Rhode Island Department of Labor and Training

Notice to All Employees - Information Employers Must Post

Attention Employees - MINIMUM WAGE - Rhode Island

Effective JANUARY 1, 2016 - THIS LAW PROVIDES

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES **$9.60**

EXCEPT: Full-time students under **19** years of age working in a non-profit religious, educational, librarial or community services organization. $8.64 (90% of Minimum Wage)

Minors **14** and **15** years of age working not more than 24 hours in a week. $7.20 (75% of Minimum Wage)

Employees receiving gratuities: $3.39

Overtime Pay - At least 1½ times the regular rate of pay for all hours worked over 40 in any one workweek. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments.
*Learners and handicapped workers may be paid less than the applicable minimum but only under certificates issued at the discretion of the Director of Labor and Training.

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 - Any employee 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. Employees working in retail establishments must be provided with 4 hours work on Sundays and/or holidays.

Child Labor - An employee must be at least 16 years old to work in most nonfarm jobs and at least 18 to work in nonfarm jobs declared hazardous by the United States 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 RI Dept. of Labor and Training may bring criminal action against any employer who pays substandard wages to an employee, and may 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 Director or his/her authorized representative in the performance of his/her 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 of the law and subject to a fine of up to $500.00. 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 RI Minimum Wage Law call Labor Standards at (401) 462-8550 or visit www.dlt.ri.gov/ls

DLT-L-58 (Rev. 1/2016)

PREVAILING WAGE
Working on State or 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 - 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 - Workers who do not receive proper pay may file a complaint with the RI Dept. of Labor and Training; claims will be investigated by the department. You may contact the Prevailing Wage Unit 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.

DLT-L-39 (Rev. 4/2008)

RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE ACT

This notice is to provide you with information on the RI Parental and 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, 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 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 - The Act makes it unlawful for any employer to interface with, restrain or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

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

(Rev. 4/2008)

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 RI Dept. of Labor and Training (DLT) within seven days of your layoff date.
2. You may file your claim online at www.dlt.ri.gov/ui or by telephone at (401) 243-9100. Please visit www.dlt.ri.gov/ui for hours of operation. For additional 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:
   a. You must be unemployed through no fault of your own,
   b. You must have earned minimum qualifying wages while you were working,
   c. You must be physically able to work, available for work and actively seeking work, and
   d. You must register for work with the RI Dept. of Labor and Training.

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, 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.

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 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.

How to Apply - You can apply for benefits by completing a TDI application. The application form may be obtained from one of the following sources:

1. Visit www.dlt.ri.gov/tdi to file online. 2. Visit the web site to download a TDI application.
3. Call (401) 462-8420, Option #1 to request that an application be mailed to you.

For additional 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.

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. Résumé writing seminars to help you create an effective résumé and cover letter.

Visit www.networkri.org to find a career center near you.

Visit www.networkri.org for a location near you. You can also access many services on the Internet at www.employri.org.

RULE 5 - Posting of Notices (Adopted under Section 28-44-38 of the E.S. Act & 28-41-15 of the TDI 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, Dept. of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act. Such notices shall be posted in conspicuous places where the workers' services are performed. DLT-TX-6 (Rev. 1/2014)

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, press #1. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100, press #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.

DWC-8 (Rev. 1/2013)

RIGHT-TO-KNOW
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 RI Dept. of Labor and Training at (401)462-8570, option #4.

"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. 4/2008)

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711 1/2016 MDF