

# Pennsylvania Labor Law Posters



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**FAIR EMPLOYMENT**



**COMMONWEALTH OF PENNSYLVANIA  
HUMAN RELATIONS COMMISSION**

**EMPLOYMENT PROVISIONS  
PENNSYLVANIA HUMAN RELATIONS ACT**

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

**PURPOSE OF PROVISIONS**

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known 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 to compensation, tenure 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 for 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.

It is also 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 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 hinder compliance 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 employed 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, employees or members.

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

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

**Central Office:** 301 Chestnut Street, Suite 300 • P.O. Box 3145 • Harrisburg, PA 17105-3145  
(717) 787-4410 (VOICE) • (717) 787-4087 (TT) or visit us at [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

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

<b>Pittsburgh</b> 11th Floor State Office Building 300 Liberty Avenue Pittsburgh, PA 15222-1210 (412) 565-5395 (VOICE) (412) 565-5711 (TT)	<b>Harrisburg</b> Riverfront Office Center 1101-1125 S Front Street 5th Floor Harrisburg, PA 17104-2515 (717) 787-9784 (VOICE) (717) 787-7279 (TT)	<b>Philadelphia</b> 110 North 8th Street, Suite 501 Philadelphia, PA 19107 (215) 560-2496 (VOICE) (215) 560-3599 (TT)
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**MINIMUM WAGE**

Department of Labor & Industry

**Minimum Wage Law Summary**

Bureau of Labor Law Compliance  
 Must Be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Minimum Wage Act

**Minimum Wage Rate:**

**\$7.15 per hour Effective July 1, 2007**  
**\$7.25 per hour Effective July 24, 2009**  
 (Except as Described Below and Within)

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 noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

**Overtime Rate:**

Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described Below and Within).

**Tipped Employees:**

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$30.00 per month in tips. The employer must make up the difference if the tip 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 Labor & Industry.

**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.

**Exemptions:**

Overtime applies to certain employment classifications. (see pages 2 and 3)

**Special Allowances For:**

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 the 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
- Bona fide executive, administrative or professional capacity (including academic administrative personnel or teacher in public schools) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance of executive, professional or administrative activities, if less than 40% of the employee's hours worked in the workweek are devoted to such activities.
- Educational, charitable, religious, or nonprofit organization where no 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 by a nonprofit health or welfare agency engaged in activities dealing with handicapped or exceptional children or by a nonprofit day or resident 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 amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33 1/3% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level

**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 credit 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 cost, exclusive of profit, to the employer or to anyone affiliated with the employer.



DEPARTMENT OF LABOR & INDUSTRY  
 BUREAU OF LABOR LAW COMPLIANCE

LLC-1

LLC-1

## MINIMUM WAGE

### Exceptions from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (1301 L&I Bldg., 7th & Forster Sts., Harrisburg, PA 17121) 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 a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (1301 L&I Bldg., 7th & Forster Sts., Harrisburg, PA 17121), or a Federal 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 salesman, partman 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 such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
  - City or town 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 or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre

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### For Questions/Complaints

#### Contact:

Bureau of Labor Law Compliance  
Altoona District Office  
1130 Twelfth Avenue  
Suite 200  
Altoona, PA 16601-3486  
Phone: 814-940-6225 or 1-877-792-8198

Bureau of Labor Law Compliance  
Harrisburg District Office  
1301 L & I Bldg.  
7th and Forster Sts.  
Harrisburg, PA 17121  
Phone: 717-787-4671 or 1-800-932-0665

Bureau of Labor Law Compliance  
Philadelphia District Office  
1103 State Office Bldg.  
1400 Spring Garden St.  
Philadelphia, PA 19130  
Phone: 215-560-1858 or 1-877-817-9497

Bureau of Labor Law Compliance  
Pittsburgh District Office  
1201 State Office Bldg.  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Phone: 412-565-5300 or 1-877-504-8354

Bureau of Labor Law Compliance  
Scranton District Office  
201-B State Office Bldg.  
100 Lackawanna Avenue  
Scranton, PA 18503  
Phone: 570-963-4577 or 1-877-214-3962

#### Counties Served:

Armstrong  
Bedford  
Blair  
Cambria  
Cameron  
Centre  
Charlton  
Clearfield  
Clinton  
Erie  
Fayette  
Forest  
Fulton  
Huntingdon  
Indiana  
Jefferson  
McKean  
Mifflin  
Potter  
Somerset  
Warren  
Westmoreland

Adams  
Columbia  
Cumberland  
Dauphin  
Franklin  
Juniata  
Lancaster  
Lebanon  
Montour  
Northumberland  
Perry  
Snyder  
Union  
York

Bucks  
Chester  
Delaware  
Montgomery  
Philadelphia

Allegheny  
Beaver  
Butler  
Crawford  
Erie  
Greene  
Lawrence  
Mercer  
Venango  
Washington

Berks  
Bradford  
Carbon  
Lackawanna  
Lehigh  
Luzerne  
Lycoming  
Monroe  
Northampton  
Pike  
Schuylkill  
Sullivan  
Susquehanna  
Toga  
Wayne  
Wyoming

### More Information is Available Online

Additional information about the Minimum Wage Act is available online at: [www.state.pa.us](http://www.state.pa.us), PA Keyword: 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*

LLCA

**WORKERS' COMPENSATION**

**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF WORKERS' COMPENSATION

**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 your company, 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: \_\_\_\_\_

Insurer's Bureau 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: \_\_\_\_\_

Self-insured Bureau Code: \_\_\_\_\_

Department of Labor & Industry | Bureau of Workers' Compensation | 1171 S. Cameron Street, Room 103 | Harrisburg, PA 17104-2501  
717.772.0621 | [www.dli.state.pa.us](http://www.dli.state.pa.us)

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

LIRC-500

## CHILD LABOR (PART 1)

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

### ABSTRACT OF THE CHILD LABOR LAW

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

**MINIMUM AGE:** Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. No minor under 14 years of age may be employed on a farm by a person other than the farmer. Under certain restrictions, caddies may be employed at the age of 12, news carriers at 11 years of age, and juvenile performers in the entertainment field at the age of 7. Minors and infants may be in the cast of a motion picture if special permit is obtained.

**EMPLOYMENT CERTIFICATES:** No person under the age of 18\* shall be employed without a general or vacation employment certificate. The employment certificates are issued by school authorities and, except for the transferable work permit, must be kept on file.

Special performance permits are required for minors in theatrical and other performances at ages and hours permitted by Law. Applications may be obtained from the offices listed on the reverse side of this abstract.

A transferable work permit may be issued to 16 and 17 year olds. Obtain these through your local school district. A minor issued a transferable work permit is not required to obtain a new permit or certificate each time he/she changes employers; however, the employer is required to notify the issuing school district in writing within five days when a minor begins or terminates employment. Additionally, the employer must keep detailed records of the minors at the work site. A photocopy of the transferable work permit may be used as a record, provided that the employer records the occupation in which the minor is engaged on such photocopy.

**RECORD KEEPING:** Employers are required to maintain true and accurate schedules for each minor employed.

#### HOURS OF EMPLOYMENT — AGES 14 & 15

##### HOURS OF EMPLOYMENT

During School Term: Maximum 4 hours on school days, 8 hours on any other day, and 18 hours per school week (Monday thru Friday), and only at a time that does not interfere with school attendance. Plus 8 additional hours on Saturday and/or Sunday.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

##### NIGHT WORK

Employment prohibited after 7 p.m. and before 7 a.m. (Exception: Summer Vacation employment until 10 p.m.) (Exception: Minors from age 11 may be employed at distributing or selling newspapers, magazines or other publications between 6 a.m. and 8 p.m.) (Exception: Minors employed on a farm by a person other than the farmer in the hatching, raising, or harvesting of poultry may be employed or permitted to work until 10 p.m. as long as the minors are not working in an agricultural occupation declared hazardous by the U.S. Secretary of Labor.)

#### HOURS OF EMPLOYMENT — AGES 16 & 17\*

##### HOURS OF EMPLOYMENT

During School Term: Maximum 28 hours per school week (Monday thru Friday) if enrolled in regular day school. Plus 8 additional hours on Saturday and 8 additional hours on Sunday. However, maximum daily hours cannot exceed 8 hours per day.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

##### NIGHT WORK

During School Term: Students may not work after midnight (Sunday thru Thursday) or before 6 a.m. during the entire week. (Exception: Students may work the night preceding a school holiday occurring during the school year until 1 a.m. the next morning.) Students may work Friday night until 1 a.m. Saturday morning, and on Saturday night until 1 a.m. Sunday morning.

During Summer Vacations: No night work limit for students. No night work limit at any time for minors legally excused from school attendance.

- \*EXCEPTION: A) 17 year olds, who have graduated from high school or who have attained their academic potential as determined by the chief school administrator, may be treated for purposes of the Child Labor Law as 18 years of age.  
B) Special rules apply to 16 and 17 year olds employed during the summer by a summer resident camp or a conference or a retreat operated by a religious or scout organization.

**AT ANY TIME: MAXIMUM EMPLOYMENT 6 DAYS PER WEEK, 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE 5 CONSECUTIVE HOURS OF WORK.**

**PENALTY:** Any person, agent or manager for any person violating or permitting any violation of the Child Labor Law shall, upon conviction, be subject to a fine of not less than \$200 nor more than \$400 for the first offense and not less than \$750 nor more than \$1500 for any subsequent offense or imprisonment for 10 days, or both.

Under the PA Workers' Compensation Law, fifty percent additional compensation shall be paid to any minor injured while illegally employed, all of which shall be paid by the employer.

#### OCCUPATIONS PROHIBITED

##### NOTE THE FOLLOWING:

**Motor Vehicle Code:** Minors 16 and over after July 1, 1977 are permitted to operate a single vehicle not in excess of 30,000 pounds registered gross weight or any such vehicle towing a trailer not in excess of 10,000 pounds gross weight.

**Sec. 493(13) Liquor Code:** Minors under 16 may not be employed by, or in connection with, any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold or dispensed, provided that minors from age 16 may be employed on licensed premises as food waitresses or waiters and busboys/girls.

At age 18, such persons may serve and handle alcoholic liquors where sold or dispensed.



CHILD LABOR (PART 2)

Department of Labor & Industry

COMMONWEALTH OF PENNSYLVANIA

Bureau of Labor Law Compliance

**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 meal or rest periods, and time of stopping work.

NAME OF EMPLOYEE	AGE	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HRS. PER WEEK FOR UNDER 18	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*

LLC-17

## CHILD LABOR (PART 3)

### PROHIBITED OCCUPATIONS FOR MINORS

#### UNDER 18

- BOATS:** Pilot, fireman or engineer on any boat or vessel.
- BRICKS:** Working on horizontal or vertical pug mills.
- CRANE OPERATORS:** Cranes and hoists.
- ELECTRICAL WORK:** All electrical wiring\*. Installing, removing and testing electric meters\*.
- ELEVATORS:** Operators or managers of passenger or freight elevators. Hoisting or lifting machinery.
- EXCAVATING:** Within tunnels or shafts and trenches more than four feet in depth\*.
- EXPLOSIVES:** Where explosives are manufactured, handled or stored.
- MACHINERY:** Cleaning or oiling machinery in motion. Operating or assisting in the operation of the following: Emery wheels\*\*, plate bending machine\*, mixing machine in bakeries\*, punch press\*\*, wire-stitching machines\*, woodworking machinery (power driven)\*.
- MEAT GRINDERS:** Operation of power driven food chopping, meat grinding, slicing or processing machines\*.
- METAL INDUSTRIES:** Work in rolling mills\*, handling bull ladles and around furnaces.
- MINES:** Dangerous occupations in or around any mine.
- MOTION PICTURES:** Projectionist.
- PAINT, ACIDS, AND POISONS:** In any capacity in the manufacture of paint, color or white-lead, poisonous dyes, or compositions using dangerous lead or acids.
- PITS AND QUARRIES:** Most occupations.
- POOL AND BILLIARD ROOMS:** Any occupation.
- PRINTING INDUSTRY:** Operate power driven paper cutters or circular saws\*.
- RADIOACTIVE SUBSTANCES:** In all occupations involving exposure to radioactive substances\*\*\*, or ionizing radiation\*\*\*.
- RAILROADS AND RAILWAYS:** Section hand, track repairing, gate-tending, switch-tending, brakeman, fireman, engineer, motor-man, or conductor.
- ROOFING:** All occupations\*.
- RIVETS:** Heating and passing rivets, except under special conditions.
- SPRAY COATING:** Spray coating with substances containing lead, benzol or ground siliceous material\*.
- SLAUGHTERING AND MEAT PACKING:** Most occupations.
- TANNERIES:** Tanning process.
- WELDING:** Acetylene or electric welding\*.
- WRECKING AND DEMOLITION:**

\* EXCEPT APPRENTICES, STUDENT LEARNERS, AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

\*\* EXCEPT APPRENTICES, STUDENT LEARNERS, LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

\*\*\* EXCEPT LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

#### UNDER 16

- BOATS:** Working on any boat engaged in transportation of passengers or merchandise.
- BOWLING CENTERS:** In any capacity except snack bar attendants, control desk clerks, and scorer attendants.
- BUILDING TRADES:** Heavy work.
- COAL DREDGES:** Any work on coal dredges.
- HEATING AND PASSING RIVETS:** In any capacity.
- HIGHWAYS:** Sections of the highways that are open to the public for vehicular travel.
- INDUSTRIAL HOMEWORK:** May not manufacture at home any materials or articles under a contract from a manufacturer or contractor.
- MANUFACTURING:** Any manufacturing or mechanical process.
- MINES:** In any capacity.
- POOL AND BILLIARD ROOMS:** In any capacity.
- RAILROADS:** In any capacity.
- SCAFFOLDING:** On scaffolding and ladders.
- STRIKES OR LOCKOUTS:** Unless legally certified to work before strike or lockout.
- TUNNELS:** In any capacity.
- WINDOW CLEANERS:** Above ground level.

Address inquiries, complaints or requests for additional copies of this poster to one of the offices of the Pennsylvania Bureau of Labor Law Compliance:

**ALTOONA** 16601-3486  
1130 12TH AVENUE  
SUITE 200, 2ND FLOOR  
TELEPHONE: 814-940-6224 or  
1-877-792-8198

**HARRISBURG** 17120-0750  
651 BOAS STREET  
ROOM 1301  
TELEPHONE: 717-787-4671 or  
1-800-932-0665

**PHILADELPHIA** 19130-4064  
1103 STATE OFFICE BUILDING  
1400 SPRING GARDEN STREET  
TELEPHONE: 215-560-1858 or  
1-877-817-9497

**PITTSBURGH** 15222-1210  
1201 STATE OFFICE BUILDING  
300 LIBERTY AVENUE  
TELEPHONE: 412-565-5300 or  
1-877-504-8354

**SCRANTON** 18503-1923  
201B STATE OFFICE BUILDING  
100 LACKAWANNA AVENUE  
TELEPHONE: 570-963-4577 or  
1-877-214-3062

Auxiliary aids and services available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

LLC-5



# UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

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

### IMPORTANT

YOUR UC APPLICATION WILL BE DATED EFFECTIVE THE WEEK IN WHICH YOU ACTUALLY FILE THE APPLICATION FOR BENEFITS.

YOU SHOULD FILE A NEW APPLICATION OR REOPEN AN EXISTING CLAIM DURING THE FIRST WEEK IN WHICH YOU ARE UNEMPLOYED OR YOUR HOURS ARE REDUCED. WAITING MAY JEOPARDIZE YOUR ELIGIBILITY FOR BENEFITS.

TO FILE AN APPLICATION FOR UC BENEFITS, YOU WILL NEED:

- YOUR SOCIAL SECURITY NUMBER
- YOUR PA DRIVER'S LICENSE NUMBER (IF YOU HAVE ONE)
- YOUR ALIEN REGISTRATION NUMBER (IF YOU ARE NOT A U.S. CITIZEN)
- NAME AND ADDRESS OF EMPLOYER(S)
- YOUR EMPLOYER INFORMATION FORM (IF YOU HAVE ONE)
- YOUR MAILING ADDRESS
- DATES OF EMPLOYMENT AND REASONS FOR LEAVING
- YOUR MOST RECENT PAY STUB (OPTIONAL, BUT HELPFUL)
- YOUR PIN (IF YOU HAVE ONE)

YOU MAY FILE YOUR NEW APPLICATION OR GET INFORMATION ABOUT THE UC PROGRAM ONLINE AT:

## WWW.DLI.STATE.PA.US

KEYWORD: UNEMPLOYMENT

YOU MAY FILE YOUR APPLICATION OR GET INFORMATION ABOUT THE UC PROGRAM BY CALLING THE UC SERVICE CENTER IN YOUR AREA TOLL FREE 888.313.7284 | TTY (HEARING IMPAIRED) 888.334.4046

When filing your application for UC Benefits, you must report gross wages you earned during any week for which you are applying for UC Benefits.

Remember: Whenever you have questions or any problem regarding your UC Application, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC Benefits.

**pennsylvania**  
 DEPARTMENT OF LABOR & INDUSTRY  
 OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

### WARNING

IF YOU MAKE FALSE STATEMENTS IN CONJUNCTION WITH A UC CLAIM YOU MAY BE DISQUALIFIED FROM RECEIVING BENEFITS AND MAY BE SUBJECT TO SEVERE PENALTIES, INCLUDING CRIMINAL PROSECUTION, FINES AND INCARCERATION.

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

UC-700

## EQUAL PAY FOR EQUAL WORK

DEPARTMENT OF  
**LABOR & INDUSTRY**  
COMMONWEALTH OF PENNSYLVANIA

Department of Labor & Industry Bureau of Labor Law Compliance

### 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 fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee'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, as the Secretary of Labor & Industry shall prescribe. Requires that employers 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 discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hinders, 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.

### More Information is Available Online

Additional information about the Equal Pay Law is available online at: [www.state.pa.us](http://www.state.pa.us), PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.

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

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**NO SMOKING**