Maine State Postings

Patriot Poster Company

FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020

WORKERS' COMPENSATION

WORKERS' COMPENSATION BOARD REGIONAL OFFICES

AUGUSTA
442 Civic Center Drive, Suite 225
154 State House Station
Augusta, ME 04333-0154
207-287-2308
1-800-400-6854

LEWISTON
36 Mollison Way
Lewiston, ME 04240-5811
207-755-2700
1-800-400-6857

BANGOR
396 Griffin Road, Suite 105
Bangor, ME 04401
207-941-4550
1-800-400-6856

PORTLAND
103737 Forest Avenue, Suite 11
Portland, ME 04103
207-822-0840
1-800-400-6858

CARIBOU
43 Hatch Drive, Suite 110
Caribou, ME 04736-2347
207-496-6428
1-800-400-6855

Visit our website at: **www.maine.gov/wcb** **Statewide TTY: 711**

Notice to Employees:
State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.

If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers.

It is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent contractors, visit the Worker Misclassification Task Force website at:
www.maine.gov/labor/misclass.
If you have any questions about your rights, please contact one of the regional offices.

A l'intention des Employés:
D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses employés victimes d'un accident du travail.
Si vous êtes victime d'un accident du travail, PRÉVIENZ VOTRE EMPLOYEUR IMMÉDIATEMENT. Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers' Compensation Board met des conseillers juridiques à leur disposition.
La loi interdit aux employeurs de classifier faussement leurs salariés comme étant des contractants privés sous fins d'échapper à l'assurance compensatrice-employé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative à l'utilisation des services privés, visiter le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés):
www.maine.gov/labor/misclass.
Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

Aviso a los Trabajadores:
La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo.
En caso de sufrir accidente o daño laboral, NOTIFIQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación si menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación dicha tiene un plazo de caducidad de dos años que no haya ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board).
El hecho de no clasificar a los empleados como contratistas independientes, con el propósito de evitar el seguro por compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador, está en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de
www.maine.gov/labor/misclass.
En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

Notice to Employees: Please post this notice in a conspicuous place where your employees can see it.

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA § 406. The State of Maine does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9067 or TTY: 711.

WCB-90 (1/1/2020, revised 3/7/2022)

Whistleblower's Protection Act

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling (207) 623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.
https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the Bureau of Labor Standards.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) (Title)

(Location or Phone)

For more information or to file a complaint under this law, contact:
The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel.: (207) 624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel.: (207) 626-9160
www.osha.gov

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel.: (207) 780-3344
www.dol.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request. rev. 11/19

Child Labor Laws

Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website.)

Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.
https://www.maine.gov/labor/posters/

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities.
16 and 17 year olds may work in most businesses, however not in hazardous jobs. These prohibitions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

Work Permits
- All minors under 16 years of age need work permits in order to work.
- Superintendent of schools certify academic standing.
- Minor allowed only one permit during the school year but two during summer vacation.
- Minor cannot work until permit is approved by Bureau of Labor Standards.
- Employer keeps Bureau-approved permit on file.

Recordkeeping
All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked, and what time the minor finished each day.

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716 or http://vpsdt.dol.gov/.

For more information, contact:
Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900 or 207-623-7930
TTY users call Maine Relay 711
Website: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

Work Hours 14 and 15 year olds
- No more than six days in a row.
- Cannot work before 7 a.m.
- Not after 7 p.m. during school year.
- Cannot work after 9 p.m. during summer vacation.

When School Is Not in Session
- No more than 8 hours in any one day (weekend, holiday, vacation or workshop).
- Not more than 40 hours in a week (school must be out entire week).

When School Is in Session
- No more than 3 hours on a school day, including Friday.
- Not more than 18 hours in a week that school is in session one or more days.

Work Hours 16 and 17 year olds (enrolled in school)
- No more than 6 days in a row.
- Cannot work before 7 a.m. on a school day.
- Cannot work before 5 a.m. on a non-school day.
- Cannot work after 10:30 p.m. the night before a school day.
- Can work up to midnight when there is no school the next day.

When School Is Not in Session
- No more than 10 hours in any one day (weekend, holiday, vacation, or workshop).
- No more than 50 hours in a week.

When School Is in Session
- No more than 6 hours on a school day.
- No more than 10 hours on any holiday, vacation, or workshop day.
- On last day of school week, may work up to 8 hours.
- No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last weeks of school calendar.

rev. 11/19

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL
- UNWELCOME SEXUAL ADVANCES
- SUGGESTIVE OR LEWD REMARKS
- UNWANTED HUGS, TOUCHES, KISSES
- REQUESTS FOR SEXUAL FAVORS
- RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:
MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION,
AUGUSTA, MAINE 04333-0051
PHONE (207) 624-6290 • FAX (207) 624-8729
TTY: MAINE RELAY 711
www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL DEPARTMENT: (102012 REV)

DEPARTMENT / AGENCY CONTACT

Maine Workplaces Support Nursing Employees

An employer who is found to have violated this law through a hearing process must pay a civil penalty of $100– $500 for every violation.

This document is a collaborative effort of the Maine WIC Nutrition Program and the Maine Department of Labor.
https://www.maine.gov/labor/posters/

Employers of running employees, for three years after the birth of a child, must:
- provide adequate unpaid break time, or permit an employee to use paid break or meal time each day to express breast milk for her nursing child.
- make reasonable efforts to provide a clean room or other location, other than a bathroom, where an employee may express breast milk in private.

An employer shall not retaliate or discriminate against an employee who exercises the right provided under this section.

How can employers support nursing parents?
- Develop a workplace policy, including identifying who oversees implementation, and inform employees of new policy.
- Identify a clean, private place with access to electric outlets and a chair.
- Offer flexible breaks.

What can employees do to make nursing in the workplace easier?
- Understand Maine's Nursing Mothers in the Workplace Law 26MRS §604.
- Create a "back to work" plan before your baby is born.
- Determine scheduling and support needs and talk to your employer as soon as possible.
- Be a workplace walk-through and suggest ideas.

Why do Maine workplaces support nursing employees?
- Average annual savings equals $400 per breastfed baby (lower medical costs with fewer health insurance claims).
- Reduces employee turnover.
- Lowers employee absenteeism.
- Improves employee morale.
- Raises employee morale and company loyalty.

Additional breastfeeding protection in Maine:
The Nursing in Public Law (MRSA §4604) provides protection for parents who nurse in public:
A parent may breastfeed in any location, public or private, where the parent is otherwise authorized to be.

For more information on working and pumping visit:
WIC Nutrition Program: www.maine.gov/WIC
or 1-800-437-9300
www.workandpump.com
www.lll.org

For more information or if you believe that your rights have been violated, contact:
Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
www.maine.gov/labor/bls
207-623-7900

Maine Human Rights Commission
51 STATE HOUSE STATION
207-624-6290
TTY users call Maine Relay 711

The Maine Department of Labor provides equal opportunity in employment and programs.
Auxiliary aids and services are available to people with disabilities upon request.

rev. 04/24

Regulation of Employment

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

This poster describes some important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.
https://www.maine.gov/labor/posters/

Time of Payment
Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wage or salary at least one day prior to the change.

Payment of Wages
An employee leaving employment, must be paid in full no later than the employee's next established payday. This may also include the payment of accrued vacation pay and/or Earned Paid Leave.

Unfair Agreement
Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

Rest Breaks
Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 5 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk.

The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

Family Medical Leave
An employee who has worked for the last 12 months at a workplace with 15 or more employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event.
- Birth or adoption of a child or domestic partner's child.
- Serious health condition of the employee or immediate family member, including: ownership partner; domestic partner's child, grandchild, domestic partner's grandchild;
- Organ donation;
- Death or serious health condition of the employee's spouse, domestic partner, parent or child if it occurs while the spouse, domestic partner, parent or child is on active duty;
- Serious health condition or death of a sibling who shares joint living and financial arrangements with the worker.

(Federal family medical leave is different, call 866-487-9243 for more information.)

Leave for Victims of Violence, Assault, Sexual Assault or Stalking
Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:
- Prepare for and attend court proceedings; or
- Receive medical treatment; or
- Obtain necessary services to remedy crisis.

Leave to Care for Family
If the employee qualifies for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill.

Earned Paid Leave
An employer that employs more than 10 employees in the usual and regular course of business for more than 120 days in any calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee is entitled to earn one hour of paid leave from a single employer for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but the employee is not required to permit use of the paid leave before the employee has been employed by that employer for 120 days during a one-year period.

Earned Income Tax Credit
Employees may be eligible for federal and state earned income tax credits. Employees may apply for the tax credits on the employee's income tax return.

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 866-487-9243.

For more information, contact:
Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
located at: 83 Commerce Drive
Telephone: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs.
Auxiliary aids and services are available to people with disabilities upon request.

rev. 12/23

At-Will Employment - Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards.

The Maine Department of Labor provides equal opportunity in employment and programs.

Auxiliary aids and services are available to people with disabilities upon request.

rev. 12/23

Maine Employment Security Law

This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law.
For more information, call 1-800-593-7660 toll free.

Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.
https://www.maine.gov/labor/posters/

Full- and Part-Time Workers

How to file a claim for unemployment benefits
All new and rescheduled claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated.

When filing, you will need to know your Social Security Number. Also, you should have the name and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

To file online:
www.maine.gov/reemployme
This is the fastest, easiest way to file.

To file by phone: 1-800-593-7660
TTY Users Call Maine Relay 711.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit **www.mainecareercenter.gov** to access Maine JobLink.

We provide **language interpreter services** in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment Claims Center.

To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form to your nearest Unemployment Claims Center listed below.

Maine Department of Labor
Bureau of Unemployment Compensation
97 State House Station,
Augusta, ME 04333-3097

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

State eligibility requirements
Earnings during the base period: The "base period" is a one-year period that includes four calendar quarters. To establish a claim, an individual must have earned two times his annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

Separation: If you were laid off from your job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

Weekly eligibility: Weekly eligibility requirements include being **able** to work and being **available** for work, making an **active search for work** (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenter.

Aliens: If you are not a U.S. Citizen, your Social Security Number and/or Alien Permit number will be checked with the United States Citizenship and Immigration Services.

Unemployment benefits are taxable: Unemployment benefits are taxable and have to be reported when you file your income tax forms.

Child support: If you owe child support that you pay to the Department of Health and Human Services (DHS), up to fifty percent (50%) of your unemployment benefits can be withheld and sent to DHS.

Benefits for partial unemployment: An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

(rev. 11/2019)

Sexual Harassment Education and Training

Training Checklist
Sexual harassment is a form of sex discrimination that violates Title 5. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by providing sexual harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title 5.

Additional Resources:
Office of Attorney General's Guidance:
http://www.maine.gov/ag/publications/harassment_policy.html
Maine Human Rights Commission Guidance:
https://www.maine.gov/mhrc/laws-guidance/employment/sexual-harassment
Federal Equal Employment Opportunity Commission Guidance:
https://www.eeoc.gov/eeoc-guidance
Federal Statutes:
https://www.eeoc.gov/laws/statutes/titlevii.cfm
State of Maine Statutes:
http://legislature.maine.gov/legis/statutes/5/title5sec4553.html

Title 26 M.R.S.A. §807 requires employers with 15 or more employees in the workplace to conduct an education and training program for all new employees within one year of commencement of employment that includes a written notice of the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment, utilizing examples; the internal complaint process available to the employee; the legal recourse and complaint process available through the Maine Human Rights Commission; directions on how to contact the Commission; and the protection against retaliation as provided pursuant to Title 5, section 4553, subsection 10-L, paragraph D. Employers shall conduct additional training for supervisory and managerial employees within one year of commencement of employment that includes, at a minimum, the specific responsibilities of supervisory and managerial employees and methods that these employees must take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.

The Maine Department of Labor provides equal opportunity in employment and programs.
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rev. 04/25

Minimum Wage

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.
This poster is available online at no charge and may be copied:
https://www.maine.gov/labor/posters/

Minimum Wage is $14.65 per hour effective January 1, 2025

Minimum Wage
Under Maine labor laws, any business operating in the state with one employee is subroutinely covered by state laws. This includes all public and private employers regardless of profit or size. Effective January 1, 2025, the minimum wage in Maine is $14.65 per hour.

Municipal Minimum Wage Ordinances
Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

Service Employee
A service employee is someone who regularly receives more than $185 a month in tips. As of January 1, 2025, employers must pay a direct service wage of at least $7.33 per hour. If the employee's direct wage combined with earned tips do not average, on a weekly basis, the state required minimum wage, the employer must pay the difference.

Overtime
Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek. Time and a half for time worked over 40 hours regular rate of pay. Employees have the right to allow or deny overtime, but if overtime is worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time within the workweek (but not the pay period if the pay period is longer than a seven day cycle in the workweek).

Exemptions from Overtime
Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA).

As of January 1, 2025 the minimum salary requirement will be $844.21 per week. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold— are violations of state law and potentially federal law depending on the discrepancies in the laws.

Statements to Employees
Every employer shall give to each employee with the payment of wages a prominent clearly showing the date of the pay period, hours worked, total earnings and itemized deductions.

Recordkeeping
Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

The Department of Labor enforces state wage and hour laws. Employers with questions about the law may call 207-623-7900 or may visit the department's website.

Minimum Wage Guidance
www.maine.gov/labor/labor_laws/minimum_wage_faq.html
legislature.maine.gov/statutes/26/title26sec664.html

Overtime Guidance
www.maine.gov/labor/labor_laws/overtime.html
legislature.maine.gov/statutes/26/title26sec664.html

Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

For more information, contact:
Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Telephone: 207-623-7900 • TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls • Email: bls.mdol@maine.gov

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Rev. 11/2024

Notice to Employers / Employees

Your state has not opted out of the federal minimum wage, which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

Video Display Terminals

The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.
https://www.maine.gov/labor/posters/

Video Display Terminals
MRSA Title 26 §251.
1. Bureau. "Bureau" means the Department of Labor, Bureau of Labor Standards.
2. Employ. "Employ" means to employ or permit to work.
3. Employee. "Employee" means any person engaged to work on a steady or regular basis as an operator by an employer located or doing business in the State.
4. Employer. "Employer" means any person, partnership, firm, association or corporation, public or private that uses 2 or more terminals on a regular basis.
5. Operator. "Operator" means any employee whose primary task is to operate a terminal for more than four consecutive hours, exclusive of breaks, on a daily basis.
6. Terminal. "Terminal" means any electronic video screen data presentation machine, commonly called video display terminals.

For full text of the statute visit MRSA Title 26 §251, 252.

Education and training MRSA Title §252.
Every employer shall establish an education and training program for all operators as provided in this section.
1. Requirements. An employer's education and training program must be provided both orally and in writing, except that an employer that uses fewer than 5 terminals of one location may provide the education and training program in writing only.

The program must include, at a minimum:
A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter;
B. An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use;
C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator;
2. Literature; cleaningtoone. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use.
3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter.

If you have questions about working safely at the computer, speak to your supervisor or contact the
Maine Department of Labor
Bureau of Labor Standards
Telephone: 1-877-5AFE-346 (1-877-723-3346)
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs.
Auxiliary aids and services are available to people with disabilities upon request.

rev. 11/19

Paid Family and Medical Leave

Maine's Paid Family and Medical Leave (PFML) law will provide up to 12 weeks of paid leave for family leave, medical leave, safe leave or leave related to a family member's impending military deployment.

A copy of the actual laws and formal interpretations may be found online at www.maine.gov/paidleave or by calling 207-623-7900 TTY users call Maine Relay 711.

Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1) requires every employer to place this poster in the workplace where workers can easily see it.
This poster is available online at no charge and may be copied:
www.maine.gov/labor/posters/

Benefits
- Benefits are available for the duration of your needed leave or 12 weeks, whichever is less.
- Benefit amounts will be determined based on your previous earnings and are capped at Maine's annual statewide average weekly wage.

Reasons for Leave
Family leave: To care for family with serious health condition.
Medical leave: To care for one's own serious medical needs.
Safe leave: To stay safe or to help a family member stay safe after abuse or violence.
Military leave: For emergencies related to a family member's impending military deployment.

Types of Leave
Continuous leave: Leave where you are out of work for days or weeks at a time.
Intermittent leave: Leave where you are still working and you need to take time off but it is not the same every day or every week.
Reduced leave: Leave where you are still working but you are consistently working fewer hours.

Eligibility
- To establish a claim, you must have earned a total of six times the statewide annual average weekly wage in Maine in your base period. The base period is defined as the first four of the last five completed calendar quarters. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

Payroll Deductions
- Premiums will be deducted from your pay beginning with the first pay date after January 1, 2025.
- For calendar years 2025 through 2027, the premium rate for you cannot be more than 0.5 percent of wages. For example, an individual who earns $800 per week will contribute no more than $3 per week.

Other Information You Should Know
- Except in a medical emergency, an employer can claim an undue hardship in certain circumstances and request that the leave be scheduled at a mutually-agreeable time.
- Employers must restore you back to your original position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment if you have been with your employer for at least 120 consecutive days when you started your leave.

Applications for benefits are scheduled to be accepted starting **May 1, 2026**

For more information contact:
Maine Department of Labor
Paid Family and Medical Leave
50 State House Station
Augusta, Maine, 04333-0050
Website: www.maine.gov/paidleave/
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rev. 10/24

Veterans' Benefits & Services

Benefits and Services for Maine Veterans can be accessed through the Department of Defense, Veterans and Emergency Management and the Maine Bureau of Veterans' Services.

This poster describes some important benefits and services offered. Free printed posters and requirements may be obtained from the Department of Labor, Bureau of Labor Standards, by calling 207-623-7900 or by visiting the Bureau's website at www.maine.gov/labor/posters.

Maine Law (Title 26, M.R.S.A. § 42-D) requires every employer with more than 50 full-time equivalent employees to place this poster in the workplace where workers can easily see it.
This poster is available online at no charge and may be copied: **www.maine.gov/labor/posters/**

The State of Maine provides a wide variety of services for Veterans. This poster provides information for the following benefits and services:

Educational, Workforce & Training Resources
- Maine CareerCenters are located throughout the state and provide educational, training and workforce resources, including veteran-specific referral services through the Maine Military and Community Network and employment support like the Maine Work Ready program at www.mainecareercenter.com/vetref
- Each CareerCenter has a dedicated veteran representative who can be reached at www.mainecareercenter.gov and www.mainecareercenter.com/employment/veterans.html
- Entrepreneurship services from the Small Business Administration are also offered. Find out more at www.maine.gov/veterans/benefits/employment/
- For further educational resources, the Maine Bureau of Veterans' Services has a complete listing of institutions of higher learning in their Maine Veterans' Benefits and Resource Guide at www.maine.gov/veterans/docs/MBVS-Resource-Guide.pdf
- The State of Maine has an employment preference to veterans who apply for State positions. In addition, in accordance with Executive Order 2016-002, if a veteran applies for a State job and is not ultimately hired for that job, it is the policy of the Bureau of Human Resources to provide guidance to that veteran on other State of Maine openings for which that veteran may be qualified to apply. See guidance at www.maine.gov/hr/veterans-preference-in-job-applications

Eligibility for Unemployment Insurance Benefits
- You may be eligible for unemployment if you separated in the last 18 months.
- If filing in the State of Maine, call 1-800-593-7660 or visit the unemployment website for more information www.maine.gov/unemployment/

Driver's Licenses & Non-Driver Identification Cards
- Veterans may request a military service license designator for their license or ID. Proof of active service or Honorable Discharge (DD Form 214) is required.
- For more information about the eligibility requirements for the Military Service Designation, contact the Bureau of Motor Vehicles at 207-624-9060.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

rev. 05/24

Crisis Line
The Crisis Line provides 24/7, confidential support for veterans AND their families.
Veterans do not have to be enrolled in VA benefits or health care to access this service.
To access assistance, dial 988, then press 1
For an online chat option, go to www.veteranscrisisline.net .

Substance Use & Mental Health Treatment
- Veterans seeking assistance for substance use treatment should contact the SUD Intensive Outpatient's (Addictions Services - SUD Programs) at 207-623-8411x 4068. For other mental health services, go to www.va.gov/directory/guide/ID.jsp

Tax Benefits
- Veterans are entitled to certain tax benefits. To find out more, go to www.maine.gov/revenue/taxes/file-taxes-finance-benefits/index.html

Legal Services
- To access legal services for Veterans, go to www.maine.gov/veterans/resources/index.html and choose the Legal Financial option. Veterans can also contact their county bar association, or can choose to search the entire state for resources.
- The map will provide legal services options, complete with links to the businesses and/or agencies.

Assistance
- Filing a claim with the VA
- Enrolling in VA Healthcare
- Obtaining VA benefits
- Housing/Homelessness assistance
- Recognitions for services
- Educational benefits
- Other State benefits such as providing park passes, hunting and fishing licenses

To Access Services, Contact:
Veterans & Emergency Management Website: www.maine.gov/dvem/index.html
Maine Bureau of Veterans' Services
Phone: 207-287-7029 • Website: www.maine.gov/veterans/

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