



Commonwealth of Pennsylvania - Human Relations Commission

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS
The purpose of the provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age and sex, marital status, non-job related disability, income association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES
It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to:

1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights in connection, terms and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred to employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs.
5. It is unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT
The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT
Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees filed complaints with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT
The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employer in agriculture or domestic service, (2) Any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE
Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants for employment.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crime Code and may subject you to fine or imprisonment.

For further information, please visit the Pennsylvania Human Relations Commission:
Executive Office, 333 Market Street, 8th Floor • Harrisburg, PA 17126
(717) 787-4410 • (717) 787-2729 (TTY)
or visit us at www.pahrc.com

To file a complaint, contact the Regional Office nearest you:

Pittsburgh 301 1/2 Avenue, Suite 300 Rialto Floor Pittsburgh, PA 15222 (412) 565-5390 (412) 565-5711 (TTY)	Harrisburg 333 Market Street, 8th Floor Pittsburgh, PA 17126 (717) 787-4780 (717) 787-2729 (TTY)	Philadelphia 110 S. 18th St., Suite 501 Philadelphia, PA 19107 (215) 560-2496 (215) 560-3599 (TTY)
--	---	---

Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex Prohibited:
Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration:
Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination:
Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fees and costs. Before the Secretary of Labor & Industry and upon an employer's request, to take assignment of such a wage claim for collection. Limits the period for such action to two years from the date upon which the violation occurs.

Records Required:
Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed post an abstract of the law.

Penalties:
Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who willfully and knowingly violates provisions of the act, or discloses or otherwise discriminates against an employee who makes a complaint, testifies, or participates in proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hides, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official documents contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian authorizing the dates and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*
HOURS OF EMPLOYMENT
During School Years: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday, and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.
Excursion: Students 14 and older whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight (8) hours.
During School Vacations: Maximum eight hours, 40 hours/week.
WORK TIME
Employment prohibited after 7 p.m. and before 7 a.m.
Exception: During school vacations, minors may be employed until 9 p.m. Minors at least 17 may be employed by employer between 7 a.m. & 9 p.m., except during school weeks, then until 9 p.m. Minors of whatever age companies may participate in training and employment activities until 10 p.m. with general consent.

HOURS OF EMPLOYMENT—AGES 16 & 17**
HOURS OF EMPLOYMENT
During School Years: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.
During School Vacations: Maximum 40 hours/week; 10 hours/day; a minor may refuse any request to work greater than 10 hours/week.
WORK TIME
Employment prohibited before 6 a.m. and after 12 a.m.
Exception: During school vacations, minors may be employed until 1 a.m. Minors of whatever age companies may continue working in an evening, if the act will not endanger their health.
Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.
All Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.
If Special rules apply for young adults, 16 and 17 years of age, employed during a school vacation as a counselor in a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN SIX CONSECUTIVE DAYS
Except on emergency delivery.

30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE THE CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please contact the Department of Labor & Industry website at www.pahrc.com and click on "Child Labor Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Compliance:

Altoona District Office 110 12th Ave. Suite 202 Altoona, PA 16801-3486 Phone: 814-942-8198	Philadelphia District Office 110 North 30th St. Suite 202 Philadelphia, PA 19107 215-560-5390 877-824-8264	Scranton District Office 201 S. State Office Building 100 Lakeshore Ave. Scranton, PA 18503 570-363-6577 877-214-3962
--	---	--

Harrisburg District Office
1201 Liberty Mall Building
601 Bow St.
Harrisburg, PA 17121
717-787-4871
800-826-5390

Pittsburgh District Office
301 1/2 Ave.
Suite 300
Rialto Floor
Pittsburgh, PA 15222
412-565-5390
877-824-8264

REV 01-13

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

MINIMUM WAGE LAW SUMMARY

MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

Minimum Wage Rate
\$7.25 per hour Effective July 24, 2009
(Except as Described)

Overtime Rate
Workers shall be paid 1 1/2 times their regular rate of pay after 40 hours worked in a workweek (Except as Described)

The Pennsylvania Minimum Wage Act establishes a **Fixed Minimum Wage** and **Overtime Rate** for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for non-compliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

TIPPED EMPLOYERS:
An employer may pay a minimum of \$2.83 per hour to an employee who makes \$15.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

KEEPING RECORDS:
Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to a Labor & Industry.

EXEMPTIONS:
Overtime applies to certain employment classifications. (See below)

PENALTIES:
Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

SPECIAL ALLOWANCES:
Students, learners and people with disabilities, upon application only.

Exemptions from Both Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of an employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- News file outside counties
- Educational, charitable, religious, or nonprofit organization where as employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed in a recognized trade or welfare agency engaged in activities dealing with children with disabilities or a nonprofit day or weekend seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public administrator or recreational establishment, organized camp, or religious or nonprofit educational conference center, if it does not operate more than seven months in a year (if during the preceding calendar year, the average receipts for all 6 months were not more than 25% of its average receipts for the other 6 months of the year)
- Subcontractor employed by an independently-owned public telephone company which exists and service is rendered gratuitously
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisors to the officeholder, or are appointed by the officeholder to serve on a policy making body
- Executive, Administrative, and Professional employees, as defined by the Department

Allowances
Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food plus tips, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual, exclusive of profit, to the employer or to anyone affiliated with the employer.

Exceptions from Minimum Wage Rates

- Learners and students (upon file high school or college), after obtaining a Special Certificate from the Bureau of Labor Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:
Learners: 40 hours a week.
Maximum eight weeks.
Students: Up to 20 hours a week, up to 40 hours a week during school vacation periods
- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if the employee's specific wage commensurate with productive capacity is obtained from the Bureau of Labor Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or by a written certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor.

Exemptions from Overtime Rates

- A seaman
- Any seaman, partner or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. Example: 51% of business is selling as opposed to 49% in servicing and related work.
- Tactile driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and minimum hours of service under 49 U.S.C. Section 3162 (b)(1) and (2)
- (Holding to requirements for qualifications, hours of service, safety and equipment standards)
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motor vehicle dealer
- An announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - City of area of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
 - City of area of 25,000 population or less, which is part of such an area but is at least 40 air miles from the projected city in the area
- The hours of an employee of an air carrier subject to the provisions of the 14th and 15th hours of Labor Act (Public Law 65-252, 44 Stat. 47, 48 U.S.C. § 181 et seq.) when:
 - The hours are voluntarily worked under the employee pursuant to a shift-trading practice under which the shift has the opportunity to reduce hours worked in any week by voluntarily offering a shift for trade or reassignment; or
 - The required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or in a voluntary agreement involving a written understanding arrived at between the employer and employee

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.pahrc.com.
Click on "Labor Law Keynote" under Quick Links.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV 07-20

Notice to Employers / Employees

Your state has its own minimum wage law 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

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling workers' compensation claims for you, are shown below.

Employer Name: _____ Date Posted: _____

IF INSURED: (Complete all applicable spaces) IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS: (Complete all applicable spaces)

Name of Insurance Company: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurance Code: _____

IF SELF-INSURED: (Complete all applicable spaces) IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS: (Complete all applicable spaces)

Name of person handling claims at the self-insured: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurance Code: _____

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1102(d), and may also be subject to criminal penalties under 18 P.S.C.S. §6117 (relating to insurance fraud).

Employer Information Services: 1-800-842-2383
717-772-3762

Claims Information Services: 1-800-842-2383
toll-free inside PA, 800-482-2383
toll & outside PA, 717-772-4447

Hearing Impaired: PA Relay 7-1-1
1-800-842-2383

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV 04-18

PENNSYLVANIA UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, an individual who has the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME _____

ADDRESS _____

PA UC ACCOUNT NUMBER _____

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company designated as your UC benefits. Consider contacting us to help you determine what you are entitled to if you are unemployed. You may qualify for a completed Form UC-1000, How to Apply for Unemployment Compensation (UC) benefits.

IMPORTANT
Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or re-open an existing claim during the week in which you are unemployed. Consider your hours as reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

NOTE: To be an applicant for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home addresses
- Name, address, and account number of employment from Form UC-1009
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

You may file your new application, re-open an existing claim or get information about the UC program online at www.pa.gov, or by calling the UC Service Center at 888-213-7284, TTY: (hearing impaired) at 888-334-0466.

When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Consider contacting us to help you understand the impact receipt of UC payments resulting from unreported work and earnings, as well as on dependent benefits.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be assumed and could potentially affect your eligibility to receive UC benefits.

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 607 of the UC Law, 43 P.S. §607, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV 09-17

Hours of Work for Minors Under Eighteen

employed at _____
(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)
Show daily time of starting work, time for most or rest periods, and time of stopping work.

Name of Employee	Age	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Total School hrs. per week if under 16	Total hours for week
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO		

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

DATE _____ MANAGER SIGNATURE _____ ADDRESS OF ESTABLISHMENT _____

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV 02-17

More Information is Available Online

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov.
Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV 06-22

ADP

130 131 134 135 SP-PA-E

Copyright © 2022 ADP, LLC. ALL RIGHTS RESERVED. The ADP Logo, ADP, ADP Always Designing for People, and RUN Powered by ADP are registered trademarks of ADP, LLC. 080322FFH

Compliance Date August 2022