

PENNSYLVANIA LABOR LAW POSTINGS



Workers' Compensation



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: _____	Date Posted: _____
IF INSURED: (Complete all applicable spaces)	IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS: (Complete all applicable spaces)
Name of Insurance Company: _____	Name of TPA (Claims administrator): _____
Address: _____	Address: _____
Telephone Number: _____	Telephone Number: _____
Insurer Code: _____	

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-help@pa.gov



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

Minimum Wage

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.



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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 25% 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 officer, or are appointed by the officer 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.

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 Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster Lebanon Montour Perry York
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	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 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

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 primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 5% of business is selling as opposed to 49% in servicing such vehicles)
- 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: 5% 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

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Fair Employment



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 as defined by Section 4(x) 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 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: 555 Walnut Street, Suite 808 · Harrisburg, PA 17101
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at www.pa.gov/PHRC

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

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

Harrisburg
555 Walnut Street, Suite 808
Harrisburg, PA 17101
(717) 787-9780
(717) 787-7279 (TTY)

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

Veteran Benefits and Services



The following free resources are available to help Pennsylvania Veterans understand their rights, protections, benefits and services.

For more information, contact either your County Office of Veterans Affairs, scan the QR code, call the PA Department of Military and Veterans Affairs at 1-800-698-2411 or visit www.pa.gov/agencies/dmva/pennsylvania-veterans.

MENTAL HEALTH & SUBSTANCE ABUSE RESOURCES



www.veteranscrisisline.net
Text 838255

CRISIS TEXT LINE |

crisistextline.org
Text "PA" to 741741
Free, 24/7, Confidential

PENNSYLVANIA TAX AND FEE RESOURCES



State Tax Information
for Military Personnel
and Veterans



Disabled Veterans' Real
Estate Tax Exemption
Information



Find Drug & Alcohol
Treatment Services
1-800-662-HELP (4357)



Disabled Veterans'
Registration and
Title Fee Waiver Information

VOCATIONAL REHAB AND TRAINING RESOURCES



Apply for VA Vocational
Rehab Services



Apply for PA
Vocational
Rehab Services



Get help finding jobs,
acquiring skills,
planning your career,
and finding resources
to support veterans.

SkillUp™ PA

Sign up for free job
training with SkillUp™ PA

JUSTICE AND LEGAL RESOURCES



The Unified Judicial System
of Pennsylvania
Registration and
Treatment Court Information



Pennsylvania Bar Association
Lawyers Saluting Veterans
Program Information



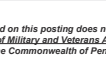
Legal Aid Provider Near You



Free Representation at the
U.S. Court of Appeals for
Veterans Claims Information



Information about private providers and services provided on this posting does not constitute an endorsement by the Pennsylvania Department of Military and Veterans Affairs, the Pennsylvania Department of Labor & Industry, or the Commonwealth of Pennsylvania.



Pennsylvania
Department of
Labor & Industry

Equal Pay

DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA
Bureau of Labor Law Compliance

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 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, 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.

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