**ATTENTION** 

**ALL EMPLOYEES** 

§ 3-110. Time allowed employees to vote

either between the opening of the polls and the

beginning of his or her working shift, or between the end of his or her working shift and

the closing of the polls, he or she shall be

deemed to have sufficient time outside his or

her working hours within which to vote. If he or

she has less than four consecutive hours he or

she may take off so much working time as will. when added to his or her voting time outside

his or her working hours enable him or her to vote, but not more than two hours of which

shall be without loss of pay, provided that he or

she shall be allowed time off for voting only at the beginning or end of his or her working shift,

as the employer may designate, unless otherwise mutually agreed.

3. If the employee requires working time off to vote the employee shall notify his or her employer not more than ten nor less than two

working days before the day of the election

accordance with the provisions of this section.

Not less than ten working days before every

be seen as employees come or go to their place of work, a notice setting forth the

kept posted until the close of the polls on

conspicuously in the place of work where it can

provisions of this section. Such notice shall be

that he or she requires time off to vote in

election, every employer shall post

3-110 states that:

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a 754. Written statement upon denial of license or

755. Enforcement 8750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any ocal subdivision thereof, or any state or local separtment, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons

(3) "Direct relationship" means that the hature of criminal conduct for which the person as convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the ideas, opportunity, or job in question.

(4) "Licenser" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to nown possess, carry, or fir license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

purposes of this aftice, include membership in any law enforcement agency.

\$751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction proceeded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any light an employer may have with construction with an application for employment made by a prospective employee or previously made by a current employee.

\$752. Unfair discrimination against persons

made by a current employee.

5752. Unfair discrimination against persons
previously convicted of one or more criminal
offenses prohibited. No application for any
license or employment, and no employment or
license held by an individual, to which the
provisions of this article are applicable, shall
be denied or acted upon adversely by reason of
the individual's having been previously convicted
of one or more criminal offenses, or by reason
of a finding of lack of "good moral character"
when such finding is based upon the fact that the

individual has previously been convicted of one or more criminal offenses, unless:

There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk t property or to the safety or welfare of specific individuals or the general public.

In making a determination pursuant to section seven hundred fifty-two of this chapter the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the ticensure and employment of persons previous convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the currence of the criminal offense or offenses (e) The age of the person at the time of occurrence of the criminal offense or offenses

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant processed in section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall cereate a presumption of rehabilitation in regard to the offense or offense specified therein.

9754. Written statement upon denial of license

7574. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

#### **New York State Labor Law Postings New York State Election Law Section**

**PAYCHEX** 

#### **Whistleblower Protection Law**

WE ARE YOUR DOL

NEW PORK Department of Labor

Notice of Employee Rights, Protections, and Obligations **Under Labor Law Section 740** 

Prohibited Retaliatory Personnel Action by Employers Effective January 26, 2022

§ 740. Retaliatory action by employers; prohibition.

**Definitions.** For purposes of this section, unless the context specifically indicates otherwise:

(a) "Employee" means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work in furtherance of an employer's business enterprise who are not themselves

(b) "Employer" means any person, firm, partnership, institution, corporation, or association that employs one or more employee:

(c) "Law, rule or regulation" includes: (i) any duly enacted federal, state or local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive order, or (iii) any judicial or administrative decision, ruling or order.

(d) "Public body" includes the following:

"Public body" includes the following:
(i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof;
(ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury;
(iii) any federal, state, or local regulatory, administrative, or public agency or authority, or instrumentality thereof;
(iv) any federal, state, or local law enforcement agency, prosecutorial office, or police or peace officer;
(v) any federal, state or local department of an executive branch of government; or
(vi) any division, board, bureau, office, committee, or commission of any of the public bodies described in subparagraphs (i) through (v) of this paragraph.

(w) any onvision, beans, dureau, office, committee, or commission of any of the quality color local seagests, in the color of the color

"Supervisor" means any individual within an employer's organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.

**Prohibitions.** An employer shall not take any retallatory action against an employee, whether or not within the scope of the employee's job duties, because such employee does any of the following:

(a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety;

(b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or (c) objects to, or refuses to participate in any such activity, policy or practice.

Application. The protection against creatablancy action provided by paragraph (a) of subdivision two of this section pertaining to disclosure to a public body shall not apply to an employee who makes such disclosure to a public body unless the employee has made a good faith effort to notify his or her employer by bringing the activity, policy or practice to the attention of a supervisor of the employer and has afforded such employer a reasonable opportunity to correct such activity, policy or practice. Such employer undification shall not be required when to be required when the public health or safety;

(a) there is an imminent and serious danger to the public health or safety;

(b) the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice;

(c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;

(d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or

(e) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or

(e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice

(a) An employee who has been the subject of a retaliatory action in violation of this section may institute a civil action in a court of competent jurisdiction for relief as set forth in subdivision five of this section within two years after the alleged retaliatory action was taken.

(b) Any action authorized by this section may be brought in the county in which the alleged retaliatory action occurred, in the county in which the complainant resides or in the county in which the employer has its principal place of business. In any such action, the parties shall be entitled to a jury trial.

(c) It shall be a defense to any action brought pursuant to this section that the retaliatory action was predicated upon grounds other than the employee's exercise of any rights protected by this section.

. Relief. In any action brought pursuant to subdivision four of this section, the court may order relief as follows

(a) an injunction to restrain continued violation of this section;(b) the reinstatement of the employee to the same position held before the retaliatory action, or to an equivalent position, or front pay in lieu thereof; (c) the reinstatement of full fringe benefits and seniority rights:

collective bargaining agreement or employment contract.

(d) the compensation for lost wages, benefits and other remuneration;
(e) the payment by the employer of reasonable costs, disbursements, and attorney's fees;
(f) a civil penalty of an amount not to exceed ten thousand dollars; and/or

(g) the payment by the employer of punitive damages, if the violation was willful, malicious or wanton.

Employer relief. A court, in its discretion, may also order that reasonable attorneys fees and court costs and disbursements be awarded to an employer if the court determines that an action brought by an employee under this section was without basis in law or in fact. 7. Existing rights. Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of any employee under any other law or regulation or under any

Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted
conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employment.

To Be Posted Conspicuously in easily accessible and well-lighted places customarily frequented by employees and applicants for employmen

#### Fringe Benefits And Hours

## FRINGE BENEFITS AND HOURS SICK LEAVE: VACATION TIME: PERSONAL LEAVE: HOLIDAYS HOURS: Pursuant to N.Y. State Consolidated Laws Chapter 31, Article 6, Sec. 195.5 notice must be posted in a conspicuous place where notices to employees are customarily po

### **ATENCIÓN A TODOS LOS EMPLEADOS**

#### La Sección 3-110 de la Ley Electoral del Estado de Nueva York establece que:

§ 3-110. Tiempo permitido para que los empleados vayan a votar

- 1. If a registered voter does not have sufficient 1. Si un votante inscrito no tiene suficiente tiempo fuera time outside of his or her scheduled working de sus horas laborables señaladas, para ir a votar en cualquier día en el que él o ella puede ir a votar, hours, within which to vote on any day at which he or she may vote, at any election, he or she en cualquier momento durante las elecciones, él o ella, tiene hasta dos (2) horas sin la pérdida de may, without loss of pay for up to two hours, sueldo para tomar tiempo de ir a votar, aparte de take off so much working time as will, when tiempo adicional que pueda tomar de su trabaio. added to his or her voting time outside his or que corre por su cuenta, o fuera de sus horas de her working hours, enable him or her to vote. trabajo que le permite ir a votar. 2. If an employee has four consecutive hours
  - 2. Si un empleado tiene cuatro (4) horas consecutivas, bien sea antes de la apertura de las umas electorales y el inicio de su tumo de trabajo, o entre el final de su turno de trabajo y el cierre de las umas electorales, se entiende que él o ella tiene suficiente tiempo fuera de sus horas de trabajo para ir a votar. Si él o ella tiene menos de cuatro (4) horas consecutivas para ir a votar, puede tomar el tiempo de su trabajo, conforme a su voluntad, pero no más de las dos (2) horas permitidas sin la pérdida de sueldo, siempre y cuando se le pueda permitir tomar ese tiempo para ir a votar solamente antes del inicio de su turno de trabaio o al finalizar su turno de trabajo, conforme lo que designe el empleador; salvo que mutuamente concuerden en algún otro arreglo.
  - 3. Si el empleado requiere tomar tiempo del trabajo para ir a votar, debe avisar a su empleador con no más de diez días de antelación, ni menos de dos días laborables antes de la fecha de ir a votar, conforme a lo dispuesto en esta sección.
  - 4. Cada empleador conlleva la responsabilidad de publicar este aviso donde se dispone de las estipulaciones en esta sección, en un lugar fácilmente visible en el área de trabajo, con no menos de diez días laborables antes de cada elección. Dicho aviso permanecerá publicado hasta el momento del cierre de las urnas electorales en el día de las elecciones.

Right To Know

# YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite.

Learn all you can about toxic substances on your job.

For more information. contact-



Name

Location & Phone Number

THE RIGHT TO KNOW LAW WORKS FOR YOU.

## Minimum Wage

#### WE ARE YOUR DOL Attention Miscellaneous **Industry Employees** NEW YORK Department of Labor

Minimum Wage hourly rates effective 12/31/2021 - 12/30/2022

**New York City** Large Employers (11 or more employees)

\$22.50

Minimum Wage \$15.00 Overtime after 40 hours \$15.00 Tipped workers

Overtime after 40 hours

Small Employers (10 or less employees)

Minimum Wage \$15.00 Overtime after 40 hours **Tipped workers** \$15.00 Overtime after 40 hours \$22.50

Long Island and Westchester County

Minimum Wage \$15.00 Overtime after 40 hours \$22.50 Tipped workers \$15.00

**New York State** Minimum Wage \$13.20

Remainder of

Overtime after 40 hours \$19.80 **Tipped workers** \$13.20

If you have questions, need more information or want to file a complaint, please visit  $\underline{\text{www.labor.ny.gov/minimumwage}} \ \ \text{or call:} \ \textbf{1-888-469-7365}.$ 

Minimum Wage Poster

• Tips - Beginning December 31, 2020, your employer must pay the full applicable minimum wage rate, and cannot take any

Meals and lodging - Your employer may Meals and lodging – You employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements are set forth in wage orders and summaries, which are available online. Extra Pay you may be owed in addition to the minimum wage • Overtime - You must be paid 11/2 times your regular rate of

pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees). Exceptions: Overtime is not required for salaried professionals, or for executives and administrative staff whose weekly salary is more than 75 times the minimum

Call-in pay - If you go to work as scheduled and you employer sends you home early, you may be entitle hours of pay at the minimum wage rate for that day.

Spread of hours - If your workday lasts longer than ter hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.

Uniform maintenance – If you clean your own uniform, you may be entitled to additional weekly pay. The weekly rates are available online.

## NEW YORK STATE Human Rights

IS SUBJECT TO THE NEW YORK

MINATION BASED JPON AGE, RACE, CREED, COLOR, NAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS REGNANCY, GENDER IGENTITY OR EXPRESSION, LITY OR MARITAL STATUS IS PROHIBITED BY THE NEW STATE HUMAN RIGHTS LAW, SEXUAL HARASSMENT RASEMENT BASED UPON ANY OF THESE PROTECTED ES ALSO IS PROHIBITED. ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS

nable accommodations for persons with disabilities

ano-y-easted conductors including lactation may be required. In nable accommodation is an adjustment to a job or work onment that enables a person with a disability to perform the tital functions of a job in a reasonable manner.

COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE Slap prohibited: discrimination on the basis of lawful source of noome (for example housing vouchers, disability benefits, childing support); familial status (families with children or being pregnar orior arrest or sealed conviction; commercial boycotts or the properties of the properti

of the same sex (3) rental of a room by the occupant of a house or apartment (4) sale, rental, or lease of accommodations of housing exclusively: persons 55 years of age or older, and the spouse of such persons

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND GOVERNMENT OFFICES ежсериот: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be

profit schools, at all education levels ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Division and the State Court.

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Divi if you have been retaliated against.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS:
ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

#### Fair Employment 1-888-392-3644

WWW.DHR.NY.GOV ESTE ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS

TODOS LOS EMPLEADORES (hasta el 8 de febrero de 2020, solo los empleadores de cuatro o más personas), AGENCIAS DE EMPLEO, ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN

acoso y represalias; internos y no empleados cuales trabajan en el lugar de trabajo (por ejemplo trabajadores temporarios o contratantes) están protegido de toda discriminación descrita arriba.

ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE BIENES RAICES Y VENDEDORES BEINES RAICES Y VENDEDORES (INCLUYENDO ACTIVIDADES DE AGENTE DE GIENDE DE AGENTE DE BIENES PROPERO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DELA

razonables para personas con discapacidades. Excepciones: (1) alquiler de un apartamento en una casa para dos familias ocupada por el (2) restricciones de todas las habitaciones en una vivienda para individuos de

(3) alquiler de una habitación por parte del ocupante de una casa o apartamento apartamento (4) venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente a personas mayores de 55 años y al cónyuge de dichas

TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMENTO PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES, HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES Y OFFICINAS DEL GOBIERNO.

PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO, LOS INMUEBLES, LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGUN ACTO

DISCRIMINATORIO

Si desea presentar una demanda formal ante la División de Derechos Humanos, debe hacerlo dentro de un año desde que ocurra la discrin Los servicios de la División se ofrecen sin cargo.

Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo dentro de los tres años desde que ocurriera la discriminación. No puede presentar una demanda ante la División y ante el Tribunal Estatal. prohiben las represalias por presentar una demanda u oponerse cticas discriminatorias. Puede presentar una demanda ante la isión si sufrió represalias.

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS CERCANA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA. 4TH FLOOR, BRONX, NY 10458

LS 207 (11/21)

Post in Plain View EMPLOYER NOTE: Must be posted in a conspicuous place for convenient viewing by all employees and applicants