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(K) FED FED FED U.S. Equal Employment Opportunity Commission **EMPLOYEE RIGHTS UNDER THE** EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT Know Your Rights: Workplace Discrimination is Illegal FAMILY AND MEDICAL LEAVE ACT **FNFORCEMENT** FEDERAL MINIMUM WAGE The Department has authority to recover back wages and an equal amount in liquidated damages in instances of The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION **\$7.25 PER HOUR** minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. **BEGINNING JULY 24, 2009** Have at least 1.250 hours of service in the 12 months before taking leave:* and LEAVE ENTITLEMENTS Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or an inquiry through the EEOC's public portal: from active duty), active duty wartime or campaign badge Who is Protected? Submit Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-Work at a location where the employer has at least 50 employees within 75 miles of The law requires employers to display this poster overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor Employees (current and former), including managers and https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free) veterans, or Armed Forces service medal veterans protected leave in a 12-month period for the following reasons: the employee's worksite. where employees can readily see it. provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or Call Retaliation *Special "hours of service" requirements apply to airline flight crew employees temporary employees The birth of a child or placement of a child for adoption or foster care Retaliation is prohibited against a person who files a **OVERTIME PAY** serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be Job applicants 1-800-669-6820 (TTY) To bond with a child (leave must be taken within 1 year of the child's birth or **REQUESTING LEAVE** Inion members and applicants for membership in a complaint of discrimination, participates in an OFCCP 1-844-234-5122 (ASL video phone willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not proceeding, or otherwise opposes discrimination by Federa union an EEOC field office (information at Visit any proceeding under the FLSA. To care for the employee's spouse, child, or parent who has a qualifying serious health CHILD LABOR possible to give 30-days' notice, an employee must notify the employer as soon as possible What Organizations are Covered? contractors under these Federal laws. www.eeoc.gov/field-office) ADDITIONAL INFORMATION Most private employers State and local governments (as employers) An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs Any person who believes a contractor has violated its and, generally, follow the employer's usual procedures. E-Mail info@eeoc.gov For the employee's own qualifying serious health condition that makes the employee Employees do not have to share a medical diagnosis, but must provide enough information Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. ondiscrimination or affirmative action obligations under declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various unable to perform the employee's job; Educational institutions (as employers) to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and OFCCP's authorities should contact immediately: For qualifying exigencies related to the foreign deployment of a military member who Additional information about the information could include informing an employer that the employee is or will be unable to The Office of Federal Contract Compliance Programs (OFCCP) the Commonwealth of Puerto Rico. is the employee's spouse, child, or parent. agricultural employment. Staffing agencies EEOC, including information about perform his or her job functions, that a family member cannot perform daily activities, or U.S. Department of Labor What Types of Employment Discrimination are Illegal? e employee who is a covered servicemember's spouse, child, parent, or next of that hospitalization or continuing medical treatment is necessary. Employees must inform TIP CREDIT Some state laws provide greater employee protections; employers must comply with both filing a charge of discrimination, is 200 Constitution Avenue, N.W. Under the EEOC's laws, an employer may not discriminate against kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by Some employers incorrectly classify workers as "independent contractors" when they are actually employees available at www.eeoc.gov Washington, D.C. 20210 the employer if the need for leave is for a reason for which FMLA leave was previously taken you, regardless of your immigration status, on the bases of: servicemember with a serious injury or illness. under the FLSA. It is important to know the difference between the two because employees (unless exempt) -800-397-6251 (toll-free or certified. their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit In employee does not need to use leave in one block. When it is medically necessary or Employers can require a certification or periodic recertification supporting the need for leave If you are deaf, hard of hearing, or have a speech disability, against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent **EMPLOYERS HOLDING FEDERAL CONTRACTS OR** otherwise permitted, employees may take leave intermittently or on a reduced schedule. Colo If the employer determines that the certification is incomplete, it must provide a written please dial 7-1-1 to access telecommunications Employees may choose, or an employer may require, use of accrued paid leave while taking contractors are not. per hour do not equal the minimum hourly wage, the employer must make up the difference SUBCONTRACTS notice indicating what additional information is required. relay services. OFCCP may also be contacted by National origin FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the The Department of Labor's Office of Federal Contract Compliance NURSING MOTHERS Sex (including pregnancy and related conditions, sexual submitting a guestion online to OFCCP's Help Desk at EMPLOYER RESPONSIBILITIES Programs (OFCCP) enforces the nondiscrimination and affirmative comply with the employer's normal paid leave policies. minimum wage under special certificates issued by the Department of Labor. The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the *fccphelpdesk.dol.gov/s/*, or by calling an OFCCP orientation, or gender identity) Once an employer becomes aware that an employee's need for leave is for a reason that may action commitments of companies doing business with the **BENEFITS & PROTECTIONS** Age (40 and older) regional or district office, listed in most telephone FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the Federal Government. If you are applying for a job with, or are an gualify under the FMLA, the employer must notify the employee if he or she is eligible for While employees are on FMLA leave, employers must continue health insurance coverage as if directories under U.S. Government, Department Disability FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the child's hirth each time such employee has a need to express breast milk. Employers are also required to provide a place, DEPARTMEN employee of, a company with a Federal contract or subcontract. WAGE AND HOUF Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic 1-866-487-9243 of Labor and on OFCCP's "Contact Us" webpage at the employees were not on leave. you are protected under Federal law from discrimination on the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be OF LABOR DIVISION ik e Upon return from FMI A leave, most employees must be restored to the same job or one nearly TTY: 1-877-889-5627 https://www.dol.gov/agencies/ofccp/cont Employers must notify its employees if leave will be designated as FMLA leave, and if so, how UNITED STATES ving bases: UNITED STATES ervices, or family medical history) used by the employee to express breast milk. identical to it with equivalent pay, benefits, and other employment terms and conditions. www.dol.gov/whd Race, Color, Religion, Sex, Sexual Orientation, Gender **PROGRAMS OR ACTIVITIES RECEIVING FEDERAL** much leave will be designated as FMLA leave. DEPARTMENT OF LABOR OF AMERICA Retaliation for filing a charge, reasonably opposing An employer may not interfere with an individual's FMLA rights or retaliate against someone WH1088 Identity, National Origin **ΕΙΝΔΝCΙΔΙ ΔSSISTANCE** ENFORCEMENT liscrimination, or participating in a discrimination for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or Executive Order 11246, as amended, prohibits employment Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as nployees may file a complaint with the U.S. Department of Labor, Wage <mark>and H</mark>our Division, or being involved in any proceeding under or related to the FMI A crimination by Federal contractors based on race, color, REV. 07/2016 may bring a private lawsuit against an employer. religion, sex, sexual orientation, gender identity, or national **ELIGIBILITY REQUIREMENTS** of 1964, as amended, Title VI of the Civil Rights Act of 1964, ninatory? The FMLA does not affect any federal or state law prohibiting discrimination or supersede any origin, and requires affirmative action to ensure equality of All aspects of employment, including: An employee who works for a covered employer must meet three criteria in order to be eligible as amended prohibits discrimination on the basis of race state or local law or collective bargaining agreement that provides greater family or medical opportunity in all aspects of employment. Discharge, firing, or lay-off for FMLA leave. The employee must Asking About, Disclosing, or Discussing Pay color or national origin in programs or activities receiving leave rights. Harassment (including unwelcome verbal or physica MD Have worked for the employer for at least 12 months; Federal financial assistance. Employment discrimination Executive Order 11246, as amended, protects applicants and conduct) employees of Federal contractors from discrimination based of Department of Labor, Division of Labor and Industry covered by Title VI if the primary objective of the financial For additional information or to file a complaint: Hiring or promotion inquiring about, disclosing, or discussing their compensation o assistance is provision of employment, or where employn DEPARTMENT OF LABOR 1-866-4-USWAGE Minimum Wage and Overtime Law ompensation of other applicants or employee ination causes or may cause discrimination Pay (unequal wages or compensation) UNITED STATES OF oviding services under such programs. Title IX of the (1-866-487-9243) TTY: 1-877-889-5627 Disability (Labor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland) Failure to provide reasonable accommodation for a AMERICA Section 503 of the Rehabilitation Act of 1973, as amended, Education Amendments of 1972 prohibits employment disability or a sincerely-held religious belief, observance www.dol.gov/whd protects qualified individuals with disabilities from discrimination for tip credit hours worked for each workweek of the pay period. Additional Establishments engaged in the first canning, packing or freezing of ination on the basis of sex in educational programs or **Minimum Wage Rates** or practice in hiring, promotion, discharge, pay, fringe benefits, job training, information and updates will be posted on the Maryland Department of Labor activities which receive Federal financial assistance U.S. Department of Labor • Wage and Hour Division • WH1420 fruits, vegetables, poultry, or seafood classification, referral, and other aspects of employment by Employers with 15 or more employees: Job training viduals with Disabilities REV. 04/2016 Overtime Only Exemption Federal contractors. Disability discrimination includes not making Section 504 of the Rehabilitation Act of 1973, as amended, Classification Employees under 18 years of age must earn at least 85% of the State \$13.25 (must earn the State Minimum Wage Rate): reasonable accommodation to the known physical or mental Referral prohibits employment discrimination on the basis of limitations of an otherwise qualified individual with a disability Effective 1/1/23 Minimum Wage Rate. Taxicab drivers Obtaining or disclosing genetic information of employees disability in any program or activity which receives Federal who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors Requesting or disclosing medical information of Overtime Certain employees selling/servicing automobiles, farm equipment, financial assistance. Discrimination is prohibited in all aspects \$14.00 FED Most employees must be paid **<u>1.5 times</u>** their usual hourly rate for all work trailers, or trucks of employment against persons with disabilities who, with Scheduled 1/1/24 take affirmative action to employ and advance in employment Conduct that might reasonably discourage someone from YOUR RIGHTS UNDER USERRA or without reasonable accommodation, can perform the qualified individuals with disabilities at all levels of employment, over 40 hrs. per week. Exception: Non-profit concert promoter, theater, music festival, music pavilion, or opposing discrimination, filing a charge, or participating ential functions of the job. including the executive level. Agricultural workers for all work over 60 hrs. per weel in an investigation or proceeding. What can You Do if You Believe Discrimination has THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT theatrical show If you believe you have been discriminated against in a **Protected Veteran Status** Employers with 14 or fewer employees: **Exemptions** Employers subject to certain railroad requirements of the U.S. Dept. program of any institution which receives Federal financial The Vietnam Era Veterans' Readiustment Assistance Act of USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the of Transportation, the Federal Motor Carrier Act, and the Interstate assistance, you should immediately contact the Federal \$12.80 **Minimum Wage and Overtime Exemptions:** 1974, as amended, 38 U.S.C. 4212, prohibits employment Contact the EEOC promptly if you suspect discrimination. Do no National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the nination against, and requires affirmative action to recruit, Effective 1/1/23 agency providing such assistance Immediate family member of the employed **Commerce Commission** delay, because there are strict time limits for filing a charge of uniformed services. Seasonal amusement and recreational establishments that meet certain employ, and advance in employment, disabled veterans, recently • Certain agricultural employees discrimination (180 or 300 days, depending on where you live, \$13.40 **REEMPLOYMENT RIGHTS** HEALTH INSURANCE PROTECTION ated veterans (i.e., within three years of discharge or releas work). You can reach the EEOC in any of the following ways: Executives, administrative, and professional employee You have the right to be reemployed in your civilian job if you leave that job to perform service If you leave your job to perform military service, you have the right to elect to continue Scheduled 1/1/24 REV. 10/20/2022 FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT: in the uniformed service and: your existing employer-based health plan coverage for you and your dependents for up Volunteers for educational, charitable, religious, and non-profit Montgomery Co. you ensure that your employer receives advance written or verbal notice of your to 24 months while in the military. MARYLAND DEPARTMENT OF LABOR organizations Different minimum wage rates are in effect. Employers in this county ar Even if you don't elect to continue coverage during your military service, you have DIVISION OF LABOR AND INDUSTRY-EMPLOYMENT STANDARDS SERVIC Employees under 16 working less than 20 hours per weel required to post the applicable rate information. you have five years or less of cumulative service in the uniformed services while with the right to be reinstated in your employer's health plan when you are reemployed, 10946 GOLDEN WEST DRIVE, SUITE 160 FED Outside salespersons generally without any waiting periods or exclusions (e.g., pre-existing condition **EMPLOYEE RIGHTS** that particular employ Minimum Wage HUNT VALLEY, MD 21031 exclusions) except for service-connected illnesses or injuries. you return to work or apply for reemployment in a timely manner after conclusion of Commissioned employee Most employees must be paid the Maryland State Minimum Wage Rate. TELEPHONE NUMBER: (410) 767-2357 **EMPLOYEE POLYGRAPH PROTECTION ACT** service; and ENFORCEMENT Employees enrolled as a trainee as part of a public school special Tipped Employees (earning more than \$30 per month in tips) must earn you have not been separated from service with a disqualifying discharge or under other The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is Fax Number (410) 333-7303 education program The Employee Polygraph Protection Act prohibits most **EXAMINEE RIGHTS** rnment to certain private individuals engaged in nationa the State Minimum Wage Rate per hour. Employers must pay at least \$3.63 than honorable conditions. te employers from using lie detector tests either authorized to investigate and resolve complaints of USERRA violations. E-мац: dldliemploymentstandards-dllr@maryland.go security-related activities Where polygraph tests are permitted, they are subject to Non-administrative employees of organized camps If you are eligible to be reemployed, you must be restored to the job and benefits you per hour. This amount plus tips must equal at least the State Minimum Wage The Act permits polygraph (a kind of lie detector) tests to be For assistance in filing a complaint, or for any other information on for pre-employment screening or during the course o numerous strict standards concerning the conduct and length of Certain establishments selling food and drink for consumption on the **EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION** would have attained if you had not been absent due to military service or, in some cases, a Rate. Subject to the adoption of related regulations, restaurant employers USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at nistered in the private sector, subject to restrictions, to the test. Examinees have a number of specific rights, including premises grossing less than \$400,000 annually certain prospective employees of security service firms (armore comparable job. who utilize a tip credit are required to provide employees with a written **CONSPICUOUSLY. THIS IS A SUMMARY OF THE LAW. TO ENSURE** https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be PROHIBITIONS the right to a written notice before testing, the right to refuse o **RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION** ue a test, and the right not to have test results disclosed Drive-in theaters car, alarm, and guard), and of pharmaceutical manufacturers, COMPLIANCE, CONSULT A LEGAL ADVISOR. PENALTIES ARE PRESCRIBED FOR Employers are generally prohibited from requiring or requesting iewed at https://we apps.dol.gov/elaws/vets/userra or electronic wage statement for each pay period showing the employee's If you file a complaint with VETS and VETS is unable to resolve it, you may request that any employee or job applicant to take a lie detector test, and distributors and dispensers. to unauthorized persons. effective hourly rate of pay including employer paid cash wages plus tips VIOLATIONS OF THE LAW. The Act also permits polygraph testing, subject to restrictions, of are a past or present member of the your case be referred to the Department of Justice or the Office of Special Counsel, as ENFORCEMENT are obligated to serve in the from discharging, disciplining, or discriminating against an certain employees of private firms who are reasonably suspected **REV. 1/2023** employee or prospective employee for refusing to take a test or for exercising other rights under the Act. uniformed service: applicable, for representation. The Secretary of Labor may bring court actions to restrain uniformed service of involvement in a workplace incident (theft, embezzlement, You may also bypass the VETS process and bring a civil action against an employer for have applied for membership in the violations and assess civil penalties against violators. Employee etc.) that resulted in economic loss to the employer. uniformed service; or EXEMPTIONS or job applicants may also bring their own court actions violations of USERRA. The law does not preempt any provision of any State or local law Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal then an employer may not deny you The rights listed here may vary depending on the circumstances. The text of this NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee or any collective bargaining agreement which is more restrictiv promotion; or notice was prepared by VETS, and may be viewed on the internet at this address: initial employment; the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate with respect to lie detector test any benefit of employment https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers reemployment; THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY retention in employn to notify employees of their rights under USERRA, and employers may meet this requirement hecause of this status. by displaying the text of this notice where they customarily place notices for employees. In addition, an employer may not retaliate against anyone assisting in the enforcement of U.S. Department of Labor • 1-866-487-2365 1-866-487-9243 DEPARTMENT OF LABOR WAGE AND HOUR DIVISION USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590 TTY: 1-877-889-5627 WΠL MD UNITED STATES OF AMERICA UNITED STATES DEPARTMENT OF LABOR www.dol.gov/whd Department of Labor, Division of Labor and Industry

Minor Fact Sheet (Labor and Employment Article Section 2-2)

(Labor and Employment Article, Section 3-206, Annotated Code of Maryland)				
APPLYING FOR A WORK PERMIT Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit. Steps: • Minor or Parent/Guardian completes required information online and prints work permit • TO BE VALID • TO BE VALID • The Minor, the Minor's Parent/Guardian, and the Employer must sign the permit	NOTE TO EMPLOYERS • A minor under the age of 14 is not permitted to work and may not be employed. • Minors 14 through 17 years of age may only work with a work permit. • The work permit must be in the employer's possession before the minor is permitted to work. • Employers must keep the work permit on file for three years.	For MORE INFORMATION CONTACT: MARYLAND DEPARTMENT OF LABOR DIVISION OF INDUSTRY - EMPLOYMENT STANDARDS SERVICE 10946 GOLDEN WEST DRIVE, SUITE 160 - HUNT VALLEY, MD 21031 TELEPHONE NUMBER: (410) 767-2357 - FAX NUMBER: (410) 333-7303 E-MAIL: dldliemploymentstandards-dllr@maryland.gov OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions including but not limited to Youth Apprenticeship. • Occupations in or about plants or establishments	 MD Department of Labor Excruption of the state of a family member with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employees where employees that employees where employees provide unpaid sick and safe leave for certain employees. The Maryland Healthy Working Families Act requires employees with 15 or more employees to provide paid sick and safe leave for certain employees. The Maryland Healthy working Families Act requires employees with 15 or more employees to the employee sprovide unpaid sick and safe leave for certain employees. The absence from work is necessary due to domestic violence, sexual assault, or stalking ommitted against the employee or the employee's family member and the leave is being useful to earn more than 40 hours of earned sick and safe leave in a year or a compose to interfue to earn more than 40 hours of earned sick and safe leave at a rate of at least one hour for every 30 hours the employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee accrue earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee accrue earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee accrue earned sick and safe leave at a rate of at least one hour for every 30 hours the employee deave the enve	
Permissible Hours of Employment All Minors: May not be employed or permitted to work more than five hours continuously without a non-working period	 Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include: Farm work performed in a business owned or operated by a parent or one standing in the place of a parent. Mors school hours; May only work between the hours of 7:00am and 7:00pm. May only work between the hours of 7:00am and 7:00pm. May only work between the hours of 7:00am and 7:00pm. May only work buse and the hours of 7:00am and 7:00pm. May only work buse and the hours of 7:00am and 7:00pm. May only work buse and permissible hours of work order study or student-learner program when school is nor any not be ounred towards the permissible hours of work performed as a counselor, assistant counselor, or instructor in a youth camp Act. Manufacturing of evergreen wreaths in or about a home. Work performed as a counselor, assistant counselor, or instructor in a youth camp Act. Hazardous work performed by non-paid volunteers of a volunteer fire department or company or wolunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older. Federal Restrictions Permits may be issued to minors of any e employed as a model, performe, or ner. The applications and permits are available mer. The applications and permits are available or provisions of the Federal fa	 Occupations in connection with anothers Occupations of motor-vehicle driver and outside helper. Coal-mine occupations. Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage-stock mill. Occupations involved in the operation of certain power-driven bakery machines. Occupations involved in the operation of certain power-driven paper products machines. Occupations involved in the operation of circular substances and to ionizing radiations. Occupations involved in the operation of circular substances and to ionizing radiations. Occupations involved in the operation of circular saws, band saws, and guillotine shears. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and ladopted by the Commissioner of Labor and Industry, the following occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations as declared by the U.S. Secretary of the minor. The manufacturing of dangerous or toxic chemicals or compounds. Cleaning, oiling or wiping of machinery. Any occupation which after investigation by the Commissioner is demeed injurious to the health and welfare of the minor. Attion the manufacture of processing occupations including occupations, workplaces or storage areas where goods are manufacture of processin	A radius and spose or the employee's spouse, or an individual who acted as a right under the Maryland Healthy Working Fam garent or stood in loco parentis to the employee's spouse, or an individual who acted as a from making a complaint, bringing an action, or testifying the employee's spouse was a minor.	
of at least ½ hour. Minors 14 – 15: * *Non-school hours; * *3 hours on any day when school is in session; 8 hours on any day when school is not in session * *18 hours in a school week; 40 hours in any week when school is not in session; * *May only work between the hours of 7:00am and 7:00pm. * *May work until 9:00pm from June 1 until Labor Day. The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above. *This is based upon a more restrictive Federal law. Minors 16 – 17: May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period			WORKERS' COMPENSATION LA COMPENSACIÓN DEL TRABAJADOR Job Related Accidental Personal Injury or Occupational Disease? If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law).	
pecial permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of			If you are injured on the job: 1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.	
Labor and Industry (address below) or online at: www.labor.maryland.gov/labor/wages/empm.shtml	available from the Baltimore office of the U.S. Department of Labor, Wage and Hour Division (410) 962-6211.	 construction dyes public messaging certain poultry railroads hoisting apparatus brickyard gases injurious quantities construction const	 Tell the doctor who treats you that you were hurt on the job. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible. 	

Department of Labor **Equal Pay for Equal Work** (Labor and Employment Article Title 3, Subtitle 3) (3) take any adverse employment action against an

§3-301 (a) In this subtitle the following words have the employee for meanings indicated. (i) inquiring about the employee's wages or another (b)(1) "Employer" means employee's wages; (ii) disclosing the employee's own wages; (i) a person engaged in a business, industry, profession, trade, or other enterprise in the State; (iii) discussing another employee's wages if those (ii) the State and its units; wages have been disclosed voluntarily; (iii) a county and its units; and (iv) asking the employer to provide a reason for the (iv) a municipal government in the State. employee's wages; or (v) aiding or encouraging another employee's (2) "Employer" includes a person who acts directly or indirectly in the interest of another employer with exercise of rights under this section. (b)(1) Subject to paragraph (2) of this subsection, an an employee employer may, in a written policy provided to each (c) "Gender identity" has the meaning stated in § 20-101 of the State Government Article. nployee, establish reasonable workday limitations o (d)(1) "Wage" means all compensation for employment the time, place, and manner for inquiries about or the (2) "Wage" includes board, lodging, or other discussion or disclosure of employee wages. advantage provided to an employee for the (2) A limitation established under paragraph (1) of convenience of the employer. this subsection shall be consistent with standards adopted by the Commissioner and all other State \$3-302. This subtitle applies to an employer of both men and and federal laws. women in a lawful enterprise. (3) Subject to subsection (d) of this section, 63-303. limitations established under paragraph (1) of this subsection may include prohibiting an employee In addition to any powers set forth elsewhere, the Commissioner ma from discussing or disclosing the wages of another (1) use informal methods of conference, conciliation employee without that employee's prior permission. and persuasion to eliminate pay practices that are (c) Except as provided in subsection (d) of this section, unlawful under this subtitle: and the failure of an employee to adhere to a reasonable limitation included in a written policy under subsection (2) supervise the payment of a wage owing to an employee under this subtitle. (b) of this section shall be an affirmative defense to a claim made against an employer by the employee **83-304** (a) In this section, "providing less favorable employment under this section if the adverse employment action the reasonable limitation and not for an inquiry, a (1) assigning or directing the employee into a less favorable career track, if career tracks are offered, discussion, or a disclosure of wages in accordance with or position the limitation. (2) failing to provide information about promotions (d)(1) A prohibition established in accordance with or advancement in the full range of career tracks subsection (b)(3) of this section against the discussion offered by the employer; or or disclosure of the wages of another employee without (3) limiting or depriving an employee of that employee's prior permission may not apply to employment opportunities that would otherwise be instances in which an employee who has access to the wage information of other employees as a part of the available to the employee but for the employee's sex employee's essential job functions if the discussion or gender identity (b)(1) An employer may not discriminate between or disclosure is in response to a complaint or charge mployees in any occupation by: or in furtherance of an investigation, a proceeding, (i) paying a wage to employees of one sex or hearing, or an action under this subtitle, including a gender identity at a rate less than the rate paid to investigation conducted by the employer. (2) if an employee who has access to wage employees of another sex or gender identity if both employees work in the same establishment and information as part of the essential functions of perform work of comparable character or work on the employee's job discloses the employee's own the same operation, in the same business, or of the wages or wage information about another employe obtained outside the performance of the essential same type; or (ii) providing less favorable employment functions of the employee's job, the employee shall opportunities based on sex or gender identity. be entitled to all the protections afforded under this (2) For purposes of paragraph (1)(i) of this subtitle subsection, an employee shall be deemed to work (e) Nothing in this section shall be construed to: at the same establishment as another employee (1) require an employee to disclose the employee's if the employees work for the same employer at workplaces located in the same county of the State (2) diminish employees' rights to negotiate the terms and conditions of employment under federal (c) Except as provided in subsection (d) of this section subsection (b) of this section does not prohibit a State, or local law; variation in a wage that is based on: (3) limit the rights of an employee provided under (1) a seniority system that does not discriminate on any other provision of law or collective bargaining the basis of sex or gender identity (2) a merit increase system that does not (4) create an obligation on any employer or discriminate on the basis of sex or gender identity; employee to disclose wages; (5) permit an employee, without the written consent (3) jobs that require different abilities or skills; (4) jobs that require the regular performance of of an employer, to disclose proprietary information, different duties or services trade secret information, or information that is (5) work that is performed on different shifts or at otherwise subject to a legal privilege or protected different times of day; by law; or (6) a system that measures performance based on a (6) permit an employee to disclose wage information quality or quantity or production; or to a competitor of the employer. §3–304.2. (7) a bona fide factor other than sex or gender identity, including education, training, or experience (A) On request, an employer shall provide to an in which the factor: pplicant for employment the wage range for the (i) is not based on or derived from a gender-based position for which the applicant applied. differential in compensation; B)(1) An employer may not (ii) is job related with respect to the position and (I) Retaliate against or refuse to interview, hire, or consistent with a business necessity; and employ an applicant for employment because the (iii) accounts for the entire differential. applicant (d) This section does not preclude an employee fron 1. Did not provide wage history; or demonstrating that an employer's reliance on an 2. Requested the wage range in accordance with exception listed in subsection (c) of this section is a this section for the position for which the applicant pretext for discrimination on the basis of sex or gende applied; and (II) Except a provided in paragraph (2) of this (e) An employer who is paying a wage in violation of subsection this subtitle may not reduce another wage to comply 1. Rely on the wage history of an applicant for with this subtitle employment in screening or considering the §3-304.1. applicant for employment or in determining the (a) An employer may not: wages for the applicant; or (1) prohibit an employee from: 2. Seek the wage history for an applicant for (i) inquiring about, discussing, or disclosing the employment orally, in writing, or through an wages of the employee or another employee; or employee or an agent or from a current or former (ii) requesting that the employer provide a reason (2) After an employer makes an initial offer of for why the employee's wages are a condition of mployment with an offer of compensation to an (2) require an employee to sign a waiver or any othe applicant for employment, an employer may: (I) Subject to paragraph (3) of this subsection, document that purports to deny the employee the right to disclose or discuss the employee's wages; or rely on the wage history voluntarily provided by MD **TO EMPLOYEES** YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose. IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by callling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights. IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before

deductions during the week you return to work regardless of whether or not you have been paid

You are able to work, available for work, and actively seeking work.

You are unemployed through no fault of your ow

You have sufficient earnings in your Base Period

listed below

dependence

301-313-8000

Phone Number To File A Claim

1-877-293-4125 (toll free)

NOTE

YOU ARE ENTITLED TO BENEFITS IF:

You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center

To ensure prompt handling of your claim, it is necessary to have your Social Security number available.

If you claim dependents under sixteen (16) years of age, you must know the Social Security number of

each dependent when you file. If you do not know the Social Security numbers, you will be provided

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Calvert

Charles

Montgomery

with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of

Area Served

Prince Georges

St. Mary's

MD

the applicant for employment to support a wage offer higher than the initial wage offered by the employer: or (II) Seek to confirm the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the employe (3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher wage does not create an unlawful pay differential based on protected characteristics under §3-304 of this subtitle. (C) This section may not be construed to prohibit an applicant for employment from sharing wage history with an employer voluntarily. §3-305 (a)(1) Each employer shall keep each record that the Commissioner requires on: (i) wages of employees; (ii) job classifications of employees; and (iii) other conditions of employment. (2) An employer shall keep the records required under this subsection for the period of time that the Commissioner requires. (b) On the basis of the records required under this section, an employer shall make each report that the Commissioner requires. §3-306. (a) On request of an employer, the Commissioner shall provide without charge a copy of this subtitle to the

each place of employment a copy of this subtitle

Maryland Commission on Civil Rights, shall develop

educational materials and make training available to

assist employers in adopting training, policies, and

procedures that comply with the requirements of this

(c) The Commissioner, in consultation with the

§3-306.1.

§3-307.

liquidated damages.

affected.

Commissioner ma

employee; and

employe

§3-308.

DLLR/DUI 328

a place of employment that the Commissioner is authorized under this subtitle to inspect; or (4) discharge or otherwise discriminate against an employee or applicant for employment because the employee or applicant for employment (i) makes a complaint to the employer, the Commissioner, or another person; (ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle; or 5) Violate §3–304.2 of this subtitle (b) An employee or an applicant for employment may (1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the Commissione (2) in bad faith, bring an action under this subtitle (3) in bad faith, bring a proceeding that relates to the subject of this subtitle: or (4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle. (c) The Commissioner may bring an action for injunctive relief and damages against a person who violates

subsection (a)(1), (4) or subsection (b)(1), (3), or (4) of this section (d)(1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision (3) of this se

exceeding \$300.

of §304.2.

or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.

Note: Withholding information or giving false information about any work-related activity

Employer/Empleador

MD

Business Address/Dirección

City/State/Zip Ciudad/Estado/Código Postal Federal Employer ID (FEIN) Indentificación Federal Del Empleado

Telephone Number/Número Telefónico ———

Insurance Company Name

Insurance Company Telephone Telefónico de la Compañía de Seauro MD WCC Form C-24 05/2017

> **TO BE POSTED HEALTH INSURANCE COVERAGE**

You and other members of your family may be eligible IMPORTANT: le for paving the entire cost of the eave in increments in certain amounts How to File a Complaint or Obtain Additional Information to give notice of the need to use earned may deny leave in certain circumstance

REV. 07/2016

vritten statement of the employee's

adverse action against an emplovee who

Families Act and an employee is prohibited ving in an action in bad faith

If you feel your rights have been violated under this law or you would like additional information, COMMISSIONER OF LABOR AND INDUSTRY

REV. 05/2022

REV. 02/2022

10946 Golden West Drive, Suite 160 - Hunt Valley, MD 21031

SSL.ASSISTANCE@MARYLAND.GOV

in Maryland <u>¿Accidentes por lesión/daño corporal relacionados con</u>

el Empleo o Enfermedad Profesional?

Si usted se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le comp ensarían 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

<u>Si usted sufre una lesión en el trabajo, debe</u>: Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuere notificado que sufrió una lesión. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.

Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitándo uno por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

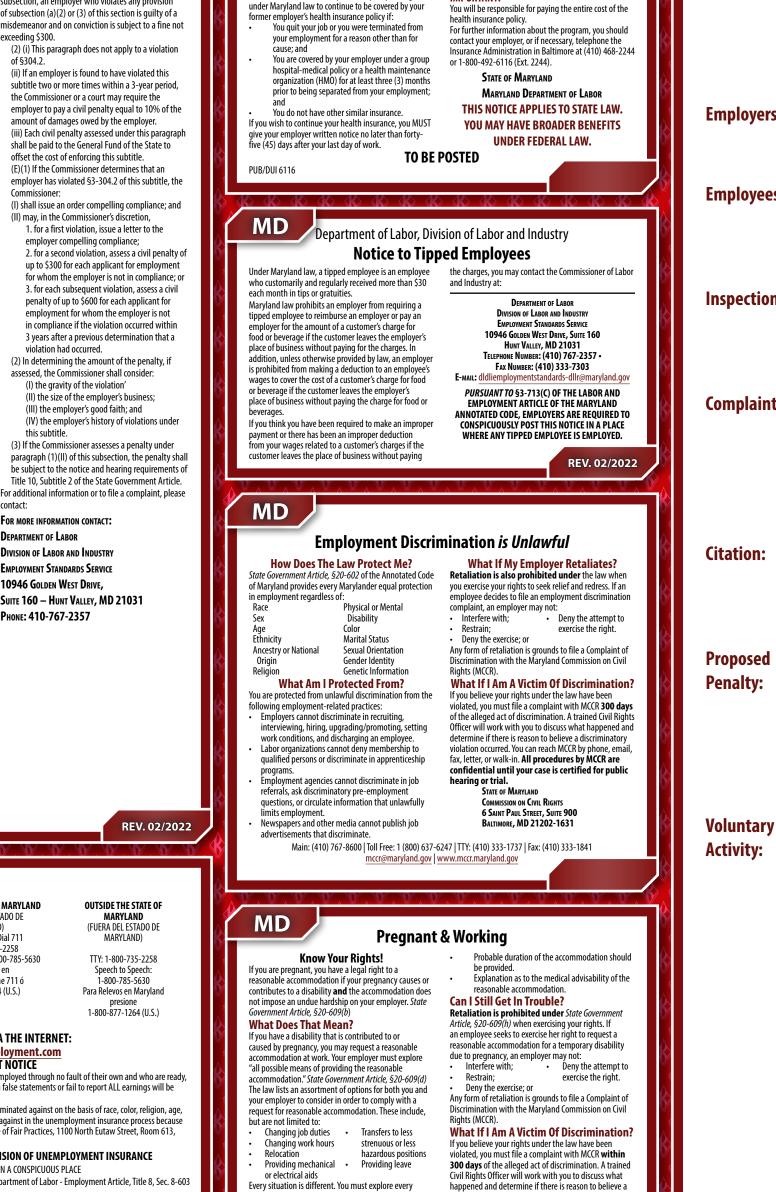
> **Maryland Workers' Compensation Commission** 10 East Baltimore Street, Baltimore, Maryland 21202-1641 (410) 864-5100 / Outside Baltimore (800) 492-0479

Webpage - http://www.wcc.state.md.us / TTY Users - 711 in Maryland or (800) 735-2258 This notice must be printed on 8.5 "X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.10.

Safety and health protection on the job

Maryland Occupational Safety and Health Act - Private Sector

employer to pay a civil penalty equal to 10% of the (a) Whenever the Commissioner determines that this amount of damages owed by the employer (iii) Each civil penalty assessed under this paragraph subtitle has been violated, the Commissioner shall: (1) try to resolve any issue involved in the violation shall be paid to the General Fund of the State to informally by mediation; or offset the cost of enforcing this subtitle. (2) ask the Attorney General to bring an action or (E)(1) If the Commissioner determines that an employer has violated §3-304.2 of this subtitle, the behalf of the applicant or employee (b) The Attorney General may bring an action under this section in the county where the violation alleged (I) shall issue an order compelling compliance; and occurred for injunctive relief, damages, or other relief. (II) may, in the Commissioner's discretion 1. for a first violation, issue a letter to the (a)(1) If an employer knew or reasonably should have employer compelling compliance known that the employer's action violates § 3-304 of 2. for a second violation, assess a civil penalty of this subtitle, an affected employee may bring an action up to \$300 for each applicant for employment for whom the employer is not in compliance; or against the employer for injunctive relief and to recover 3. for each subsequent violation, assess a civil the difference between the wages paid to employee penalty of up to \$600 for each applicant for of one sex or gender identity and the wages paid to employees of another sex or gender identity who do employment for whom the employer is not the same type work and an additional equal amount as in compliance if the violation occurred within 3 years after a previous determination that a (2) If an employer knew or reasonably should have violation had occurred. known that the employer's action violates § 3-304.1 (2) In determining the amount of the penalty, if of this subtitle, an affected employee may bring an sessed, the Commissioner shall consider (I) the gravity of the violation' action against the employer for injunctive relief and to recover actual damages and an additional equal (II) the size of the employer's business; (III) the employer's good faith; and amount as liquidated damages (3) An employee may bring an action on behalf (IV) the employer's history of violations under of the employee and other employees similarly this subtitle. (3) If the Commissioner assesses a penalty under (b) On the written request of an employee who is paragraph (1)(II) of this subsection, the penalty shall be subject to the notice and hearing requirements of entitled to bring an action under this section, the Title 10. Subtitle 2 of the State Government Article. (1) take an assignment of the claim in trust for the For additional information or to file a complaint, please contact (2) ask the Attorney General to bring an action FOR MORE INFORMATION CONTACT: in accordance with this section on behalf of the DEPARTMENT OF LABOR (3) consolidate 2 or more claims against an **DIVISION OF LABOR AND INDUSTRY EMPLOYMENT STANDARDS SERVICE** (c) An action under this section shall be filed within 3 10946 GOLDEN WEST DRIVE, years after the employee receives from the employer SUITE 160 - HUNT VALLEY, MD 21031 the wages paid on the termination of employment under § 3-505(a) of this title. PHONE: 410-767-2357 (d) The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section (e) If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment interest in accordance with the Maryland Rules. (a) An employer may not (1) willfully violate any provision of this subtitle; (2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the Commissioner in the enforcement of this subtitle; (3) refuse entry to the Commissioner or an authorized representative of the Commissioner i SOLICITUD DE BENFEICIOS INSIDE THE STATE OF MARYLAND **OUTSIDE THE STATE O** DEL DESEMPLEO PARA (DENTRO DEL ESTADO DE MARYLAND LA POBLACIÓN DE HABI F (FUERA DEL ESTADO D MARYLAND) HISPANA Maryland Relay Dial 711 MARYLAND) 301-313-8000 TTY-1-800-735-2258 TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Speech to Speech: Maryland presione 711 ó 1-800-877-1264 (U.S.) 1-800-785-5630 Para Relevos en Maryland presione 1-800-877-1264 (U.S.) TO FILE A CLAIM VIA THE INTERNET: www.mdunemployment.com IMPORTANT NOTICE Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be alified and will be subject to criminal prosecution The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, ore, Maryland 2120 MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603



The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are **Employers:** causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply **Employees:** to his or her own actions and conduct on the job.

> The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

Inspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

> Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe **Complaint:** or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request. The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

> An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected.

The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each nonserious violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more that \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

> ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

> > Mosh Training and Education 10946 GOLDEN WEST DRIVE, SUITE 160 HUNT VALLEY, MARYLAND 21031 PHONE: 410-527-2091



discriminatory violation occurred. You can reach MCCR by

phone, email, fax, letter, or walk-in. All procedures by

available option with your employer to decide what

modation best suits your needs.