

Maine



Comply Anywhere Poster Pack

*A digital compliance solution for all of
your state labor law postings.*

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Employee Notice – Your Rights Are Protected

The State of Maine has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the State of Maine to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

Note: *The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.*

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The Federal Government has additional laws and regulations that protect the rights of employees. These federal posters and notices, including federal contractor postings, can be found in our Federal Comply Anywhere Poster Pack at the following link:

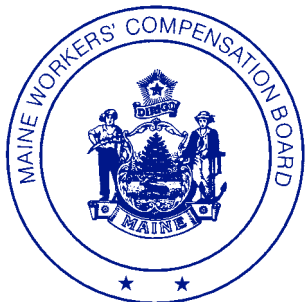
[**<< CLICK HERE >>**](#)

Item #ME-CAP-DF

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FOR DATES OF INJURY ON AND AFTER JANUARY 1, 2020



WORKERS' COMPENSATION

WORKERS' COMPENSATION BOARD REGIONAL OFFICES

AUGUSTA

442 Civic Center Drive, Suite 225
156 State House Station
Augusta, ME 04333-0156
207-287-2308
1-800-400-6854

LEWISTON

36 Mollison Way
Lewiston, ME 04240-5811
207-753-7700
1-800-400-6857

BANGOR

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

PORTLAND

56 Northport Drive, Suite 201
Portland, ME 04103
207-822-0840
1-800-400-6858

CARIBOU

43 Hatch Drive, Suite 110
Caribou, ME 04736-2347
207-498-6428
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 Employes:

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, PREVENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. 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 classer fallacieusement leurs salariés comme étant des contractants privés aux 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, visitez 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 a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño 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.

ENGLISH	<p>Interpreters Available</p> <p>When calling for assistance, please say the name of your language in English and an interpreter will be called for you. Please stay on the line.</p>	POLISH	VIETNAMESE
SPANISH	<p>Tenemos intérpretes a su disposición</p> <p>Si necesita que le atiendan en español por favor diga "Spanish" y le conectaremos con un intérprete. Por favor manténgase en la línea.</p>	RUSSIAN	<p>"Cố Thông Dịch Viên"</p> <p>"Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói "VIETNAMESE" để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.</p>
PORTUGUESE	<p>Temos intérpretes à sua disposição</p> <p>Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será prontamente chamado. Por favor, aguarde na linha.</p>	CHINESE	<p>مترجمون شفهيون متيسرون لخدمتكم</p> <p>عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تذكروا (أ-ز-ب-ك) ونحن سنقدم لكم مترجماً شفهياً . ابقوا على الخط من فضلكم.</p>
ITALIAN	<p>Abbiamo intérpreti disponibili</p> <p>Se avete bisogno di assistenza in Italiano, Vi preghiamo di dire "Italian" e un intérprete sarà messo a Vostra disposizione. Vi preghiamo di rimanere in linea.</p>	JAPANESE	<p>افراد مترجم در دسترس مي باشند.</p> <p>را كه بدان صحبت مي كنيد به انگليسي ذكر كنيد تا راجع به امري به ما تلفن مي كنيد، لطفاً نام زباني قطع نكنيد. هنگاميكه براي درخواست كمك يا شما تماس گرفته شود. لطفاً روي خط منتظر بمانيد. با يك مترجم براي</p>
FRENCH	<p>Des intérpretes sont à votre disposition</p> <p>Lorsque vous appelez pour demander de l'aide, prononcez le mot "French" et nous mettrons un intérprete à votre disposition. Prière de rester en ligne.</p>	KOREAN	<p>Turjunaanno waa la helayaa</p> <p>Marka aad caawinaad inoogu soo yeeranaysid, fadhlan luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa lguugu yeeri doonaaye. Taleefoonkana ha dhigin.</p>

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) 801-9087 or TTY: 711.

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

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.

Minimum Wage is \$14.15 per hour effective January 1, 2024

Minimum Wage

Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size. Effective January 1, 2024, the minimum wage in Maine is \$14.15 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 \$179 a month in tips. As of January 1, 2024, employers must pay a direct service wage of at least \$7.08 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 at a rate not less than time and one-half their regular rate of pay. Employers 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). The new minimum salary requirement will be \$816.35 per week as of January 1, 2024. 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 statement 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 webpage.

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

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

***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.



**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: _____
DEPARTMENT / AGENCY CONTACT

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.

Time of Payment

Employees must be paid in full at least every 16 days. Employees must be notified of any decrease in wages 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 6 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 domestic 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 employer's policy provides 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 employer is not required to permit use of the 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: 45 Commerce Drive

Telephone: 207-623-7900 | TTY users call Maine Relay 711.
Website: www.maine.gov/labor/bls | Email: bls.mdol@maine.gov

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.

Video Display Terminals

MAINE
DEPARTMENT OF
LABOR

Bureau of Labor Standards

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.

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 at one location.
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.

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
Tel: 1-877-SAFE-345 (1-877-723-3345)
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

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 at 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; clearinghouse. 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.

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.

Full- and Part-Time Workers

How to file a claim for unemployment benefits

All new and reactivated 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 names 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.mainejobcenter.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 the Unemployment Claims Center listed below.

**Maine Department of Labor
Bureau of Unemployment Compensation**

97 State House Station, Augusta, ME 04333-0097

Basic 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 the 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 last 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 requirements: 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 CareerCenters.

Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your 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 (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

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.

Maine Equal Pay Law

(Title 26, § 628, Chapter 7)



Maine Law requires that employees be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility.



Are you being paid less than an employee of the opposite sex for performing comparable work?

If so, ask yourself the following questions.

1. Does the other employee's job have comparable requirements relating to skill, effort, and responsibility?
2. Does the other employee have similar training, education or experience relating to the jobs performed?
3. Does your employer prohibit you from talking about your wages with your coworkers?

If you answer "yes" to any of these questions, you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access online at: https://www.maine.gov/labor/labor_laws/publications/epcomplaintform.pdf



[Scan here for complaint form.](#)

You may contact us to request that an Equal Pay Complaint Form be sent to you by mail or email.

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
email: mdol@maine.gov | www.maine.gov/labor/bls

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

rev. 02/22

Whistleblower's Protection Act



Protection of Employees Who Report or Refuse to Commit Illegal Acts



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.

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.)

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 government.

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)
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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
 Wage and Hour Division
 P.O. Box 554
 Portland, Maine 04112
Tel: 207-780-3344
www.dol.gov

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

Child Labor Laws

MAINE
DEPARTMENT OF
LABOR

Bureau of Labor Standards

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.

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 provisions 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 work 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://youth.dol.gov/>.

For more information, contact:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045

Tel: 207-623-7900 or 207-623-7930

TTY users call Maine Relay 711
Website: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

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 10:15 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 week of school calendar.

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



131st MAINE LEGISLATURE

FIRST SPECIAL SESSION-2023

Legislative Document

No. 1756

S.P. 702

In Senate, April 20, 2023

An Act to Protect Employee Freedom of Speech

1 Be it enacted by the People of the State of Maine as follows:

2 Sec. 1. 26 MRSA §600-B is enacted to read:

3 §600-B. Adverse action against employee concerning certain religious or political
4 matters prohibited

5 1. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

6 A. "Political matters" means matters relating to elections for political office, political parties, proposals to change legislation,
7 proposals to change rules or regulations, proposals to change public policy and the decision to join or support any political party
8 or political, civic, community, fraternal or labor organization.

9 B. "Religious employer" means a church or convention or association of churches or an organization that is operated primarily for
10 religious purposes and that is operated, supervised, controlled or principally supported by a church or convention or association of
11 churches.

12 C. "Religious matters" means matters relating to religious belief, affiliation and practice and the decision to join or support any
13 religious organization or association.

14 2. Adverse action prohibited. An employer or the employer's agent, representative or designee may not discharge, discipline
15 or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an
16 employee:

17 A. Because the employee declines to attend or participate in an employer-sponsored meeting or declines to receive or listen to a
18 communication from the employer or the agent, representative or designee of the employer if the meeting or communication is to
19 communicate the opinion of the employer about religious matters or political matters;

20 B. As a means of inducing an employee to attend or participate in a meeting or receive or listen to a communication described in
21 paragraph A; or

22 C. Because the employee, or a person acting on behalf of the employee, makes a good faith report, orally or in writing, of a
violation or a suspected violation of this section.

23 3. Enforcement. An aggrieved employee may bring a civil action to enforce this section no later than 90 days after the date of the
24 alleged violation in the Superior Court for the county where the violation is alleged to have occurred or where the principal office of
25 the employer is located. The court may award a prevailing employee all appropriate relief, including injunctive relief, reinstatement
26 to the employee's former position or an equivalent position, back pay and reestablishment of any employee benefits, including
27 seniority, to which the employee would otherwise have been eligible if the violation had not occurred and any other appropriate
28 relief as considered necessary by the court. The court shall award a prevailing employee reasonable attorney's fees and costs.

29 4. Notice. Within 30 days after the effective date of this section, an employer subject to this section shall post and keep posted a
30 notice of employee rights under this section where employee notices are customarily placed.

31 5. Communications and rights not affected. This section does not:

32 A. Prohibit communications of information that the employer is required by law to communicate, but only to the extent of the
33 lawful requirement;

34 B. Limit the rights of an employer or its agent, representative or designee to conduct 4 meetings involving religious matters or
35 political matters as long as attendance is wholly 5 voluntary or to engage in communications as long as receipt or listening is
36 wholly voluntary; or

37 C. Limit the rights of an employer or its agent, representative or designee from communicating to its employees any information
38 that is necessary for such employees to perform their lawfully required job duties.

39 6. Exemption. This section does not apply to a religious employer.

40 SUMMARY

41 This bill prohibits an employer from discharging, disciplining or otherwise penalizing or threatening to discharge, discipline or
otherwise penalize or taking any adverse employment action against an employee because the employee declines to attend or
participate in an employer-sponsored meeting or declines to receive or listen to a communication from the employer if the meeting
or communication is to communicate the opinion of the employer about religious or political matters. The bill provides an exemption
for a religious employer.

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