# **Labor Law Compliance Center**

# CONNECTICUT

Labor Law Compliance Center posters@laborlawcc.com www.laborlawcc.com (800) 801-0597

# **Connecticut Labor Law Posters**

**English** \*Recently updated notices are highlighted

Posting Name & ID	Posting Requirements	Published Date
Administrative Regulations CT01E	All employers	01/25
Discrimination CT02E	All employers	02/25*
Electronic Monitoring CT03E - CT04E	All employers	08/24
Managed Care CT05E	All employers	04/22
Paid Sick Leave CT06E	All employers	01/25
Pregnancy Disability CT07E	All employers	08/23
Sexual Harassment CT08E	All employers	10/19
Unemployment Insurance CT09E	All employers	/
Workers' Compensation CT10E	All employers	10/21
Domestic Violence CT11E	All employers	10/22



# **Connecticut Labor Law Posters**

English

\*Recently updated notices are highlighted

Posting Name & ID	Posting Requirements	Published Date
Minimum Wage for Mercantile Trade CT12E	Employers in the Mercantile Trade	01/25
Employment of Minors in Mercantile/Retail CT13E - CT14E	Employers of Minors in the Mercantile/Retail Trade	05/23
Minimum Wage for Restaurant Occupations CT15E	Employers in Restaurant Occupations	01/25
Employment of Minors in Restaurant/Food Services CT16E - CT17E	Employers of Minors in Restaurant/Food Services	04/23





# AMBULANCE:

# FIRE - RESCUE:

# HOSPITAL:\_

# PHYSICIAN:

# **ALTERNATE:**

# POLICE:

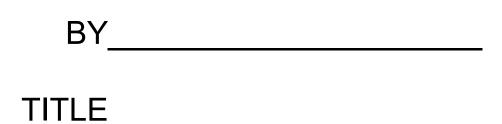


# PAYDAY NOTICE

# REGULAR PAYDAYS FOR EMPLOYEES OF:

(FIRM NAME)

SHALL BE AS FOLLOWS:



# PLEASE POST



# SMOKING OR VAPING IS PROHIBITED





# **CONNECTICUT DEPARTMENT OF LABOR** WAGE AND WORKPLACE STANDARDS DIVISION

or incentive pay plans, including commissions and bonuses. (a) Definitions. For the purposes of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum	and effective January 1, 2014 equal to thirty-four and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2025, and ending on June 30, 2019, equal to thirty-six and eight-tenths per cent of the minimum fair wage per hour for person, other than bartenders, who are employed in the hotel and restaurant, who customarily and regularly receive gratuities, (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per	6	case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his	not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board,	
accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto,	January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective	ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid	four hundred dollars per week exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training	academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least	
the amount of results produced, where the payment is in accordance with a fixed plan by which the	to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders		for a bona fide executive position as defined in this section if (A) the training period does not exceed six	equal to the entrance salary for teachers in the school system or educational establishment or institution by	MINIMUM WAGE: Minimum wage is annually indexed
upon fulfillment of the conditions established as part	(3) not to exceed thirty-five cents per hour in any	(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of	services on a salary basis at a rate not less than three	compensated on a salary or fee basis at a rate of not	aaah waar offaatiwa lan 1
limitation hereinafter set forth.	and allowances for the value of board, in the amount of eighty-five cents for a full meal and forty-five cents	that ordinarily required to travel from his usual place of employment to his home, such additional travel	board, lodging, or other facilities during the training period; (C) a tentative outline of the training program	exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of	
records of wages paid to each employee who is	for a light meal, lodging, apparel or other items or services supplied by the employer; and other special conditions or circumstances which may be usual in		has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee	includes work requiring the exercise of discretion and	through 12-31-2025 (P.A. 19-4) OVERTIME - ONE AND ONE -
an incentive plan in such form as to enable such compensation to be translated readily into terms of	a particular employer-employee relationship. The commissioner may provide, in such regulations,	(e) Repealed.	for travel expenses to and from each destination other than local, where such instruction or training is	the requirements of this section.	HALF TIMES THE EMPLOYEES
week or part thereof of employment.	modifications of the minimum fair wage herein established for learners and apprentices; persons under the age of eighteen years; and for such special		provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the		REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR
(c) Piece rates in relation to time rates. (1) When an employee is compensated solely at piece rates	cases or classes of cases as the commissioner finds appropriate to prevent curtailment of employment	include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place,	program as approved has not been carried out. An employee who is compensated on a salary basis at a	for the accomplishment of a single task regardless of the time required for its completion. A fee basis	OF THE CONNECTICUT GENERAL
to yield an average rate of at least the minimum fair	the minimum fair wage herein established.	and all time during which an employee is employed or permitted to work, whether or not required to do	per week, exclusive of board, lodging, or other	unique in nature rather than for a series of jobs which	
58 of Connecticut General Statutes for each hour	board deduction and allowance in an amount differing from that provided in this section shall be construed	so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work.	the management of the enterprise in which he is	which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to	
wage established shall be not less than the minimum			and regular direction of the work of two or more other		
an mage completed by capeconon () of coolion of					
worked. (2) When an employee is compensated at		Working time in every instance shall be computed to the nearest unit of 15 minutes.		Sec. 31-60-16. Employee in bona fide Professional Capacity.	
worked. (2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's	repealed. Sec 31-60-4. Physically or mentally handicapped	<ul><li>the nearest unit of 15 minutes.</li><li>(b) All time during which an employee is required</li></ul>	(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent	Capacity. (a) For the purposes of said section 31-58 (f)	
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(3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j)	<ul> <li>repealed.</li> <li>Sec 31-60-4. Physically or mentally handicapped employees.</li> <li>[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]</li> <li>Sec. 31-60-6. 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When a minor has had an aggregate</li> </ul>	<ul> <li>the nearest unit of 15 minutes.</li> <li>(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.</li> <li>(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee has completed his assignment.</li> <li>Sec. 31-60-12. Records.</li> <li>(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for</li> </ul>	<ul> <li>(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes.</li> <li>(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances:</li> <li>(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;</li> <li>(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;</li> <li>(C) Deductions may be made for one or more full</li> </ul>	<ul> <li>Capacity.</li> <li>(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee</li> <li>(1) whose primary duty consists of the performance of:</li> <li>(A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or</li> <li>(B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or</li> </ul>	MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.
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	(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each		or	given period of time; and	
	employer shall obtain from each minor to be employed		(E) Deductions may be made for one or more	(4) who does not devote more than twenty percent of	
· · · · · · · · · · · · · · · · · · ·	at a modification of the minimum fair wage rate as	0, ,		() 31	
	herein provided, a statement of his employment prior	for a period of 3 years for each employee.		are not an essential part of and necessarily incident to	
	to his date of accession with his present employer.	(b) The labor commissioner may sutherize the		the work described in subdivision (1) to (3), inclusive,	MINORS UNDER 18 YEARS
	Such statement of prior employment, supplemented by the present employer's record of hours worked by			of this section; and	
shall be settled at least once monthly.		of both wage and hour records as outlined either	other employees.	(5) who is compensated for his services on a salary	OF AGE EMPLOYED IN
		in whole or in part at a place other than the place		or fee basis at a rate of not less than four hundred	AGRICULTURE MAY BE PAID 85%
•	evidence of good faith on the part of the employer			dollars per week exclusive of board, lodging, or other	OF THE APPLICABLE MINIMUM
fair wage.	with respect to his adherence to the provisions of this regulation, provided such record shall be in complete	retention of such records at the place of employment	part of a workweek absence that is attributable to:	facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a	
For the purposes of this section, "gratuity" means	compliance with the requirements of section 31-66 of	eithei	requirements of the employer;	valid license or certificate permitting the practice of	
a voluntary monetary contribution received by the		(1) works an undue hardship on the employer without	(ii) jury duty, or attendance at a judicial proceeding in	law or medicine or any of their branches and who	AGRICULTURAL EMPLOYERS
employee from a guest, patron or customer for		materially benefiting the inspection procedures of the		is actually engaged in the practice thereof, or in the	WHO DID NOT, DURING THE
service rendered.	(c) Deviation from the provisions of this regulation	labor department, or (2) is not practical for enforcement purposes. Where	(iii) temporary military leave.	case of an employee who is the holder of the requisite	PRECEDING CALENDAR YEAR,
Unless otherwise prohibited by statuary provision	wage herein provided for all hours during which the		(B) An employer is permitted to offset payments an	academic degree for the general practice of medicine and is engaged in an internship or resident program	EMPLOY EIGHT OR MORE
	violation prevailed and for such time the minimum				WORKERS AT THE SAME TIME
constituting a part of the minimum fair wage when all		daily and weekly hours worked by each employee	in this subdivision against the employee's regular	branches, or in the case of an employee employed	
of the following provisions are complied with:		shall also be available for inspection in connection	salary during the week of such absence.	and engaged as a teacher as provided in subdivision $(1)(0)$ of this particular and provided as ampletons when	
(1) The employee shall be engaged in an employment	Sec 31-60-7 Learners.	with such wage records.	(3) No deduction shall be made for an absence of	(1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of	OF NOT LESS THAN 70% OF THE
	This regulation contains the requirements to apply to	(c) In the case of an employee who spends 75% or		not less than four hundred seventy-five dollars per	MINIMUM WAGE AS DEFINED
	the Labor Commissioner for a sub-minimum rate in			week exclusive of board, lodging or other facilities,	IN SECTION 31-58. MINORS IN
remuneration for hiring purposes and	an occupation which is not apprentice-able.]	place of business and the maintaining of time	(A) The absence is taken pursuant to the federal	and whose primary duty consists of the performance	
(2) the encount received in matuities eleimed as an dit	Cas 24 CO 9 Ammentians			either of work described in subdivision (1) (A) or (C)	
(2) the amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on	••		31-51kk et seq., of the Connecticut General Statutes,	of this section which includes work requiring the	SECTION 31-60-6
1 0	[Under this regulation, apprentices duly registered		• •	, .	
even though payment is made more frequently, and	by the Connecticut State Apprenticeship Council of				
		and total weekly hours will be approved as fulfilling	agencies; or	to meet all of the requirements of this section.	
	than the minimum wage unless permission has been received from the Labor Commissioner through an		(R) The absence is taken pursuant to a bona fide paid	(b) "Salary basis" [refer to Section 31.60.14.]	
shall provide substantial evidence that not less than	application process.	be made by the employee in his own behalf and the	time off benefits plan that specifically authorizes the		
shall provide substantial evidence that not less than the amount claimed, which shall not exceed the		be made by the employee in his own behalf and the time entries made by the employee shall be used as	substitution or reduction from accrued benefits for the		
the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the		, , , , , , , , , , , , , , , , , , ,	substitution or reduction from accrued benefits for the time that an employee is absent from work, provided	for the accomplishment of a single task regardless	
the amount claimed, which shall not exceed the	Sec. 31-60-9. Apparel	time entries made by the employee shall be used as the basis for payroll records.	substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal	for the accomplishment of a single task regardless of the time required for its completion. A fee basis	
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Such attestation, statement, or substantial evidence shall satisfy the requirements of subdivisions (2) and (3) of this section.</li> <li>Public Act 19-4, An Act Increase the Minimum Fair Wage.</li> <li>Sec, 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such regulations may include, but are not limited to, regulations defining and governing an executive, administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and</li> </ul>	<ul> <li>Sec. 31-60-9. Apparel</li> <li>For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed one dollar and fifty cents per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.</li> <li>Sec. 31-60-10. Travel time.</li> <li>(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation.</li> <li>(b) When an employee, in the course of his employment, is required or permitted to travel for purpose.</li> </ul>	<ul> <li>time entries made by the employee shall be used as the basis for payroll records.</li> <li>(d) Repealed.</li> <li>(e) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.</li> <li>(1) His name;</li> <li>(2) his home address;</li> <li>(3) the occupation in which he is employed;</li> <li>(4) his total wage paid each work period;</li> <li>(5) the date of payment and the pay period covered by payment.</li> <li>Sec. 31-60-14. Employee in a bona fide Executive capacity.</li> <li>(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who</li> </ul>	<ul> <li>substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.</li> <li>(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.</li> <li>Sec. 31-60-15. Employee in bona fide Administrative Capacity.</li> <li>(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or non-manual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgment; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision</li> </ul>	for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection	ACTING DIRECTOR

# DISCRIMINATION IS **State of Connecticut EGA COMMISSION ON** HRC **HUMAN RIGHTS** & OPPORTUNITIES **CONNECTICUT LAW** prohibits discrimination in:

# **EMPLOYMENT, HOUSING, PUBLIC ACCOMMODATIONS, AND CREDIT TRANSACTIONS**

# On the basis of:

age

alienage

ancestry

color

disability

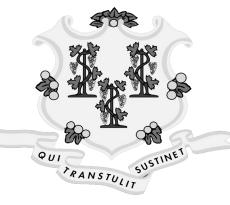
(past and present intellectual. mental, learning, and physical disabilities, including, but not limited to, blindness, deafness, mobility impairments, and use of a guide dog or guide dog in training) familial status

(housing only)

gender identity or expression genetic information (employment only) lawful source of income (housing and public accommodations only) marital status national origin race religious creed sex

(including pregnancy, childbirth and related conditions, accommodations for pregnancy, breastfeeding, and sexual harassment)

sexual orientation status as a veteran status as a victim of domestic violence criminal conviction erased criminal history retaliation for protected activity (including filing with CHRO)





Do you believe you have been discriminated against? Call us at (860) 541-3400, scan the QR Code or visit https://portal.ct.gov/chro to contact CHRO today.



**CT02E** 

# NOTICE TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

- \_\_\_ Telephone
- \_\_\_\_ Camera (Including Hidden Cameras)
- \_\_\_\_ Computer
- \_\_\_\_ Radio
- \_\_\_ Wire
- \_\_\_ Electromagnetic
- \_\_\_\_ Photo-Optical
- \_\_\_\_ Other \_\_\_\_\_

If you have any questions regarding this notice, contact

(Company Representative) for additional information.



CT03E

# Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished: and

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employers' premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, information them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142)





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A free service of the State of Connecticut.



Labor Law Compliance Center (800) 801-0597 www.laborlawcc.com

CT05E

### NOTICE

### Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 25 or more employees, based on the number of employees on its payroll for the week containing January 1<sup>st</sup> annually, shall provide paid sick leave annually to each of its employees in the state. The paid sick leave shall accrue beginning January 1, 2025, for current employees, or for employees hired after January 1, 2025, beginning on the employee's date of employment.

#### Accrual

The accrual is at a rate of 1 hour of paid sick leave for each 30 hours worked by an employee up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

• No employee shall be entitled to use more than the maximum number of accrued hours.

#### **Carry Over**

Each employee shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.

#### **Use of Paid Sick Leave**

An employee shall be entitled to the use of accrued paid sick leave 120 calendar days after their date of hire.

Employees may use accrued paid sick leave in one-hour increments.

#### Recordkeeping

Employers must track and keep records of hours worked and paid sick leave accrued and used for every employee.

#### Pay

Each employer shall pay each employee for paid sick leave at a pay rate equal to the greater of either:

- the normal hourly wage for that employee; or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

#### **Reasons for Use of Leave**

An employee may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day.

An employee may use paid sick leave for a family member's:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care.

An employee may use paid sick leave when either:

- the employer's place of business; or
- a family member's school or place of care

closes by order of a public official due to a public health emergency.

An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease. An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

"Family member" means a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee shows to be equivalent to those family relationships.

#### Documentation

No employer shall require an employee to provide any documentation that paid sick leave is being taken for a reason covered by the paid sick leave law.

### Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act.

### **Collective Bargaining**

Nothing in the act shall diminish any rights provided to any employee under a collective bargaining agreement, preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012, or July 1, 2012, pursuant to chapter 319pp.

#### **Complaint Process**

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

Employees may file a complaint on the Department of Labor website: <u>https://portal.ct.gov/dol/divisions/wage-and-workplace-</u> <u>standards/wage-complaint?language=en\_US</u>

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/25



CT06E

### NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

### **Covered Employers**

Each employer with one or more employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

### **Prohibition of Discrimination**

No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes:

- Terminating employment because of pregnancy, childbirth or related condition
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after pirtn).
- Denying disability or leave benefits accrued under plans maintained by the employer
- Failing to reinstate employee to original job or equivalent position after leave
- Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against her in the terms or conditions of employment

\*<u>Note:</u> There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

### **Reasonable Accommodation**

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks
- Break time and appropriate facilities (not a bathroom) for expressing milk

### **Denial of Reasonable Accommodation**

No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)\*\*
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation

- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

\*\*<u>Note:</u> To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

### **Prohibition of Retaliation**

Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

### **Notice Requirements**

Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

### **Complaint Process**

### <u>CHRO</u>

Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of aiscrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400

CHRO website: <u>https://portal.ct.gov/CHRO</u>

CHRO link "How to File a Discrimination Complaint":

https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a-Discrimination-Complaint

### DOL

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791 DOL complaint form: https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm







# **SEXUAL HARASSMENT IS ILLEGAL**

and is prohibited by

### The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul> <li>Unwelcome sexual advances</li> <li>Suggestive or lewd remarks</li> <li>Unwanted hugs, touches, or kisses</li> <li>Requests for sexual favors</li> <li>Retaliation for complaining about sexual harassment</li> <li>Derogatory or pornographic posters, cartoons or drawings</li> </ul>	<ul> <li>Cease and desist orders</li> <li>Back pay</li> <li>Compensatory damages</li> <li>Hiring, promotion or reinstatement</li> <li>Emotional distress damages</li> </ul>

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

### If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO





# Your employer is subject to **STATE UNEMPLOYMENT INSURANCE LAW**

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law.

IF YOU BECOME UNEMPLOYED and are able to work and want to work:

- 1. Ask your employer for an Unemployment Notice.
- 2. Follow the instructions on the Unemployment Notice to file a claim for benefits or contact a local Job Center for filing instructions or access the web site listed above. *Do not wait if your Unemployment Notice is delayed*. You can file your claim without it, and file before your eligibility for benefits is determined.
- 3. When you file your claim, you will be provided with information on employment-related services available at the local Job Centers, the state employment agency that works without charge to match job seekers with employers.
- 4. File claims for subsequent weeks of unemployment benefits according to instructions you receive when you file your claim.

If you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are for less than full-time work, call the local Job Center for filing instructions.

Internet Web Site: www.ctdol.state.ct.us State Labor Commissioner Administrator, Unemployment Insurance Act

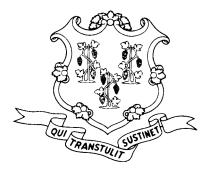
Addresses for local Job Centers are in the blue pages of telephone books under DEPARTMENT OF LABOR.

CT09E





# NOTICE TO EMPLOYEES



State of Connecticut Workers' Compensation Commission

Revised 10-01-2021

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name	
Address	Telephone
City/Town	State Zip Code
Approved Medical Care Plan 🗌 Yes 🗌 No	
The State of Connecticut Workers' Compensation Comm	ission office for this workplace is located at
Address	Telephone
City/Town	State Zip Code
If your employer has listed a location below, you <u>ML</u> When filing your claim, you are also required – If blank below, ask your employer w Employer Name	by law – to send it by certified mail. where to file your claim.
Address	Telephone
City/Town	State Zip Code
THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.). Date Posted:	Any questions as to your rights under the law or the obligations of the employer of insurance company should be addresse to the employer, the insurance company, of the Workers' Compensation Commission (1-800-223-9675).
CT10E	Labor Law Con



# DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to, we're here to listen.



Connecticut's domestic violence information and resource hub

# CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options."

### IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including:

(i) Seeking attention for injuries caused by domestic violence, including for a child;

(ii) Obtaining services including safety planning from a domestic violence or rape crisis center;

(iii) Obtaining psychological counseling related to domestic violence, including for a child;

(iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or

(v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO





Labor Law Compliance Center (800) 801-0597 www.laborlawcc.com

CT11E

Inquiries or complaints of violation of this order should be sent to Wage and Workplace Standards Division, Labor Department, Wethersfield, CT 06109-1114

### STATE OF CONNECTICUT

LABOR DEPARTMENT - WAGE AND WORKPLACE STANDARDS

MERCANTILE TRADE

### Website: www.ct.gov/dol

### Minimum Fair Wage Rates for Persons Employed in Mercantile Trade.

Sec. 31-62-D1. DEFINITIONS As used in sections 31-62-D1 to 31-62-D11, inclusive:

(a) "Commissions" means earnings based on sales. These earnings may be achieved through the payment of a fixed sum per sale or by the payment of a percentage on any or all sales made by an individual or group of individuals.

**(b)** "Employee" means a person employed or permitted to work in any occupation in the mercantile trade.

(c) "Mercantile trade" means the trade of wholesale or retail selling of commodities and any operation supplemental or incidental thereto, including, but not limited to, buying, delivery, maintenance, office, stock and clerical work. Repair and service employees may be excluded if the major portion of their duties is unrelated to the mercantile trade as herein defined.

(d) "Minor" means a person less than eighteen years of age.

(e) "Working time" includes all time during which an employee is required to be on duty or at prescribed premises whether or not work is then provided by the employer; or during which an employee is permitted to work though required not to do so.

**Sec. 31-62-D2. THE FOLLOWING MINIMUM WAGE IS ORDERED:** Effective 7-1-2022, not less than \$14.00 per hour, and effective 6-1-2023, not less than fifteen dollars per hour. On 1-1-24, the minimum fair wage shall be adjusted by the percentage change in the employment cost index calculated by the United States Department of Labor, over the twelve-month period ending on June thirtieth of the preceding year, rounded to the nearest whole cent.

**(b) BEGINNERS.** For the first 200 hours in the trade not less than 85% of the minimum wage and not less than the minimum wage thereafter.\*

\*This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

(c) **OVERTIME.** One and one-half times the employee's regular rate of pay after 40 hours a week.

(d) MINIMUM DAILY EARNINGS GUARANTEED. An employee, who by request or permission of the employer, reports for duty on any day whether or not assigned to actual work shall be compensated for a minimum of four hours earnings at his regular rate. In instances of regularly scheduled employment of less than four hours as mutually agreed in writing between employer and employee, and approved by the Labor Department, this provision may be waived provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate. overtime shall be determined by dividing the employee's total earnings by the number of hours in the usual work week as supported by time records made in accordance with the provisions of section 31-62-D8.

Sec. 31-62-D5. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

Sec. 31-62-D6. BEGINNERS. \*

\*This section is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

**Sec. 31-62-D7. HANDICAPPED WORKERS.** Any employee whose earning capacity has been impaired by physical or mental disability may be paid less than the minimum wage, provided specific permission in each case shall be obtained by the employer from the Labor Department in accordance with the provisions of Section 31-67 of the general statutes.

Sec. 31-62-D8. RECORDS. The employer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee as follows: (1) his name; (2) his address; (3) his working certificates as proof of age if a minor employee (sixteen to eighteen years); (4) his occupation; (5) total wages paid him each pay day period; (6) his daily and weekly hours worked showing the beginning and ending hours of each work period. Records of daily and weekly hours need not be maintained for employees who qualify for exemption of the overtime requirements of this order, provided the wages paid shall be at least the minimum required in this order. With permission of the Labor Commissioner or his authorized representative, wage records may be kept at designated places other than the place of employment. Records of hours worked for each employee for whom such records is required shall be available at the place of employment for inspection at all reasonable times.

Sec. 31-62-D9. COOPERATIVE STUDENTS. Repealed. Sec. 31-69 PENALTY. (a) Any employer or his agent, or the officer or agent of any corporation, who discharges or in any other manner discriminates against any employee because such employee has served or is about to serve on a wage board or has testified or is about to testify before any wage board or in any other investigation or proceeding under or related to this part, or because such employer believes that such employee may serve on any wage board or may testify before any wage board or in any investigation or proceeding under this part, shall be fined not less than one hundred dollars nor more than four hundred dollars.

(b) Any employer or the officer or agent of any corporation who pays or agrees to pay to any employee less than the rates applicable to such employee under the provisions of this part or a minimum fair wage order shall be: (1) fined not less than four thousand dollars nor more than ten thousand dollars or imprisoned not more than five years or both for each offense if the total amount of all unpaid wages owed to an employee is more than two thousand dollars; (2) fined not less than two thousand nor more than four thousand dollars or imprisoned not more than one year or both for each offense if the total amount of all unpaid wages owed to an employee is more than one thousand dollars but not more than two thousand dollars; (3) fined not less than one thousand nor more than two thousand dollars or imprisoned not more than six months or both for each offense if the total amount of all unpaid wages owed to an employee is more than five hundred but not more than one thousand dollars; or (4) fined not less than four hundred nor more than one thousand dollars or imprisoned not more than three months or both for each offense if the total amount of all unpaid wages owed to an employee is five hundred dollars or less.

(c) Any employer, his officer or agent, or the officer or agent of any corporation, firm or partnership, who fails to keep the records required under this part or by regulation made in accordance with this part or to furnish such records to the commissioner or any authorized representative of the commissioner, upon request, or who refuses to admit the commissioner or his authorized representative to his place of employment or who hinders or delays the commissioner or his authorized representative in the performance of his duties in the enforcement of this part shall be fined not less than fifty dollars nor more than two hundred dollars, and each day of such failure to keep the records required under this part or to furnish the same to the commissioner or any authorized representative of the commissioner shall constitute a separate offense, and each day of refusal to admit or of hindering or delaying the commissioner or his authorized representative shall constitute a separate offense.

(d) Nothing in this part shall be deemed to interfere with, impede or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or conditions of work in excess of the applicable minimum under this part.

**Sec. 31-62-D3. PAYMENT OF WAGES.** Each employee shall be paid, weekly, wages not less than the minimum provided in this order, and all commissions as defined herein shall be settled at least once monthly.

**Sec. 31-62-D4. REGULAR HOURLY RATE.** Each employer shall establish a regular hourly rate for employees covered by this order. When an employee is paid commission in whole or in part for his earnings, the regular hourly rate for the purpose of computing

WETHERSFIELD, CONNECTICUT PROMULGATED DECEMBER 24, 2024 Sec. 31-62-D10. EMPLOYMENT UNDER OTHER MINIMUM WAGE ORDERS OR FOR WHICH NO WAGE ORDER HAS BEEN PROMULGATED. The provisions of these regulations shall apply to any worker engaged in the mercantile trade as defined herein for the entire work period, unless he is engaged partly in an occupation covered by another wage order or in an occupation for which no wage order has been promulgated and the time spent in each occupation is segregated and recorded.

# Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The

cost of uniforms or other facilities required by the employer as a condition of employment, and the reasonable cost of their maintenance, may not be charged to the employee if such expense would result in the payment of a wage less than the minimum prescribed in this order.

### MINIMUM WAGE:

Minimum wage is annually indexed each year, effective Jan 1.

\$16.35 per hour effective 1-1-2025 through 12-31-2025 (P.A. 19-4)



DORA SENKOW ACTING DIRECTOR





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CT12E



Connecticut Law Regarding

# **Employment of Minors** in Mercantile/Retail Trades

# Time and Hour Restrictions for Young Persons Under Age 18

### During school weeks (16-17 years of age):

- 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size).
- No more than 6 hours per day/32 hours per week/6 days per week.
- No more than 8 hours per day on non-school days or days not preceding a school day (normally Friday, Saturday or Sunday).

### During non-school weeks (16-17 years of age):

- 8 hours per day/48 hours per week - no more than 6 days per week.



Minors who have withdrawn from school

are subject to the non-school week restrictions.

**15-Year-Old Minors** can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work during non-school weeks only - for no longer than 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail food stores may employ 15-year-old minors on Saturdays only until 7 p.m. for no longer than 8 hours during the school year.

# Minimum Wage

\$14.00 per hour effective July 1, 2022 \$15.00 per hour effective June 1, 2023 Annually indexed to cost of living effective Jan. 2, 2024 Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

# A Statement of Age/Working Paper is required for all employees under the age of 18.

### Inquiries or complaints of violation should be sent to:

Connecticut Department of Labor - Wage & Workplace Standards Division 200 Folly Brook Boulevard - Wethersfield, CT 06109 (860) 263-6791 - <u>www.ct.gov/dol</u>

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.





### MERCANTILE/RETAIL-RELATED CONNECTICUT GENERAL STATUTES

**Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions.** (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments. (a) No person under the age of eighteen years who is not enrolled in and has not graduated from a secondary educational institution shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week.

(b) If the Labor Commissioner finds, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any mercantile establishment, any such person under the age of eighteen years may be employed in such establishment not more than ten hours in any day and not more than fifty-two hours in any calendar week, but the total number of weeks of any such employment in any twelve months shall not exceed eight.

(c) No person under eighteen years of age who is enrolled in a secondary education institution shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not is session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(d) Each employer in any such establishment shall post in a conspicuous place in each room where such persons are employed a notice, the form of which shall be furnished by the Labor Commissioner, stating specifically the hours of work required of such persons on each day of the week, and the employment of any such persons for a longer time than so stated shall be a violation of this section.
(e) The provisions of this section shall not apply to permanent salaried employees in executive, managerial or supervisory positions excepted from the provisions of part I of chapter 5581 who receive a regular salary of not less than the minimum fixed for such employment in any wage order or administrative regulation issued under authority of said part, or to persons under eighteen years of age who have graduated from a secondary educational institution.

**Sec. 31-14. Night work of minors regulated**. (a) No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

**Sec. 31-15a. Criminal penalty.** Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 3114, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.
(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.



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CT14E

### POST AND KEEP POSTED WHERE EMPLOYEES MAY READ

### Mandatory Order No. 8

Inquiries or Complaints of Violation of this Order Should be Sent to Wage and Workplace Standards Division, Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

### STATE OF CONNECTICUT MINIMUM FAIR WAGE RATES FOR PERSONS EMPLOYED IN THE **RESTAURANT AND HOTEL RESTAURANT OCCUPATIONS**

#### Web Site: www.ct.gov/dol

#### SEC. 31-62-E1. WAGE ORDER:

## (a) RATE: THE FOLLOWING MINIMUM WAGES ARE ORDERED:

\$16.35 per hour on 1-1-25 except those persons employed under this wage order as service employees. Waitpersons shall be paid \$6.38 per hour plus gratuities on 1-1-25 and bartenders shall be paid \$8.23 per hour plus gratuities on 1-1-25.

(b) MINIMUM DAILY EARNINGS GUARANTEED: (b) MINIMUM DAILY EARNINGS GUARANTEED: An employee regularly reporting for work, unless given adequate notice the day before to the contrary, or any employee called for work in any day shall be assured a minimum of two hours' earnings at not less than the minimum rate if the employee is able and willing to work for that length of time. If the employee is either unwilling or unable to work the number of hours necessary to insure the two-hour guarantee, a statement signed by the employee in support of this situation must be on file as a part of the employer's records. records

(c) WORK ON SEVENTH CONSECUTIVE DAY: Not less than one and one-half times the minimum rate for all time worked on the seventh consecutive day. d) OVERTIME: Not less than one and one half times the regular rate for all hours worked in excess of 40 in any work week.

SEC. 31-62-E2. DEFINITIONS: As used in sections 31-62-E1 to 31-62-E15, inclusive, of the Regulations of Connecticut State Agencies: (a) "RESTAURANT OCCUPATION" includes all persons engaged in the preparation and serving of food for human consumption, or in any operation incidental or supplemental thereto irrespective of whether the food is served at or away from the point of preparation, and irrespective of whether the preparation and serving of food is the sole business of the employing establishment or enterprise, with the exception that this definition shall not include the preparation and serving of food in a nonprofit educational, charitable or religious organization, where the food service is not regularly available to the general public, or the preparation and serving of food in hospitals, convalescent homes or homes for the elderly where the food service is not regularly available to the general public and is incidental to the care of the patient.

This occupation includes but is not limited to I his occupation includes but is not limited to employees of restaurants, cafeterias, that portion of hotel business involving the preparation and serving of food, commissaries, dairy bars, grills, coffee shops, luncheonettes, sandwich shops, tearooms, nightclubs, cabarets, automats, caterers, frankfurter stands, operators of food vending machines, and that portion of the business involving the serving of food in department and variety stores, drugstores, candy stores bakeries pizzerias delicatessens candy stores, bakeries, pizzerias, delicatessens

places of amusement and recreation, commercial and industrial establishments and social, recreational, fraternal and professional clubs which either regularly or intermittently serve food, as well as other establishments or businesses meeting the condition

establishments or pusifiesses meeting the condition stated in this subsection. (b) "RESTAURANT EMPLOYEE" means any person who is employed or permitted to work in any restaurant occupation, establishment or enterprise. (c) "SERVICE EMPLOYEE" means any employee

whose duties relate solely to the serving of food or beverage to patrons seated at tables or booths, and to the performance of duties incidental to such service, and who customarily receives gratuities. (d) "DUTIES INCIDENTAL TO SUCH SERVICE" means performance of the following tacket:

tasks:

- Taking orders from patrons for food or (1) beverages;
- Checking with customers to ensure that they (2)are enjoying their meals and taking action to correct any problems:
- Checking patrons' identification to ensure that they met minimum age requirements for (3)

- (15) Cleaning and tidying up server stations and drink stations;
- (16) Informing customers of daily specials;
   (17) Preparing hot, cold and mixed drinks for patrons, including brewing coffee and chilling bottles of wine;
- (18) Rolling silverware, setting up food stations, or setting up dining areas to prepare for the next shift or for large parties;
- (19) Stocking service areas with supplies such
- as coffee, food, tableware, and lines; (20) Bringing wine selections to tables with appropriate
- (21) Filling salt, pepper, sugar, cream, condiment, and
- (22) Describing and recommending wines to customers;
- (23) Garnishing and decorating dishes in preparation

 (e) "NON-SERVICE EMPLOYEE" means an employee other than a service employee, and includes, but is not limited to, countergirls, counterwaitresses, counterment, or an employee other than a service employee, and includes are included or the service and these employees serving food or an employee other than a service employees serving food or an employee other than a service employee. counterwaiters and those employees serving food or beverage to patrons at tables or booths and who do not

(f) "GRATUITIES" means a voluntary monetary contribution received by the employee directly from a guest, patron or customer for service rendered. (Effective September 24, 2020)

SEC. 31-62-E2a. SERVICE EMPLOYEES A service employee shall not be deemed to have performed service duties while an establishment is not open to patrons, shall not claim a credit for gratuities for the time a service employee works when an establishment is not open to patrons, and shall not include any portion of such time as part of the calculation of non-service duties when applying the provisions of section 31-62-E3a of the Regulations of Connecticut State Agencies. (Effective September 24, 2020)

# SEC. 31-62-E3. GRATUITIES AS PART OF THE MINIMUM FAIR WAGE. Gratuities shall be recognized as constituting a part of the minimum fair wage when all of the following provisions

are complied with:

(a) The employer shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes, and

(b) the amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a daily, weekly, or bi-weekly basis in a wage record even though payment is made more frequently, and (c) each employer claiming credit for gratuities as part of the minimum fair wage paid to any convice employer of the minimum fair wage paid to any service employee shall obtain substantial evidence as described in Section 30-60-2, such as a daily, weekly, or bi-weekly attestation or statement in electronic or written format demonstrating that the service employee has received in gratuities not less than the amount claimed as credit for part of the minimum fair wage. Such attestation or statement shall contain the week ending date of the payroll week for which credit is claimed. Such attestation or statement may include documentation via an electronic point of may include documentation via an electronic point of service system or any other method that verifies the amount a service employee has received in gratuities for the pay period in question. Such attestation, statement, or substantial evidence shall satisfy the requirements of subsection (b) and this subsection. (Effective August 21, 1974; Amended January 4, 2001; Amended September 24, 2020)

### SEC. 31-62-E3a. SERVICE AND NON-SERVICE DUTIES WITHIN THE RESTAURANT INDUSTRY

(a) On any day that a service employee performs non-

- (1) For two hours or more, or
  (2) For more than 20 percent of the service employee's shift, whichever is less, the employer shall not claim credit for gratuities as part of the minimum fair worge for the ted ov.

(b) If a service employee performs non-service duties during the course of a day's work in excess of the lesser of subdivision (1) or (2) of subsection (a) of this section, the employee shall segregate and record time spent on non-service duties to claim a credit for gratuities as part of the minimum fair wage for that day. (Effective September 24, 2020)

#### SEC. 31-62-E4. DIVERSIFIED EMPLOYMENT WITHIN

#### SEC. 31-62-E9. HOURS WORKED.

SEC. 31-62-E9. HOURS WORKED. Hours worked shall include all time during which the employee is required to be on the employer's premises or to be on duty, or to be at a prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so. Meal periods may be credited as nonworking time, provided the beginning and ending time of the meal period shall be so recorded on the time records, and provided the employee shall be entirely free from all provided the employee shall be entirely free from all work requirements during the period and shall be free to leave the establishment.

# SEC. 31-62-E10. TRAVEL TIME AND TRAVEL EXPENSES.

Any employee who is required or permitted to travel from one establishment to another after the beginning or before the close of the work day, shall be compensated for travel time at the same rate as for working time, and shall be reimbursed for the cost of transportation.

SEC. 31-62-E11. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

SEC. 31-62-E12. PHYSICALLY OR MENTALLY HANDICAPPED EMPLOYEES. (This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impared by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.)

#### SEC. 31-62-E14. RECORDS.

(a) For the purpose of this regulation issued in accordance with the provisions of section 31-66 of the general statutes, "true and accurate records" means accurate legible records for each employee showing:

- Name: Home address;
- Occupation in which employed: Total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- Total hourly, daily or weekly basic wage; Additions to or deductions from wages each

- pay period; Total wages paid each pay period; Overtime wage as a separate Item from (7) (8) (9) Payment for the seventh consecutive day of
- work as a separate item;
- (10) Separate itemization on payroll records of each allowance (meals, lodging, gratuities) used
- (11) Statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of the minimum fair wage;
  (12) Such other records as are stipulated in section 21-62.
- (12) Such other records as a stratig and a strative regulation sections 31-60-1 through 31-60-14
   (13) Working certificates for minor employees (16 to18 years).
   (b) True and accurate records shall be maintained and a the place of compleximity for a period of three.

retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the either in whole or in part at a place of whether than the place of employment when it is demonstrated that the retention of such records at the place of employment either:

## (1) works an undue hardship upon the employer

without materially benefiting the inspection

procedures of the labor department, or is not practical for enforcement purposes. (2) Where permission is granted to maintain wage records at other than the place of employment a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from the employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such personnel either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record-keeping requirements of this section However, in such cases the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

- sumption of alconolic beverages
- (4) (5)
- Collecting payments from customers; Writing patrons' food orders on order slips, memorizing orders, or entering orders into computers for transmittal to kitchen staff;
- Preparing checks that itemize and total meal (6)costs and sales taxes; Presenting menus to patrons and answering
- (7)questions about menu items, making recommendations upon request; Removing dishes and glasses from tables
- (8) or counters and taking them to the kitchen for cleaning:
- Serving food or beverages to patrons, and preparing or serving specialty dishes at tables as required; (9)
- (10) Cleaning tables or counters after patrons have finished dining;
  (11) Preparing tables for meals, including setting
- up items such as linens, silverware, and
- (12) Explaining how various menu items are prepared, describing ingredients and cooking methods;
- (13) (14)
- Escorting customers to their tables; Cleaning tables and floors in service employee's immediate service area before, during, or after serving patrons;

THE RESTAURANT INDUSTRY has been repealed.

# SEC. 31-62-E5. EMPLOYMENT UNDER OTHER WAGE ORDERS.

(a) Mercantile: If an employee is engaged partly in the restaurant occupation but is also engaged partly in the occupation covered by the mercantile wage order, the provisions of the mercantile wage order shall apply to the entire work period, except that, when time spent in each occupation is segregated and separately recorded, the allowance for gratuities as permitted as part of the minimum fair wage may be applied to the hours worked by an employee in the restaurant service category.

(b) Other: If an employee is engaged partly in an occupation under the restaurant wage order but is also engaged partly in an occupation covered by another wage order other than the mercantile wage order, the higher provisions of each wage order shall apply to the entire work period unless the time spent in each occupation is definitely segregated and so recorded. Where the time spent in each occupation is definitely segregated and so recorded the provisions of the applicable wage order shall apply.

SEC. 31-62-E6. DEDUCTIONS AND ALLOWANCES FOR THE REASONABLE VALUE OF BOARD AND LODGING has been repealed.

SEC. 31-62-E7. DEDUCTIONS has been repealed.

SEC. 31-62-E8. DEPOSIT. No deposit shall be required by an employer from any employee for a uniform or for any other purpose except by permission of the labor department. Under Connecticut General Statutes section 31-23 no minor under 16 years of age shall be employed or permitted to work in any restaurant.

#### MINIMUM WAGE:

Minimum wage annually is indexed each year, effective Jan. 1.

\$16.35 per hour effective 1-1-2025 through 12-31-2025 (P.A. 19-4)



**DORA SENKOW** ACTING DIRECTOR





Labor Law Compliance Center (800) 801-0597 www.laborlawcc.com



# Connecticut Law (C.G.S. 31-18) Regarding **Employment of Minors** in Restaurant/Food Service

# Time and Hour Restrictions for Young Persons Under Age 18

### During school weeks (16-17 years of age):

6 a.m. to 11 p.m. (midnight if no school the next day) no more than 6 hours per day/32 hours per week.

No more than 8 hours per day on non-school days or days not preceding a school day (generally Friday, Saturday or Sunday).



Minors who have withdrawn from school may work no more than 9 hours per day within the times listed for non-school weeks.

> No person under age 16 may be employed in a restaurant or public dining room.

# **Minimum Wage**

\$14.00 per hour effective July 1, 2022 \$15.00 per hour effective June 1, 2023 Annually indexed to cost of living effective Jan. 1, 2024 Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to: Connecticut Department of Labor - Wage & Workplace Standards Division 200 Folly Brook Boulevard - Wethersfield, CT 06109 (860) 263-6791 - www.ct.gov/dol

WPR-1 (Rev 4/23)

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.



**CT16E** 





### **RESTAURANT-RELATED CONNECTICUT GENERAL STATUTES**

**Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions.** (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

**Sec. 31-18. Hours of labor of minors, elderly and handicapped persons in certain other establishments.** (a) No public restaurant, cafe, dining room, barber shop, hairdressing or manicuring establishment, amusement or recreational establishment, bowling alley, shoe-shining establishment, billiard or pool room or photograph gallery shall employ or permit to work any person under eighteen years of age (1) between the hours of ten o'clock in the evening and six o'clock in the morning, provided any person between sixteen and eighteen years of age may be employed in any amusement or recreational establishment, restaurant, cafe or dining room, or employed in any theater until twelve o'clock midnight unless such person is regularly attending school in which case such person may be employed until eleven o'clock in the evening on days which precede a regularly scheduled school day and until twelve o'clock midnight during any regular school vacation season and on days which do not precede a regularly scheduled school day, and (2) more than (A) six hours in any regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (B) thirty-two hours in any calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(b) The hours of labor of such persons shall be conspicuously posted in such establishment in such form and manner as the Labor Commissioner determines.

(c) The provisions of this section shall not apply to any person under eighteen years of age who has graduated from a secondary educational institution.

**Sec. 31-15a.** Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

**Sec. 31-69a.** Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter, chapter 557 or subsection (g) of section 31-288 shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288, except that (1) any person who violates (A) a stop work order issued pursuant to subsection (c) of section 31-76a shall be liable to the Labor Department for a civil penalty of three hundred offense, and (B) any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections, and (2) a violation of subsection (g) of section 31-288 shall constitute a separate offense for each day of such violation of said sections.

(b) Any employer, officer, agent or other person who violates any provision of chapter 563a may be liable to the Labor Department for a civil penalty of not greater than five hundred dollars for the first violation of chapter 563a related to an individual employee or former employee, and for each subsequent violation of said chapter related to such individual employee or former employee, may be liable to the Labor Department for a civil penalty of not greater than one thousand dollars. In setting a civil penalty for any violation in a particular case, the Labor Commissioner shall consider all factors which the commissioner deems relevant, including, but not limited to, (1) the level of assessment necessary to insure immediate and continued compliance with the provisions of chapter 563a; (2) the character and degree of impact of the violation; and (3) any prior violations of such employer of chapter 563a.

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