

# CONNECTICUT Labor Laws

0024-075-01

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

#### CONNECTICUT DEPARTMENT OF LABOR

#### WAGE AND WORKPLACE STANDARDS DIVISION

## Minimum Wage:

\$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20

\$13.00 per hour effective 8-1-21

\$14.00 per hour effective 7-1-22

\$15.00 per hour effective 6-1-23

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

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

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

MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

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

a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method f compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon Iffillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth. (b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly ate on a weekly basis for each work week or part thereof of employment

(1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked

(2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for each hour worked.

(3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive Sec. 31-60-7. Learners. pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum wage an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

#### (1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked.

(2) When an employee is paid in accordance with a plan providing for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum wage an hour for each hou worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once

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

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

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

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

(2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a weekly basis

as a separate item in the wage record, even though payment is made more frequently, and (3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide

substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with.

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

appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to, regulations defining and governing an executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the minimum

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be

fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, egual to thirty-six and eight-tenths per cent of the minimum fair wage per hour for persons, other than bartenders, who are employed in the hotel and restaurant industry, including a hotel restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry and shall also recognize deductions and allowances for the value of board, in the amount of eighty-five cents for a full meal and fourty-five cents for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in a particular employer-employee relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a broad deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section.

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

Sec. 31-60-4. Physically or mentally handicapped employees. [This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]

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

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

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

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

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

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

#### Sec. 31-60-8. Apprentices

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

### Sec. 31-60-9. Apparel.

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

### Sec. 31-60-10. Travel time

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

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

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

For assistance contact:

**Connecticut Commission on Human Rights & Opportunities** 

website: www.state.ct.us/chro

This notice provides general information about Connecticut law and is not to be

considered as equivalent of the complete text.

350 Fairfield Avenue, Bridgeport, CT 06604

55 West Main Street, Suite 210,

450 Columbus Blvd Suite 2,

450 Columbus Blvd Suite 2,

Hartford, CT 06103

100 Broadway, Norwich, CT 06360

Waterbury, CT 06702

203-579-6246 203-579-6246 203-579-6950

203-805-6579 203-805-6579 203-805-6559

860-566-7710 860-566-7710 860-566-1997

860-886-5703 860-886-5707 860-886-2550

860-541-3400 860-541-3459 860-246-5419

#### Connecticut law prohibits discrimination in:

# **EMPLOYMENT**

### *By:* employers, employment agencies, labor organization

HOUSING & PUBLIC ACCOMMODATIONS

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

### **CREDIT TRANSACTIONS**

Health Insurance

On the basis of: age, ancestry, blindness, color, learning disability, marital status, intellectual disability, national origin, physical disability, race, religious creed, sex, transgender status, gender identity or expression, sexual rientation or civil union status, Veteran status

#### **Discrimination is Illegal**

Administrative

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

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

*In*: recruiting, hiring, referring, classifying, promoting, advertising, discharging, training, laying off, compensating, terms and conditions

In: services rendered the public, rentals and sales of public and private housing

## In: loans, mortgages, any credit transactions

## pulling all-nighters with health insurance questions?

Nothing is more important than your health. Under Connecticut law you have rights in health insurance — it's important to know what they are. The Office of the Healthcare Advocate can help you understand your rights and assist with appeals. Learn more by contacting us: 866.HMO.4446 or ct.gov/oha.

> There's help. Call 1.866.HM0.4446 Office of the Healthcare Advocate STATE OF CONNECTICUT ct.gov/oha

A free service of the State of Connecticut

#### Connecticut Wage & Workplace Administrative Regulations Continued...

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

#### Sec. 31-60-11. Hours worked.

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

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

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

#### Sec. 31-60-12. Records. a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

- (2) his home address
- (3) the occupation in which he is employed; (4) the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed
- to the nearest unit of 15 minutes: (5) his total hourly, daily or weekly basic wage;
- (6) his overtime wage as a separate item from his basic wage
- (7) additions to or deductions from his wages each pay period; (8) his total wages paid each pay period;
- (9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16; (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained
- and retained at the place of employment for a period of 3 years for each employee. (b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as utlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such
- ecords at the place of employment either (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor
- (2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

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

d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in Sec. 31-60-1 6. Employee in bona fide Professional Capacity. bona fide executive, administrative or professional capacity.

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

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

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

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

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

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

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

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

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

violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of

serious danger to the employer's premises, or to other employees. (2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to

(i) lack of work occasioned by the operating requirements of the employer; (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or (iii) temporary military leave

(B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence. (3) No deduction shall be made for an absence of less than one full day from work unless:

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seg., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

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

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

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

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

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

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred** seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

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

> CONNECTICUT DEPARTMENT OF LABOR

Partner of the American

Job Center Network

REV. 2/2020

REV. 01/01/2015

SEP2020

Thomas Wydra, Director

Wage and Workplace Standards Division

#### NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY

### **Paid Sick Leave**

f Labor dictates that the employee is entitled to the higher minimum wage rate.

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

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for urrent employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment

#### he accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365 day period used to calculate employee benefits in order to administer paid sick leave). No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over ach service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to

### the following year period

**Use of Paid Sick Leave** service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of

from January 1, 2012, for current service workers, or if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date

service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or

## ach employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

ore hours a week for the employer in the most recent complete calendar quarter.

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

#### Reasons for Use of Leave service worker may use paid sick leave for his or her own:

illness, injury or health condition; the medical diagnosis,

care or treatment of a mental or physical illness, injury or health condition; or

illness, injury or health condition:

preventative medical care

the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or preventative medical care ervice worker may use paid sick leave for a child's or spouse's:

### A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault

for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organizatio to relocate due to such family violence or sexual assault

### to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

If leave is foreseeable, the employer may require advance notice. If leave is unforeseeable, the employer may require notice as soon as practicable.

## **Reasonable Documentation**

for a victim of family violence or sexual assault.

Documentation for paid sick leave of 3 or more consecutive work days may be required

#### documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation

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

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

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

preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or

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

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting. Employees should contact their local unemployment office for information on how to claim employment benefits. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S UNEMPLOYMENT INSURANCE POSTING REQUIREMENT.

This poster is in compliance with state posting requirements.

\_\_\_\_\_CAMERA (INCLUDING HIDDEN CAMERAS)

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, CONTACT

\_\_\_\_\_COMPUTER

\_\_\_\_\_OTHER

FOR ADDITIONAL INFORMATION.

xceptions. Civil penalty. (a) As used in this section:

details and means by which such result is accomplished; and

the following types of **Electronic Monitoring** of employees' activities or communications;

TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees

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

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the

nployer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is (b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring

which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice. (2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i)

violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice. (c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation

of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense (d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course

of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an

The Connecticut Department of Labor, Wage & Workplace Standards Division 200 Folly Brook Boulevard • Wethersfield, CT 06109-1114

Public Act 17-141 allows an employer the option to designate and post — "in the workplace

location where other labor law posters required by the Labor Department are prominently

displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a

If your employer has listed a location below, you MUST file your compensation claim

When filing your claim, you are also required – by law – to send it by certified mail.

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

CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_

location where employees must file claims for compensation.

Workers' Comp.

Workers' Compensation Commission

NOTICE

#### **Notice to Employees** The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

(COMPANY REPRESENTATIVE)

to provide benefits to you in case of injury or occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice

with respect to such prejudice shall rest upon the employer." An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy

that he finds the employer has sustained by reason of the failure, provided the burden of proof

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim. The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Address \_\_\_\_\_\_ Telephone \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_ Any questions as to your rights under the law or the obligations of the employer or insurance The State of Connecticut Workers' Compensation Commission office for this workplace is located at: company should be addressed to the employer, the insurance company, or the Workers'

CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_

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

Compensation Commission (1-800-223-9675).

**Examples of Sexual Harassment** 

Unwelcome sexual advances

Suggestive or lewd remarks

Address \_\_\_\_\_\_ Telephone \_\_\_\_\_

REV. 10/01/2021

**Remedies For Sexual Harassment** 

Cease and desist orders

Back pav

### **SEXUAL HARASSMENT IS ILLEGAL** and is prohibited by

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

The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964 exual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an

intimidating, hostile or offensive working environment.

Unwanted hugs, touches, or kisses Compensatory damages Requests for sexual favors Hiring, promotion or reinstatement Retaliation for complaining abou **Emotional distress damages** sexual harassment Derogatory or pornographic posters. cartoons or drawings

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

## Pregnancy Rights

## NOTICE

Commission on Human Rights and Opportunities

Promoting Equality and Justice for all People

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1)

### Covered Employers

ach employer with more than 3 employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related

onditions (e.g., breastfeeding or expressing milk at work). rohibited discriminatory conduct includes: Terminating employment because of pregnancy, childbirth or related condition

Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)\* Denying disability or leave benefits accrued under plans maintained by the employer

Failing to reinstate employee to original job or equivalent position after leave Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities Discriminating against her in the terms or conditions of employment

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

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

Being permitted to sit while working More frequent or longer breaks Periodic rest Assistance with manual labor

Ioh restructuring

Light duty assignments Modified work schedules Temporary transfers to less strenuous or less hazardous work

Reasonable accommodations include, but are not limited to:

Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks Break time and appropriate facilities (not a bathroom) for expressing milk

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

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

## **Pregnancy Discrimination and Accommodation in the Workplace**

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

Prohibited discriminatory conduct includes Failing to make reasonable accommodation (and is not an undue hardship)\*\* Denying job opportunities to employee or job applicant because of request for reasonable accommodation

related to pregnancy or the accommodation is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead \*\* Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant

Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation

#### Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation. Notice Requirements

Prohibition of Retaliation

difficulty or expense in light of its circumstances

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

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated

#### **Complaint Process** Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human

Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint. CHRO main number: 860-541-3400

CHRO website: www.ct.gov/chro/site/default.asp CHRO link "How to File a Discrimination Complaint":  $\underline{\text{http://www.ct.gov/chro/taxonomy/v4\_taxonomy.asp?\,DLN=45570\&ch} \\ \text{roNav} = |45570|$ 

against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL). DOL phone number: 860-263-6791 DOL complaint form: For English:

http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc

**TWO** ways to verify poster compliance! QR CODE) Scan with phone camera: Go to: JJKeller.com/LLPverify Enter this code: 62772-092020

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

CT-ENG

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**ONLINE** 

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