

# Pennsylvania State Postings



## 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, marital status, non-job related disability, sexual association with a disabled individual, possession of a diploma based on passing a general education development test, or witnesses or refusal to participate in detection or abatement.

**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, or to be accepted if 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 an independent contractor as defined by Section 404 of the PHRA.

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 act or abstain from 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) Employees 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 have filed complaints with the Commission 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: Retaining, deleting, 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, writing, phone or visit the Pennsylvania Human Relations Commission:

**Executive Offices:** 333 Market Street, 8th Floor • Harrisburg, PA 17126  
(717) 787-4400 • (717) 787-2729 (TTY)

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

Pittsburgh	Harrisburg	Philadelphia
301 5th Avenue, Suite 300 Pittsburgh, PA 15222 (412) 263-5385 (412) 263-0711 (TTY)	333 Market Street, 8th Floor Harrisburg, PA 17104 (717) 787-8790 (717) 787-2729 (TTY)	110 N. 9th St., Suite 201 Philadelphia, PA 19107 (215) 560-4498 (215) 560-3599 (TTY)

## 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 any other employee of the same 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 incentive 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; to employ such personnel as may be necessary.

**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 employer'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 willfully 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, facilitates such records, hindrances, 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](http://www.state.pa.us), PA Keyword: **Equal Pay Law**.

Click on "Labor Law Compliance" under Quick Links.

Auxiliary aids and services are available upon request to individuals with disabilities. **REV 2-07**  
Equal Opportunity Employer/Program

## Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

**This Posting is for Informational Purposes Only**

## ABSTRACT OF THE CHILD LABOR ACT OF HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as the actual provisions contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

**HOURS OF EMPLOYMENT—AGES 14 & 15\***

**HOURS OF EMPLOYMENT**

**During School Term:** Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. This eight additional hours on Saturdays and Sundays.

**Excursion:** Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight 1/2 per day.

**During School Vacations:** Maximum eight hours/week.

**WORK TIME**

Employment prohibited after 7 p.m. and before 7 a.m.

**Excursion:** During school vacations, minors may be employed until 9 p.m. or later, and age 17 may be employed in overnight delivery from 5 a.m. to 9 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

**HOURS OF EMPLOYMENT—AGES 16 & 17\*\***

**HOURS OF EMPLOYMENT**

**During School Term:** Maximum eight hours per school week (Monday—Friday), plus eight additional hours on Saturdays and Sundays.

**During School Vacations:** Maximum 40 hours/week; 10 hours/day, a minor may refuse any request to work greater than 40 hours/week.

**WORK TIME**

Employment prohibited before 6 a.m. and after 12 a.m.

**Excursion:** During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue service in answer to a fire call without time restriction.

\* Minors employed as court attendants are not subject to the Act's hours and work time provisions.

\*\* Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment work time restrictions.

**MAXIMUM EMPLOYMENT: NOT MORE THAN AN OVERSCHEDULE DAY (except newspaper delivery)**

**30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE TWO CONSECUTIVE HOURS OF WORK.**

For further information on the Child Labor Act, please contact the Department of Labor & Industry website at [www.state.pa.us](http://www.state.pa.us) and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office	Philadelphia District Office	Scranton District Office
1130 12th Ave. Suite 300 Altoona, PA 16801 (814) 937-2108 800-892-0665	110 North 8th St. Suite 201 Philadelphia, PA 19107 (215) 560-4497 877-214-3692	200 State Office Building 100 North 5th St. Scranton, PA 18503 (717) 345-8877 877-214-3692

Auxiliary aids and services are available upon request to individuals with disabilities. **REV 01-13**  
Equal Opportunity Employer/Program

## 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 1 1/2 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 EMPLOYERS:** An employer may pay a minimum of \$2.83 per hour to an employee who makes \$15.00 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 the Labor & Industry.

**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 boarding county
- Bus fare outside salesman
- Educational, charitable, religious, or nonprofit organization when its employee-employee relationship exists and service is rendered gratuitously
- Call center
- In seasonal employment, if the employee is under 18 years of age or a student under 24 years of age employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day care center, including a residential care center for the aged 18 or older, which operates for a period of less than three months in any one year
- In employment by a public administrator or recreational establishment, organized camp, or religious or nonprofit educational conference center, if: (i) it does not operate more than three months a year; or (ii) during the preceding 12 months, its average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of each year
- Self-employed contractor or other independent contractor who is not an employee of a company which has less than 750 employees
- Employee subject to civil service laws who holds elective office or is on the personal staff of such an officer/holder, or is otherwise advanced to the officer/holder, or is appointed by the officer/holder to serve on a full-time basis
- Executive, Administrative, or Professional employee, 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 (see tip), 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 the work site.

**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 State Certificate from the Bureau of Labor Law Compliance, 951 Ross 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 if injury has been paid less than the applicable minimum wage if a license prescribing a safe and sound manner with a productive capacity is obtained from the Bureau of Labor Law Compliance, 951 Ross Street, Room 1301, Harrisburg, PA 17121-0750, or a federal certificate is obtained under Section 1452 of the Fair Labor Standards Act from the U.S. Department of Labor.

**Exemptions from Overtime Rates**

- A salesman, partman or mechanic
- A person engaged in selling and servicing automobiles, trailers, trucks, farm implements or tractors.
- A person engaged in a manufacturing establishment primarily engaged in the selling of such vehicles to its ultimate purchasers. Example: 51% of business is selling as opposed to 49% in servicing used vehicles.
- A 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 producer

**Questions/Complaints**

## REMEMBER: IT IS IMPORTANT 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.

<b>Employer Name:</b>		<b>Date Posted:</b>	
<b>IF INSURED:</b> (Complete all applicable spaces)		<b>IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:</b> (Complete all applicable spaces)	
<b>Name of Insurance Company:</b>		<b>Name of TPA (Claims administrator):</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone Number:</b>		<b>Telephone Number:</b>	
<b>Insurer Code:</b>		<b>IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:</b> (Complete all applicable spaces)	
<b>Name of Person Handling Claims at the Self-Insured:</b>		<b>Name of TPA (Claims administrator):</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone Number:</b>		<b>Telephone Number:</b>	
<b>Insurer Code:</b>			

**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, P.L. 73, P. 5, 110302, and may also be subject to criminal and civil penalties under 18 P.S. 94117 (relating to insurance fraud).**

**Employer Information:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Claims Information Service:** Call-free hotline PA: 800-482-2383  
toll-free outside PA: 717.772.4447

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program **REV 09-22**

## PENNSYLVANIA UNEMPLOYMENT COMPENSATION

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

**EMPLOYER NAME**

**ADDRESS**

**PA UC ACCOUNT NUMBER**

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through a fund of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, or business where you worked may provide you with a completed Form UC-100B, 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 if 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 you:

- Social Security Number
- Account registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-100B
- Dates of employment and reason for leaving
- Most recent pay stub (optional but helpful)
- Personal identification number (PIN) (if you have one from a prior claim)

You may file your new application, reopen an existing claim or get information about the UC Program online at [www.uc.pa.gov](http://www.uc.pa.gov) or by calling the UC Service Center at 888-333-7284. TTY: hearing impaired at 888-334-0406.

When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer-generated notices to detect the federal impact of UC payments resulting from unreported work and earnings, as well as unreported assets.

**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 constitutes a criminal offense under section 101 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Auxiliary aids and services are available upon request to individuals with disabilities. **REV 09-17**  
Equal Opportunity Employer/Program

## Hours of Work for Minors Under Eighteen

employed at \_\_\_\_\_

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)

Show daily time of starting work, time for meal or rest periods, and time of stopping work.

Name of Employee	Age	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total School hrs. per week if under 16	Total hours for week
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO				

**NOTE:** Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

<b>DATE</b>	<b>MANAGER SIGNATURE</b>	<b>ADDRESS OF ESTABLISHMENT</b>

Auxiliary aids and services are available upon request to individuals with disabilities. **REV 07-01**  
Equal Opportunity Employer/Program

**Contact:**

Bureau of Labor Law Compliance Pittsburgh District Office 1130 12th Street Suite 300 Altoona, PA 16801-3689 Phone: 814-940-6224 or 877-796-8190	Armstrong Bedford Blair Cambria Cameron Centre Fayette Franklin Huntingdon Indiana Jefferson Lancaster Lebanon Luzerne Mifflin	Clinton Clarke Columbia Cumberland Dauphin York	Adams Allegheny Caldwell Cambria Cameron Centre Franklin Huntingdon Indiana Jefferson Lancaster Lebanon Luzerne Mifflin	Butte Chester Delaware Montgomery Philadelphia	Delaware Mercer Washington
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**Bureau of Labor Law Compliance**  
Harrisburg District Office  
601 Ross Street,  
Room 1301  
Harrisburg, PA 17121-0750  
Phone: 717-787-4017 or 800-852-0665

**Bureau of Labor Law Compliance**  
Philadelphia District Office  
110 North 8th St.  
Suite 203  
Philadelphia, PA 19107  
Phone: 215-580-1888 or 877-817-9497

**Bureau of Labor Law Compliance**  
Pittsburgh District Office  
301 5th Avenue,  
Suite 300  
Pittsburgh, PA 15222  
Phone: 412-592-5306 or 877-558-8354

**Bureau of Labor Law Compliance**  
Scranton District Office  
201 State Office Building,  
100 Lockmeade Avenue  
Scranton, PA 18503  
Phone: 717-962-4877 or 877-214-3962

**More Information is Available Online** at [www.dli.pa.gov](http://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. **REV 06-22**  
Equal Opportunity Employer/Program

