# New York Labor Law Posters

## Bilingual

<table>
<thead>
<tr>
<th>Posting Name &amp; ID</th>
<th>Posting Requirements</th>
<th>Published Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Labor NY01-03</td>
<td>Note: The employer must make a schedule for all minors and post it in a conspicuous place. The schedule sets forth the hours minors start and end work and time allotted for meals. The hours of work can be changed, as long as the changes are posted on the schedule. Minors may work only on the days and at the times posted on the schedule.</td>
<td>11/23</td>
</tr>
<tr>
<td>Criminal Convictions Records NY04</td>
<td>All employers</td>
<td>-</td>
</tr>
<tr>
<td>Discrimination NY05</td>
<td>All employers</td>
<td>01/20</td>
</tr>
<tr>
<td>Minimum Wage NY06</td>
<td>All employers</td>
<td>11/23 (2024)</td>
</tr>
<tr>
<td>Notice of Fringe Benefits &amp; Hours NY07</td>
<td>Employers are generally required to notify employees of the employer’s policies regarding sick leave, vacation, personal leave, holidays, and hours in writing or by publicly posting such policies. The Division of Labor Standards has issued guidelines to assist employers in complying with this requirement.</td>
<td>08/19</td>
</tr>
<tr>
<td>Time Off to Vote NY08</td>
<td>Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section.</td>
<td>04/20</td>
</tr>
<tr>
<td>Rights of Nursing Mothers NY09</td>
<td>All employers</td>
<td>06/23</td>
</tr>
<tr>
<td>Deductions from Wages NY10-12</td>
<td>Employer engaged in the sale or service of food or beverages</td>
<td>09/22</td>
</tr>
<tr>
<td>Tip Appropriation NY13</td>
<td>Employer engaged in the sale or service of food or beverages</td>
<td>08/20</td>
</tr>
</tbody>
</table>
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<th>Posting Name &amp; ID</th>
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</thead>
<tbody>
<tr>
<td>Equal Pay NY14-16</td>
<td>All employers</td>
<td>08/20</td>
</tr>
<tr>
<td>Electronic Monitoring NY17</td>
<td>All employers</td>
<td>04/22</td>
</tr>
<tr>
<td>Whistleblower Protections NY18-20</td>
<td>All employers</td>
<td>02/22</td>
</tr>
<tr>
<td>Veteran Benefits and Services NY21</td>
<td>Employers with 50 or more employees</td>
<td>03/23</td>
</tr>
<tr>
<td>Blood Donation Leave NY22</td>
<td>All employers</td>
<td>01/21</td>
</tr>
<tr>
<td><strong>Required Notices:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Provided by Insurance Carrier and New York State Agencies NY23</strong></td>
<td>Notice of Compliance (white) for Workers’ Compensation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notice of Compliance (blue) for Disability Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notice of Compliance for Paid Family Leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(each notice is supplied by employer’s insurance carrier)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unemployment Insurance Notice (yellow)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provided by request from the New York State DOL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unemployment Insurance Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Right to Know NY24</td>
<td>All employers</td>
<td>04/00</td>
</tr>
<tr>
<td>Captive Audience Meetings NY25</td>
<td>All employers</td>
<td>09/23</td>
</tr>
<tr>
<td>Job Safety &amp; Health NY26</td>
<td>PUBLIC EMPLOYERS</td>
<td>10/23</td>
</tr>
<tr>
<td></td>
<td>Special size requirement: reproductions or facsimiles of this poster must be at least 8.5 x 14 inches with 10 point type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designed to be 11 x 17 inches in dimension</td>
<td></td>
</tr>
</tbody>
</table>

New York Labor Law Posters

Labor Law Compliance Center

(800) 801-0597

www.laborlawcc.com
### Summary of New York State Child Labor Law, Permitted Working Hours for Minors Under 18 Years of Age

<table>
<thead>
<tr>
<th>Age of Minor</th>
<th>Industry or Occupation</th>
<th>Maximum Permitted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls and Boys</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attending School, When school is in session:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 and 15</td>
<td>All occupations except farm work, newspaper carrier and street trades</td>
<td>3 hours on school days. 8 hours on other days.</td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>4 hours on days preceding school days: Monday, Tuesday, Wednesday, Thursday.</td>
</tr>
<tr>
<td><strong>Attending School, When school is not in session (vacation):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 and 15</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>8 hours</td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>8 hours</td>
</tr>
<tr>
<td><strong>Not Attending School:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 and 17</td>
<td>All occupations except farm work, newspaper carrier and street trades.</td>
<td>8 hours</td>
</tr>
<tr>
<td><strong>Farm Work:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 and 13</td>
<td>Hand harvest of berries, fruits and vegetables.</td>
<td>4 hours</td>
</tr>
<tr>
<td>14 to 18</td>
<td>Any farm work</td>
<td>-----</td>
</tr>
<tr>
<td><strong>Newspaper Carriers:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 to 18</td>
<td>Delivers, or sells and delivers newspapers, shopping papers or periodicals to homes or business places.</td>
<td>4 hours on school days. 5 hours on other days.</td>
</tr>
<tr>
<td><strong>Street Trades:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 to 18</td>
<td>Self-employed work in public places selling newspapers or work as a bootblack</td>
<td>4 hours on school days. 5 hours on other days.</td>
</tr>
</tbody>
</table>

1. Students 14 and 15 enrolled in an approved work/study program may work 3 hours on a school day, 23 hours in any one-week when school is in session.
2. Students 16 and 17 enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day other than a Sunday or Holiday when school is in session, as long as the hours are in conjunction with the Program.
3. 6 AM to 10 PM or until midnight with written parental and educational authorities consent on day preceding a school day and until midnight on day preceding a non-school day with written parental consent.
4. This provision does not apply to minors employed in resort hotels or restaurants in resort areas.
Additional Child Labor Law Information

The Employer must post a schedule of work hours for minors under 18 years old in the establishment.

An Employment Certificate (Working Paper) is required for all employed minors under 18 years old.

Penalties for Child Labor Laws violations:

- First violation: maximum $1,000*
- Second violation: maximum $2,000*
- Third or more violations: maximum $3,000*

*If a minor is seriously injured or dies while illegally employed, the penalty is three times the maximum penalty.

Also, Section 14A of the Workers’ Compensation Law provides double compensation and death benefits for minors illegally employed.

Note: There are many prohibited occupations for minors in New York State.

For more information about New York State Child Labor Laws and provisions please visit the Department of Labor’s website at http://www.labor.ny.gov. If you have questions, please send them to one of the offices listed below at:

New York State Department of Labor, Division of Labor Standards:

**Albany District**
State Office Campus
Bldg. 12 Room 185A
Albany, NY 12226
(518) 457-2730

**Buffalo District**
295 Main Street
Suite 914
Buffalo, NY 14203
(716) 847-7141

**New York City District**
55 Hanson Place
11th Floor
Brooklyn, NY 11217
(212) 775-3880

**Syracuse District**
333 East Washington Street
Room 121
Syracuse, NY 13202
(315) 428-4057

**Bronx District**
55 Hanson Place
11th Floor
Brooklyn, NY 11217
(212) 775-3719

**Garden City District**
400 Oak Street
Suite 102
Garden City, NY 11530
(516) 794-8195

**Rochester District**
276 Waring Road
Room 104
Rochester, NY 14609
(585) 258-4550

**White Plains District**
120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521

NY02
# Minors Work Schedule

It is **AGAINST THE LAW** to have a minor working outside of the schedule listed below. If a minor is to work hours that differ from the schedule, the schedule **MUST** be updated.

<table>
<thead>
<tr>
<th>Name</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td>End</td>
<td>Start</td>
<td>End</td>
<td>Start</td>
<td>End</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>Meal Period</td>
<td></td>
<td>Meal Period</td>
<td></td>
<td>Meal Period</td>
<td></td>
<td>Meal Period</td>
</tr>
</tbody>
</table>

*Meal Period

*An employee who works a shift of more than six hours, is entitled to at least thirty minutes off for a meal period

Information on Child Labor Laws can be found at:  
[https://dol.ny.gov/employment-minors](https://dol.ny.gov/employment-minors)

NY03
§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

1. “Public agency” means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

2. “Private employer” means any person, company, corporation, labor organization or association which employs ten or more persons.

3. “Direct relationship” means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

4. “License” means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that “license” shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

5. “Employment” means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that “employment” shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual’s having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of “good moral character” when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

1. There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

2. The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The serious nature of the conviction.

(b) The time which has elapsed since the occurrence of the criminal offense or offenses.

(c) The bearing, if any, of the criminal offense or offenses for which the person was previously convicted to have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The age of the person at the time of occurrence of the criminal offense or offenses.

(e) The seriousness of the offense or offenses.

(f) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(g) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.
ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-related conditions; domestic violence victim status.

Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all discrimination described above.

RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting.

Reasonable accommodations and modifications for persons with disabilities may also be required. Does not apply to:

(1) rental of an apartment in an owner-occupied two-family house
(2) rentals of all rooms in a housing accommodation to individuals of the same sex
(3) rental of a room by the occupant of a house or apartment
(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations.

ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division’s services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION’S NEAREST OFFICE. HEADQUARTERS:
ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

2007-2020, NYC DEPARTMENT OF HUMAN RIGHTS. HUMAN RIGHTS ATTORNEYS NOW FREE.
WWW.DHR.NY.GOV
1-888-392-3644
WWW.DHR.NY.GOV

1-888-392-3644
WWW.DHR.NY.GOV

ALL TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMIENTO PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES, HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES Y OFICINAS DEL GOBIERNO.

Exception:
La edad no es una clasificación cubierta respecto a los alojamientos públicos. Es posible que sea necesario realizar arreglos razonables para personas con discapacidades.

INSTITUCIONES EDUCATIVAS

 Todas las escuelas públicas y escuelas privadas sin ánimo de lucro, en todos los niveles, excluyendo escuelas dirigidas por organizaciones religiosas.

PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO, LOS INMUEBLES, LOS LUZARES DE ALOJAMIENTO PÚBLICO Y LAS TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGÚN ACTO DISCRIMINATORIO

Si desea presentar una demanda formal ante la Dirección de Derechos Humanos, debe hacerlo dentro de un año desde que ocurra la discriminación. Los servicios de la Dirección se ofrecen sin cargo.

Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo dentro de los tres años desde que ocurriera la discriminación. No puede presentar una demanda ante la Dirección y ante el Tribunal Estatal.

Se prohíben las represalias por presentar una demanda u oponerse a prácticas discriminatorias. Puede presentar una demanda ante la Dirección si sufrió represalias.

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS CERCANA DE LA DIVISIÓN, OFICINA CENTRAL:
ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458
### Attention Miscellaneous Industry Employees

<table>
<thead>
<tr>
<th>New York City</th>
<th>Remainder of New York State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long Island and Westchester County</strong></td>
<td><strong>Salario mínimo $16.00</strong></td>
</tr>
<tr>
<td>Minimum Wage $16.00</td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
<tr>
<td>Overtime after 40 hours $24.00</td>
<td>Trabajadores con propina $15.00</td>
</tr>
<tr>
<td>Tipped workers $16.00</td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
<tr>
<td>Overtime after 40 hours $24.00</td>
<td>Trabajadores con propina $15.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Large Employers (11 or more employees)</strong></th>
<th><strong>Small Employers (10 or less employees)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Wage $16.00</td>
<td>Minimum Wage $16.00</td>
</tr>
<tr>
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<td>Overtime after 40 hours $24.00</td>
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</tr>
</tbody>
</table>

If you have questions, need more information or want to file a complaint, please visit www.labor.ny.gov/minimumwage or call: 1-888-469-7365.

Credits and Allowances that may reduce your pay below the minimum wage rates shown above:

- **Tips** – Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any tip credit.
- **Meals and lodging** – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online.

**Extra Pay** you may be owed in addition to the minimum wage rates shown above:

- **Overtime** – You must be paid 1½ times your regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees).
- **Exceptions:** Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum wage rate.
- **Call-in pay** – If you go to work as scheduled and your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day.
- **Spread of hours** – If your workday lasts longer than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.
- **Uniform maintenance** – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

### Atención, Empleados de Industrias Diversas

<table>
<thead>
<tr>
<th>Ciudad de Nueva York</th>
<th>Pequeños empleadores (10 o menos empleados)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salario mínimo $16.00</strong></td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
<tr>
<td>Trabajadores con propina $16.00</td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Island y Condado de Westchester</th>
<th>Resto del Estado de Nueva York</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salario mínimo $16.00</strong></td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
<tr>
<td>Trabajadores con propina $16.00</td>
<td>Horas extras después de las 40 horas $24.00</td>
</tr>
</tbody>
</table>

Si tiene alguna pregunta, necesita más información o desea presentar una reclamación, visite www.labor.ny.gov/minimumwage o llame al: 1-888-469-7365.

**Créditos y subsidios** que podrían hacer que el pago sea inferior a las tarifas mínimas que se muestran arriba:

- **Consejos** – A partir del 31 de diciembre de 2020, su empleador debe pagar el salario mínimo aplicable en su totalidad, y no puede aplicar un crédito por propinas.
- **Comidas y alojamiento:** el empleador podría reclamar una cantidad limitada de su salario si le provee comidas y alojamiento, siempre y cuando no le cobre un monto por adelantado por esto. Las tarifas y los requisitos se encuentran en las órdenes y en los resúmenes de salarios, los cuales están disponibles en línea.

**Pagos extras** que se le pudieran deber además de las tarifas mínimas que se muestran arriba:

- **Horas extras:** si se le debe pagar 1½ veces la tarifa regular por hora (no menos de las tarifas de horas extras que figuran arriba) cuando se superen las 40 horas semanales (o las 44 horas para los empleados residenciales).
- **Excepciones:** el pago de horas extras no es obligatorio para profesionales asalariados ni para ejecutivos y personal administrativo cuyo salario semanal supere 75 veces el salario mínimo.
- **Pago por disponibilidad:** si usted se presenta a trabajar en el horario estipulado y su empleador lo envía a casa más temprano, podría tener derecho al pago de horas extras a la tarifa del salario mínimo por ese día.
- **Difusión de Horas:** si el día laboral dura más de diez horas, usted podría tener derecho a un pago diario extra. La tarifa diaria equivale a una hora de pago a la tarifa del salario mínimo.
- **Mantenimiento del uniforme:** si usted lava/mantiene su propio uniforme, podría tener derecho a un pago semanal adicional. Las tarifas semanales están disponibles en línea.
NOTICE REQUIREMENT FOR
FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows:

“Every employer shall notify his employees in writing or by public posting the employer’s policy on sick leave, vacation, personal leave, holidays, and hours.”

Written Information Regarding
Fringe Benefits and Hours Are Located At

Location(s)

Supervisor(s)

NY07
ATTENTION ALL EMPLOYEES
TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY

N.Y. ELECTION LAW SECTION 3–110¹ STATES THAT:

• IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.

• YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED.

• YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE.

¹ Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.

Revised 4.14.2020
Rights of Nursing Employees to Express Breastmilk

§ 206-c

1. An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time to allow an employee to express breast milk for her nursing child each time such employee has reasonable need to express breast milk for up to three years following child birth. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place.

2. (a) Upon request of an employee who chooses to express breast milk in the workplace, an employer shall designate a room or other location which shall be made available for use by such employee to express breast milk. Such room or other location shall be a place that is: (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location shall provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the employer for this purpose shall not be a restroom or toilet stall.

(b) If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location shall be made available to such an employee when needed and shall not be used for any other purpose or function while in use by such employee. Employers shall provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

(c) Where compliance with the requirements of paragraphs (a) or (b) of this subdivision is impracticable because it would impose an undue hardship on the employer by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer’s business, such employer shall make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy. Provided, however, nothing in this subdivision shall otherwise exempt an employer from the requirements of subdivision one of this section.

(d) If the workplace has access to refrigeration, the employer shall extend such access to refrigeration for the purposes of storing the expressed milk.

3. The commissioner shall develop and implement a written policy regarding the rights of nursing employees to express breast milk in the workplace pursuant to the provisions of this section. Employers shall provide such written policy to each employee upon hire and annually thereafter, and to employees upon returning to work following the birth of a child. Such policy shall:

(a) Inform employees of their rights pursuant to this section;

(b) Specify the means by which a request may be submitted to the employer for a room or other location for use by employees to express breast milk; and

(c) Require the employer to respond to such request within a reasonable timeframe, but not to exceed five business days.

4. No employer or their agent, or the officer or agent of any corporation, partnership, or limited liability company, or any other person, shall discharge, threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section.
§ 193. Deductions from wages.

1. No employer shall make any deduction from the wages of an employee, except deductions which:

   a) are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency including regulations promulgated under paragraph c and paragraph d of this subdivision; or

   b) are expressly authorized in writing by the employee and are for the benefit of the employee, provided that such authorization is voluntary and only given following receipt by the employee of written notice of all terms and conditions of the payment and/or its benefits and the details of the manner in which deductions will be made. Whenever there is a substantial change in the terms or conditions of the payment, including but not limited to, any change in the amount of the deduction, or a substantial change in the benefits of the deduction or the details in the manner in which deductions shall be made, the employer shall, as soon as practicable, but in each case before any increased deduction is made on the employee's behalf, notify the employee prior to the implementation of the change. Such authorization shall be kept on file on the employer's premises for the period during which the employee is employed by the employer and for six years after such employment ends. Notwithstanding the foregoing, employee authorization for deductions under this section may also be provided to the employer pursuant to the terms of a collective bargaining agreement. Such authorized deductions shall be limited to payments for:

   (i) insurance premiums and prepaid legal plans;

   (ii) pension or health and welfare benefits;

   (iii) contributions to a bona fide charitable organization;

   (iv) purchases made at events sponsored by a bona fide charitable organization affiliated with the employer where at least twenty percent of the profits from such event are being contributed to a bona fide charitable organization;

   (v) United States bonds;

   (vi) dues or assessments to a labor organization;

   (vii) discounted parking or discounted passes, tokens, fare cards, vouchers, or other items that entitle the employee to use mass transit;

   (viii) fitness center, health club, and/or gym membership dues;

   (ix) cafeteria and vending machine purchases made at the employer's place of business and purchases made at gift shops operated by the employer, where the employer is a hospital, college, or university;

   (x) pharmacy purchases made at the employer's place of business;

   (xi) tuition, room, board, and fees for pre-school, nursery, primary, secondary, and/or post-secondary educational institutions;

   (xii) day care, before-school and after-school care expenses;

   (xiii) payments for housing provided at no more than market rates by non-profit hospitals or affiliates thereof; and

   (xiv) similar payments for the benefit of the employee.
c) are related to recovery of an overpayment of wages where such overpayment is due to a mathematical or other clerical error by the employer. In making such recoveries, the employer shall comply with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the size of overpayments that may be covered by this section; the timing, frequency, duration, and method of such recovery; limitations on the periodic amount of such recovery; a requirement that notice be provided to the employee prior to the commencement of such recovery; a requirement that the employer implement a procedure for disputing the amount of such overpayment or seeking to delay commencement of such recovery; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the overpayment or seeking to delay commencement of such recovery be provided to the employee prior to the commencement of such recovery.

d) repayment of advances of salary or wages made by the employer to the employee. Deductions to cover such repayments shall be made in accordance with regulations promulgated by the commissioner for this purpose, which regulations shall include, but not be limited to, provisions governing: the timing, frequency, duration, and method of such repayment; limitations on the periodic amount of such repayment; a requirement that notice be provided to the employee prior to the commencement of such repayment; a requirement that the employer implement a procedure for disputing the amount of such repayment or seeking to delay commencement of such repayment; the terms and content of such a procedure and a requirement that notice of the procedure for disputing the repayment or seeking to delay commencement of such repayment be provided to the employee at the time the loan is made.

2. Deductions made in conjunction with an employer sponsored pre-tax contribution plan approved by the IRS or other local taxing authority, including those falling within one or more of the categories set forth in paragraph b of subdivision one of this section, shall be considered to have been made in accordance with paragraph a of subdivision one of this section.

3. a. No employer shall make any charge against wages, or require an employee to make any payment by separate transaction unless such charge or payment is permitted as a deduction from wages under the provisions of subdivision one of this section or is permitted or required under any provision of a current collective bargaining agreement.

b. Notwithstanding the existence of employee authorization to make deductions in accordance with subparagraphs (iv), (ix), and (x) of paragraph b of subdivision one of this section and deductions determined by the commissioner to be similar to such deductions in accordance with subparagraph (xiv) of paragraph b of subdivision one of this section, the total aggregate amount of such deductions for each pay period shall be subject to the following limitations: (i) such aggregate amount shall not exceed a maximum aggregate limit established by the employer for each pay period; (ii) such aggregate amount shall not exceed a maximum aggregate limit established by the employee, which limit may be any amount (in ten dollar increments) up to the maximum amount established by the employer under subparagraph (i) of this paragraph; (iii) the employer shall not permit any purchases within these categories of deduction by the employee that exceed the aggregate limit established by the employee or, if no limit has been set by the employee, the limit set by the employer; (iv) the employee shall have access within the workplace to current account information detailing individual expenditures within these categories of deduction and a running total of the amount that will be deducted from the employee’s pay during the next applicable pay period. Information shall be available in printed form or capable of being printed should the employee wish to obtain a listing. No employee may be charged any fee, directly or indirectly, for access to, or printing of, such account information.

c. With the exception of wage deductions required or authorized in a current existing collective bargaining agreement, an employee’s authorization for any and all wage deductions may be revoked in writing at any time. The employer must cease the wage deduction for which the employee has revoked authorization as soon as practicable, and, in no event more than four pay periods or eight weeks after the authorization has been withdrawn, whichever is sooner.

4. Nothing in this section shall justify noncompliance with article three-A of the personal property law relating to assignment of earnings, with section two hundred twenty-one of this chapter relating to company stores or with any other law applicable to deductions from wages.

5. There is no exception to liability under this section for the unauthorized failure to pay wages, benefits or wage supplements.
For more information, call or write the nearest office of the Division of Labor Standards:

<table>
<thead>
<tr>
<th>District</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Albany District</td>
<td>State Office Campus Building 12</td>
<td>Albany, NY 12240</td>
<td>NY</td>
<td>12240</td>
<td>(518) 457-2730</td>
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<tr>
<td>Buffalo District</td>
<td>290 Main Street Room 226</td>
<td>Buffalo, NY 14202</td>
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<td>(716) 847-7141</td>
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<td>Garden City District</td>
<td>400 Oak Street Suite 101</td>
<td>Garden City, NY 11530</td>
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<td>(516) 794-8195</td>
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<tr>
<td>White Plains District</td>
<td>120 Bloomingdale Road</td>
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<td>(914) 997-9521</td>
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<tr>
<td>New York City District</td>
<td>75 Varick Street 7th Floor</td>
<td>New York, NY 10013</td>
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<td>(212) 775-3880</td>
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<td>Rochester</td>
<td>276 Waring Road Room 104</td>
<td>Rochester, NY 14609</td>
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<td>(585) 258-4550</td>
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<td>Syracuse District</td>
<td>333 East Washington Street Room 121</td>
<td>Syracuse, NY 13202</td>
<td>NY</td>
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<td>(315) 428-4057</td>
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Tip Appropriation

Section 196-d of the New York State Labor Law

Section 196-d. Gratuities. No employer or his agent or an officer or agent of any corporation, or any other person shall demand or accept, directly or indirectly, any part of the gratuities, received by an employee, or retain any part of a gratuity or of any charge purported to be a gratuity for an employee. This provision shall not apply to the checking of hats, coats or other apparel. Nothing in this subdivision shall be construed as affecting the allowances from the minimum wage for gratuities in the amount determined in accordance with the provisions of article nineteen of this chapter nor as affecting practices in connection with banquets and other special functions where a fixed percentage of the patron's bill is added for gratuities which are distributed to employees, nor to the sharing of tips by a waiter with a busboy or similar employee.

For more information, call or write the nearest office of the Division of Labor Standards, of the New York State Department of Labor, listed below:

<table>
<thead>
<tr>
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§ 194. Differential in rate of pay because of protected class status prohibited.

1. No employee with status within one or more protected class or classes shall be paid a wage at a rate less than the rate at which an employee without status within the same protected class or classes in the same establishment is paid for: (a) equal work on a job the performance of which requires equal skill, effort and responsibility, and which is performed under similar working conditions, or (b) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; except where payment is made pursuant to a differential based on:

   (i) a seniority system;
   (ii) a merit system;
   (iii) a system which measures earnings by quantity or quality of production;
   (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor:

       (A) shall not be based upon or derived from a differential in compensation based on status within one or more protected class or classes and
       (B) shall be job-related with respect to the position in question and shall be consistent with business necessity. Such exception under this paragraph shall not apply when the employee demonstrates

           (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes,
           (2) that an alternative employment practice exists that would serve the same business purpose and not produce such differential, and
           (3) that the employer has refused to adopt such alternative practice.

2. For the purpose of subdivision one of this section:

   (a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and
   (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status, and any employee protected from discrimination pursuant to paragraphs (a), (b), and (c) of subdivision one of section two hundred ninety-six and any intern protected from discrimination pursuant to section two hundred ninety-six-c of the executive law.
3. For the purposes of subdivision one of this section, employees shall be deemed to work in the same establishment if the employees work for the same employer at workplaces located in the same geographical region, no larger than a county, taking into account population distribution, economic activity, and/or the presence of municipalities.

4. (a) No employer shall prohibit an employee from inquiring about, discussing, or disclosing the wages of such employee or another employee.

   (b) An employer may, in a written policy provided to all employees, establish reasonable workplace and workday limitations on the time, place and manner for inquiries about, discussion of, or the disclosure of wages. Such limitations shall be consistent with standards promulgated by the commissioner and shall be consistent with all other state and federal laws. Such limitations may include prohibiting an employee from discussing or disclosing the wages of another employee without such employee’s prior permission.

   (c) Nothing in this subdivision shall require an employee to disclose his or her wages. The failure of an employee to adhere to such reasonable limitations in such written policy shall be an affirmative defense to any claims made against an employer under this subdivision, provided that any adverse employment action taken by the employer was for failure to adhere to such reasonable limitations and not for mere inquiry, discussion or disclosure of wages in accordance with such reasonable limitations in such written policy.

   (d) This prohibition shall not apply to instances in which an employee who has access to the wage information of other employees as a part of such employee’s essential job functions discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under this chapter, including an investigation conducted by the employer.

   (e) Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law or collective bargaining agreement.
For questions, write or call your nearest office, (listed below), of the:

**New York State Department of Labor**
**Division of Labor Standards**

**Albany District**
State Office Campus  
Bldg. 12, Rm. 185A  
Albany, NY 12240  
(518) 457-2730

**Buffalo District**
290 Main Street, Rm. 226  
Buffalo, NY 14202  
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333 East Washington Street,  
Rm. 121  
Syracuse, NY 13202  
(315) 428-4057

**White Plains District**
120 Bloomingdale Road  
White Plains, NY 10605  
(914) 997-9521
Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Aviso de la Ley de Monitoreo Electrónico Ley de Derechos Civiles de NY La Sección 52-C Exige la Notificación a los Empleados:

Los empleados deben ser advertidos de que todas y cada una de las conversaciones o transmisiones telefónicas, de correo electrónico o transmisiones, o el acceso a Internet o el uso por parte de un empleado de cualquier dispositivo o sistema electrónico, incluyendo pero no limitado al uso de una computadora, teléfono, cable, radio o sistemas electromagnéticos, fotoelectrónicos o foto-ópticos, puede ser objeto de monitoreo en cualquier momento y por cualquier medio legal.
§ 740. Retaliatory action by employers; prohibition.

1. Definitions. For purposes of this section, unless the context specifically indicates otherwise:

(a) “Employee” means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work in furtherance of an employer’s business enterprise who are not themselves employers.

(b) “Employer” means any person, firm, partnership, institution, corporation, or association that employs one or more employees.

(c) “Law, rule or regulation” includes: (i) any duly enacted federal, state or local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive order; or (iii) any judicial or administrative decision, ruling or order.

(d) “Public body” includes the following:

(i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof;

(ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;

(iii) any federal, state, or local regulatory, administrative, or public agency or authority, or instrumentality thereof;

(iv) any federal, state, or local law enforcement agency, prosecutorial office, or police or peace officer;

(v) any federal, state or local department of an executive branch of government; or

(vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i) through (v) of this paragraph.

(e) “Retaliatory action” means an adverse action taken by an employer or his or her agent to discharge, threaten, penalize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse employment actions or threats to take such adverse employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee’s current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee’s suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee’s family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.
(f) “Supervisor” means any individual within an employer’s organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.

2. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the employee’s job duties, because such employee does any of the following:

(a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety;

(b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or

(c) objects to, or refuses to participate in any such activity, policy or practice.

3. Application. The protection against retaliatory action provided by paragraph (a) of subdivision two of this section pertaining to disclosure to a public body shall not apply to an employee who makes such disclosure to a public body unless the employee has made a good faith effort to notify his or her employer by bringing the activity, policy or practice to the attention of a supervisor of the employer and has afforded such employer a reasonable opportunity to correct such activity, policy or practice. Such employer notification shall not be required where:

(a) there is an imminent and serious danger to the public health or safety;

(b) the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice;

(c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;

(d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or

(e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

4. Violation; remedy.

(a) An employee who has been the subject of a retaliatory action in violation of this section may institute a civil action in a court of competent jurisdiction for relief as set forth in subdivision five of this section within two years after the alleged retaliatory action was taken.

(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the county in which the complainant resides, or in the county in which the employer has its principal place of business. In any such action, the parties shall be entitled to a jury trial.

(c) It shall be a defense to any action brought pursuant to this section that the retaliatory action was predicated upon grounds other than the employee’s exercise of any rights protected by this section.

5. Relief. In any action brought pursuant to subdivision four of this section, the court may order relief as follows:

(a) an injunction to restrain continued violation of this section;

(b) the reinstatement of the employee to the same position held before the retaliatory action, or to an equivalent position, or front pay in lieu thereof;

(c) the reinstatement of full fringe benefits and seniority rights;
(d) the compensation for lost wages, benefits and other remuneration;
(e) the payment by the employer of reasonable costs, disbursements, and attorney’s fees;
(f) a civil penalty of an amount not to exceed ten thousand dollars; and/or
(g) the payment by the employer of punitive damages, if the violation was willful, malicious or wanton.

6. Employer relief. A court, in its discretion, may also order that reasonable attorneys’ fees and court costs and disbursements be awarded to an employer if the court determines that an action brought by an employee under this section was without basis in law or in fact.

7. Existing rights. Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of any employee under any other law or regulation or under any collective bargaining agreement or employment contract.

8. Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employment.
The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations:

dol.ny.gov/veteran-benefits-and-services

**MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>U.S. Department of Veterans Affairs Veterans Crisis Line</td>
<td>Call: 988, press 1, Text: 838255</td>
</tr>
<tr>
<td>Suicide and Crisis Lifeline</td>
<td>Call: 988, Text: 988</td>
</tr>
<tr>
<td>Crisis Textline</td>
<td>Text: 741741, Chat: crisistextline.org</td>
</tr>
<tr>
<td>NYS Office of Mental Health (OMH)</td>
<td><a href="http://www.omh.ny.gov">www.omh.ny.gov</a></td>
</tr>
<tr>
<td>NYS Office of Addiction Services and Supports (OASAS)</td>
<td>Call: 1-877-8-HOPENY (467469), Text: HOPENY (467369)</td>
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</tbody>
</table>

**TAX BENEFITS**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Department of Tax and Finance</td>
<td>Information for military personnel and veterans: tax.ny.gov/pit/file/military_page.htm, Property tax exemptions: tax.ny.gov/pit/property/exemption/vetexempt.htm</td>
</tr>
</tbody>
</table>

**EDUCATION, WORKFORCE, AND TRAINING RESOURCES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Readiness and Employment (VR&amp;E) Program</td>
<td><a href="http://www.benefits.va.gov/vorehab">www.benefits.va.gov/vorehab</a></td>
</tr>
<tr>
<td>New York State Civil Service Credits for Veterans Program</td>
<td><a href="http://www.cs.ny.gov">www.cs.ny.gov</a></td>
</tr>
</tbody>
</table>

**MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans Treatment Courts (VTC)</td>
<td>www2.nycourts.gov/courts/problem_solving/vet/courts.shtml</td>
</tr>
<tr>
<td>NYS Defenders Association Veteran Defense Program</td>
<td><a href="http://www.nysda.org/page/AboutVDP">www.nysda.org/page/AboutVDP</a></td>
</tr>
</tbody>
</table>

**LEGAL SERVICES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Domestic and Sexual Violence Hotline</td>
<td>Call: 800-942-6906, Text: 844-997-2121</td>
</tr>
<tr>
<td>NYS Workplace Sexual Harassment Hotline</td>
<td>Call: 1-800-HARASS-3</td>
</tr>
</tbody>
</table>

**ADDITIONAL RESOURCES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Workplace Sexual Harassment Hotline</td>
<td>Call: 1-800-HARASS-3</td>
</tr>
</tbody>
</table>

**NEW YORK STATE DEPARTMENT OF VETERANS’ SERVICES**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>veterans.ny.gov</td>
</tr>
<tr>
<td>Help Line</td>
<td>1-888-838-7697</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:DVSIInfo@veterans.ny.gov">DVSIInfo@veterans.ny.gov</a></td>
</tr>
<tr>
<td>Services</td>
<td>Legal, education, employment and volunteer, financial, health care, and more.</td>
</tr>
</tbody>
</table>

**NEW YORK STATE DEPARTMENT OF LABOR VETERANS’ PROGRAM**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>dol.ny.gov/services-veterans</td>
</tr>
<tr>
<td>Help Line</td>
<td>1-888-469-7365</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Ask.Vets@labor.ny.gov">Ask.Vets@labor.ny.gov</a></td>
</tr>
<tr>
<td>Services</td>
<td>Workforce and training resources, unemployment insurance, the Experience Counts program, and more.</td>
</tr>
</tbody>
</table>

**WE ARE YOUR DOL**

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request and free of charge to individuals with disabilities. TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4888 (Spanish).
Employee Blood Donation Leave

An employer must either, at its option:

(a) grant three hours of leave of absence in any twelve month period to an employee who seeks to donate blood; provided that the leave of absence may not exceed three hours, unless otherwise agreed to by the employer, and must comply with the requirements established by the commissioner under subdivision five of this section; or

(b) allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the employer, including allowing an employee to participate in a blood drive at the employee’s place of employment.

An employer shall not retaliate against an employee for requesting or obtaining a leave of absence under this section.

This section shall not prevent an employer from providing leave for blood donation in addition to leave allowed under any other provision of law. This section shall not affect an employee’s rights with respect to any other employee benefit otherwise provided by law.
REQUIRED NOTICES!

Supplied by the employer’s insurance carrier:

• Notice of Compliance for Workers’ Compensation
• Notice of Compliance for Disability Benefits
• Notice of Compliance for Paid Family Leave

Supplied by the New York State Unemployment Insurance Division:

• Unemployment Insurance Notice - [Request Form]

Mail or Fax Request Form or Call:
New York State Unemployment Insurance Division
Registration Subsection
Building 12, Room 210
Harriman State Office Campus
Albany, NY 12240

Phone: (888) 899-8810
Fax: (518) 485-8010
YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

Learn all you can about toxic substances on your job.

For more information, contact:

Name

Location & Phone Number

THE RIGHT TO KNOW LAW WORKS FOR YOU.
NEW YORK STATE DEPARTMENT OF HEALTH
Discrimination Against the Engagement in Certain Activities

1. Definitions. As used in this section:
   a. "Political activities" shall mean (i) running for public office, (ii) campaigning for a candidate for public office, or (iii) participating in fund-raising activities for the benefit of a candidate, political party or political advocacy group.
   b. "Recreational activities" shall mean any lawful, leisure-time activity, for which the employee receives no compensation.
   c. "Work hours" shall mean, for purposes of this section, all time, including paid and unpaid breaks and meal periods, that the employee is suffered, permitted or expected to be engaged in work, and all time the employee is actually engaged in work. This definition shall not be limited to work hours worked for which an employee is entitled to compensation under any law including article nineteen of this chapter.
   d. "Political matters" shall mean matters relating to elections for public office, appointments, legislation, regulation and the decision to join or support any political party or political, civic, community, fraternal or labor organization.
   e. "Religious matters" shall mean matters relating to religious affiliation and practice and the decision to join or support any religious organization or association.

2. Unless otherwise provided by law, it shall be unlawful for any employer or employment agency to refuse to hire, employ or license, or to discharge from employment or otherwise discriminate against an individual in compensation, promotion or terms, conditions or privileges of employment because of any of the following:
   a. an individual's political activities outside of working hours, off of the employer's premises and without use of the employer's equipment or other property,
   b. an individual's legal use of consumable products, including cannabis in accordance with state law,
   c. an individual's refusal to: (i) attend an employer-sponsored meeting for the purpose of promoting the employer's opinion concerning religious or political matters; or (ii) listen to speech or view communications, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters.

3. The provisions of subdivision two of this section shall not be deemed to prohibit:
   a. creating a material conflict of interest related to the employer's trade secrets, proprietary information or other proprietary or business interest;
   b. with respect to employees of a state agency as defined in sections seventy-three and seventy-four of the public officers law, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or section seventy-four of the public officers law, or of any executive order, policy, directive, or other code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethically neutral conflicts of interest, potential conflicts of interest, or the proper discharge of official duties;
   c. with respect to employees of any employer as defined in section twenty-seven-a of this chapter, who are not subject to section seventy-three or seventy-four of the public officers law, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or section seventy-four of the public officers law, or of any executive order, policy, directive, or other code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethically neutral conflicts of interest, potential conflicts of interest, or the proper discharge of official duties;
   d. with respect to employees of any employer as defined in section twenty-seven-a of this chapter who are not subject to section seventy-three or seventy-four of the public officers law, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or section seventy-four of the public officers law, or of any executive order, policy, directive, or other code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethically neutral conflicts of interest, potential conflicts of interest, or the proper discharge of official duties;
   e. with respect to employees other than those of any employer as defined in section twenty-seven-a of this chapter, violates a collective bargaining agreement or a certified or licensed professional's contractual obligation to devote his or her compensated working hours to a single employer, provided however that the provisions of this paragraph shall apply only to professionals whose compensation is at least fifty thousand dollars for the year nineteen hundred ninety-two and in subsequent years is an equivalent amount adjusted by the consumer price index.

4. Notwithstanding the provisions of subdivision three of this section, an employer shall not be in violation of this section where the employer takes action based on the belief either that: (i) the employer's actions were required by state or federal law or regulation; (ii) the employer's actions were permitted pursuant to an established substance abuse or alcohol program or workplace policy, professional contract or collective bargaining agreement, or (iii) the individual's actions were deemed by an employer or previous employer to be illegal to constitute habitually poor performance, incompetency or misconduct.

4-a. Notwithstanding the provisions of subdivision three or four of this section, an employer shall not be in violation of this section where the employer takes action related to the use of cannabis based on the following:
   (i) the employer's actions were required by state or federal statute, regulation, ordinance, or other state or federal governmental mandate;
   (ii) the employee is impaired by the use of cannabis, meaning the employee manifests specific articulable symptoms that work-related impairment would decrease or lessen the employee's performance of the duties or tasks of the employee's job position, or such specific articulable symptoms interfere with an employer's obligation to provide a safe and healthy work place, free from recognized hazards, as required by state and federal law;
   (iii) the employer's actions would require such employer to commit an act that would cause the employer to be in violation of federal law or would result in the loss of a federal contract or federal funding.

5. Nothing in this section shall apply to a religious corporation, entity, association, educational institution or society.

6. Nothing in this section shall prohibit an organization or employer from offering, imposing or having in effect a health, disability or life insurance policy that makes distinctions between employees for the purpose of coverage or the price of coverage based upon the employees' recreational activities or use of consumable products, provided that differential premium rates charged employees reflect a differential cost to the employer and that employers provide employees with a statement delineating the differential rates used by the carriers providing insurance for the employer, and provided further that such distinctions in price or type of coverage shall not be utilized to limit or eliminate the rights or liabilities of any party with regard to a civil cause of action.

7. a. Where a violation of this section is alleged to have occurred, the attorney general may apply in the name of the people of the state of New York or in the name of any employee or group of employees, provided that such action has not been brought by the employee in the action which the employee is actually engaged in work. This definition shall not apply to persons who would otherwise be prohibited from engaging in political activity pursuant to chapter 15 of title 5 and subchapter III of chapter 73 of title 5 of the U.S.C.A.; or
   b. an individual's legal use of consumable products, including cannabis in accordance with state law, prior to the beginning or after the conclusion of the employee's work hours, and off of the employer's premises and without use of the employer's equipment or other property;
   c. an individual's professional recreational activities, including cannabis in accordance with state law, outside work hours, off of the employer's premises and without use of the employer's equipment or other property;
   d. an individual's membership in a union or any exercise of rights granted under Title 29, USCA, Chapter 7 or article fourteen of the civil service law; or
   e. an individual's refusal to: (i) attend an employer-sponsored meeting with the employer or its agent, representative or designee, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters; or (ii) listen to speech or view communications, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters.
   f. a violation of the employee's work hours, and off of the employer's premises and without use of the employer's equipment or other property;
   g. an individual's refusal to: (i) attend an employer-sponsored meeting for the purpose of promoting the employer's opinion concerning religious or political matters; or (ii) listen to speech or view communications, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters.

8. Nothing in this section shall prohibit: (i) an employer or its agent, representative or designee from communicating to its employees any information that the employer is required by law to communicate, but only to the extent of such legal requirement; (ii) an employer or its agent, representative or designee from communicating to its employees any information that is necessary for such employees to perform their work properly;
   a. creating a material conflict of interest related to the employer's trade secrets, proprietary information or other proprietary or business interest;
   b. with respect to employees of a state agency as defined in sections seventy-three and seventy-four of the public officers law, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or section seventy-four of the public officers law, or of any executive order, policy, directive, or other code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethically neutral conflicts of interest, potential conflicts of interest, or the proper discharge of official duties; and
   c. with respect to employees of any employer as defined in section twenty-seven-a of this chapter, who are not subject to section seventy-three or seventy-four of the public officers law, is in knowing violation of subdivision two, three, four, five, seven, eight or twelve of section seventy-three or section seventy-four of the public officers law, or of any executive order, policy, directive, or other code provision, charter provision or rule or directive of the mayor or any agency head of a city having a population of one million or more, where such law, code provision, charter provision, rule or directive concerns ethically neutral conflicts of interest, potential conflicts of interest, or the proper discharge of official duties;
The New York State Public Employee Safety and Health Act of 1980 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

**Employers**
Employers must provide employees with a workplace that is:
- free from recognized hazards,
- in compliance with the safety and health standards that apply to the workplace, and
- in compliance with any other regulations issued under the PESH Act by the Commissioner of Labor.

**Employees**
Employees must comply with all safety and health standards that apply to their actions on the job. Employees must also comply with any regulations issued under the PESH Act that apply to their job.

**Enforcement**
The New York State Department of Labor administers and enforces the PESH Act. The Commissioner of Labor issues safety and health standards. The Department’s Division of Safety and Health (DOSH) has Inspectors and Hygienists who inspect workplaces to make sure they are following the PESH Act.

**Inspection**
When DOSH staff inspect a workplace, a representative of the employer and a representative approved by the employees must be allowed to help with the inspection. When there is no employee-approved representative, DOSH staff must speak with a fair number of employees about the safety and health conditions in the workplace.

**Discrimination**
Employees may not be fired or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

If an employee believes that they have been discriminated against, he or she may file a complaint with the nearest DOSH office. File this complaint within 30 days of the discrimination incident.

**Order to Comply**
If the Department believes an employer has violated the PESH Act, we will issue an order to comply notice to the employer. The order will list dates by which each violation must be fixed. If violations are not fixed by those dates, the employer may be fined. The order to comply must be posted at or near the place of violation, where it can be easily seen. This is to warn employees that a danger may exist.

**Complaint**
Any interested person may file a complaint if they believe there are unsafe or unhealthful conditions in a public workplace. This includes:
- An employee
- A representative of an employee
- Groups of employees
- A representative of a group of employees

Make this complaint in writing to the nearest DOSH office or by email to Ask.SHNYPESH@labor.ny.gov.

On request, DOSH will not release the names of any employees who file a complaint. The Department of Labor will evaluate each complaint. The Department will notify the person who made the complaint of the results of the investigation.

These complaints may also be made to the United States Department of Labor, Occupational Safety and Health Administration online at www.osha.gov.

**Voluntary Activity**
The Department of Labor encourages employers and employees to voluntarily:
- reduce workplace hazards, and
- develop and improve safety and health programs in all workplaces.

The Division of Safety and Health can provide free help with identifying and correcting job site hazards. Employers may request this assistance on a voluntary basis by emailing: Ask.SHNYPESH@labor.ny.gov.

Additional information may be obtained from the nearest DOSH District Office below:

<table>
<thead>
<tr>
<th>District</th>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>State Office Campus</td>
<td>Bldg. 12, Rm. 158</td>
<td>(518) 457-5508</td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binghamton</td>
<td>44 Hawley St., Rm. 901</td>
<td>Binghamton, NY 13901</td>
<td>(607) 721-8211</td>
</tr>
<tr>
<td>Buffalo</td>
<td>295 Main Street, Suite 905</td>
<td>Buffalo, NY 14203-2412</td>
<td></td>
</tr>
<tr>
<td>Garden</td>
<td>400 Oak Street</td>
<td>Garden City, NY 11550</td>
<td>(516) 228-3970</td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York</td>
<td>Shirley A. Chisholm State Office Building</td>
<td>55 Hanson Place, 12th Floor</td>
<td>(212) 775-3554</td>
</tr>
<tr>
<td>City</td>
<td>Brooklyn, NY 11217-1523</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rochester</td>
<td>109 Union St., Rm. 402</td>
<td>Rochester, NY 14607</td>
<td>(585) 258-8806</td>
</tr>
<tr>
<td>Syracuse</td>
<td>450 South Salina Street</td>
<td>Syracuse, NY 13202</td>
<td>(315) 479-3212</td>
</tr>
<tr>
<td>Utica</td>
<td>207 Genesee Street</td>
<td>Utica, NY 13501</td>
<td>(315) 793-2258</td>
</tr>
<tr>
<td>White Plains</td>
<td>120 Bloomingdale Road</td>
<td>White Plains, NY 10605</td>
<td>(914) 997-9514</td>
</tr>
</tbody>
</table>

**POST CONSPICUOUSLY**