

PLEASE HELP YOUR EMPLOYEES BY VOLUNTARILY POSTING THIS IN A CONSPICUOUS PLACE



Is your company having a Vacation Shutdown?

After your last day of work open a claim on the Internet at www.nhes.nh.gov

If you do not have Internet access, please go immediately to your nearest NH Employment Security office.

- File as directed on the Internet application.
- Vacation and holiday pay count as wages in reference to Unemployment Compensation, but if you are unsure about eligibility because of vacation or holiday pay, please open a claim and file.
- Failure to apply immediately may result in a loss in your entitlement to some benefits!
- What should you have available before you file?
 - Your social security number
 - Know where you worked in the past 18 months, including names of companies, addresses and approximate dates you worked there.
 - Have your check stubs, W2s, and 1099 forms available for easy reference.
- You have to open a claim and then file a claim each week as directed to know if you are eligible!

Eligibility for Unemployment Compensation is determined on an individual basis and based on the law.

Visit the NH Employment Security Resource Center in an Employment Security office near you for financial resources, tools, and information, or visit our Website at www.nhes.nh.gov

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

EQUAL PAY RSA 275:37

It is illegal in New Hampshire under both state and federal law to pay employees different wages for the same work based solely on sex. If you think that your employer has violated this provision, please contact the New Hampshire Department of Labor, 65 Pleasant St., Concord, NH 03301

Phone: (603) 271-1482, 271-4204, or 271-3176
Fax: (603) 271-2968

Email: equalpay@doelabor.state.nh.us

You may file a wage claim by downloading the form at: <http://www.nhes.nh.gov/equalpay/equalpayclaim.pdf>

The full text of RSA 275:37 Equal Pay can be found at the link: <http://www.nhes.nh.gov/equalpay/equalpayclaim.pdf>

RSA 275:38 - Non-Retaliation Provision. No employer shall discharge or in any other manner discriminate against any employee because they exercise their rights under this statute, including filing charges or complaints, or causing any investigation, proceeding, hearing, or action under or related to the subsection, or has testified or is planning to testify or has assisted or participated in any manner in any such investigation, proceeding, hearing, or action or has requested, discussed, or disclosed his or her wages or those of another employee.

This section shall not apply to any employer who has access to the wage information of other employees as a part of such employer's essential job functions who discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge or the bifurcation of an investigation, proceeding, hearing, or action under RSA 275:34 including an investigation conducted by the employer. Nothing in this section shall be construed to limit the rights of an employer provided under any other provision of law.

RSA 275:39 - Pay Deductions. No employer shall require that an employee refrain from disclosing the amount of his or her wages or sign a waiver or other document that amounts to deny the employer the right to disclose the amount of his or her wages, salary, or paid benefits, as a condition of employment. No employer shall discharge, demote, reassign, or otherwise discriminate against an employee who discloses the amount of his or her wages, salary, or paid benefits.

RSA 275:40 - Limitation of Action. Any action to recover unpaid wages and unpaid benefits based on violation of RSA 275:37, shall be commenced within 3 years of discovery of the violation. No employer shall be liable for any violation that occurred more than 4 years prior to the commencement of such action.

(Effective Date: January 1, 2015)

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01/13/17

WORKERS' COMPENSATION Notice to Employers/Employees

This is not intended to represent the law, nor does it replace any Worker's Compensation regulations within your state.

Employers: Post your notice of compliance/certificate of insurance with Worker's Compensation laws from your insurance carrier not to this poster.

Employees: Refer to notice of compliance/certificate of insurance from your Worker's Insurance Carrier if you are having any issues, please contact your insurance office.

TTY Access: Relay NH 1-800-735-2864 1/12

THIS Posting is for Informational Purposes Only

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

THE WHISTLEBLOWERS' PROTECTION ACT - RSA 275-E

An employer shall not discharge, threaten, or discriminate against any public or private employee

- If the employee, in good faith, reports or causes to be reported an alleged violation of any law or rule adopted under the laws of this state, a political subdivision of this state, or the United States;
- OR, the employee objects to or refuses to participate in any activity that the employee, in good faith, believes is a violation of the law or rule;
- OR, the employee refuses to execute a directive which the employee, in good faith, believes violates any law or rule adopted under the laws of this state, a political subdivision of this state or the United States;
- OR, the employee participates in an investigation, hearing, or inquiry conducted by any governmental entity or any court action which concerns allegations that the employer has violated any law or rule adopted under the laws of this state, a political subdivision of this state, or the United States.

RIGHTS AND REMEDIES - RSA 275-E:4

After the employer has made a reasonable effort to maintain or restore his/her rights through any grievance procedure or similar process available with the employer

And has filed the written complaint with the New Hampshire Department of Labor

He/she may request a hearing with the New Hampshire Department of Labor, which can result in a judgment to order reinstatement, payment of fringe benefits, seniority rights, and injunctive relief.

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 7-13-17

YOU ARE REQUIRED BY LAW TO POST THIS IN A CONSPICUOUS PLACE

UNEMPLOYMENT NOTICE

If you become partially or totally unemployed:

Filing in person
File a claim in person at the office nearest you and register for work.
Example: If your last day of work was a Friday and you worked a full week, visit the office nearest you the following week.
Office Hours: 8am - 4:30pm Monday - Friday

Filing over the Internet
File on-line and register for work at www.nhes.nh.gov
Example: If your last day of work was a Friday and you worked a full week, do not open your claim on-line that week. Open your claim that following Sunday - Saturday (before midnight).

Failure to apply as explained below may result in a loss in your entitlement to some benefits!

You must file your initial claim within 3 business days of becoming unemployed or no later than the last calendar day of the first week for which you wish to file for benefits. For filing purposes you are considered to be unemployed on the last day you actually work or on the day your work hours are significantly reduced. Your claim is effective the calendar week it is opened.

What should you have available before you file?

- Your social security number
- Information about where you worked in the past 18 months, including company names, addresses and approximate dates you worked there
- Your most recent check stubs, W2's and 1099 forms from the last 18 months
- The amounts of your separation pay, severance, vacation, holiday, sick, bonus pay and wages in lieu of notice you received or expect to receive

Who pays for Unemployment Compensation Taxes?

- Employers pay the tax that is deposited in the Unemployment Compensation Trust Fund from which benefits are paid.

Eligibility for Unemployment Compensation is determined on an individual basis and based on the law. You have to open a claim and then file a claim each week to know if you are eligible.

NH EMPLOYMENT SECURITY OFFICES

Berlin	Keene	Nashua
Claremont	Laconia	Portsmouth
Concord	Littleton	Salem
Conway	Manchester	Somersworth

NHES is a proud member of America's Workforce Network and NH WORKS.
NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.
Auxiliary aids and services are available upon request to individuals with disabilities.
TTY/TDD Access: Relay NH 1-800-735-2864 R112

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

CRITERIA TO ESTABLISH AN EMPLOYEE OR INDEPENDENT CONTRACTOR

"Employee" means and includes every person who may be permitted, required, or directed by any employer, in consideration of direct or indirect gain or profit, to engage in any employment, but shall not include any person exempted from the definition of employee as stated in RSA 281-A:2, 281-B(2), (3), or (4), or RSA 281-A:2, 281-B, or a person providing services as part of a residential placement for individuals with developmental, acquired, or emotional disabilities, or any person who meets all of the following criteria:

- The person possesses or has applied for a federal employer identification number or social security number, or in the alternative, has agreed in writing to carry out the responsibilities imposed on employees under this chapter.
- The person has control and discretion over the means and manner of performance of the work, in that the result of the work, rather than the means or manner by which the work is performed, is the primary element bargained for by the employer.
- The person has control over the time when the work is performed, and the time of performance is not dictated by the employer. However, this shall not preclude an agreement with the person as to completion schedule, range of work hours, and maximum number of work hours to be provided by the person, and in the case of entertainment, the time such entertainment is to be presented.
- The person hires and pays the person's assistants, if any, and to the extent such assistants are employees, supervises the details of the assistants' work.
- The person holds himself or herself out to be in business for himself or herself or is registered with the state as a business and the person has continuing or recurring business liabilities or obligations.
- The person is responsible for satisfactory completion of work and may be held contractually responsible for failure to complete the work.
- The person is not required to work exclusively for the employer.

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17

NEW HAMPSHIRE

130 MA-NH-E

ADP

Employees: For additional information on our services, please go to our website at www.adp.com or call 1-800-ADP-4512. All other trademarks and service marks are the property of their respective owners.

00115 0617-001

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

WORKER'S RIGHT TO KNOW ACT

Revised Statutes Annotated Chapter 277-A, as amended

EMPLOYEES

YOU HAVE A RIGHT TO KNOW ABOUT TOXIC SUBSTANCES USED IN YOUR WORKPLACE

The New Hampshire "Right to Know" law (RSA 277-A) guarantees that:

- You are notified by a posting of the long and short-term health hazards of all toxic substances that you may come into contact with.
- You are trained by your employer in the safe use and handling of these toxic materials.
- You have the right to request complete information, in the form of a Material Safety Data Sheet, from your employer on any toxic substance you may have contact with. Your employer must respond to this request within five working days.

To learn more about the toxic materials used in your workplace, and to obtain Material Safety Data Sheets, contact the employer representative listed below.

(EMPLOYER REPRESENTATIVE'S NAME)

NH DEPARTMENT OF LABOR
P.O. Box 2076
CONCORD, NH 03302-2076

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17

NEW HAMPSHIRE

130 MA-NH-E

ADP

Employees: For additional information on our services, please go to our website at www.adp.com or call 1-800-ADP-4512. All other trademarks and service marks are the property of their respective owners.

00115 0617-001

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

EMPLOYMENT DISCRIMINATION IS AGAINST THE LAW IN NEW HAMPSHIRE

The following types of discrimination are illegal:

- Age
- Sex
- Pregnancy
- Race
- Color
- Marital Status
- Religion
- Sexual Harassment
- National Origin
- Physical Disability
- Mental Disability
- Sexual Orientation

For information call: 271-2787

New Hampshire Commission For Human Rights
Concord N.H. 03301
www.state.nh.us/hcr/index.html
humanrights@nhsa.state.nh.us

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

NEW HAMPSHIRE MINIMUM WAGE LAW

Revised Statutes Annotated Chapter 279, as amended

Unless otherwise provided by statute, no person, firm, or corporation shall employ any employee at an hourly rate lower than that set forth in the federal minimum wage law, as amended.

\$7.25 PER HOUR EFFECTIVE SEPTEMBER 1, 2008

Exempt from RSA 279 are:

Employees engaged in Household Labor, Domestic Labor, Farm Labor, Outside Sales Representatives, Summer Campers for Minors, Newspaper Carriers, Non-Professional Ski Patrol and Golf Caddies.

OVERTIME PAY. Those employees covered by RSA 279, with the following exceptions, shall in addition to their regular compensation, be paid at the rate of time and one-half for all time worked in excess of 40 hours in any one week:

- Any employee employed by an amusement, seasonal, or recreational establishment if:
 - It does not operate for more than 7 months in any calendar year; or
 - During the preceding calendar year, its average receipts for 6 months of such year were not more than 33 1/3 percent of its average receipts for the other 6 months of such year.
- Any employee of employees covered under the provisions of the Federal Fair Labor Standards Act. Tipped employees of a restaurant, hotel, motel, inn, or cabin, who customarily and regularly receive more than \$30 a month in tips directly from the customers will receive a base rate from the employer of not less than 45 percent of the applicable minimum wage. Restaurant shall include an establishment in a temporary or permanent building, kept, used, maintained, advertised, and held out to the public to be a place where meals are regularly prepared or served for which a charge is made and where seating and table service is available for customers or where delivery services are available. The term does not include establishments which do not primarily prepare and serve food. Tipped employees shall include employees who deliver meals prepared in a restaurant to the customer's home, office, or other location. If an employee shows to the satisfaction of the commissioner that the actual amount of wages received at the end of each pay period did not equal the minimum wage for all hours worked, the employer shall pay the employee the difference to guarantee the applicable minimum wage.

RECORDS. Every employer of employees shall keep a true and accurate record of the hours worked by each, wages paid to each, and classification of employee as necessary.

NEW HAMPSHIRE YOUTH EMPLOYMENT LAW

No youth under the age of 18 shall be employed or permitted to work without first obtaining a New Hampshire Youth Employment Certificate except for his/her parents, grandparents, guardian, or, at work defined as casual or farm labor. Certificates shall be obtained by an employer within 3 business days of the first day of employment. Copies of certificates shall be kept on file by all employers of youths. An employer shall not employ a youth 16 or 17 years of age, unless the employer obtains and maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment. The parental permission shall be on file at the establishment's worksite prior to the first day of employment. Written parental permission is not required for a 16 or 17 year old youth who has graduated from high school or obtained a general equivalency diploma.

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

PROTECTIVE LEGISLATION LAW

Wages in This Establishment Will Be Paid On:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
--------	--------	---------	-----------	----------	--------	----------

PAYMENT OF WAGES. All wages due an employee must be paid on a weekly or biweekly basis. The Labor Commissioner may, upon written petition showing good and sufficient reason, permit payment of wages less frequently, except if shall be at least once each calendar month.

NOTICE TO EMPLOYEE. Employer must notify employee in writing when hiring of the rate of pay, or any changes prior to change, make available in writing, or by posted notice, employment practices and policies on vacation pay, sick leave and other fringe benefits, furnish employee statement of deductions each pay day.

LUNCH OR EATING PERIOD. An employer may not require an employee to work more than five consecutive hours without granting him a one-half-hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his/her work, and the employer permits him/her to do so.

ACCESS TO PERSONNEL FILE. Every employer shall provide a reasonable opportunity for an employee who so requests to inspect such employee's personnel file and upon request provide such employee with a copy of all or part of the file.

WITHHOLDING WAGES. Employer may not withhold or divert any portion of an employee's wages unless required or empowered by state or federal law, or unless by authorization by the employee for a lawful purpose accruing to the benefit of the employee, per regulation promulgated by the Commissioner.

EMPLOYEES SEPARATED. When an employee quits, resigns, or is suspended because of labor dispute wages must be paid not later than the next regular pay day or by mail if the employee so requests. Employees discharged must be paid in full within seventy-two hours. Willful failure to pay as above subjects employee to liquidated damages of ten percent of the unpaid wages for each day except Sunday and legal holidays. In case of dispute over amount due, employer shall pay amount conceded by him to be due, leaving employee remedies of law or equity.

The acceptance of payment by employee shall constitute a release to the balance of a claim and any release required by an employer as a condition of payment shall be null and void in violation of the law.

REQUIRED PAY

On any day an employee reports to work at an employer's request, the employee shall be paid not less than 2 hours pay at their regular rate of pay. This does not apply to employees of counties or municipalities.

CIVIL PENALTY

There may be a minimum civil penalty of \$100.00 per violation of any section of the New Hampshire Labor Laws.

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17

NEW HAMPSHIRE

130 MB-NH-E

ADP

Employees: For additional information on our services, please go to our website at www.adp.com or call 1-800-ADP-4512. All other trademarks and service marks are the property of their respective owners.

00115 0617-001

STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR

COMPLIANCE DATE JULY 2017

Inspection Division
P.O. Box 2076
CONCORD, NH 03302-2076
Telephone: (603) 271-1482 & 271-3176

Kathryn J. Barger
Deputy Labor Commissioner
Ken Merrifield
Labor Commissioner

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE Rev. 01-13-17