

Labor Law Compliance Center

**PHILADELPHIA,
PENNSYLVANIA**

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

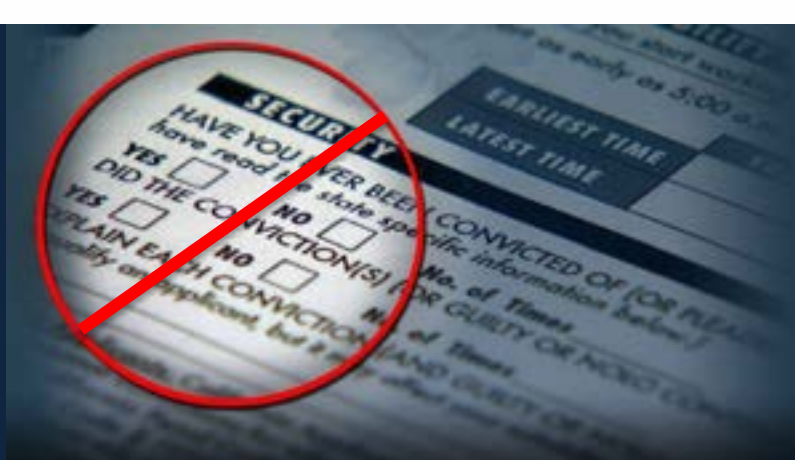
Philadelphia Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Ban the Box PAPH01	All employers	03/16
Discrimination in City Services PAPH02	All public city employers	-
Discrimination in Employment PAPH03	All employers	-
Discrimination in Housing PAPH04	Housing providers	-
Discrimination in Public Accommodation PAPH05	Areas and facilities that are open to and frequented by the public	-
Pregnancy Protection PAPH06	All employers	-
Paid Sick Leave PAPH07	All employers	04/15
Leave Due to Violence PAPH08	All employers	-
COVID-19 Pandemic Paid Sick Leave	Employees with 50 or more employees	03/21



PHILADELPHIA'S FAIR CHANCE HIRING LAW



ENSURING PEOPLE WITH CRIMINAL RECORDS HAVE A FAIR CHANCE TO WORK

Starting March 14, 2016, stronger protections under the City's "Ban the Box" law go into effect.

It is illegal in Philadelphia for employers* to ask about your criminal background during the job application process.

This means that:

Employers **cannot** ask about your criminal background on job applications or during any job interview.

Employers can run your criminal background check **ONLY AFTER** a **conditional offer of employment** is made (final hiring depends on the results of your background check).

- Criminal convictions can be considered *ONLY* if they occurred less than 7 years from when you apply (not counting time of incarceration).
- Arrests that did not lead to conviction cannot be used in employment decisions.

If your background check reveals a conviction, the employer must consider:

- The type of offense and the time that has passed since it occurred;
- Its connection to the job you are applying for; and
- Your job history, character references, and any evidence of rehabilitation.

Employers can reject you based on your criminal record **ONLY** if you pose an unacceptable risk to the business or to other people.

If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.

- You have 10 days to give an explanation of your record, proof that it is wrong, or proof of rehabilitation.

WE CAN HELP!

If you believe an employer has violated the law, you can file a complaint with the PCHR.



Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106
(p) (215) 686-4670 (f) 215-686-4684
email: pchr@phila.gov
www.phila.gov/humanrelations

PAPH01E



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Know Your Civil Rights



City Services Discrimination Is Against the Law

If You Believe You Have Been Denied City Services
Because Of:

**Race • Ethnicity • Color • Sex • Sexual Orientation
Gender Identity • Religion • National Origin • Ancestry
Disability • Marital Status • Familial Status
Domestic/Sexual Violence Victim Status
Breast Feeding • Retaliation**

Contact:

The Philadelphia Commission On Human Relations

The Curtis Center

601 Walnut Street, Suite 300 South

Philadelphia, PA 19106

Phone: 215-686-4670 TTY: 215-686-3238

Email: faqpchr@phila.gov www.phila.gov/humanrelations

This official notice must be prominently displayed in areas of City buildings and facilities that are frequented by the public.

*The Philadelphia Fair Practices Ordinance: Protections Against Unlawful Discrimination
Chapter 9-1100 of the Philadelphia Code*

PAPH02E



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Know Your Civil Rights



Employers – Unions – Employment Agencies

Employment Discrimination Is Against the Law

**It Is Unlawful To Discriminate Against Anyone in Hiring, Firing,
Obtaining Tenure Or Other Job Benefits, Union Membership, And
Privileges, Job Referrals, Interviews, And Applications Because Of:**

**Race • Ethnicity • Color • Sex • Sexual Orientation
Gender Identity • Age • Religion • National Origin
Ancestry • Disability • Marital Status • Familial Status
Domestic/Sexual Violence Victim Status
Genetic Information • Retaliation**

Contact:

The Philadelphia Commission On Human Relations

The Curtis Center

601 Walnut Street, Suite 300 South

Philadelphia, PA 19106 Phone: 215-686-4670 TTY: 215-686-3238

Email: faqpchr@phila.gov www.phila.gov/humanrelations

This official notice must be posted wherever applicants are interviewed and wherever work is performed.

*The Philadelphia Fair Practices Ordinance: Protections Against Unlawful Discrimination
Chapter 9-1100 of the Philadelphia Code*

PAPH03E



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Know Your Civil Rights



Housing and Real Property Discrimination Is Against the Law

You Cannot Be Denied Housing Accommodation, Commercial Property, Or Other Real Property Opportunities Because Of:

Race • Ethnicity • Color • Sex • Sexual Orientation

Gender Identity • Age • Religion

National Origin • Ancestry • Disability

Marital Status • Familial Status

Domestic/Sexual Violence Victim Status

Source of Income

Contact:

The Philadelphia Commission On Human Relations

The Curtis Center

601 Walnut Street, Suite 300 South

Philadelphia, PA 19106

Phone: 215-686-4670 TTY: 215-686-3238

Email: faqpchr@phila.gov www.phila.gov/humanrelations

This official notice must be presented by every person or entity handling transactions pertaining to all real property, including housing and commercial property, within the City of Philadelphia.

The Philadelphia Fair Practices Ordinance: Protections Against Unlawful Discrimination

Chapter 9-1100 of the Philadelphia Code

PAPH04E



Labor Law Compliance Center
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Know Your Civil Rights



Public Accommodations Discrimination Is Against The Law

If You Believe That You Have Been Denied
Service Because Of:

**Race • Ethnicity • Color • Sex • Sexual Orientation
Gender Identity • Religion • National Origin
Ancestry • Disability • Marital Status • Familial Status
Domestic/Sexual Violence Victim Status
Breast Feeding • Retaliation**

Contact:

The Philadelphia Commission On Human Relations

The Curtis Center

601 Walnut Street, Suite 300 South

Philadelphia, PA 19106

Phone: 215-686-4670 TTY: 215-686-3238

Email: faqpchr@phila.gov www.phila.gov/humanrelations

This official notice must be prominently displayed in areas and facilities that are open to and frequented by the public.

*The Philadelphia Fair Practices Ordinance: Protections Against Unlawful Discrimination
Chapter 9-1100 of the Philadelphia Code*

PAPH05E



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PROTECTING PREGNANT EMPLOYEES is a matter of *law* in Philadelphia!!!

As of January 2014, the Fair Practices Ordinance requires reasonable workplace adjustments so YOU can do your job.

**PREGNANT?
RECOVERING FROM CHILDBIRTH?
HAVE RELATED MEDICAL CONDITIONS?**

It's your **RIGHT** to ask for . . .

Bathroom breaks

Rest breaks

*Help with manual
labor or lifting items*

*Changes to your work
environment*

or

Unpaid medical leave

without penalty

**Questions? Concerns?
Contact us!**



**Philadelphia Commission
on Human Relations
(215) 686-4670
www.phila.gov/humanrelations**



Philadelphia's Paid Sick Time

Promoting Healthy Families and Workplaces

EFFECTIVE MAY 13, 2015



Starting **May 13, 2015** employees who work at least 40 hours a year within the City of Philadelphia limits will be eligible to earn paid/unpaid sick leave.

- Employees are eligible to earn 1 hour of sick time for every 40 hours they work.
- Employers with 10 or more employees are required to provide paid sick leave. Employers with 9 or fewer employees are required to provide unpaid sick leave.
- A maximum of 40 sick time hours may be earned in a calendar year. Accrued sick time may be used after an employee has worked a minimum of 90 days. Accrual begins May 13, 2015 for all current employees.
- Earned sick time can be used for the employee's own health needs, to care for a family member or for leave due to domestic abuse or sexual assault.
- If an employer refuses to provide earned sick time or retaliates against employees for utilizing sick time, the employee can make a formal complaint to the City of Philadelphia's Sick Leave Agency after September 2015.

Bill No. 141026

EMPLOYEES COVERED

- Work in the City of Philadelphia
- Work at least 40 hours a year

EMPLOYEES NOT COVERED

- Independent Contractors
- Seasonal Workers
- Adjunct Professors
- Employees hired for a term of less than 6 months
- Interns
- Pool employees
- Employees covered by collective bargaining agreements
- State and federal employees

EMPLOYER INFORMATION

- Employers with 10 or more employees must provide paid sick leave.
- Large chains with employees who work within the City of Philadelphia limits must provide paid sick leave.
- Employers with 9 or fewer employees must provide unpaid sick leave.

Employers must notify employees that they are entitled to sick time, the amount of sick time and the terms of its legal use.

FOR MORE INFORMATION- SUBMIT QUESTIONS TO: paysickleave@phila.gov

Updated 4/23/2015

PAPH07E



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www.laborlawcc.com





Know Your Civil Rights



Your Rights to Unpaid Leave Due to Domestic or Sexual Violence

In the City of Philadelphia, if you, or a family or household member, have been the victim of domestic violence, sexual assault or stalking you may be entitled to take certain amounts of unpaid leave from work under an ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence."

Reasons for Taking Leave

You may take leave to do any of the following for yourself or your household or family member:

- Seek medical attention for physical or psychological injuries;
- Obtain help from an organization that provides services to domestic or sexual violence victims;
- Obtain counseling or therapy;
- Make safety plans, including possibly relocating to increase safety;
- Seek legal assistance.

Advance Notice and Certification

- You must provide your employer with at least 48-hours notice of the leave unless it is not practicable for you to do so.
- Your employer can require you to provide a certification of the domestic or sexual violence and the reason that you must take the leave.

Job Benefits and Protection

- You may take up to 8 workweeks of leave in a 12-month period if you work for an employer who employs 50 or more employees.
- You may take up to 4 workweeks of leave in a 12-month period if you work for an employer who employs fewer than 50 employees.
- This leave, when added to any leave you have taken under the Family and Medical Leave Act (FMLA), cannot be more than the 12 weeks in a 12-month period provided under the FMLA.
- You may take this leave intermittently or on a reduced work schedule.
- You may use any paid leave available under your employer's policies during this leave, but it will not increase the amount of leave you can take.

- You are entitled to maintain all benefits accrued prior to taking the leave.
- For the duration of your leave, your employer must continue the health benefits for you and your family or household members on the same terms as if you were not on leave; you must continue to pay your share of the cost.
- Upon return from leave, you must be restored to your original position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
- All information provided by you to your employer pursuant to the law must be kept confidential.

Unlawful Acts by Employers

You may file a complaint against your employer if your employer refuses to grant you leave or retaliates against you for taking or requesting to take leave.

Enforcement and Add'l Information

To file a complaint or for more information, contact:

The Philadelphia Commission on Human Relations
 The Curtis Center, 601 Walnut Street,
 Suite 300 South
 Philadelphia, PA 19106
 Phone: 215-686-4670
 TTY: 215-686-3238
 e-mail: faqpchr@phila.gov
www.phila.gov/humanrelations

This official notice must be posted wherever employees are performing work.



COVID-19 Pandemic Paid Sick Leave Notice to Employees

Amendments to Chapter 9-4100

Healthcare Employee Pandemic Paid Sick Leave

Employer requirements:

Starting September 9 2020, Healthcare employers must provide certain Healthcare Workers (including pool employees and service employees) with paid sick leave when the employee tests positive for COVID-19. This includes hospitals, nursing homes, and home health providers.

In order to qualify, the eligible employee must have worked at least 40 hours within the three months prior to the positive COVID-19 test. In order to use your health care employee leave, you must request it from your employer.

Public Health Emergency Leave

2020 Employer requirements:

Starting September 17 2020 until December 31 2020, employers with **500 or more employees** must provide **up to 112 hours** of paid sick leave to employees who request it for certain COVID-19 reasons including :

- 1) Care for self or family member showing symptoms of COVID-19.
- 2) Care for self or family member advised to self quarantine by a health care provider.
- 3) Care for self or family member during local quarantine.
- 4) Childcare or school closure.

A note is not required in order to request public health emergency leave. Additional protections are outlined in the law and it's regulations. Employees excluded in the FFCRA can be eligible under this provision. In order to use your emergency leave, you must request it from your employer.

Employees with multiple employers have specific terms and conditions outlined in the regulations including start date. You may be eligible for state or federal benefits. There is no 90 day waiting period for eligible employees.

Employer requirements:

Starting March 29 2021 and during the COVID-19 pandemic, employers with **50 or more employees** must provide **up to 80 hours** of paid sick leave to certain employees who request it for certain COVID-19 reasons including :

- 1) Care for self or family member showing symptoms of COVID-19.
- 2) Care for self or family member exposed to COVID-19 in order to self isolate.
- 3) Childcare or school closure.
- 4) In order to receive a vaccine or recover from injury, disability or illness related to vaccination.

This paid sick leave must be provided outside of and prior to using the eligible employee's existing accrued paid time off banks for certain employees. Covered employers whose existing leave policies provides 160 hours or more of paid time off in 2021 that is not specifically designated as sick leave but can be used for the same purposes under the same conditions as required by this law shall not be required to provide additional paid sick leave. In order to use your emergency leave, you must request paid sick leave from your employer. Eligible employees must be employed for 90 days or more.

**Employers may be eligible to receive a federal tax credit when they provide emergency paid sick leave.*

Retaliation by employers is prohibited.



The Office of Worker Protections
215.686.0802
COVID19WorkerProtections@phila.gov

Employers
Request compliance assistance by contacting the Office of Worker Protections

Employees
File a complaint by contacting the Office of Worker Protections

Employees have two years from when the violation occurred to file a complaint. Our office will not ask for identification or social security information. Language access is available.

PAPH09E



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