

Attention Employees

MINIMUM WAGE - RHODE ISLAND



Effective January 1, 2025

THIS LAW PROVIDES.....
HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

\$15.00

as of 1/1/25

\$13.50

(90% of Minimum Wage)

\$11.25

(75% of Minimum Wage)

\$3.89

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

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

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

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

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

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

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

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

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

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

For more information on the Rhode Island Minimum Wage Law
Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/lr
Labor Standards Unit
Rhode Island Department of Labor and Training

Atención Empleados



SALARIO MÍNIMO - RHODE ISLAND EFECTIVO 1/1/2025

Esta ley indica.....

SALARIO MÍNIMO PARA TODOS LOS EMPLEADOS

\$15.00

en fecha 1/1/25

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

\$13.50

(90% del salario minimo)

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

\$11.25

(75% del salario minimo)

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

\$3.89

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

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

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

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

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

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

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

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

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

DIVISIÓN DE LOS REGLAMENTOS DE LABOR Y TRABAJO,

DEPARTAMENTO DE LABOR Y ENTRENAMIENTO DE RI



Rhode Island Child Labor Laws



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

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

What jobs can youth work?

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

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

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

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

What hours can youth work?

14 or 15-year-olds:

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

16 or 17-year-olds:

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

What working papers are required?

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

**For more
information,
please contact:**

RI Department of Labor and Training — Labor Standards Unit

Phone: (401) 462-8550 | **Fax:** (401) 462-8530 | **Email:** dlt.laborstandards@dlt.ri.gov

Online: www.dlt.ri.gov/lis/childlabor.htm

US Department of Labor — Wage and Hour Division

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



Attention Employees - MINIMUM WAGE - Rhode Island

Effective JANUARY 1, 2025 - THIS LAW PROVIDES
HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

EXCEPT: Full-time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization.	\$15.00 \$12.60 (90% of Minimum Wage)
Minors 14 and 15 years of age working not more than 24 hours in a week	\$10.50 (75% of Minimum Wage)
Employees receiving gratuities (as of Jan. 1, 2017):	\$3.89

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

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

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

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

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

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

Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

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

Prevailing Wage for work on State/Municipal Financed Construction Projects

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

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

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

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

UNEMPLOYMENT INSURANCE BENEFITS

If you become totally/partially unemployed:

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

TEMPORARY DISABILITY INSURANCE BENEFITS

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

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

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

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

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

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

EMPLOYMENT AND TRAINING SERVICES

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

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

Visit dlt.ri.gov for a location near you. You can access many services online at www.employri.org.

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

RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE ACT

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

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

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

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

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

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

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

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

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

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

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

(Rev. 1/2018)

HEALTHY AND SAFE FAMILIES and WORKPLACES ACT

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

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

WORKERS' COMPENSATION ACT of the State of Rhode Island

Workers' Compensation Insurance Company: _____

Adjusting Company: _____

Telephone: _____ Policy Effective Date: _____

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

An injured employee shall have freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice. For more information, call the Education Unit at (401) 462-8100, press #1. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100, press #7.

DWC-8 (Rev. 1/2018)

BAN-THE-BOX

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

(Rev. 1/2018)

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

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

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

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

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

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

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

DISCRIMINATION IS ILLEGAL

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

**State law only*

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



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

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

Name:	Patricia Aldrich
Title:	Corp. Secretary / EEO Officer
Location:	Amherst, NY
Phone:	716-564-0490
Email:	paldrich@atlas-painting.com

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

Robert Cohan
Name

716-510-4261
Phone Number

rcohan@atlas-painting.com
Email address

465 Creekside Drive
Amherst, NY 14228
Address

Patricia Aldrich
Name

716-564-0490 x26
Phone Number

paldrich@atlas-painting.com
Email address

465 Creekside Drive
Amherst, NY 14228
Address

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

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

IT IS ILLEGAL TO SMOKE
OR VAPE IN THIS
ESTABLISHMENT



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

To report a violation call 401-222-5960.



NOTICE TO ALL EMPLOYEES



Unemployment Insurance Benefits

If you become totally/partially unemployed:

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

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

Employment and Training Services

If you need help finding a job:

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

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

Visit www.dlt.ri.gov to find a Career Center near you. You can also access many services on the Internet at www.employri.org.

Temporary Disability Insurance Benefits

Who is Eligible for TDI Benefits?

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

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

Who is Eligible for Temporary Caregiver Insurance Benefits?

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

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

How to Apply:

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

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

RULE 5

Posting of Notices

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

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

Rhode Island Parental & Family Medical Leave Act

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

Employees Eligible

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

Purpose of Leave

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

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

Requests for Leave

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

School Involvement Leave

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

Use of Sick Leave by Adoptive Parent

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

Continuation of Health Benefits

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

Return From Leave

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

Prohibited Acts

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

Enforcement

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



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT)

Notice to All Employees - Information Employers Must Post

Pay Equity Act

Pay Differentials for Comparable Work

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

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

Enforcement

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

Employer Wage Inquiry

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

Wage Discussion among Employees

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

Retaliation Prohibited

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

RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 7111



DEPARTAMENTO DE LABOR Y ENTRENAMIENTO DE RHODE ISLAND (DLT)

Aviso a Todos los Empleados - Información que los Empleadores deben Publicar

Ley de Equidad Salarial

Diferencias Salariales para Trabajos Comparables

De conformidad con la Ley General de Rhode Island 28-6-18, es ilegal que un empleador pague un salario diferencial basado en raza, color, religión, orientación sexual, género, identidad o expresión de género, discapacidad, edad y condado de origen ancestral para trabajos comparables. Se permite un salario diferencial cuando se determina que se aplican uno o más de los siguientes factores:

- “Un sistema de antigüedad; sin embargo, el tiempo de licencia debido a una condición relacionada con el embarazo o licencia parental, familiar y médica no reducirá la antigüedad.”
- “Un sistema de méritos.”
- “Un sistema que mide las ganancias por cantidad o calidad de la producción.”
- “Ubicación geográfica cuando las ubicaciones corresponden con diferentes costos de vida, siempre que ninguna ubicación dentro del estado de Rhode Island se considere que tiene un costo de vida suficientemente diferente.”
- “Diferencial de desplazamiento razonable, que no se basa ni se deriva de un diferencial de compensación basado en una característica protegida.”
- “Educación, entrenamiento, experiencia en la medida en que tales factores estén relacionados con el trabajo y sean consistentes con una necesidad comercial”
- “Viajes relacionados con el trabajo, si el viaje es regular y una necesidad comercial.”
- “Un factor de buena fe distinto de una característica protegida . . . que no se base ni se derive de una diferencia de compensación basada en una característica protegida . . . que esté relacionado con el trabajo con respecto al puesto en cuestión, y que sea compatible con la necesidad comercial.”

Aplicación

Las presuntas violaciones de la Ley pueden ser denunciadas (1) en una acción civil presentada por un empleado, o (2) por una queja presentada ante el Director de DLT.

Consulta de Salarios de Empleados

- + De conformidad con la Ley General de Rhode Island 28-6-22, los empleadores tienen prohibido investigar o exigir la divulgación del historial salarial de un solicitante de empleo, desde confiar en el historial salarial de un solicitante de empleo al considerar la candidatura del individuo y establecer un umbral mínimo o máximo de ganancias salariales anteriores como condición de empleo.
- + Un empleador puede, con el propósito limitado de “apoyar un salario más alto que el salario (inicialmente) ofrecido por el empleador,” considerar y tratar de confirmar el historial salarial de un solicitante de empleo si dicho historial salarial se proporcionó voluntariamente.
- + En el momento de la contratación o transferencia interna a un nuevo puesto, y siempre que lo solicite un empleado, un empleador debe revelar a la persona contratada, transferida o inquisitiva, el rango salarial o la posición de la persona.

Discusión Salarial Entre Empleados

De conformidad con la Ley General de Rhode Island 28-6-18, es ilegal que un empleador prohíba a los empleados discutir los salarios o preguntar a otros empleados sobre sus salarios. Los empleadores no pueden solicitar o exigir que los empleados o solicitantes renuncien al derecho de discutir los salarios.

Represalias Prohibidas

Se prohíbe toda medida discriminatoria o disciplinaria adoptada contra un empleado por ejercer estos derechos en virtud de la Ley o por oponerse a cualquier práctica declarada ilegal por la Ley.

Las Leyes Generales de RI §28-6-18 establecen que este aviso debe publicarse y mantenerse en lugares visibles donde estén empleados los trabajadores. Multas pueden ser impuesta por incumplimiento.

DLT es un empleador/programa que ofrece igualdad de oportunidades; ayudas y servicios auxiliares disponibles a solicitud para personas con discapacidades. TTY a través del relé RI 7111

(Rev. 12/2022)



Notice to Employees

Working on State or Municipal Financed Construction Projects?

Prevailing Wage

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

Overtime

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

Apprentices

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

Proper Pay

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

Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

www.dlt.ri.gov/pw

TTY via RI Relay 711 • Equal Opportunity Employer/Program • Auxiliary aids and services are available upon request.



Aviso a los Empleados

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

**Salarios
Prevaleciente**

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

Horas Extras

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

Aprendices

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

**El Pago
Apropiado**

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

Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

www.dlt.ri.gov/pw

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

IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH

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

You have a right to know:

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

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

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

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

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

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

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

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

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

Required Notice of Disposition of Complaint

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

Retaliation Prohibited

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

²-R.I. Gen. Laws Section 28-5-7.

Sexual Harassment in the Workplace:

Guidelines and Legal Requirements for Rhode Island Employers



Rhode Island Commission for Human Rights

180 Westminister Street, 3rd Floor

Providence, RI 02903

222-2661 (Voice) - 222-2616 (Fax)

7-1-1 (Voice Relay)

www.richr.ri.gov

GUIDELINES ON SEXUAL HARASSMENT

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

3000. SEX DISCRIMINATION

3001. Sexual Harassment

3001(A) Harassment on the basis of sex is a violation of the Fair Employment Practices Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

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

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

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

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

WHAT THE LAW REQUIRES

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

Required Policy on Sexual Harassment:¹

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

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

¹1-R.I.Gen.Laws Section 28-51-2.

SEXUAL HARASSMENT IS AGAINST THE LAW



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

Sexual harassment is a violation of state and federal laws.

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

The harasser can be

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

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

Report incidents of harassment to:

Name: Patricia Aldrich

Address: 465 Creekside Dr, Amherst, NY 14228

Phone: 716-564-0490

E-mail: paldrich@atlas-painting.com

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

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

**THE RHODE ISLAND COMMISSION
FOR HUMAN RIGHTS (RICHR) AND
THE EQUAL EMPLOYMENT OPPOR-
TUNITY COMMISSION (EEOC)
ENFORCE THE LAWS FORBIDDING
SEXUAL HARASSMENT.**

.....

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

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

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

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

**What if my employer takes ac-
tion against me for complaining
about sexual harassment?**

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

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

**RHODE ISLAND
COMMISSION
FOR HUMAN RIGHTS**

180 WESTMINSTER STREET
3RD FLOOR
PROVIDENCE, RI 02903

PHONE: (401) 222-2661

FAX: (401) 222-2616

VOICE RELAY: 7-1-1

WEBSITE: WWW.RICHR.RI.GOV

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

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

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

**EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION (EEOC)**

PHONE: 1-800-669-EEOC

WEBSITE: WWW.EEOC.GOV

**SEXUAL
HARASSMENT
IN THE WORKPLACE
IS ILLEGAL**

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



What is sexual harassment?

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

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

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

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

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

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

What laws prohibit sexual harassment?

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

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

Here are some suggested preliminary steps to follow:

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

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

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

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

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

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

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

Required Notice of Disposition of Complaint

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

Retaliation Prohibited

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

²-R.I. Gen. Laws Section 28-5-7.

Sexual Harassment in the Workplace:

Guidelines and Legal Requirements for Rhode Island Employers



Rhode Island Commission for Human Rights

180 Westminister Street, 3rd Floor

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

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

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

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

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

¹1-R.I.Gen.Laws Section 28-51-2.



This employer is subject to the provisions of the

WORKERS' COMPENSATION ACT

of the State of Rhode Island

Workers' Compensation Insurance Company: _____

Adjusting Company: _____

Telephone: _____ **Policy Effective Date:** _____

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

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

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

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

Esta empresa esta sujeta a las estipulaciones delis

ACTA DE COMPENSACION DE TRABAJADORES

del Estado de Rhode Island

Seguro de Compensación de Trabajo: _____

Compañía Ajustadora: _____

Teléfono: _____ **Fecha Efectiva de Póliza:** _____

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

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

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

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



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
- State 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, childbirth, and related medical conditions)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic diseases, or family medical history)
- Retaliation (charge, reasonably opposing discrimination)
- Sexual harassment (discriminatory sexual conduct, invasion of privacy)
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, promotion, or layoff
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical conditions; or religious belief, observance or practice
- Benefits
- Job training
- Apprenticeship
- Referral
- Obtaining or disclosing genetic information to employees
- Requesting or providing medical information from employees
- Conduct that might reasonably discourage someone from opposing discrimination or filing a charge, or interfering with someone's ability to proceed with a charge
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination, because there are strict time limits for filing a charge of discrimination, 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>

Visit an EEOC field office:
www.eeoc.gov/field-office

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

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 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 a contractor 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 inquiring about, disclosing, or discussing their compensation with other contractors or employees.

Disability

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in hiring, promotion, pay, fringe benefits, training, and other aspects of employment by Federal contractors. Disability discrimination includes making reasonable accommodations to the known physical or mental limitations of an applicant or employee, barring undue hardship to the employer. Federal contractors take affirmative action to employ and advance in employment 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 a contractor to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), campaign badge veterans, or Armed Forces service medal veterans.

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination or 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 obligations should contact the OFCCP immediately:

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)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by email to OFCCP’s Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP’s “Contact Us” webpage at <https://www.dol.gov/agencies/ofccp/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

Section 601 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 any program or activity receiving Federal financial assistance. Employment discrimination prohibited by Title VI if the primary purpose of the program is to provide 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 any educational program or activity receiving 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 that receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodations, can perform the essential functions of the job.

If you believe you have been discriminated against in a program or activity that receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



Conozca sus Derechos: La Discriminación en el Lugar de Trabajo es Ilegal

La Comisión Para la Igualdad de Oportunidades en el Empleo (EEOC, por sus siglas en inglés) de los EE. UU. hace cumplir las leyes federales que lo protegen contra la discriminación en el empleo. Si cree que ha sido discriminado(a) en el trabajo o al solicitar un trabajo, la EEOC puede ayudarle.

¿Quién está Protegido?

- Empleados (actuales y anteriores), incluyendo gerentes y empleados temporales
- Miembros de sindicatos y Solicitantes de membresía en un sindicato
- Aplicantes de trabajo

¿Qué Organizaciones están Cubiertas?

- La mayoría de los empleadores privados
- Ins a as (como empleadores)
- Gobiernos estatales y locales (como empleadores)
- Sindicatos
- Agencias de empleo

¿Qué Tipos de Discriminación Laboral son Ilegales?

Según las leyes de la EEOC, un empleador no puede discriminarlo, independientemente de su estatus migratorio, por los de:

- Raza
- Color
- Religión
- Origen nacional
- Sexo (incluyendo embarazo y condiciones relacionadas, orientación sexual o identidad de género)
- Edad (40 años o más)
- Discapacidad
- Información genética (incluyendo solicitudes del empleador para la compra, el uso o la divulgación de pruebas genéticas, servicios genéticos o historial médico familiar)
- Tomar represalias por presentar un cargo, oponerse razonablemente a la discriminación o inversión o procedimiento por discriminación.

¿Qué Prácticas Laborales Pueden ser Discriminatorias?

Todos los aspectos del empleo, incluyendo:

- Despidos
- Acoso (incluyendo conducta física o verbal no deseada)
- Contratación o promoción
- Asignaciones
- Remuneración (salarios desiguales o compensación)
- Falta de proporcionar adaptaciones razonables para una discapacidad o para la creencia, observancia o práctica de una fe religiosa sinceramente realizada
- Beneficios
- Formación profesional
- Información
- Referencias
- Obtención o divulgación de información genética de los empleados
- Solicitud o divulgación de información médica de los empleados
- Conducta que podría desalentar razonablemente a alguien de oponerse a la discriminación, presentar un cargo o inversión o procedimiento.

¿Qué Puede Hacer si Cree que ha Ocurrido Discriminación?

Comuníquese con la EEOC de inmediato si sospecha discriminación. No demore, porque existen límites para presentar una denuncia por discriminación (180 o 300 días, según el lugar donde viva o trabaje). Puede comunicarse con la EEOC de cualquiera de las siguientes maneras:

Presentar una consulta a través del Portal Público de la EEOC: <https://publicportal.eeoc.gov/Portal/Login.aspx>

Llame 1-800-669-4000 (número gratuito)
1-800-669-6820 (TTY)
1-844-234-5122 (Video Teléfono de ASL)

Visite una Oficina de Campo de la EEOC (información en www.eeoc.gov/field-office)

Corre Electrónico: info@eeoc.gov

Información adicional sobre la EEOC, incluyendo información sobre cómo presentar un cargo de discriminación, está disponible en www.eeoc.gov/es.



EMPLEADORES QUE TIENEN CONTRATOS O SUBCONTRATOS FEDERALES

La Oficina de Programas de Cumplimiento de Contratos Federales (OFCCP, por sus siglas en inglés) del Departamento de Trabajo hace cumplir los compromisos de no discriminación y acción afirmativa de las empresas que hacen negocios con el gobierno federal. Si está solicitando un trabajo con, o es un empleado de una empresa con un contrato o subcontrato federal, usted está protegido(a) por la ley federal contra la discriminación en las siguientes bases:

Raza, Color, Religión, Sexo, Orientación Sexual, Identidad de Género, Origen Nacional

La Orden Ejecutiva 11246, enmendada, prohíbe la discriminación laboral por parte de los contratistas federales y sus subcontratistas por raza, color, religión, sexo, orientación sexual, identidad de género u origen nacional, y requiere acción afirmativa para garantizar la igualdad de oportunidades en todos los aspectos del empleo.

Preguntar, Divulgar o Discutir Salarios

La Orden Ejecutiva 11246, enmendada, protege a los solicitantes y empleados de contratistas federales de la discriminación basada en preguntar, divulgar o compensación o la compensación de otros solicitantes o empleados.

Discapacidad

La Sección 503 del Acta de Rehabilitación de 1973, según enmendada, protege a las personas con discapacidades contra la discriminación en la contratación, promoción, despido, pago, beneficios complementarios, capacitación laboral, acción, referencias y otros aspectos del empleo por parte de contratistas federales. La discriminación por discapacidad incluye no hacer adaptaciones razonables a las limitaciones físicas o mentales conocidas de una persona con una discapacidad que de otro modo podría y que es un solicitante o empleado, a menos que haga una adaptación excesiva para el empleador. La Sección 503 también requiere que los contratistas federales tomen medidas adicionales para emplear y promover a personas con discapacidades en todos los niveles de empleo, incluyendo a nivel ejecutivo.

Estatus Protegido Como Veterano

El Acta de Asistencia para el Reajuste de los Veteranos de la Era de Vietnam, 38 U.S.C. 4212, prohíbe la discriminación laboral y requiere acción afirmativa para reclutar, emplear y avanzar en el empleo a veteranos discapacitados, veteranos recientemente separados (es decir, dentro de los tres años posteriores al su separación o liberación del servicio activo), veteranos en servicio activo en tiempo de guerra o insignia de campaña, o veteranos con medallas de servicio de las fuerzas armadas.

Represalias

Se prohíben las represalias contra una persona que presente una queja por discriminación, por el procedimiento de la OFCCP o se oponga a la discriminación por parte de contratistas federales en virtud de estas leyes federales.

Cualquier persona que crea que un contratista ha violado sus obligaciones de no discriminar o acción afirmativa bajo las autoridades de la OFCCP debe comunicarse de inmediato con:

Oficina de Programas de Cumplimiento de Contratos Federales (OFCCP),
Departamento de Trabajo de los EE. UU.,
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1-800-397-6251 (llamada gratuita).

Si es sordo, puede pedir una discapacidad del habla, marque 7-1-1 para acceder a los servicios de retransmisión de telecomunicaciones. También se puede contactar a la OFCCP enviando una pregunta en línea a la mesa de ayuda de la OFCCP en <https://ofccphelpdesk.dol.gov/s/>, o llamando al número regional o distrital de la OFCCP, que aparece en la mayoría de los directorios telefónicos bajo

PROGRAMAS O ACTIVIDADES QUE RECIBEN ASISTENCIA FINANCIERA FEDERAL

Raza, Color, Origen Nacional, Sexo

Además de las protecciones del Título VII del Acta de Derechos Civiles de 1964, según enmendada, el Título VI del Acta de Derechos Civiles de 1964, según enmendada, prohíbe la discriminación por motivos de raza, color, u origen nacional en programas o actividades que reciben asistencia federal. La discriminación laboral está cubierta por el Título VI si el objeto principal de la asistencia es la provisión de empleo, o cuando la discriminación laboral cause o pueda causar discriminación en la prestación de servicios bajo dichos programas. El Título IX de las Enmiendas de Educación de 1972 prohíbe la discriminación laboral por razón de sexo en programas o actividades que reciben asistencia federal.

Personas con Discapacidades

La Sección 504 del Acta de Rehabilitación de 1973, enmendada, prohíbe la discriminación laboral por motivos de discapacidad en cualquier programa o actividad que reciba asistencia federal. Está prohibida la discriminación en todos los aspectos de empleo contra las personas con discapacidades que, con o sin ajustes razonables, pueden desempeñar las funciones esenciales del trabajo.

Si cree que ha sido discriminado(a) en un programa de cualquier institución que recibe asistencia financiera federal, debe comunicarse de inmediato con la agencia federal que brinda dicha asistencia.

(Actualizado 10-20-2022)