

Montana



Comply Anywhere Poster Pack

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

Employee Notice – Your Rights Are Protected

The State of Montana 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 Montana 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.*

State Panels

- 3 Discrimination is Against the Law
- 4 Minimum Wage
- 5 Unemployment Insurance
- 6 Workers' Compensation Insurance Coverage

Conditional Panels

- 7 Additional Notices

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 >>](#)

MONTANA LAW PROHIBITS DISCRIMINATION & RETALIATION

in employment, housing, education, public accommodations, credit, finance, insurance, & state / local government.

Discrimination is unlawful if based on one of these protected classes:

ANY AGE

PHYSICAL DISABILITY

MENTAL DISABILITY

RACE / COLOR

NATIONAL ORIGIN

MARITAL STATUS

RELIGION/CREED

VACCINATION STATUS

**FAMILIAL STATUS
IN HOUSING**

SEX

(INCLUDING PREGNANCY, SEXUAL ORIENTATION, & GENDER IDENTITY)

POLITICAL BELIEFS

IN GOVERNMENTAL SERVICES OR GOVERNMENT EMPLOYMENT

FOR MORE INFO CONTACT THE MONTANA HUMAN RIGHTS BUREAU

P.O. BOX 1728, HELENA, MT 59624-1728

(406) 444-2884 OR 1 (800) 542-0807 (RELAY SERVICE 711)

MONTANADISCRIMINATION.COM



Montana Department of
LABOR & INDUSTRY

MONTANA'S MINIMUM WAGE

(Effective 1/1/2024)

\$10.30*

*The minimum wage is subject to a cost-of-living adjustment based on the Consumer Price Index no later than September 30th of each year. Montana's minimum wage is to be the greater of the federal or current state minimum wage.

Exception: A business not covered by the Fair Labor Standards Act whose gross annual sales are \$110,000 or less may pay \$4.00 per hour. **However**, if an individual employee is producing or moving goods between states or otherwise covered by the Fair Labor Standards Act, that employee must be paid the greater of either the federal minimum wage or Montana's minimum wage.

NO TIP CREDIT, TRAINING WAGE OR MEAL CREDIT IS ALLOWED IN THE STATE OF MONTANA

OVERTIME PAY

Employees who work in excess of 40 hours in a workweek must receive overtime compensation at a rate of at least 1½ times their regular hourly rate for those hours worked over 40. There are exclusions from overtime pay. This information can be obtained by calling our office at (406) 444-6543.

PAYMENT OF WAGES

WHILE STILL EMPLOYED: An employee must be paid within 10 business days after the end of the pay period.

WHEN SEPARATED FROM EMPLOYMENT: When an employee quits, wages are due on the next scheduled pay day for the period in which the employee was separated, or 15 calendar days, whichever occurs first.

TERMINATED FOR CAUSE: When an employee is laid off or discharged, all wages are due immediately (within four hours or end of the business day, whichever occurs first), unless the employer has a preexisting, written policy that extends the time for payment. The wages cannot be delayed beyond the next pay day for the period in which the separation occurred, or 15 calendar days, whichever occurs first.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

DEPARTMENT OF LABOR & INDUSTRY
PO BOX 201503
HELENA MT 59620-1503
PHONE (406) 444-6543
EMAIL: DLIERDWage@mt.gov

Please visit us on the web at:
www.mtwagehourbopa.com

SAMPLE

Notice to Employees **Your Job is Covered** **by Unemployment Insurance**

To obtain a copy of the official notice, call the Department of Labor & Industry, Unemployment Insurance Division, at 406-444-3834 for Unemployment Insurance coverage specific to your business.

A claim for benefits may be filed the first week employment ends, or work hours are reduced. Filing can be done online at MontanaWorks.gov or by calling (406) 444-2545 to file by phone.

Once filed, a claimant can check the status of their claim or can request payment, by returning to Montanaworks.mt.gov, call our Claims Processing Center at (406) 444-2545 or email UIClaims@mt.gov.

UNEMPLOYMENT INSURANCE DIVISION

P.O. Box 8020
Helena, MT 59604-8020
(406) 444-3783
FAX (406) 444-2699
Montana Relay (TDD) 711
UID.DLI.MT.GOV

SAMPLE
WORKERS' COMPENSATION
INSURANCE COVERAGE

EMPLOYEE NOTICE



COMPANY NAME



Date:
Policy Number:



The above-named employer's workers' compensation insurance coverage is active
and in good standing for the period of

_____ to _____,
provided the employer meets all premium and reporting requirements.

To obtain your workers' compensation notice and for general information, call
or write: Montana Department of Labor and Industry, Employment Relations
Division, P.O. Box 8011, Helena, MT 59604-8011, Phone (406) 444-6532.

Additional Notices

With the purchase of your **Montana Digital Comply Anywhere Poster Pack**, you are entitled to **free downloads** of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

- 1) **Review** all conditional notices required in the state of Montana.
- 2) **Download**, print, and post any notices that pertain to your business type, demographic, and/or location.

To download these materials, please visit:
www.personnelconcepts.com/downloads/mtn

When prompted, enter the **ACCESS CODE: PCMTCN**