

TO EMPLOYEES

YOUR EMPLOYER IS SUBJECT TO THE Maryland Unemployment Insurance Law and pays taxes on your behalf. No reduction in taxes per wage for this purpose.

IF YOU ARE LATE OFF or otherwise become unemployed, immediately file a claim by calling the telephone number for the area in which you reside or you may file the claim at the internet at the web address indicated below.

IF YOU ARE UNEMPLOYABLE, you may be entitled to unemployment insurance benefits for no more as 26 weeks.

IF YOU EARN LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wage information during the week you return to work regardless of whether or not you have been paid.

YOU ARE ENTITLED TO BENEFITS IF:

- You are unemployed through no fault of your own.
- You have sufficient earnings in your Base Period.
- You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center listed below.
- You are able to work, available for work, and actively seeking work.

NOTE: To insure proper handling of your claim, it is necessary to have your Social Security number available. If you claim dependency after eleven (11) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependent's last known address or other forms of proof of dependency.

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served
301-313-8200 1-877-238-4125 (all times)	Calvert Montgomery Prince Georges St. Mary's
301-723-2200 1-877-238-4125 (all times)	Allegany Garrett Washington
410-634-0800 1-877-238-4125 (all times)	Carroll Queen Anne's Howard Worcester
410-853-1000 1-877-238-4125 (all times)	Anne Arundel Baltimore Carroll Cecil Harford Howard

Pregnant & Working

Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes a disability and the accommodation does not impose an undue burden on your employer.

What Does That Mean?

If you have a disability that is a condition to or caused by pregnancy, you are entitled to reasonable accommodation of work, if the accommodation is a reasonable modification of a job function or a temporary disability as to the employer's obligations to the employee.

What If I Am A Victim Of Discrimination?

Any form of retaliation is grounds for a claim. The Commission on Civil Rights (MCCR), 1000 North E Street, Suite 200, Baltimore, MD 21202-4202, (410) 767-1233, 1-800-333-1811, www.mccr.org.

Maryland Equal Pay for Equal Work

(Labor and Employment Article, Title 3, Subtitle 3)

The Maryland Equal Pay for Equal Work Law (EPL) was enacted in 1993. It prohibits employers from paying different wages to employees of the same sex for substantially similar work.

Key Provisions:

- Employers must pay equal wages to employees of the same sex for substantially similar work.
- Employers must pay equal wages to employees of the same sex for substantially similar work.
- Employers must pay equal wages to employees of the same sex for substantially similar work.

Minor Fact Sheet

(Labor and Employment Article, Section 3-206, Annotated Code of Maryland)

This fact sheet provides information about the Maryland Minor Fact Sheet Law, which requires employers to provide a written statement of the facts surrounding a minor's employment.

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Maryland Minimum Wage and Overtime Law

Minimum Wage Rates

For employees with 15 or more employees:

For employees with 14 or fewer employees:

Effective 1/1/23	Effective 1/1/23
\$13.25	\$12.80
\$14.00	\$13.40
Scheduled 1/1/24	Scheduled 1/1/24

PHONE NUMBER TO FILE A CLAIM

Phone Number To File A Claim	Area Served
301-313-8200 1-877-238-4125 (all times)	Calvert Montgomery Prince Georges St. Mary's
301-723-2200 1-877-238-4125 (all times)	Allegany Garrett Washington
410-634-0800 1-877-238-4125 (all times)	Carroll Queen Anne's Howard Worcester
410-853-1000 1-877-238-4125 (all times)	Anne Arundel Baltimore Carroll Cecil Harford Howard

MARYLAND EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Notice to Tipped Employees

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Notice to Tipped Employees

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Notice to Tipped Employees

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

SOLICITO DE BENEFICIOS DEL DESPESADO PARA LA CALIFICACION DE HABER BENEFICIO (CERTIFICADO DE ESTADO DE MARYLAND)

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

SOLICITO DE BENEFICIOS DEL DESPESADO PARA LA CALIFICACION DE HABER BENEFICIO (CERTIFICADO DE ESTADO DE MARYLAND)

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

SOLICITO DE BENEFICIOS DEL DESPESADO PARA LA CALIFICACION DE HABER BENEFICIO (CERTIFICADO DE ESTADO DE MARYLAND)

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

SOLICITO DE BENEFICIOS DEL DESPESADO PARA LA CALIFICACION DE HABER BENEFICIO (CERTIFICADO DE ESTADO DE MARYLAND)

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

SOLICITO DE BENEFICIOS DEL DESPESADO PARA LA CALIFICACION DE HABER BENEFICIO (CERTIFICADO DE ESTADO DE MARYLAND)

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

STATE OF MARYLAND DEPARTMENT OF LABOR AND INDUSTRY

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

STATE OF MARYLAND DEPARTMENT OF LABOR AND INDUSTRY

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

STATE OF MARYLAND DEPARTMENT OF LABOR AND INDUSTRY

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

STATE OF MARYLAND DEPARTMENT OF LABOR AND INDUSTRY

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

STATE OF MARYLAND DEPARTMENT OF LABOR AND INDUSTRY

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

MARYLAND OCCUPATIONAL SAFETY AND HEALTH ACT

PRIVATE SECTOR

safety and health protection on the job

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions and the Code. Requirements of the Act include the following:

Employers:

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Each employer shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Citation:

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violation shall be issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected.

The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or if it is corrected, whichever is later, to warn employees of dangers that may exist.

Proposed Penalty:

The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each non-serious violation. Civil penalties of up to \$7,000 per day may be imposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$7,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

Voluntary:

While providing protection for the labor, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

Notice to Tipped Employees

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Notice to Tipped Employees

Key Provisions:

- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.
- Employers must provide a written statement of the facts surrounding a minor's employment.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act discharges that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and the Federal Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.

ADDITIONAL INFORMATION, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM MOSH TRAINING AND EDUCATION 10948 Golden West Drive, Suite 160 Hunt Valley, Maryland 21154 Phone: 410-527-2091

Complaints to State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309

Copyright © 2023 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.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.

ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC. ADP is a registered trademark of ADP, LLC.