

Rhode Island



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 Rhode Island 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 Rhode Island 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 #RI-CAP-DF

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Click  in the bar below to return to the Table of Contents at any time



This employer is subject to the provisions of the

WORKERS' COMPENSATION ACT

of the State of Rhode Island

Workers' Compensation Insurance Company: _____

Adjusting Company: _____

Telephone: _____ **Policy Effective Date:** _____

In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the injury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury.

An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or insurer to provide priority care shall not be considered the employee's initial choice.

For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

DWC-8 (6/2020)



NOTICE TO ALL EMPLOYEES



Unemployment Insurance Benefits

If you become totally/partially unemployed:

1. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced hours.
2. File your claim online at www.dlt.ri.gov/ui or by telephone at (401) 415-6772. Visit www.dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui or call (401) 415-6772.
3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required.
4. To collect unemployment benefits, the law requires that you must:
 - a. Be unemployed through no fault of your own,
 - b. Have earned minimum qualifying wages while you were working,
 - c. Be physically able to work, available for work and actively seeking work, and
 - d. Register for work with the RI Dept. of Labor and Training.

You are protected under provisions of the Rhode Island Employment Security Act and the Temporary Disability Insurance Act.

Employment and Training Services

If you need help finding a job:

The RI Dept. of Labor and Training offers free employment and training related services including:

1. Job referral and placement services.
2. Resource rooms with a wide range of employment and training resources.
3. Career counseling and testing to help assess aptitudes and interests.
4. Internet access for employment and training information.
5. Job Search workshops to help you develop interviewing skills.
6. Resume writing seminars to help you create an effective resume and cover letter.

Visit www.dlt.ri.gov to find a Career Center near you. You can also access many services on the Internet at www.employri.org.

Temporary Disability Insurance Benefits

Who is Eligible for TDI Benefits?

If you have become ill or injured and meet all of the following requirements, you may be entitled to receive benefits:

1. You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive days or more,
2. You are under the care of an approved Qualified Health Care Provider,
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto, and
4. You earned enough qualifying wages during the base period to be monetarily eligible.

Who is Eligible for Temporary Caregiver Insurance Benefits?

If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet the following requirements:

1. You are unemployed because you are caring for a seriously ill family member or bonding with a child,
2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims, and
3. You earned enough in qualifying wages to be monetarily eligible.

How to Apply:

Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the individual can show a good medical reason for the delay in filing. TCI claims must be filed within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/TCI application may be obtained online at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit www.dlt.ri.gov/tdi or call (401) 462-8420.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employer. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI 02908-5829.

Attention Employees

MINIMUM WAGE - RHODE ISLAND



Effective January 1, 2024

THIS LAW PROVIDES.....

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

EXCEPT: Full time students under 19 years of age working in a non-profit religious, educational, librarial or community services organization.

Minors 14 and 15 years of age working not more than 24 hours in a week

Employees receiving gratuities (as of Jan. 1, 2017):

\$14.00

as of 1/1/23

\$12.60

(90% of Minimum Wage)

\$10.50

(75% of Minimum Wage)

\$3.89

OVERTIME PAY - At least 1 1/2 times your regular rate of pay for all hours worked over 40 in any one work week. Note: The law contains exemptions from the minimum wage and/or overtime pay requirements for certain occupations or establishments.

MANDATORY NURSE OVERTIME -

Pursuant to RI Law §23-17.20-1 et. seq., a hospital may not require certain nurses and certified nurse assistants to work overtime except in an unforeseeable emergent circumstance

MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at the beginning of a work shift must be provided with 3 hours work or 3 hours wages. Retail establishment employees must be provided with 4 hours work on Sundays and Holidays.

CHILD LABOR - Employees must be at least 16 years old to work in most nonfarm jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of Labor. Youths 14 and 15 may work, with a special permit issued by local school officials, in various jobs outside school hours under certain conditions. Different rules apply to agriculture employment.

ENFORCEMENT - The Rhode Island Dept. of Labor and Training (DLT) may bring criminal action against any employer who pays substandard wages to an employee and seek, upon conviction, a penalty up to \$500.00 and/or imprisonment of up to 90 days. Each week an employer fails to pay the applicable minimum wage constitutes a separate violation.

Any employer who hinders or delays the DLT Director or authorized representative in the performance of duties in the enforcement of the law; refuses to admit the Director or said representative to any place of employment; fails to make, keep, and preserve, any records as required; falsifies any such record; refuses to make such record accessible to the Director or said representative upon demand; or refuses to furnish a sworn statement of such record or any other information needed for the proper enforcement of this law, shall be deemed in violation and subject to a fine of up to \$500. Each day such violation occurs constitutes a separate offense.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT.

For more information on the Rhode Island Minimum Wage Law
Call (401) 462-WAGE (9243) or visit www.dlt.ri.gov/lw
Labor Standards Unit
Rhode Island Department of Labor and Training



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT)

Notice to All Employees - Information Employers Must Post

Pay Equity Act

Pay Differentials for Comparable Work

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion, sexual orientation, gender, gender identity or expression, disability, age, and country of ancestral origin for comparable work. A differential wage is permissible where one or more of the following factors is found to apply:

“A seniority system; provided, however, that time spent on leave due to a pregnancy related condition or parental, family and medical leave shall not reduce seniority.”

“A merit system.”

“A system that measures earnings by quantity or quality of production.”

“Geographic location when the locations correspond with different costs of living, provided, that no location within the state of Rhode Island will be considered to have a sufficiently different cost of living.”

“Reasonable shift differential, which is not based upon or derived from a differential in compensation based on [a protected] characteristic[].”

“Education, training, or experience to the extent such factors are job-related and consistent with a business necessity.”

“Work-related travel, if the travel is regular and a business necessity.”

“A bona fide factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the position in question; and which is consistent with business necessity.”

Enforcement

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, or (2) by a complaint filed with the DLT Director.

Employer Wage Inquiry

- + Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited from inquiring into or requiring the disclosure of a job applicant’s wage history, from relying upon a job applicant’s wage history when considering the individual’s candidacy, and from setting a minimum or maximum threshold of prior wage earnings as a condition of employment.
- + An employer may, for the limited purpose of “support[ing] a wage higher than the wage [initially] offered by the employer,” consider and seek to confirm a job applicant’s wage history if such wage history was voluntarily provided.
- + At the time of hire or internal transfer to a new position, and whenever requested by an employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual’s position.

Wage Discussion among Employees

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive the right to discuss wages.

Retaliation Prohibited

Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is prohibited.

RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous places where workers are employed. Fines may be imposed for noncompliance.

DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 7111

(Rev. 12/2022)

The Rhode Island Right-To-Know Law

IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH

Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

You have a right to know:

- the common name or trade names of the substance, including the chemical name;
- the level at which exposure to the substance is hazardous, if known;
- the effects and symptoms of exposure at hazardous levels;
- the potential for flammability, explosion, and reactivity of the substance;
- appropriate emergency treatment;
- proper procedures for the safe use of and exposure to the substance;
- proper protective equipment for safe use; and
- procedures for clean-up of leaks and spills.

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. **Your company representative is:**

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor and Training at (401) 462-8570.

"Because not knowing about the hazardous substances you work with is the greatest hazard of all."

This poster must be displayed in a conspicuous location in the workplace.

DISCRIMINATION IS ILLEGAL

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age (over 40).

*State only

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions).

You have the *right* to a workplace free of harassment and discrimination.

Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Name: _____

Title: _____

Location: _____

Phone: _____

Email: _____



**Rhode Island
Commission for Human Rights
180 Westminster Street
Third Floor
Providence, RI 02903
401-222-2661
TDD: 401-222-2664
www.richr.ri.gov**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SEXUAL HARASSMENT IS AGAINST THE LAW



Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature against his or her wishes.

The harasser can be

- a supervisor
- an agent of the employer
- a supervisor in another area
- a co-worker
- a non-employee
- the same sex as the victim

Sexual harassment occurs when submission to or rejection of 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 is a violation of state and federal laws.

The prohibition against sexual harassment does not only apply to employers . It also applies to labor organizations, employment agencies, and to individuals who aid and abet an unlawful employment practice.

Report incidents of harassment to:

Name: _____

Address: _____

Phone: _____

E-mail: _____

If you believe you are or have been the victim of sexual harassment, contact:

**RHODE ISLAND COMMISSION
FOR HUMAN RIGHTS
180 Westminister Street, Third Floor
Providence, RI 02903
401-222-2661
TDD: 401-222-2664
Fax: 401-222-2616
www.richr.ri.gov**

TITLE 28 Labor and Labor Relations

CHAPTER 50

The Rhode Island Whistleblowers' Protection Act

R.I. Gen. Laws § 28-50-3

§ 28-50-3 Protection. — An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment nor shall an employer report or threaten to report a employee's immigration status to Immigration and Customs Enforcement (ICE) or any other immigration agency or law enforcement agency including local and state police:

(1) Because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in writing, a violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false, or

(2) Because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action, or

(3) Because an employee refuses to violate or assist in violating federal, state or local law, rule or regulation, or

(4) Because the employee reports verbally or in writing to the employer or to the employee's supervisor a violation, which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the laws of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false. Provided, however that if the report is verbally made, the employee must establish by clear and convincing evidence that the report was made.

History of Section.

P.L. 1995, ch. 308, § 2; P.L. 1999, ch. 104, § 1; P.L. 1999, ch. 190, § 1; P.L. 2002, ch. 50, § 1; P.L. 2021, ch. 393, § 1, effective July 13, 2021; P.L. 2021 ch. 394, § 1, effective July 13 2021.

NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS

State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

- refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program;
- require you to take a leave if another reasonable accommodation can be granted; or
- deny you employment opportunities based on a refusal to provide a reasonable accommodation.

If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Name

Name

Phone Number

Phone Number

Email address

Email address

Address

Address

If you have been the victim of discrimination based on pregnancy, childbirth or related conditions and/or denial of a reasonable accommodation, contact:

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
(401) 222-2661
TTY: 401-222-2664
www.richr.ri.gov

RICHR/July 2015

HEALTHY AND SAFE FAMILIES and WORKPLACES ACT

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

BAN-THE-BOX

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law may be fined between \$100-\$500 per offense. Visit www.dlt.ri.gov/lis or call (401) 462-WAGE (9243) for more information.

(Rev. 1/2018)

RI General Laws §28-29-13, §28-44-38 and §28-41-15 state that these notices **must be posted and maintained in conspicuous places where workers are employed**. Fines may be imposed for noncompliance. DLT is an equal opportunity employer/program, auxiliary aids and services are available on request to individuals with disabilities. TTY via RI Relay 711

New Version 2019

**IT IS ILLEGAL TO SMOKE
OR VAPE IN THIS
ESTABLISHMENT**



Use of combustible tobacco products and other similar products, such as electronic cigarettes, are prohibited by **R.I. Gen. §§ 23-20.10-2(19) and -7.**

To report a violation call **401-222-5960.**



Rhode Island Child Labor Laws



Both Rhode Island and Federal laws regulate the employment of minors. These laws were written to protect younger workers from long hours and hazardous jobs. By following the laws, younger workers can earn safely and gain experience.

You must be 14 years old to work legally in Rhode Island.

What jobs can youth work?

Jobs in which youth **CAN** be employed:

- Office and clerical work
- Retail and sales
- Advertising
- Price marketing and tagging
- Bagging and carrying out orders
- Errand and delivery work
- Cleanup work
- Group maintenance
- Kitchen work and wait staff
- ...and more.

Jobs in which youth **CANNOT** be employed:

- Manufacturing various products
- Mining
- Logging and sawmilling
- Wrecking demolition and siphbreaking
- Jobs requiring operating power-driven machines
- Roofing
- Excavating
- ...and more.

What hours can youth work?

14 or 15-year-olds:

- Up to but not exceeding 40 hours per week/8 hours per day.
- Not before 6:00 AM or after 7:00 PM. The curfew is 9:00 PM during school vacations.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

16 or 17-year-olds:

- Up to but not exceeding 48 hours per week/9 hours per day.
- Not before 6:00 AM or after 11:30 PM on school days, or after 1:30 AM if no school the next day. There is no curfew for non-students.
- Must have an 8-hour rest between the end of one shift and the start of the next shift.

What working papers are required?

- You must have Special Limited Permit to Work form to be employed if you're 14 or 15.
- You may need a Certificate of Age form to be employed if you're 16 or 17.
- To get working papers, visit your local school department with proof of your age (Birth or Baptismal Certificate, Driver's License, Passport, School Records).

**For more
information,
please contact:**

RI Department of Labor and Training — Labor Standards Unit

Phone: (401) 462-8550 | **Fax:** (401) 462-8530 | **Email:** dlt.laborstandards@dlt.ri.gov
Online: www.dlt.ri.gov/lis/childlabor.htm

US Department of Labor — Wage and Hour Division

Phone: (866) 4US-WAGE | **Online:** www.youthrules.gov

Additional Notices

With the purchase of your **Rhode Island 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 Rhode Island.
- 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/rin

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