

# Rhode Island Department of Labor and Training (DLT) Notice to All Employees - Information Employers Must Post



## Attention Employees - MINIMUM WAGE - Rhode Island

Effective JANUARY 1, 2024 - THIS LAW PROVIDES

### HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

EXCEPT: Full-time students under <b>19</b> years of age working in a non-profit religious, educational, librarial or community services organization.	<b>\$14.00</b> \$12.60 (90% of Minimum Wage)
Minors <b>14</b> and <b>15</b> years of age working not more than 24 hours in a week.	<b>\$10.50</b> (75% of Minimum Wage)
Employees receiving gratuities (as of Jan. 1, 2017):	<b>\$3.89</b>

**Overtime Pay** - At least 1 ½ times the regular rate of pay for all hours worked over 40 in any one workweek. The law contains exemptions from minimum wage and/or overtime pay requirements for certain occupations or establishments.

**Mandatory Nurse Overtime** - a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergency.

**Minimum Shift Hours** - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

**Child Labor** - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

**Enforcement** - DLT may bring criminal action against any employer who pays substandard wages to an employee, and may seek, upon conviction, a penalty up to \$500 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation.

Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

Visit [www.dlt.ri.gov/lis](http://www.dlt.ri.gov/lis) or call (401) 462-WAGE (9243) for more information.

DLT-L-58 (Rev. 1/2019)

## Prevailing Wage for work on State/Municipal Financed Construction Project

**Prevailing Wage** - Workers must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice. **Overtime** rate applies when working over 8 hours a day or 40 hours a week. **Apprentice** rates apply only to properly registered apprentices in approved state apprenticeship programs.

Workers who do not receive **Proper Pay** may file a complaint with the DLT; claims will be investigated. Contact the Prevailing Wage Unit at (401) 462-8580, option #7 for more information. RI General Law §37-13-17 also provides for a private right of action to collect wages and benefits. DLT-L-39 (Rev. 1/2018)

## RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE ACT

Employers with 50 or more employees must grant an unpaid leave of absence upon the request of an eligible employee, for 13 consecutive weeks in any two calendar years, under certain conditions.

**Employees are Eligible** to apply for leave if they work full-time, an average of 30 hours or more per week and have been employed continuously for at least 12 months.

**Purpose of Leave** - Under the Act, the leave must be for one or more of the following reasons:

1. Birth of a child of an employee.
2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employee.
3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in-law. (Serious Illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, hospice or out-patient care requiring continuing treatment or supervision by a health care provider).

**Requests for Leave** - To be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to begin and end, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from the physician of the person who is the reason for the leave request, which certification shall specify the probable duration of the requested leave.

**School Involvement Leave** - An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; however, an employee may substitute any accrued paid vacation leave or other appropriate paid leave.

**Use of Sick Leave by Adoptive Parent** - Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee.

**Continuation of Health Benefits** - Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

**Return from Leave** - Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

**Prohibited Acts** - It is unlawful for any employer to interfere with, restrain or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

**Enforcement** - Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, (2) by a complaint filed with the DLT Director. Civil penalties are provided for violations of the Act or any order issued by the Director of Labor and Training. (Rev. 01/2018)

## HEALTHY AND SAFE FAMILIES and WORKPLACES ACT

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Visit [www.dlt.ri.gov/wrs](http://www.dlt.ri.gov/wrs) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

# You Are Protected under Provisions of the RI EMPLOYMENT SECURITY ACT and the TEMPORARY DISABILITY INSURANCE ACT

## UNEMPLOYMENT INSURANCE BENEFITS

If you become totally/partially unemployed:

1. File your claim for benefits with the DLT the same week you are unemployed or working reduced hours.
2. File your claim online at [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or by telephone at (401) 243-9100. Visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) for hours of operation. For more information, visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or call (401) 243-9100.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
  - a. Be unemployed through no fault of your own,
  - b. Have earned minimum qualifying wages while you were working,
  - c. Be physically able to work, available for work, and actively seeking work, and
  - d. Register for work with DLT.

## TEMPORARY DISABILITY INSURANCE BENEFITS

**Eligible for TDI Benefits** - If you have become ill or injured and meet all of the requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more, and
2. You are under the care of an approved Qualified Health Care Provider and
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto.
4. You earned enough qualifying wages during the base period to be monetarily eligible.

**Eligible for Temporary Caregiver Insurance Benefits** - If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child and
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims and
3. You earned enough in qualifying wages to be monetarily eligible.

**To Apply** - Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at [www.dlt.ri.gov/tci](http://www.dlt.ri.gov/tci), or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit [www.dlt.ri.gov/tci](http://www.dlt.ri.gov/tci) or call (401) 462-8420.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

## EMPLOYMENT AND TRAINING SERVICES

If you need help finding a job, DLT offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Résumé writing seminars to help you create an effective résumé and cover letter.

Visit [dlt.ri.gov](http://dlt.ri.gov) for a location near you. You can access many services online at [www.employri.org](http://www.employri.org).

DLT-TX-6 (Rev. 1/2019)

# WORKERS' COMPENSATION ACT of the State of Rhode Island

Workers' Compensation Insurance Company: \_\_\_\_\_

Adjusting Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

In accordance with RI General Law §28-32-1, employers must report to the DLT Director every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least 3 days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within 48 hours. If not fatal, the report shall be made within 10 days of the injury.

An injured employee shall have freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice. For more information, call the Education Unit at (401) 462-8100, press #1. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100, press #7.

DWC-8 (Rev. 1/2013)

## BAN-THE-BOX

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense.

Visit [www.dlt.ri.gov/ls](http://www.dlt.ri.gov/ls) or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

## RHODE ISLAND RIGHT-TO-KNOW Ignoring This Poster Can Be Hazardous To Your Health

**Under the RI Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace. You have a right to know:**

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is: \_\_\_\_\_

**The Right-To-Know Law was created to protect you.** Visit <http://www.dlt.ri.gov/occupsafe> or call (401)462-8570, option #4 for more information.

"Because not knowing about the hazardous substances you work with is the greatest hazard of all."

DLT-L-47 The RI Right-To-Know Law (Rev. 1/2018)

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices **must be posted and maintained in conspicuous places where workers are employed.** Fines may be imposed for noncompliance.

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

1/1/2024



## RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT)

# Notice to All Employees - Information Employers Must Post

## *Pay Equity Act*

### **Pay Differentials for Comparable Work**

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion, sexual orientation, gender, gender identity or expression, disability, age, and country of ancestral origin for comparable work. A differential wage is permissible where one or more of the following factors is found to apply:

“A seniority system; provided, however, that time spent on leave due to a pregnancy related condition or parental, family and medical leave shall not reduce seniority.”

“A merit system.”

“A system that measures earnings by quantity or quality of production.”

“Geographic location when the locations correspond with different costs of living, provided, that no location within the state of Rhode Island will be considered to have a sufficiently different cost of living.”

“Reasonable shift differential, which is not based upon or derived from a differential in compensation based on [a protected] characteristic[].”

“Education, training, or experience to the extent such factors are job-related and consistent with a business necessity.”

“Work-related travel, if the travel is regular and a business necessity.”

“A bona fide factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the position in question; and which is consistent with business necessity.”

### **Enforcement**

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, or (2) by a complaint filed with the DLT Director.

### **Employer Wage Inquiry**

- + Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited from inquiring into or requiring the disclosure of a job applicant’s wage history, from relying upon a job applicant’s wage history when considering the individual’s candidacy, and from setting a minimum or maximum threshold of prior wage earnings as a condition of employment.
- + An employer may, for the limited purpose of “support[ing] a wage higher than the wage [initially] offered by the employer,” consider and seek to confirm a job applicant’s wage history if such wage history was voluntarily provided.
- + At the time of hire or internal transfer to a new position, and whenever requested by an employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual’s position.

### **Wage Discussion among Employees**

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive the right to discuss wages.

### **Retaliation Prohibited**

Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is prohibited.

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RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

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(Rev. 12/2022)



## DEPARTAMENTO DE LABOR Y ENTRENAMIENTO DE RHODE ISLAND (DLT) Aviso a Todos los Empleados - Información que los Empleadores deben Publicar

### *Ley de Equidad Salarial*

#### **Diferencias Salariales para Trabajos Comparables**

De conformidad con la Ley General de Rhode Island 28-6-18, es ilegal que un empleador pague un salario diferencial basado en raza, color, religión, orientación sexual, género, identidad o expresión de género, discapacidad, edad y condado de origen ancestral para trabajos comparables. Se permite un salario diferencial cuando se determina que se aplican uno o más de los siguientes factores:

“Un sistema de antigüedad; sin embargo, el tiempo de licencia debido a una condición relacionada con el embarazo o licencia parental, familiar y médica no reducirá la antigüedad.”

“Un sistema de méritos.”

“Un sistema que mide las ganancias por cantidad o calidad de la producción.”

“Ubicación geográfica cuando las ubicaciones corresponden con diferentes costos de vida, siempre que ninguna ubicación dentro del estado de Rhode Island se considere que tiene un costo de vida suficientemente diferente.”

“Diferencial de desplazamiento razonable, que no se basa ni se deriva de un diferencial de compensación basado en una característica protegida.”

“Educación, entrenamiento, experiencia en la medida en que tales factores estén relacionados con el trabajo y sean consistentes con una necesidad comercial”

“Viajes relacionados con el trabajo, si el viaje es regular y una necesidad comercial.”

“Un factor de buena fe distinto de una característica protegida . . . que no se base ni se derive de una diferencia de compensación basada en una característica protegida . . . que esté relacionado con el trabajo con respecto al puesto en cuestión, y que sea compatible con la necesidad comercial.”

#### **Aplicación**

Las presuntas violaciones de la Ley pueden ser denunciadas (1) en una acción civil presentada por un empleado, o (2) por una queja presentada ante el Director de DLT.

#### **Consulta de Salarios de Empleados**

- + De conformidad con la Ley General de Rhode Island 28-6-22, los empleadores tienen prohibido investigar o exigir la divulgación del historial salarial de un solicitante de empleo, desde confiar en el historial salarial de un solicitante de empleo al considerar la candidatura del individuo y establecer un umbral mínimo o máximo de ganancias salariales anteriores como condición de empleo.
- + Un empleador puede, con el propósito limitado de “apoyar un salario más alto que el salario (inicialmente) ofrecido por el empleador,” considerar y tratar de confirmar el historial salarial de un solicitante de empleo si dicho historial salarial se proporcionó voluntariamente.
- + En el momento de la contratación o transferencia interna a un nuevo puesto, y siempre que lo solicite un empleado, un empleador debe revelar a la persona contratada, transferida o inquisitiva, el rango salarial o la posición de la persona.

#### **Discusión Salarial Entre Empleados**

De conformidad con la Ley General de Rhode Island 28-6-18, es ilegal que un empleador prohíba a los empleados discutir los salarios o preguntar a otros empleados sobre sus salarios. Los empleadores no pueden solicitar o exigir que los empleados o solicitantes renuncien al derecho de discutir los salarios.

#### **Represalias Prohibidas**

Se prohíbe toda medida discriminatoria o disciplinaria adoptada contra un empleado por ejercer estos derechos en virtud de la Ley o por oponerse a cualquier práctica declarada ilegal por la Ley.

Las Leyes Generales de RI §28-6-18 establecen que este aviso debe publicarse y mantenerse en lugares visibles donde estén empleados los trabajadores. Multas pueden ser impuesta por incumplimiento.

*DLT es un empleador/programa que ofrece igualdad de oportunidades; ayudas y servicios auxiliares disponibles a solicitud para personas con discapacidades. TTY a través del relé RI 7111*

(Rev. 12/2022)



# Attention Employees

## MINIMUM WAGE - RHODE ISLAND



Effective January 1, 2024

THIS LAW PROVIDES.....

**HOURLY MINIMUM WAGE** FOR ALL EMPLOYEES

**\$14.00**

as of 1/1/24

**\$12.60**

(90% of Minimum  
Wage)

**\$10.50**

(75% of Minimum  
Wage)

**\$3.89**

**EXCEPT:** Full time students under **19** years of age working in a non-profit religious, educational, librarial or community services organization.

Minors **14** and **15** years of age working not more than 24 hours in a week

Employees receiving gratuities (as of Jan. 1, 2017):

**OVERTIME PAY** - At least 1 1/2 times your regular rate of pay for all hours worked over 40 in any one work week. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments.

### **MANDATORY NURSE OVERTIME** -

Pursuant to RI Law §23-17.20-1 et. seq., a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergent circumstance

**MINIMUM SHIFT HOURS** - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

**CHILD LABOR** - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

**ENFORCEMENT** - The Rhode Island Dept. of Labor and Training (DLT) may bring criminal action against any employer who pays substandard wages to an employee and seek, upon conviction, a penalty up to \$500.00 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation.

Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

**THE LAW REQUIRES EMPLOYERS  
TO DISPLAY THIS POSTER WHERE  
EMPLOYEES CAN READILY SEE IT.**

For more information on the Rhode Island Minimum Wage Law  
Call (401) 462-WAGE (9243) or visit [www.dlt.ri.gov/lr](http://www.dlt.ri.gov/lr)

**Labor Standards Unit**

**Rhode Island Department of Labor and Training**



# Rhode Island Child Labor Laws



Both Rhode Island and Federal laws regulate the employment of minors. These laws were written to protect younger workers from long hours and hazardous jobs. By following the laws, younger workers can earn safely and gain experience.

**You must be 14 years old to work legally in Rhode Island.**

## What jobs can youth work?

### Jobs in which youth **CAN** be employed:

- Office and clerical work
- Retail and sales
- Advertising
- Price marketing and tagging
- Bagging and carrying out orders
- Errand and delivery work
- Cleanup work
- Group maintenance
- Kitchen work and wait staff
- ...and more.

### Jobs in which youth **CANNOT** be employed:

- Manufacturing various products
- Mining
- Logging and sawmilling
- Wrecking demolition and shipbreaking
- Jobs requiring operating power-driven machines
- Roofing
- Excavating
- ...and more.

## What hours can youth work?

### 14 or 15-year-olds:

- Up to but not exceeding 40 hours per week/8 hours per day.
- Not before 6:00 AM or after 7:00 PM. The curfew is 9:00 PM during school vacations.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

### 16 or 17-year-olds:

- Up to but not exceeding 48 hours per week/9 hours per day.
- Not before 6:00 AM or after 11:30 PM on school days, or after 1:30 AM if no school the next day. There is no curfew for non-students.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

## What working papers are required?

- You must have Special Limited Permit to Work form to be employed if you're 14 or 15.
- You may need a Certificate of Age form to be employed if you're 16 or 17.
- To get working papers, visit your local school department with proof of your age (Birth or Baptismal Certificate, Driver's License, Passport, School Records).

**For more  
information,  
please contact:**

**RI Department of Labor and Training** — Labor Standards Unit

**Phone:** (401) 462-8550 | **Fax:** (401) 462-8530 | **Email:** [dlt.laborstandards@dlt.ri.gov](mailto:dlt.laborstandards@dlt.ri.gov)

**Online:** [www.dlt.ri.gov/lis/childlabor.htm](http://www.dlt.ri.gov/lis/childlabor.htm)

**US Department of Labor** — Wage and Hour Division

**Phone:** (866) 4US-WAGE | **Online:** [www.youthrules.gov](http://www.youthrules.gov)



# Notice to Employees

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## Working on State or Municipal Financed Construction Projects?

You must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice.

Overtime rate applies when working over 8 hours a day or 40 hours a week.

Apprentice rates apply only to apprentices properly registered under approved State apprenticeship programs.

If you do not receive proper pay, you may file a complaint with the RI Department of Labor and Training and your claim will be investigated by the department. You may contact the Prevailing Wage Division at (401) 462-8580, option # 7 for additional information. In addition, please note that RI Law 37-13-17 also provides for a private right of action to collect wages and benefits.

Rhode Island Department of Labor and Training

John O. Pastore Center

1511 Pontiac Avenue, Cranston, RI 02920-4407

[www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw)

TTY via RI Relay 711 • Equal Opportunity Employer/Program • Auxiliary aids and services are available upon request.

**Prevailing  
Wage**

**Overtime**

**Apprentices**

**Proper Pay**

# DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation\*, gender identity or expression \*, physical or mental disability or age (over 40).

\*State only

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions).

**You have the *right* to a workplace free of harassment and discrimination.**

Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**Rhode Island  
Commission for Human Rights  
180 Westminster Street  
Third Floor  
Providence, RI 02903  
401-222-2661  
TDD: 401-222-2664  
[www.richr.ri.gov](http://www.richr.ri.gov)**

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER



# Rhode Island Parental & Family Medical Leave Act

This notice is to provide you with information on the Rhode Island Parental & Family Medical Leave Act, which requires that employers of 50 or more employees grant an unpaid leave of absence, upon the request of an eligible employee, for 13 consecutive weeks in any two calendar years, under certain conditions.

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## Employees Eligible

Employees are eligible to apply for leave if they are full-time employees who work an average of 30 hours a week or more and have been employed continuously for at least 12 months.

## Purpose of Leave

The leave required to be provided under the Act must be for one or more of the following reasons:

1. Birth of a child of an employee.
2. Placement of a child 16 years of age or less with an employee in connection with the adoption of such child by the employees.
3. "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in-law. (Serious illness is defined to mean a disabling physical or mental illness, injury, impairment or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuing treatment or supervision by a health care provider).

## Requests for Leave

In order to be entitled to the leave, the employee must give at least 30 days notice of the intended date upon which the requested leave is to commence and terminate, unless prevented by medical emergency from doing so. Employees may be requested to provide written certification from a physician caring for the person who is the reason for the leave request, which certification shall specify the probable duration of the requested leave.

## School Involvement Leave

An employee who has been employed for 12 consecutive months is entitled to 10 hours of leave during any 12 month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. A notice of 24 hours prior to the leave must be given to the employer by the employee. The leave is not required to be paid; except an employee may substitute any accrued paid vacation leave or other appropriate paid leave.

## Use of Sick Leave by Adoptive Parent

Any employer who allows sick time or sick leave of an employee to be used after the birth of a child shall allow the same time to be used for the placement of a child 16 years of age or less with an employee in connection with the adoption of the child by the employee.

## Continuation of Health Benefits

Prior to the commencement of leave, the employee must pay his employer a sum equal to the premium required to maintain the employee's health benefits in force during the period of leave, which sum is required to be returned to the employee within 10 days following return to work.

## Return From Leave

Employees who are granted leave under the Act are entitled to be restored to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

## Prohibited Acts

The Act makes it unlawful for any employer to interfere with, restrain, or deny employees the rights provided under the Act. Any discrimination or disciplinary action taken against an employee for exercising his rights under the Act, or for opposing any practice made unlawful by the Act, is also prohibited.

## Enforcement

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

**NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION  
BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS**

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

- refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program;
- require you to take a leave if another reasonable accommodation can be granted; or
- deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact:

**Rhode Island Commission for Human Rights  
180 Westminster Street, 3<sup>rd</sup> Floor  
Providence, RI 02903  
(401) 222-2661  
TTY: 401-222-2664  
[www.richr.ri.gov](http://www.richr.ri.gov)**

## IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH

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Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

**You have a right to know:**

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion, and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. **Your company representative is:**

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The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570.

*"Because not knowing about the hazardous substances you work with is the greatest hazard of all."*

**This poster must be displayed in a conspicuous location in the workplace.**

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# SEXUAL HARASSMENT IS AGAINST THE LAW



Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

- a supervisor
- an agent of the employer
- a supervisor in another area
- a co-worker
- a non-employee
- the same sex as the victim

Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is a violation of state and federal laws.

The prohibition against sexual harassment does not only apply to employers . It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

## Report incidents of harassment to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**If you believe you are or have been the victim of sexual harassment, contact:**

**RHODE ISLAND COMMISSION  
FOR HUMAN RIGHTS  
180 Westminster Street, Third Floor  
Providence, RI 02903  
401-222-2661  
TDD: 401-222-2664  
Fax: 401-222-2616  
[www.richr.ri.gov](http://www.richr.ri.gov)**



# NOTICE TO ALL EMPLOYEES



## Unemployment Insurance Benefits

### If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced hours.
2. File your claim online at [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or by telephone at (401) 415-6772. Visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) for hours of operation. For more information, visit [www.dlt.ri.gov/ui](http://www.dlt.ri.gov/ui) or call (401) 415-6772.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
  - a. Be unemployed through no fault of your own,
  - b. Have earned minimum qualifying wages while you were working,
  - c. Be physically able to work, available for work and actively seeking work, and
  - d. Register for work with the RI Dept. of Labor and Training.

*You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.*

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## Employment and Training Services

### If you need help finding a job:

The RI Dept. of Labor and Training offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Resume writing seminars to help you create an effective resume and cover letter.

Visit [www.dlt.ri.gov](http://www.dlt.ri.gov) to find a Career Center near you. You can also access many services on the Internet at [www.employri.org](http://www.employri.org).

## Temporary Disability Insurance Benefits

### Who is Eligible for TDI Benefits?

If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more,
2. You are under the care of an approved Qualified Health Care Provider,
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto, and
4. You earned enough qualifying wages during the base period to be monetarily eligible.

### Who is Eligible for Temporary Caregiver Insurance Benefits?

If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child,
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims, and
3. You earned enough in qualifying wages to be monetarily eligible.

### How to Apply:

Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi). Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit [www.dlt.ri.gov/tdi](http://www.dlt.ri.gov/tdi) or call (401) 462-8420.

*NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.*



## **RULE 5**

### **Posting of Notices**

*(Adopted under Section 28-44-38 of the Employment Security Act and  
Section 28-41-15 of the Temporary Disability Insurance Act)*

Every employing unit in the State of Rhode Island shall post and maintain printed notices of such form and design and in such numbers containing such information as the Director, Department of Labor and Training, may determine to be necessary to administer the Employment Security Act and Temporary Disability Insurance Act. Such notices shall be posted in conspicuous places where the workers' services are performed.

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This employer is subject to the provisions of the

# WORKERS' COMPENSATION ACT

of the State of Rhode Island

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**Workers' Compensation Insurance Company:** \_\_\_\_\_

**Adjusting Company:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Policy Effective Date:** \_\_\_\_\_

In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice.

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

***In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.***