

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity.

Employees covered by the NLRA* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- **Organize a union** to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- **Form, join or assist a union.**
- **Bargain collectively** through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- **Discuss your terms and conditions of employment** or union organizing with your co-workers or a union.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- **Threaten** you that you will lose your job unless you support the union.
- **Refuse to process a grievance** because you have criticized union officials or because you are not a member of the union.
- **Use or maintain discriminatory standards or procedures** in making job referrals from a hiring hall.
- **Cause or attempt to cause an employer to discriminate against you** because of your union-

Under the NLRA, it is illegal for your employer to:

- **Prohibit you from soliciting for a union during non-work time**, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- **Question you about your union** support or activities in a manner that discourages you from engaging in that activity.
- **Fire, demote, or transfer you, or reduce your hours or change your shift**, or otherwise take adverse action against you, or

- **Take action** with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- **Strike and picket**, depending on the purpose or means of the strike or the picketing.
- **Choose not to do any of these activities**, including joining or remaining a member of a union.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.



related activity.

- **Take other adverse action against you** based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

You can also contact the NLRB by calling toll-free: 1-844-762-NLRB (6572). Language assistance is available. Hearing impaired callers who wish to speak to an NLRB representative should send an email to relay.service@nlrb.gov. An NLRB representative will email the requestor with instructions on how to schedule a relay service call.



SCAN TO LEARN MORE

threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.

- **Threaten to close your workplace** if workers choose a union to represent them.
- **Promise or grant promotions, pay raises, or other benefits** to discourage or encourage union support.
- **Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace** except under special circumstances.
- **Spy on or videotape peaceful union activities** and gatherings or pretend to do so.

*The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES

It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to:

1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred for employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs.

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT

Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE

Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126

(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

To file a complaint, contact the Regional Office nearest you:

Pittsburgh

301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17104
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

**FAIR LENDING PRACTICES
ARE GUARANTEED BY
THE PENNSYLVANIA HUMAN RELATIONS ACT**

According to this Act it is unlawful, because of any person's:

RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR use of a guide or support animal due to blindness, deafness or physical handicap, or because the user is a handler or trainer of such animals.

TO:

1. Refuse to finance, lend money or otherwise withhold financing for the purchase, construction, rehabilitation, repair or maintenance of any housing or commercial property, or
2. Discriminate against any person in the terms or conditions of any lending for the purchase, construction, rehabilitation, repair or maintenance of any housing or commercial property, or
3. Directly or indirectly, deny or withhold any services, advantages, facilities or privileges including loans, depository accounts, fiduciary services, and any other services offered to the general public.

IT IS ALSO UNLAWFUL TO:

4. Print or otherwise circulate any statement indicating a preference or limitation, or make any written or oral inquiry or record in connection with the loan of any money regarding RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN, FAMILIAL STATUS

Complaints must be filed within 180 days of the alleged act of discrimination.

Prominent posting of this notice in a well-lighted, easily accessible place in the office, model home, sample apartment or other places of business where negotiations or agreements are customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126-0333
(717) 787-4410 · (717) 787-4087 (T TY) · or visit us at www.phrc.state.pa.us

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)

RESUMEN DE LA LEY DEL SALARIO MÍNIMO

DEBE COLOCARSE EN UN LUGAR VISIBLE EN TODAS LAS EMPRESAS
DE PENNSILVANIA REGIDAS POR LA LEY DE SALARIO MÍNIMO

Salario Mínimo

**\$7.25 por hora
a Partir del 24
de julio, 2009**

(Excepto en los casos descritos)

Pago por Horas Extras

Los trabajadores recibirán
1½ veces su salario regular
tras trabajar 40 horas en una
semana laboral

(Excepto en los casos descritos)

La Ley del Salario Mínimo de Pensilvania establece un salario mínimo fijo y una tasa de horas extras para los empleados. También establece obligaciones relacionadas con el cumplimiento para el Departamento de Trabajo e Industria y para los empleadores. Además, la Ley del Salario Mínimo establece sanciones por su incumplimiento. Este resumen brinda información general y no constituye una postura oficial asumida por el Departamento de Trabajo e Industria.

EMPLEADOS QUE RECIBEN PROPINAS:

Un empleador puede pagar un mínimo de \$2.83 por hora a un empleado que recibe \$135.00 al mes en propinas. El empleador debe compensar la diferencia si sumadas las propinas y los \$2.83 no alcanzan el salario mínimo regular de Pensilvania.

MANTENER REGISTROS:

Todo empleador debe mantener registros precisos de los ingresos y las horas trabajadas de cada empleado, y facilitar el acceso al Departamento de Trabajo e Industria.

PENALIDADES:

Dejar de pagar el salario mínimo legal o cometer otras infracciones puede conllevar al pago de salarios atrasados y a otras acciones civiles o penales cuando se justifiquen.

EXENCIONES:

Las horas extras se aplican en determinadas clasificaciones de empleo. (Ver páginas 2 y 3)

EXISTEN CONCESIONES ESPECIALES PARA:

Estudiantes, aprendices y personas con discapacidad, bajo solicitud previa.

EXENCIONES DE AMBOS

Salario Mínimo y Pago por Horas

- Trabajo en una granja
- Servicio doméstico en el domicilio particular del empleador o en sus alrededores
- Entrega de periódicos al consumidor
- Publicación de un periódico semanal, quincenal
 - diario con una circulación inferior a 4000 ejemplares cuando la mayor parte de la circulación se realiza en el condado donde se publica o en un condado limítrofe
- Vendedor externo de buena fe
- Organización educativa, benéfica, religiosa o sin fines de lucro en la que no existe una relación empleador-empleado y se presta un servicio gratuitamente
- Caddy de golf
- En empleo estacional, si el empleado es menor de 18 años o si un estudiante menor de 24 años está empleado por una agencia de salud o bienestar social sin fines de lucro dedicada a actividades relacionadas con niños con discapacidades o por un campamento recreativo estacional diurno o residente sin fines de lucro para campistas menores de 18 años, que opera por un período de menos de tres meses en cualquier año
- En empleo en un establecimiento público de diversión o recreo, un campamento organizado o un centro de conferencias religioso o educativo sin fines de lucro, si (i) no opera más de siete meses al año o (ii) durante el año calendario anterior, el promedio de ingresos de cualquiera de los 6 meses no fue superior al 33% de sus ingresos promedio de los otros 6 meses de dicho año
- Operador de central telefónica empleado por una empresa de telefonía pública de propiedad independiente que no tiene más de 750 estaciones
- Los empleados no sujetos a la legislación de la administración pública que ocupan un cargo electivo o forman parte del personal de dicho titular, son asesores inmediatos del titular o son nombrados por el titular para prestar servicios a nivel de elaboración de políticas.
- Empleados ejecutivos, administrativos y profesionales, según la definición del Departamento.

ASIGNACIONES

Los salarios pagados a cualquier empleado pueden incluir los gastos razonables de comida, alojamiento y otras instalaciones. Pueden considerarse como parte del salario mínimo si el trabajador es notificado de esta condición y la acepta como condición habitual de empleo en el momento de la contratación o del cambio de clasificación. El salario, incluido el crédito alimentario más las propinas, debe ser igual al salario mínimo vigente.

Comidas: Alimentos suministrados en forma de comidas en un horario establecido.

Alojamiento: Instalación de vivienda disponible para el uso personal del empleado a todas horas.

Coste razonable: Coste real, sin beneficio, para el empleador o para cualquier persona vinculada al empleador.

EXCEPCIONES a las Tarifas del Salario Mínimos

- Los aprendices y los estudiantes (de buena fe de la escuela secundaria o de la universidad), después de obtener un certificado especial de la Oficina de Cumplimiento de las Leyes Laborales, (651 Boas Street, Habitación 1301, Harrisburg, PA 17121-0750) pueden ser pagados el 85% del salario mínimo como sigue:
- Aprendices: 40 hora por semana. Máximo ocho semanas
- Estudiantes: Hasta 20 horas por semana. Hasta 40 horas semanales durante los períodos de vacaciones estudiantiles
- Las personas con una deficiencia o lesión física o mental pueden recibir una remuneración inferior al salario mínimo, aplicable si se obtiene una licencia que especifique una tarifa acorde con la capacidad productiva en la Oficina de Cumplimiento de la Ley Laboral, (651 Boas Street, Habitación 1301, Harrisburg, PA 17121-0750), o si se obtiene un certificado federal en virtud de la Sección 14(c) de la Ley de Normas Laborales Justas del Departamento de Trabajo de EE.UU.

EXENCIONES de las Tasas por Horas Extras

- Un marinero
- Todo vendedor, recambista o mecánico dedicado principalmente a la venta y el mantenimiento de automóviles, remolques, camiones, aperos de labranza o aeronaves, si está empleado por un establecimiento no fabricante dedicado principalmente a la venta de dichos vehículos a los compradores finales. (Ejemplo: el 51% del negocio es la venta frente al 49% en el servicio de dichos vehículos)
- Conductor de taxi
- Cualquier empleado de un transportista. El Secretario Federal de Transporte tiene la facultad de establecer las cualificaciones y las horas máximas de servicio en virtud de la sección 3102 (b)(1) (2) del 49 U.S.C. (relativa a los requisitos de cualificación, horas de servicio, seguridad y normas de equipamiento)
- Cualquier empleado que se dedique a la transformación de la savia de arce en azúcar (que no sea azúcar refinado) o jarabe
- Empleo en una sala de cine
- Locutor, redactor de noticias, ingeniero jefe de una emisora de radio o televisión, cuyo estudio principal se encuentra en:
 - Ciudad o pueblo de 100,000 habitantes o menos, si no forma parte de un área estadística metropolitana estándar con una población total superior a los 100,000 habitantes; o
- Ciudad o pueblo de 25,000 habitantes o menos, que forma parte de dicha área pero está a un mínimo de 40 millas aéreas de la ciudad principal del área
- Las horas de un empleado de una compañía aérea sujeta a las disposiciones del Título II de la Ley de Trabajo Ferroviario (Ley Pública 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) cuando:
 - las horas son trabajadas voluntariamente por el empleado en virtud de una práctica de intercambio de turnos según la cual el empleado tiene la oportunidad de reducir las horas trabajadas en cualquier semana de trabajo ofreciendo voluntariamente un turno para su intercambio o reasignación; o
 - las horas de trabajo requeridas, los salarios y la compensación de las horas extraordinarias se han acordado en un convenio colectivo entre el empleador y la organización laboral que representa a los empleados a efectos de la negociación colectiva o en virtud de un acuerdo o entendimiento voluntario alcanzado entre el empleador y el empleado

PREGUNTAS/QUEJAS

CONTACTO:

Oficina de Cumplimiento de la Legislación Laboral
Oficina del Distrito de Altoona
1130 12th Avenue
Suite 200
Altoona, PA 16601-3486
Teléfono: **814-940-6224** ó **877-792-8198**

Oficina de Cumplimiento de la Legislación Laboral
Oficina del Distrito de Harrisburg
651 Boas Street, Room 1301
Harrisburg, PA 17121-0750
Teléfono: **717-787-4671** ó **800-932-0665**

Oficina de Cumplimiento de la Legislación Laboral
Oficina del Distrito de Filadelfia
110 North 8th St., Suite 203
Philadelphia, PA 19107
Teléfono: **215-560-1858** ó **877-817-9497**

Oficina de Cumplimiento de la Legislación Laboral
Oficina del Distrito de Pittsburgh
301 5th Avenue, Suite 330
Pittsburgh, PA 15222
Teléfono: **412-565-5300** ó **877-504-8354**

Oficina de Cumplimiento de la Legislación Laboral
Oficina del Distrito de Scranton
201-B State Office Bldg.
100 Lackawanna Avenue
Scranton, PA 18503
Teléfono: **570-963-4577** ó **877-214-3962**

CONDADOS:

Armstrong	Clinton	Jefferson
Bedford	Elk	McKean
Blair	Fayette	Mifflin
Cambria	Forest	Potter
Cameron	Fulton	Somerset
Centre	Huntingdon	Warren
Clarion	Indiana	Westmoreland
Clearfield		

Adams	Lancaster
Columbia	Lebanon
Cumberland	Montour
Dauphin	Perry
Franklin	York
Juniata	

Bucks
Chester
Delaware
Montgomery
Philadelphia

Allegheny	Greene
Beaver	Lawrence
Butler	Mercer
Crawford	Venango
Erie	Washington

Berks	Monroe	Sullivan
Bradford	Northampton	Susquehanna
Carbon	Northumberland	Tioga
Lackawanna	Pike	Union
Lehigh	Schuylkill	Wayne
Luzerne	Snyder	Wyoming
Lycoming		

MÁS INFORMACIÓN DISPONIBLE EN INTERNET

Encontrará más información sobre la Ley del Salario Mínimo en: www.dli.pa.gov, Palabra Clave de PA: Salario Mínimo. Desde la página web, puede presentar un formulario de reclamación, encontrar respuestas a las **preguntas frecuentes** y leer más sobre la Ley del Salario Mínimo.

Las personas con discapacidad pueden solicitar ayudas y servicios auxiliares.
Empleador con Igualdad de Oportunidades/Programa



MINIMUM WAGE LAW SUMMARY

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY
PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

Minimum Wage Rate

**\$7.25 per hour
Effective
July 24, 2009**

(Except as Described)

Overtime Rate

Workers shall be paid
1½ times their regular rate
of pay after 40 hours worked
in a workweek

(Except as Described)

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

TIPPED EMPLOYEES:

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

KEEPING RECORDS:

Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry.

PENALTIES:

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

EXEMPTIONS:

Overtime applies to certain employment classifications. (see pages 2 and 3)

SPECIAL ALLOWANCES FOR:

Students, learners and people with disabilities, upon application only.

EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide outside salesman
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level
- Executive, Administrative, and Professional employees, as defined by the Department

ALLOWANCES

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

EXCEPTIONS from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

Learners: 40 hours a week. Maximum eight weeks

Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods
- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor

EXEMPTIONS from Overtime Rates

- A seaman
- Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
- City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
- City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area
- The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when:
 - the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or
 - the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the employer and employee

QUESTIONS/COMPLAINTS

CONTACT:	COUNTIES SERVED:		
Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-8198	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield	Clinton Elk Fayette Forest Fulton Huntingdon Indiana	Jefferson McKean Mifflin Potter Somerset Warren Westmoreland
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 800-932-0665	Adams Columbia Cumberland Dauphin Franklin Juniata		Lancaster Lebanon Montour Perry York
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St., Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497		Bucks Chester Delaware Montgomery Philadelphia	
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354	Allegheny Beaver Butler Crawford Erie		Greene Lawrence Mercer Venango Washington
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 877-214-3962	Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming	Monroe Northampton Northumberland Pike Schuylkill Snyder Sullivan	Susquehanna Tioga Union Wayne Wyoming

MORE INFORMATION IS AVAILABLE ONLINE

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov,
PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to **frequently asked questions** and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program



Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex Prohibited:

Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under **equal** conditions on jobs which require **equal** skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration:

Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination:

Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for

collection. Limits the period for such action to **two** years from the date upon which the violation occurs.

Records Required:

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law.

Penalties:

Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF LABOR LAW COMPLIANCE

RESUMEN DE LA LEY DE IGUALDAD SALARIAL

Deberá ser colocado en un lugar claramente visible en cada comercio de Pensilvania, que se rija por la Ley de Igualdad Salarial

Se prohíbe la discriminación basada en el sexo:

Prohíbe la discriminación por parte de todo empleador entre sus empleados, en todo lugar de trabajo, sobre la base del sexo, mediante el pago de salarios en un porcentaje menor al pagado a los empleados del sexo opuesto para trabajos en **iguales** condiciones y que requieren **iguales** habilidades. Establece que la variación en el pago de los salarios no está prohibida cuando se basa en un sistema de aumentos por mérito, capacitación o antigüedad que no discrimina sobre la base del sexo.

Administración:

Faculta a la Secretaría de Trabajo e Industria a administrar las cláusulas de la ley y a emitir leyes y reglamentaciones que harán efectivas las cláusulas de la ley.

Cobro de salarios impagos en caso de discriminación:

Establece el cobro de salarios adeudados impagos en el marco de la ley y, además, un monto igual por perjuicios liquidados y costos y honorarios razonables del abogado. Autoriza a la Secretaría de Trabajo e Industria, y a pedido del empleado, a hacerse cargo del cobro del reclamo

salarial. Para este reclamo establece un límite de **dos** años a partir de la fecha en que se produjo la violación de la ley.

Registros requeridos:

Obliga al empleador a mantener los registros de salarios, tarifas salariales, clasificaciones de puestos y otros términos y condiciones laborales de las personas empleadas. Obliga a los empleadores a publicar un resumen de la ley.

SANCIONES:

Se aplicará una multa no menor que \$50 y no mayor que \$200, o arresto no menor que 30 días y no mayor que 60 días, en los siguientes casos:

- (1) el empleador que intencional y deliberadamente viola las cláusulas de la ley, o despide, o por el contrario discrimina a un empleado que presenta un reclamo, entabla, o atestigua en procedimientos legales en el marco de esta ley; y
- (2) el empleador que no cumple con la conservación de los registros, adultera esos registros, entorpece, demora o de algún otro modo interfiere con la Secretaría o su representante autorizado, en el desarrollo de sus obligaciones de hacer cumplir la ley. Cada día que continúa una violación constituye una infracción aparte.

Encuentre más información en línea

Podrá obtener información adicional sobre la Ley de Igualdad Salarial disponible en línea en: www.dli.state.pa.us, haga clic en "Labor Law Compliance" (Cumplimiento de la Ley de Trabajo) en Quick Links (enlaces directos).

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad*



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation.

Complaints must be filed within 180 days of the alleged act of discrimination.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126-0333
(717) 787-4410 · (717) 787- 7279 (TTY) · www.phrc.state.pa.us

To file a complaint, contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
R333 Market Street,
8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th Street
Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

**REMEMBER: IT IS IMPORTANT
TO TELL YOUR EMPLOYER
ABOUT YOUR INJURY**

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for your company, are shown below.

Employer Name:

First Harvest Credit Union

Date Posted: _____

IF INSURED:

(Complete all applicable spaces)

Name of Insurance Company:

Hartford Insurance Company of the Midwest

Address: One Park Place, 300 South State Street,
7th Floor
Syracuse, NY, 13202

Telephone Number: (800) 327-3636

Insurer Code: 2176

**IF SOMEONE OTHER THAN INSURER IS HANDLING
CLAIMS:**

(Complete all applicable spaces)

Name of TPA (Claims administrator):

Address: _____

Telephone Number: _____

IF SELF-INSURED:

(Complete all applicable spaces)

Name of person handling claims at the self-insured:

Address: _____

Telephone Number: _____

Insurer Code: _____

**IF SOMEONE OTHER THAN SELF-INSURER IS
HANDLING CLAIMS:**

(Complete all applicable spaces)

Name of TPA (Claims administrator):

Address: _____

Telephone Number: _____

Any individual filing misleading or incomplete information knowingly and with intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may be subject to criminal and civil penalties under Pa. C.S.A. §4117 (relating to insurance fraud).

**Employer Information
Services**
717.772.3702

Claims Information Services
toll-free inside PA: 800.482.2383
local & outside PA: 717.772.4447

Hearing Impaired
PA Relay 7-1-1

Email
ra-li-bwc-helpline@pa.gov

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

EMPLOYER INFORMATION

THIS FORM PROVIDES THE EMPLOYEE WITH THE EMPLOYER'S INFORMATION TO BE USED IF HE/SHE WISHES TO APPLY FOR UNEMPLOYMENT COMPENSATION BENEFITS.

Employer: You must provide this completed form to separating employees and/or employees working reduced hours. It is important for the claimant to use accurate information and include the PA Unemployment Compensation (UC) account number when filing for UC benefits. By doing so, the department can ensure that employers receive requests for separation information timely. Providing this form to employees can help reduce inaccurate UC benefit charges to your account that may increase your UC tax rate.

Employee: Unemployment Compensation (UC) benefits are available to workers who are unemployed and who meet the requirements of state UC eligibility laws. You may file a UC claim in the first week that employment stops or work hours are reduced. For more information about how to file and what you need when you contact us, see page 2 of this form.

Employer PA UC Acct. No.: -

(seven-digit number followed by R or M, or enter zero)

Employer Legal Name: First Harvest Credit Union formerly South Jersey Federal Credit Union

(as it appears on the PA Enterprise Registration Form PA-100)

Employer Address (or TPA address): 1617 Hurffville Road

City: Deptford **State:** NJ **Zip:** 08096

Contact Person: Kathy Heid **Title:** SVP/Chief Talent Officer

Phone: 856.232.9000x5006 **Fax:** 856.295.7210 **Email:** kheid@firstharvestcu.com

Complete the section below only if the employee is expected to return to work at your company.

Employee Name: _____ **Last 4 digits of Social Security no.:** _____

Expected Date of Recall (MM/DD/YY) _____

Employer Representative Signature _____ **Date** _____

INSTRUCTIONS FOR EMPLOYERS WHEN COMPLETING THIS FORM

PA Employer UC Account Number This seven-digit number is shown on the New Employer Confirmation Letter (Form UC-1408), Notice of Pennsylvania Unemployment Compensation Responsibilities (Form UC-851), and the Contribution Rate Notice (Form UC-657). If an account number has not been assigned, please register with the department by submitting the Pennsylvania Enterprise Registration Form (PA-100) at www.pa100.state.pa.us. The UC number is also on the UC-44FR (Request for Relief from Charges), UC-44F(3) (Notice of Financial Determination), and the UC-640 (Monthly Notice of Compensation Charged).

Employer Address - Enter your mailing address or the address where you want the Employer's Notice of Application (UC-45), unemployment fact-finding forms, and determinations to be mailed. If your company uses a Third-Party Administrator (TPA) to handle your unemployment claims, please enter the address for the TPA. If your address changes, please complete the UC-1212 online at www.uc.pa.gov.

Contact Person, Email Address - Provide the name, title, telephone number, fax number and email address of the human resource representative in your company that the department can contact if additional separation information is needed.

SIDES: STATE INFORMATION DATA EXCHANGE SYSTEM

SIDES E-Response enables employers to receive and respond securely to Pennsylvania's **Employers' Notice of Application** (UC-45) ELECTRONICALLY, rather than by mail. For the form to enroll (UC-504) to this free-of-charge program or for more information on SIDES, please go to the Employers' section of our website: www.uc.pa.gov.

INSTRUCTIONS FOR EMPLOYEES WHEN FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS

When to file: If you have worked your full, regular hours for this work week, then file on Sunday following your last day of work. If your separation from your employer caused a change to your normal working hours for the week, then file right away.

What you need to provide in order for the department to process your application:

- Full legal name
- Social Security Number
- Your authorization to work (if you are not a US Citizen or resident)
- Home address and mailing address (if different)
- Telephone number
- Valid email address
- PIN -Personal Identification Number (optional) - if you have previously filed a UC claim using your previous PIN can prevent you from having to re-enter information.
- Direct Deposit bank information (optional) - bank name, address, account and routing number
- Employer information: Use the information on the front of this form to enter the employer address and account number
- First and last day worked with employer
- Reason for leaving
- Pension or severance package information (if applicable)



Different Ways to File:

- **Online:** Complete an online application using our secure website 7 days a week, 24 hours a day at www.uc.pa.gov or by scanning the QR code on this form.
- **Phone:** Call the statewide toll-free number **888-313-7284**.
- **TTY:** Services for the Deaf and Hard of Hearing is available at **888-334-4046**.
- **Paper Form:** A paper application can be downloaded from the website www.uc.pa.gov and mailed to the address indicated on the instructions. This method of filing can take longer to process.
- **Videophone Services:** Individuals who use American Sign Language (ASL) can call **717-704-8474** every Wednesday from noon to 4 p.m.

If you have questions about the status of your UC claim, you can call 1-888-313-7284 or e-mail uchelp@pa.gov.

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for your company, are shown below.

Employer Name: First Harvest Credit Union **Date Posted:** November 23, 2022

IF INSURED:
(Complete all applicable spaces)

**IF SOMEONE OTHER THAN INSURER IS
HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of Insurance Company:
Hartford Insurance Company of the Midwest

Name of TPA (Claims administrator):

Address: One Park Place, 300 South State Street, 7th Fl
Syracuse, NY 13202

Address: _____

Telephone Number: 800-327-3636

Telephone Number: _____

Insurer Code: 2176

IF SELF-INSURED
(Complete all applicable spaces)

**IF SOMEONE OTHER THAN SELF-INSURER IS
HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of person handling claims at
the self-insured:

Name of TPA (Claims administrator):

Address: _____

Address: _____

Telephone Number: _____

Telephone Number: _____

Insurer Code: _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

Employer Information
Services
717.772.3702

Claims Information Services
toll-free inside PA: 800.482.2383
local & outside PA: 717.772.4447

Hearing Impaired
PA Relay 7-1-1

Email
ra-li-bwc-helpline@pa.gov



Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME First Harvest Credit Union

ADDRESS 1617 Hurffville Road Deptford, NJ 09096

PA UC ACCOUNT NUMBER 75 427 88

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

IMPORTANT

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

NOTE: To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

Scan with your
mobile phone



You may file your new application, reopen an existing claim or get information about the UC Program online at **www.uc.pa.gov**, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Bajo las estipulaciones de la Ley de Compensación por Desempleo (UC) de Pennsylvania, estamos inscrito con el Departamento de Labor e Industria de esta forma:

NOMBRE First Harvest Credit Union

DIRECCIÓN 1617 Hurffville Road Deptford, New Jersey 08096

NÚMERO DE CUENTA DEL EMPLEADOR 75 427 88

La Ley de UC podría proveerle de un ingreso durante períodos en que se encuentre parcial o totalmente desocupado sin que sea culpa.

Si se encuentra DESEMPLEADO o sus HORAS SON REDUCIDAS debido a LA FALTA DE TRABAJO, la compañía, departamento, agencia, comisión o buró donde trabajaba pudiera entregarle un completado formulario *Form UC-1609, titulado Cómo solicitar los beneficios de compensación por desempleo (UC)*.

IMPORTANTE

A su solicitud de UC le será dada una fecha efectiva equivalente a la semana en que usted actualmente presentó su solicitud de beneficios. Usted deberá presentar una nueva solicitud o reabrir un reclamo ya existente en la primera semana en que se encuentre desocupado o en que sus horas hayan sido reducidas. Usted corre el riesgo de perder ciertos derechos a los beneficios si presenta su solicitud después de la primera semana de su desocupación.

AVISO: para presentar una solicitud de beneficios del UC, usted deberá proveer su:

- Número del seguro social
- Número de registro como extranjero (si no es ciudadano de los EE. UU.)
- Dirección postal y de domicilio completas
- Nombre, dirección y # de cuenta del empleador(es) del *Form UC-1609*
- Fechas de empleo y las razones por las que se fue
- Su más reciente recibo de pago (opcional, pero beneficioso)
- Número de PIN, –número de identificación personal– (si tiene uno de un reclamo anterior)

Usted puede presentar una nueva solicitud de beneficios, reabrir un reclamo de UC ya existente u obtener información en línea sobre el programa de UC en **www.uc.pa.gov** o puede llamar al Centro de Servicio del UC al 888-313-7284. TTY (para impedimento auditivo) al 888-334-4046.

Al solicitar los beneficios del UC, usted deberá reportar los *ingresos brutos que ganó* durante toda semana por la que esté solicitando beneficios del UC. Comparaciones computarizadas son usadas para detectar el recibo ilegal de pagos de UC ya sea por trabajo o ingresos no declarados, así como también pensiones no reportadas.

RECUERDE: cuando sea que tenga preguntas o algún problema relacionados con su solicitud del UC, contacte con su Centro de Servicio del UC. No siga los consejos de otros. Dichos consejos pueden estar errados y pudieran negativamente afectar su derecho a recibir los beneficios del UC.

Una persona que a sabiendas da una declaración falsa o a sabiendas oculta información para obtener beneficios del UC está cometiendo un crimen bajo la sección 801 de la Ley del UC, 43 P.S. §871, y podría estar sujeta a multa, prisión, reembolso y pérdida de futuros beneficios.