a cualquier empleado deberá aportar pruebas sustanciales de que el empleado ha recibido una cantidad no inferior a la declarada, que no podrá exceder la asignación que se establece a continuación. Por ejemplo, el comisionado aceptará como prueba sustancial a efectos de esta sección una certificación o declaración en formato electrónico o escrito que demuestre que los salarios recibidos por el empleado de servicios, incluidas las propinas, junto con otras asignaciones autorizadas, representan un pago no inferior al mínimo justo establecido por la subsección (j) de la sección 31-58 de los Estatutos Generales de Connecticut por hora por cada hora trabajada durante el período de pago, siempre que se cumplan todos los demás requisitos de esta y otras normas aplicables. Dicha certificación, declaración o evidencia sustancia debe satisfacer los requisitos de las subdivisiones (2) y (3) de esta sección.

(Vigente a partir del 8 de agosto de 1972; modificada el 4 de enero de 2021; modificada el 24 de septiembre de 2020)

Ley pública 19-4, una ley que aumenta el salario mínimo justo.

Sec. 31-60(b) El Comisionado de Trabajo adoptará los reglamentos, de acuerdo con las disposiciones del capítulo 54, que sean apropiados para llevar a cabo los propósitos de esta parte. Dicha reglamentación puede incluir, entre otras cosas, la definición y la regulación de un empleado ejecutivo, administrativo o profesional y de un vendedor externo; de los aprendices, su número, proporción y duración del servicio; y de las tarifas unitarias en relación con las tarifas por hora; y reconocerá, como parte del salario mínimo justo, las propinas en una cantidad (1) igual al veintinueve y tres décimos por ciento, y a partir del 1 de enero de 2009, igual al treinta y uno por ciento del salario mínimo justo por hora, y a partir del 1 de enero de 2014, igual al treinta y cuatro y seis décimos por ciento del salario mínimo justo por hora, y a partir del 1 de enero de 2015 y hasta el 30 de junio de 2019, igual al treinta y seis y ocho décimos por ciento del salario mínimo justo por hora para las personas, que no sean camareros, que trabajan en la industria de hoteles y restaurantes, incluido un restaurante de hotel, que habitual y regularmente reciben propinas, (2) igual al ocho y dos décimos por ciento, y a partir del 1 de enero de 2009, igual al once por ciento del salario mínimo justo por hora, y a partir del 1 de enero de 2014, igual al quince y seis décimos del salario mínimo justo por hora, y a partir del 1 de enero de 2015 y hasta el 30 de junio de 2019, igual al dieciocho y medio por ciento del salario mínimo justo por hora para las personas empleadas como camareros que reciben habitual y regularmente propinas, y (3) sin exceder treinta y cinco centavos por hora en cualquier otra industria, y también reconocerá deducciones y asignaciones por el valor de la comida, en la cantidad de ochenta y cinco centavos por una comida completa y cuarenta y cinco centavos por una comida ligera, alojamiento, ropa u otros artículos o servicios suministrados por el empleador; y otras condiciones o circunstancias especiales que pueden ser habituales en una relación particular entre empleador y empleado. En dichas regulaciones, el comisionado puede estipular modificaciones al salario mínimo justo aquí establecido para estudiantes y aprendices; personas menores de dieciocho años; y para aquellos casos especiales o clases de casos especiales que el comisionado determine adecuado para evitar el recorte de las oportunidades de empleo, evitar dificultades excesivas y salvaguardar el salario mínimo justo aquí establecido. Las regulaciones vigentes desde el 1 de julio de 1973, que establecen una deducción y asignación por comidas en un monto que difiere de lo establecido en esta sección se considerarán modificadas de forma consistente con esta sección.

Sec. 31-60-3. Las deducciones y asignaciones por valor razonable de alojamiento y comida se derogaron.

Sec. 31-60-4. Empleados con discapacidades físicas o mentales.

(Esta reglamentación define a una "persona con una discapacidad física o mental" como una persona cuya capacidad de generar ingresos esté deteriorada por la edad o una deficiencia mental o física o lesión y establece pautas para la modificación del salario mínimo.)

Sec. 31-60-6. Menores de 18 años.

(a) Para los fines de esta sección, “menor” se refiere a una persona de al menos 16 años pero no mayor de 18 años. Para evitar la reducción de las oportunidades de empleo para menores, y para dar un período razonable durante el cual se pueda lograr la capacidad para el ajuste a las condiciones de empleo, un menor puede ser empleado según una modificación del salario del mínimo establecido por la subsección (j) de la sección 31-58 de los estatutos generales, pero no inferior al 85 % del salario mínimo, durante las primeras 200 horas de empleo. Cuando un menor tenga un acumulado de 200 horas de empleo, no puede ser empleado por el mismo ni ningún otro empleador por menos del salario mínimo justo.*

*Esta subsección se modifica según **P.A. 19-4, una ley que aumenta el salario mínimo justo. CGS Sec. 31-58(i)(5)**. Las tarifas para las personas menores de 18 años, excepto menores emancipados, no debe ser inferior al ochenta y cinco por ciento del salario mínimo justo durante los primeros noventa días de dicho empleo, o diez dólares y diez centavos por hora, el que sea mayor, y será igual al salario mínimo justo en adelante, excepto en programas institucionales de capacitación específicamente exentos por el comisionado.

(b) Además de los registros exigidos en la sección 31-66 del suplemento de 1969 de los estatutos generales, cada empleador debe obtener de cada menor a emplear a una tarifa distinta a la del salario mínimo justo según lo estipulado aquí, una declaración de su empleo antes de su fecha de entrada con su empleador actual. Dicha declaración de empleo previo, complementada por el registro actual del empleador de las horas trabajadas por el menor mientras esté empleado, se considerará prueba satisfactoria de buena fe por parte del empleador con respecto a su adhesión a las disposiciones de este reglamento, siempre que dicho registro esté en completo cumplimiento con los requisitos de la sección 31-66 de los estatutos generales y la sección 31-60-12.

(c) El apartamiento de las disposiciones de este reglamento anulará la modificación del salario mínimo justo aquí previsto para todas las horas durante las cuales prevaleció la violación y por ese tiempo se pagará el salario mínimo.

Sec. 31-60-7. Estudiantes.

[Esta reglamentación contiene los requisitos que el Comisionado de Trabajo aplicará para una tasa por debajo de la mínima en una ocupación que no es de aprendizaje.]

Sec. 31-60-8. Aprendices.

[Bajo esta reglamentación, aprendices debidamente registrados por el Consejo de Aprendizaje del Estado de Connecticut del Departamento de Trabajo no pueden ser empleados a menos que el salario mínimo excepto que el permiso se haya recibido del Comisionado de Trabajo a través de un proceso de solicitud.]

Sec. 31-60-9. Vestimenta.

A los efectos de esta reglamentación, se entenderá por “vestimenta” los uniformes u otras prendas de vestir suministradas por el empleador para su uso en el transcurso del empleo, pero no incluye artículos de ropa comprados por el empleado o prendas de vestir que normalmente se requieren para la salud, comodidad o conveniencia del empleado. Se puede permitir que una asignación (deducción) que no exceda $1.50 por semana o el costo real, el que sea menor, se aplique como parte del salario mínimo justo para el mantenimiento de prendas de vestir o para el lavado y limpieza de dichas prendas cuando se haya realizado el servicio. Cuando las prendas de protección, como guantes, botas o delantales, sean necesarias para proteger al trabajador o para evitar lesiones a un empleado, o se requieran por motivos sanitarios, el empleador pagará y mantendrá dichas prendas sin cargo alguno sobre el empleado.

Sec. 31-60-10. Tiempo de viaje.

(a) A los efectos de este reglamento, se entenderá por “tiempo de viaje” el tiempo durante el cual un trabajador debe o tiene permitido viajar con fines accesorios al “desempeño de su empleo, pero no incluye el tiempo que pasa viajando de casa a su lugar habitual de empleo o de regreso a casa, excepto como se prevé en lo sucesivo en este reglamento.

(b) Cuando un empleado, en el transcurso de su empleo, debe o tiene permiso para viajar para fines que redundan en beneficio del empleador, tal tiempo de viaje se considerará como tiempo de trabajo y se pagará como tal. El empleador pagará los gastos directamente accesorios y resultantes de tales viajes en el caso de que, si el empleado hiciera el gasto, sus ingresos caerían por debajo del salario mínimo justo.

(c) Cuando un empleado debe presentarse a un lugar distinto de su lugar habitual de trabajo al comienzo de la jornada laboral, si tal asignación involucra tiempo de viaje por parte del empleado por encima del tiempo de viaje que requiere regularmente desde su domicilio a su lugar usual de trabajo, dicho tiempo de viaje adicional se considerará tiempo de trabajo y se pagará como tal.

(d) Cuando, al final de una jornada laboral en una asignación de trabajo que no es en el lugar habitual de empleo implica, por parte del empleado, un tiempo de viaje superior al requerido habitualmente para viajar desde su lugar habitual de empleo a su domicilio, dicho tiempo de viaje adicional se considerará tiempo de trabajo y se pagará como tal.

Sec. 31-60-11. Horas trabajadas.

(a) Para los fines de esta reglamentación, las “horas trabajadas” incluyen todo el tiempo durante el cual el empleador exige que el empleado esté en el establecimiento del empleador o en servicio, o que esté en el lugar de trabajo indicado, y todo el tiempo durante el cual un empleado está empleado o tiene permiso para trabajar, deba o no hacerlo, siempre que se excluyan los tiempos para comer a menos que el empleado deba o tenga permitido trabajar. Dicho tiempo incluye, sin limitación, el tiempo en que un empleado debe esperar en las instalaciones mientras el empleador no le asigna trabajo. El tiempo de trabajo en cada caso se calculará a la unidad más cercana de 15 minutos.

(b) Todo el tiempo durante el cual se requiere que un empleado esté de guardia para servicio de emergencia en un lugar designado por el empleador se considerará como tiempo de trabajo y se pagará como tal, independientemente de si el empleado es realmente llamado a trabajar.

(c) Cuando un empleado está sujeto a una llamada para servicio de emergencia pero no está obligado a estar en un lugar designado por el empleador, sino que simplemente tiene que mantener informado al empleador sobre el lugar en el que puede ser contactado, o cuando un empleado no está específicamente obligado por su empleador a estar sujeto a la llamada, pero es contactado por su empleador o por la autorización del empleador directa o indirectamente y asignado al servicio, el tiempo de trabajo comenzará cuando el empleado reciba notificación de su asignación y terminará cuando el empleado haya completado su asignación.

Sec. 31-60-12. Registros.

(a) Para los fines de esta reglamentación, “registros veraces y exactos” se refiere a registros legibles precisos para cada empleado que muestren:

(1) Su nombre;
(2) Su domicilio;
(3) la ocupación en la que trabaja;
(4) la horas diarias o semanales totales trabajadas, que muestren el comienzo y el fin de cada período de trabajo, calculado según la unidad de 15 minutos más cercana;
(5) su salario básico por hora, diario o semanal;
(6) su salario por horas extra como un punto separado del salario básico;
(7) sumas o deducciones de los salarios de cada período de pago;
(8) sus salarios totales pagados en cada período;
(9) otros registros según lo estipulado de acuerdo con las secciones 31-60-1 a 31-60-16;
(10) certificados de trabajo para empleados menores de edad (de 16 a 18 años). Para cada empleado, se mantendrán y conservarán registros veraces y exactos en el lugar de empleo por un período de tres años.

(b) El comisionado de trabajo puede autorizar que se mantengan registros salariales y registros de horas y salarios según se describa, total o parcialmente, en un lugar distinto al lugar de empleo cuando se demuestre que conservar dichos registros en el lugar de empleo

(1) genera dificultades excesivas para el empleador sin beneficiar materialmente los procedimientos de inspección del Departamento de Trabajo, o
(2) no es práctico para fines de cumplimiento de la ley. Cuando se otorgue permiso para mantener registros salariales en otro lugar que no sea el lugar de empleo, también debe haber un registro de las horas totales diarias y semanales trabajadas por cada empleado disponible para inspección en conexión con dichos registros salariales.

(c) En el caso de que un empleado pase el 75 % o más de su tiempo de trabajo lejos del lugar de negocios del empleador y que mantenimiento de los registros de horas que muestran el comienzo y el fin de cada período de trabajo para dicho empleado suponga dificultades excesivas para el empleador o lo exponga a riesgos por su incapacidad de controlar la exactitud de dichas entradas, se aprobará que un registro del total de horas diarias y semanales cumple con los requisitos de registro de horas de esta sección. Sin embargo, en dichos casos, el empleado hará las entradas de horas originales en su nombre y estas entradas se utilizarán como la base para los registros de la nómina.

(d) El empleador mantendrá y conservará durante un período de 3 años la siguiente información y datos sobre cada persona empleada en un cargo ejecutivo, administrativo o profesional de buena fe.

(1) su nombre;
(2) su domicilio;
(3) la ocupación en la que trabaja;
(4) sus salarios totales pagados en cada período;
(5) la fecha de pago y el período de pago cubierto por el pago.

Sec. 31-60-14. Empleado en un cargo ejecutivo de buena fe

(a) A los efectos del apartado (f) del artículo 31-58 de los estatutos generales, en su forma enmendada, se entenderá por “empleado en un cargo ejecutivo de buena fe” todo empleado (1) cuyo principal deber consiste en la gestión de la empresa en la que está empleado o de un departamento o subdivisión reconocidos habitualmente; y (2) que habitualmente y regularmente dirige el trabajo de otros dos o más empleados; y (3) quién tiene la autoridad para contratar o despedir a otros empleados o cuyas sugerencias y recomendaciones en cuanto a la contratación o despido y en cuanto al avance y la promoción o cualquier otro cambio de estado de otros empleados se dará un peso particular; y (4) que habitualmente y regularmente ejerce poderes discrecionales; y (5) que no dedica más de veinte por ciento, o, en el caso de un empleado de un establecimiento de venta al por menor o de servicio que no dedique hasta el cuarenta por ciento de sus horas de trabajo en la semana laboral a actividades que no están directa y estrechamente relacionadas con el desempeño del trabajo descrito en las subdivisiones (1) a (4), inclusive, de esta sección; teniendo en cuenta que esta subdivisión no aplica en el caso de un empleado que posea al menos el veinte por ciento de interés en la empresa en la que está empleado; y (6) que es compensado para sus servicios sobre una base salarial a una tarifa no inferior a cuatrocientos dólares por semana sin incluir alojamiento y comidas u otros servicios, teniendo en cuenta que esta subdivisión no aplica en el caso de un empleado en formación para un puesto ejecutivo de buena fe como se define en esta sección si (A) el período de formación no excede los seis meses; y (B) el empleado recibe remuneración por sus servicios sobre una base salarial a una tasa no inferior a trescientos setenta y cinco dólares por semana sin incluir alojamiento y comidas u otros servicios durante el período de formación; C) el Comisionado del Trabajo ha aprobado una descripción provisoria del programa de formación; y (D) el empleador deberá pagar los costos de matrícula, y los honorarios, si los hubiere, para tal instrucción y reembolsar al empleado los gastos de viaje hacia y desde cada destino que no sea local, donde tal instrucción o formación sea proporcionada. El Comisionado de Trabajo puede cancelar en cualquier momento un programa de formación de estas características con la debida notificación, si determina que el programa no se ha llevado a cabo tal como está aprobado. Un empleado que recibe remuneración sobre una base salarial a una tasa no inferior a cuatrocientos setenta y cinco dólares por semana, sin incluir alojamiento y comidas y otros servicios, y cuya función principal consiste en la gestión de la empresa en la que trabaja o de un departamento o subdivisión habitualmente reconocidos, e incluye la dirección habitual y regular del trabajo de dos o más empleados, se considerará que cumple con todos los requisitos de esta sección.

(b) “Base salarial” se refiere a un monto predeterminado pagado por cada período de pago semanal o menos frecuente, independientemente del número de días u horas trabajadas, monto que no está sujeto a reducción debido a variaciones en la calidad o cantidad del trabajo realizado y que ha sido objeto de consideración de empleador, como lo exige la sección 31-71f de los Estatutos Generales de Connecticut.

(1) A pesar de que no es necesario pagar al empleado por semanas laborales en las que non haya desempeñado trabajos, solo es posible hacer deducciones en los siguientes cinco (5) casos:

(A) Durante las semanas inicial y final de empleo, un empleador puede pagar una parte proporcional del salario de un empleado por el tiempo realmente trabajado;

(B) Es posible hacer deducciones por uno o más días completos si el empleado está ausente por razones personales que no sean enfermedad o accidente;

(C) Es posible hacer deducciones por uno o más días completos de enfermedad o incapacidad siempre que la deducción se haga de acuerdo con un plan de buena fe, política o práctica de hacer deducciones del salario de un empleado después de haber agotado la licencia por enfermedad o incapacidad, la cual ha sido revelada al empleado de acuerdo con la sección 31-71f de los Estatutos Generales de Connecticut;

(D) Es posible hacer deducciones por ausencias de menos de un día completo tomado conforme a la ley federal de licencia por motivos familiares y médicos, 29 USC 2601 et seq., o la ley de licencia por motivos familiares y médicos de Connecticut, sección 31-51kk et seq., de los Estatutos Generales de Connecticut, según lo permite 29 CFR 825.206 o la sección 31-51qq-17 de los Reglamentos de las Agencias del Estado de Connecticut; o

(E) Es posible hacer deducciones por uno más días completos si el empleado se ausenta como consecuencia de una suspensión disciplinaria por violar una regla de seguridad de importancia mayor. Las normas de seguridad de mayor importancia incluyen solo las relativas a la prevención de peligros graves para las instalaciones del empleador o para otros empleados.

(2)(A) No se efectuará deducción alguna por ninguna parte de una ausencia en la semana laboral que se pueda atribuir a:

(i) falta de trabajo ocasionada por los requisitos de funcionamiento del empleador;
(ii) deber del jurado, o asistencia a un procedimiento judicial en calidad de testigo; o
(iii) licencia militar temporal.

(B) Se permite a un empleador compensar los pagos que recibe un empleado por cualquiera de los servicios descritos en esta subdivisión con el salario regular del empleado durante la semana de dicha ausencia.

(3) No se hará ninguna deducción por una ausencia de menos de un día completo del trabajo a menos que:

(A) La licencia se tome conforme a la ley federal de licencia por motivos familiares y médicos, 29 USC 2601 et seq., o la ley de licencia por motivos familiares y médicos de Connecticut, sección 31-51kk et seq., de los Estatutos Generales de Connecticut, según lo permite 29 CFR 825.206 o la sección 31-51qq-17 de los Reglamentos de las Agencias del Estado de Connecticut; o

(B) La licencia se tome de acuerdo con un plan de beneficios de tiempo libre pagado de buena fe que autoriza específicamente la sustitución o reducción de beneficios acumulados por el tiempo que un empleado está ausente del trabajo, siempre que el empleado reciba el pago en una cantidad igual a su salario garantizado.

(4) No se harán deducciones de ningún tipo por ausencias de menos de una semana que sean consecuencia de una suspensión disciplinaria por violar las reglas habituales de conducta de los empleados.

Sec. 31-60-15. Empleado en un cargo administrativo de buena fe.

(a) A los efectos de dicho de la sección 31-58 (f), se entenderá por “empleado en un cargo administrativo de buena fe” todo empleado (1) cuya responsabilidad principal consiste en: (A) el desempeño del trabajo de oficina o no manual directamente relacionado con las políticas de gestión o las operaciones comerciales generales de su empleador o de sus clientes, o (B) el desempeño de funciones en la administración de un sistema escolar o establecimiento o institución educativa, o de un departamento o subdivisión del mismo, en el trabajo directamente relacionado con la instrucción académica o la formación que se lleva a cabo en ella; y (2) que habitualmente y regularmente ejercita discreción y juicio independiente; y (3) (A) que regular y directa asiste a un propietario, o un empleado en un cargo ejecutivo o administrativo de buena fe, tal como se definen en las secciones 31-60-14 y 31-60-15, o (B) que se desempeña únicamente bajo supervisión general el trabajo según líneas especializadas o técnicas que requieren formación, experiencia o conocimientos especiales, o (C) que se desempeña bajo supervisión general asignaciones y tareas especiales; y (4) que no dedica más del veinte por ciento, o, en el caso de un empleado de un establecimiento de venta al por menor o de servicio que no dedica más del cuarenta por ciento, de sus horas trabajadas en la semana laboral a actividades que no están directa y estrechamente relacionadas con el desempeño del trabajo descrito en las subdivisiones (1) a (3), inclusive, de esta sección; y (5)(A) que recibe remuneración por sus servicios sobre una base salarial o de honorarios a una tasa no inferior a cuatrocientos dólares por semana sin incluir alojamiento y comidas u otros servicios, o (B) que, en el caso de personal administrativo académico, recibe remuneración por sus servicios según lo establecido en el inciso (A) de esta subdivisión o sobre una base salarial que sea al menos igual al salario de ingreso para los maestros en el sistema escolar o en el establecimiento o institución educativa por la cual está empleado; teniendo en cuenta que, si el empleado recibe remuneración por sus servicios sobre una base salarial a una tasa no inferior a **cuatrocientos setenta y cinco dólares por semana**, sin incluir alojamiento y comidas u otros servicios, y cuya responsabilidad principal consista en el desempeño del trabajo descrito en el inciso (1) de esta sección, lo que incluye trabajos que exigen el ejercicio de discreción y juicio independientes, se considerará que cumple con todos los requisitos de esta sección.

(b) “Base salarial” [Consulte la Sección 31-60-14.]

(c) Por “base de honorarios” se entiende el pago de una suma acordada para la realización de una sola tarea, independientemente del tiempo necesario para su realización. Solo se permite el pago con base de honorarios para trabajos de naturaleza única y no por una serie de trabajos que se repitan un número indefinido de veces y para los que el pago sobre una base idéntica se realiza una y otra vez. El pago sobre una base de honorarios ascenderá a una tasa no menor que la tasa establecida en la subsección (a) de esta sección.

Sec. 31-60-16. Empleado en un cargo profesional de buena fe.

(a) A los efectos de dicho de la sección 31-58 (f) se entenderá por “empleado en un cargo profesional de buena fe” todo empleado (1) cuya responsabilidad principal consiste en el desempeño de: A) trabajo que requiera conocimientos de tipo avanzado en un campo de la ciencia o del aprendizaje adquirido en el transcurso de educación y estudio intelectuales especializados, que se distinga de la educación y el aprendizaje académicos generales, y de la formación en la realización de procesos mentales, manuales o físicos de rutina, o (B) trabajo que es original y creativo en carácter en un campo reconocido del esfuerzo artístico, en contraposición al trabajo que puede ser producido por una persona dotada de destreza y formación manual o intelectual generales, y cuyo resultado depende principalmente de la invención, imaginación o talento del empleado o (C) enseñanza, tutoría, instrucción o conferencia en la actividad de impartir conocimiento mientras está empleado y participa en esta actividad como un maestro certificado o reconocido como tal en el sistema escolar o en el establecimiento o institución educativa por el que está empleado; y (2) cuyo trabajo requiere el ejercicio constante de discreción y juicio en su desempeño; y (3) cuyo trabajo es predominantemente intelectual y de carácter variado, en contraposición al trabajo mental, manual, mecánico o físico de rutina, y es de tal carácter que el resultado producido o el resultado logrado no pueden ser estandarizados en relación con un período de tiempo determinado; y (4) que no dedica más del veinte por ciento de sus horas trabajadas en la semana laboral a actividades que no son una parte esencial del trabajo descrito en la subdivisión (1) a (3), inclusive, de esta sección; y (5) que recibe remuneración por sus servicios sobre una base de sueldo o de tasa a una tarifa inferior a cuatrocientos dólares por semana sin incluir alojamiento y comidas u otros servicios; teniendo en cuenta que esta sección no aplica en el caso de un empleado que sea el titular de una licencia o certificado válido que permita la práctica de la ley o la medicina o cualquiera de sus ramas y que realmente esté comprometido en la práctica de la misma, o en el caso de un empleado que tenga el grado académico necesario para la práctica general de la medicina y que esté comprometido en un programa de internado o residencia de acuerdo con la práctica de la medicina o cualquiera de sus ramas, o en el caso de un empleado contratado como maestro según lo previsto en la subdivisión (1) (C) de esta sección, y teniendo en cuenta que, si un empleado que recibe remuneración sobre una base de sueldo o tasa a una tarifa no menos de cuatrocientos setenta y cinco dólares por semana sin incluir alojamiento y comidas u otros servicios, y cuyas responsabilidades principales consiste en el desempeño de un trabajo descrito en la subdivisión (1) (A) o (C) de esta sección que incluye el trabajo que requiere el ejercicio consistente de discreción y juicio, o de trabajo que requiera invención, imaginación o talento en un campo reconocido de esfuerzo artístico, se considerará que cumple con todos los requisitos de esta sección.

(b) “Base salarial” [Consulte la Sección 31-60-14.]

(c) Por “base de honorarios” se entiende el pago de una suma acordada para la realización de una sola tarea, independientemente del tiempo necesario para su realización. Solo se permite el pago con base de honorarios para trabajos de naturaleza única y no por una serie de trabajos que se repitan un número indefinido de veces y para los que el pago sobre una base idéntica se realiza una y otra vez. El pago sobre una base de honorarios ascenderá a una tasa no menor que la tasa establecida en la subsección (a) de esta sección.

Salario mínimo:

$11.00 por hora,
en vigor desde 10-1-19
$12.00 por hora,
en vigor desde 9-1-20
$13.00 por hora,
en vigor desde 8-1-21
$14.00 por hora,
en vigor desde 7-1-22
$15.00 por hora,
en vigor desde 6-1-23 (P.A. 19-4)

HORAS EXTRA: UNA VEZ Y MEDIA LA TARIFA DE PAGO REGULAR DEL EMPLEADO DESPUÉS DE 40 HORAS POR SEMANA PARA CONOCER LAS EXCEPCIONES, VEA LA SECCIÓN 31-76I DE LOS ESTATUTOS GENERALES DE CONNECTICUT

LOS MENORES DE 18 AÑOS EMPLEADOS POR EL ESTADO O UNA SUBDIVISIÓN POLÍTICA DE ESTE PODRÁN RECIBIR EL 85 % DEL SALARIO MÍNIMO CORRESPONDIENTE.

LOS MENORES DE 18 AÑOS EMPLEADOS EN AGRICULTURA PODRÁN RECIBIR EL 85 % DEL SALARIO MÍNIMO CORRESPONDIENTE.
A LOS MENORES EMPLEADOS POR EMPLEADORES AGRÍCOLAS QUE, DURANTE EL AÑO CIVIL ANTERIOR, NO EMPLEARON A OCHO O MÁS TRABAJADORES AL MISMO TIEMPO SE LES PAGARÁ UN SALARIO MÍNIMO DE NO MENOS DEL 70 % DEL SALARIO MÍNIMO DEFINIDO EN LA SECCIÓN 31-58.
MENORES EN OTRO EMPLEO: CONSULTE LA SECCIÓN 31-60-6.

Thomas Wydra, Director
División normas salariales y del lugar de trabajo

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

DOL-75 (Rev. 12//24)
0024-075-01

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions and bonuses.

(a) Definitions. For the purposes of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth.

(b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment.

(c) Piece rates in relation to time rates. (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (2) When an employee is compensated at an hourly rate for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked on piece rate for that work week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked.

(d) Commission. (1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked. (2) When an employee is paid in accordance with a finding for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than those defined herein, the employee shall receive weekly at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly.

Sec. 31-60-2. Gratuities as part of the minimum fair wage.

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

Unless otherwise prohibited by statutory provision or by a wage order gratuities may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

(1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and

(2) the amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a daily, weekly, or bi-weekly basis in a wage record, even though payment is made more frequently, and

(3) each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that not less than the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee.

For example, an attestation or statement in electronic or written format demonstrating that wages received by the service employee, including gratuities, together with other authorized allowances, represents a payment of not less than the minimum fair wage established by subsection (j) of section 31-58 of the **Connecticut** General Statutes per hour for each hour worked during the pay period, will be accepted by the commissioner as substantial evidence for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with. Such attestation, statement, or substantial evidence shall satisfy the requirements of subdivisions (2) and (3) of this section.

Public Act 19-4, An Act Increasing the Minimum Fair Wage.

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to, regulations defining and governing an executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent of the minimum fair wage per hour for persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry, and shall also recognize deductions and allowances for the value of board, in the amount of eighty-five cents for a full meal and forty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employer-employee relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section.

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

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

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

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

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

***This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(i)(5).** The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner. (7)

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

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

Sec. 31-60-7. Learners.

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

Sec. 31-60-8. Apprentices.

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

Sec. 31-60-9. A p p a r e l

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed one dollar and fifty cents per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

Sec. 31-60-10. Travel time.

(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation.

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage.

(c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.

(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be working time and shall be paid for as such.

(e) Repealed.

Sec. 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.

(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-12. Records.

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

(1) His name;
(2) his home address;
(3) the occupation in which he is employed;
the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
(5) his total hourly, daily or weekly basic wage;
(6) his overtime wage as a separate item from his basic wage;
additions to or deductions from his wages each pay period;
(8) his total wages paid each pay period;
(9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;
(10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

(b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

(1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or
(2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

(d) Repealed.

(e) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.

(1) His name;
(2) his home address;
(3) the occupation in which he is employed;
(4) his total wages paid each work period;
(5) the date of payment and the pay period covered by payment.

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

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes.

(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances:

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;

(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;

(C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes;

(D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to:
(i) lack of work occasioned by the operating requirements of the employer;
(ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or
(iii) temporary military leave.

(B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.

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

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or
(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.

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

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (

1) whose primary duty consists of the performance of:

(A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or

(B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or

(C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and
(2) whose work requires the consistent exercise of discretion and judgement in its performance; and

(3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and

(4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and

(5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

MINIMUM WAGE:
Minimum wage is annually indexed each year, effective Jan 1.

$16.35 per hour effective 1-1-2025 through 12-31-2025 (P.A. 19-4)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6

CONNECTICUT Labor

DORA SENKOW
ACTING DIRECTOR