CONNECTICUT
LAWS PROTECT YOU!

As a Connecticut citizen you have certain rights when it comes to your managed care health plan.

Managed care can be confusing - there are many different types of plans and each type may have different requirements or restrictions. Make sure you understand your coverage, your rights and your responsibilities. You may need to check with your employer or the health plan to find out if these state laws apply to you.

Please keep in mind that this brochure is for informational use only. For specific questions or concerns, refer to your Explanation of Benefits, or contact us **toll-free at 1(866) HMO-4446.**

State of Connecticut
Office of Managed Care Ombudsman
P.O. Box 1543
Hartford, Connecticut 06144

Your Rights Under Managed Health Care

STATE OF CONNECTICUT
OFFICE OF MANAGED CARE
OMBUDSMAN

KNOW YOUR RIGHTS

In Connecticut you have certain rights as a managed care member. Since each managed care plan may have different rules, make sure you know if Connecticut state laws apply to you.

Under State of Connecticut law, you have the right to...

- Appeal a decision made by your health plan.
- Initiate a first level appeal over the telephone.
- Receive mental health services at no more cost than your medical coverage.
- Access emergency care services if your health is in danger without prior approval from your health plan.
- Receive insurance coverage for certain Lyme disease treatments.
- Receive insurance coverage for cancer screenings for prostate cancer, colorectal cancer and cervical cancer.
- Receive insurance coverage for certain medical equipment and education if you have been diagnosed with diabetes.
- Receive insurance coverage for mammography exams according to specific criteria.

If you have questions about any laws listed above or to find about other laws, contact the **Office of Managed Care Ombudsman.**

TOLL FREE
1 (866) HMO-4446 www.omc.state.ct.us

KNOW YOUR RESPONSIBILITIES

As a member of a managed care health plan, you have the responsibility to understand your health insurance coverage. It is your responsibility to...

- Read your benefits manual before you need to use a medical service and ask questions when you don't understand something about your health plan.
- Follow your plan's procedures regarding referrals, preauthorization, appeals and other requirements in your policy.
- Pay your co-payment or deductible according to your agreement with your health plan.
- Notify your plan if there is a change, such as a birth or adoption of a child, divorce, death or any other status change.
- Keep all paperwork that pertains to medical services that you have received.
- Know what is required to ensure that your full-time student has health coverage.

STATE OF CONNECTICUT
OFFICE OF MANAGED CARE OMBUDSMAN

KNOW YOUR PLAN

There are many differences between health plans. You need to know if you belong to a self-insured plan or a fully insured plan. Your employer determines which. This is important because there are two types of private health insurance:

(1) state-licensed health plans, and
(2) self-funded health plans.

State-licensed managed care plans are regulated under state law. The laws listed in this brochure pertain to these types of health plans.

Self-funded health plans operate under federal law. The laws listed in this brochure may not be offered under your plan. However, you have rights under federal law and we can help you.

It is important that you understand your health coverage before you need it. Selecting the right health plan for you and your family is important.

Please keep in mind that this brochure is for informational use only. For specific questions or concerns, contact the **Office of Managed Care Ombudsman.**

TOLL FREE
1 (866) HMO-4446 www.omc.state.ct.us

Discrimination is Illegal

Connecticut law prohibits discrimination in

EMPLOYMENT

On the basis of

age
ancestry
color
genetic information
learning disability
marital status
past or present history of mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual orientation or civil union status
workplace hazards to reproductive systems
criminal record (in state employment and licensing)

In

recruiting
hiring
referring
classifying
promoting
advertising
discharging
training
laying off
compensating
terms and conditions

By

employers
employment agencies
labor organizations

Connecticut law prohibits discrimination in

HOUSING & PUBLIC ACCOMMODATIONS

On the basis of

age
ancestry
breastfeeding in a place of public accommodation
color
familial status (in housing)
lawful source of income
learning disability
marital status
mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender identity or expression, sexual orientation or civil union status
use of a guide dog/training a guide dog

In

services rendered the public
rentals and sales of public and private housing

Connecticut law prohibits discrimination in

CREDIT TRANSACTIONS

On the basis of

age
ancestry
blindness
color
learning disability
marital status
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender identity or expression, sexual orientation or civil union status

In

loans
mortgages
any credit transactions

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.

For assistance contact:

Connecticut Commission on Human Rights & Opportunities

		Telephone	***TDD***	***FAX***
Southwest Region	350 Fairfield Avenue, **Bridgeport**, CT 06604	203-579-6246	203-579-6246	203-579-6950
West Central Region	55 West Main Street, Suite 210, **Waterbury**, CT 06702-2004	203-805-6579	203-805-6579	203-805-6559
Capitol Region	999 Asylum Avenue, **Hartford**, CT 06105	860-566-7710	860-566-7710	860-566-1997
Eastern Region	100 Broadway, **Norwich**, CT 06360	860-886-5703	860-886-5707	860-886-2550
Administrative Office	25 Sigourney Street, **Hartford**, CT 06106	860-541-3400	860-541-3459	860-246-5419

website: www.state.ct.us/chro

This notice provides general information about Connecticut law and is not to be considered an equivalent of the complete text. Revised 10/1/11.

NOTICE

TO THE EMPLOYEES OF

_____

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

___Telephone
___Camera (including hidden cameras)
___Computer
___Radio
___Wire
___Electromagnetic
___Photoelectronic
___Photo-optical
___Other _____

If you have any questions regarding this notice,

contact _____
(Company Representative)
for additional information.

The Connecticut Department of Labor provides this sample poster as a public service,
Wage & Workplace Standards Division 200 Folly Brook Boulevard Wethersfield, CT 06109-1114
A copy of § 31-48d ET. Seq. CGS appears on the reverse.

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142.)

Connecticut Law Regarding

Employment of Minors in Mercantile/Retail Trades

Time and Hour Restrictions for Young Persons Under Age 18

During school weeks (16-17 years of age):

- 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size).
- No more than 6 hours per day/32 hours per week/6 days per week.
- No more than 8 hours per day on non-school days or days not preceding a school day (normally Friday, Saturday or Sunday).

During non-school weeks (16-17 years of age):

- 8 hours per day/48 hours per week - no more than 6 days per week.

Minors who have withdrawn from school are subject to the non-school week restrictions.

15-Year-Old Minors can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work during non-school weeks only - for no longer than 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail food stores may employ 15-year-old minors on Saturdays only until 7 p.m. for no longer than 8 hours during the school year.

Minimum Wage

$8.70 per hour effective Jan. 1, 2014
$9.15 per hour effective Jan. 1, 2015
$9.60 per hour effective Jan. 1, 2016
$10.10 per hour effective Jan. 1, 2017

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to:

Connecticut Department of Labor - Wage & Workplace Standards Division
200 Folly Brook Boulevard - Wethersfield, CT 06109
(860) 263-6791 - www.ct.gov/dol

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.

MERCANTILE/RETAIL-RELATED CONNECTICUT GENERAL STATUTES

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.
(b) (1) Notwithstanding the provisions of subsection (a) of this section, a minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, from September 30, 2002, to September 30, 2007, inclusive, as a bagger, cashier or stock clerk, provided such employment shall be (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year; (B) for not more than forty hours in any week; (C) for not more than eight hours in any day; and (D) between the hours of seven o'clock in the morning and seven o'clock in the evening, except that from July first to the first Monday in September in any year, any such minor may be employed until nine o'clock in the evening. (2) (A) Each person who employs a fourteen-year-old minor as a caddie or in a pro shop at any municipal or private golf course pursuant to this section shall obtain a certificate stating that such minor is fourteen years of age or older, as provided in section 10-193, and (B) each person who employs a fifteen-year-old minor in any mercantile establishment pursuant to this subsection shall obtain a certificate stating that such minor is fifteen years of age or older, as provided in section 10-193. Such certificate shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department. (3) The Labor Commissioner may adopt regulations, in accordance with the provisions of chapter 54, as the commissioner deems necessary to implement the provisions of this subsection.
(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments. **(a)** None of the following persons under the conditions hereinafter described shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week: (1) Persons under the age of eighteen years who are not enrolled in and have not graduated from a secondary educational institution; (2) persons sixty-six years of age or older, except with their consent; (3) handicapped persons, so designated by medical or governmental authority, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; (4) disabled veterans, as defined under state or federal law, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; but any such person may be permitted to work in any such establishment one day in any calendar week for not more than ten hours, for the purpose of making one shorter day during such week, and any employer who, during any year, gives not fewer than seven holidays with pay shall be exempt from the foregoing provisions hereof during the period from the eighteenth to the twenty-fifth day of December of such year.
(c) No person under eighteen years of age shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not is session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

Sec. 31-14. Night work of minors regulated. **(a)** No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.
(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.

DOL-78 (Rev. 4/14)

MANDATORY ORDERS 7A & 7B

This notice must be posted and maintained wherever persons covered by this order are employed.

Inquiries or complaints of violation of this order should be sent to
Wage and Workplace Standards Division, Labor Department, Wethersfield, CT 06109-1114

STATE OF CONNECTICUT

LABOR DEPARTMENT - WAGE AND WORKPLACE STANDARDS
MERCANTILE TRADE

Website: www.ct.gov/dol

Minimum Fair Wage Rates for Persons Employed in Mercantile Trade.

Sec. 31-62-D1. DEFINITIONS As used in sections 31-62-D1 to 31-62-D11, inclusive:

(a) "Commissions" means earnings based on sales. These earnings may be achieved through the payment of a fixed sum per sale or by the payment of a percentage on any or all sales made by an individual or group of individuals.

(b) "Employee" means a person employed or permitted to work in any occupation in the mercantile trade.

(c) "Mercantile trade" means the trade of wholesale or retail selling of commodities and any operation supplemental or incidental thereto, including, but not limited to, buying, delivery, maintenance, office, stock and clerical work. Repair and service employees may be excluded if the major portion of their duties is unrelated to the mercantile trade as herein defined.

(d) "Minor" means a person less than eighteen years of age.

(e) "Working time" includes all time during which an employee is required to be on duty or at prescribed premises whether or not work is then provided by the employer; or during which an employee is permitted to work though required not to do so.

Sec. 31-62-D2. THE FOLLOWING MINIMUM WAGE IS ORDERED: $8.70 An Hour Beginning 1-1-14; $9.15 An Hour Beginning 1-1-15; $9.60 An Hour Beginning 1-1-16; and $10.10 An Hour Beginning 1-1-17 31-58 (j) whenever the federal minimum wage is increased, the minimum fair wage established under this part shall be increased to the amount of the highest federal minimum wage plus one half of one percent more than said federal rate rounded to the nearest whole cent, effective on the same date as the increase in the highest federal minimum wage.

(b) BEGINNERS. For the first 200 hours in the trade not less than 85% of the minimum wage and not less than the minimum wage thereafter.

(c) OVERTIME. One and one-half times the employee's regular rate of pay after 40 hours a week.

(d) MINIMUM DAILY EARNINGS GUARANTEED. An employee, who by request or permission of the employer, reports for duty on any day whether or not assigned to actual work shall be compensated for a minimum of four hours earnings at his regular rate. In instances of regularly scheduled employment of less than four hours as mutually agreed in writing between employer and employee, and approved by the Labor Department, this provision may be waived provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Sec. 31-62-D3. PAYMENT OF WAGES. Each employee shall be paid, weekly, wages not less than the minimum provided in this order, and all commissions as defined herein shall be settled at least once monthly.

Sec. 31-62-D4. REGULAR HOURLY RATE. Each employer shall establish a regular hourly rate for employees covered by this order. When an employee is paid commission in whole or in part for his earnings, the regular hourly rate for the purpose of computing overtime shall be determined by dividing the employee's total earnings by the number of hours in the usual work week as supported by time records made in accordance with the provisions of section 31-62-D8.

Sec. 31-62-D5. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

Sec. 31-62-D6. BEGINNERS. Beginners may be employed at a rate not less than 85% of the minimum wage for the first 200 hours in the mercantile trade and not less than the minimum wage thereafter provided that the number of beginners over the age of eighteen does not exceed 5% of the persons regularly employed in the establishment. Any employee who has completed a two hundred hour learning period in the mercantile trade may not be employed to work a learner's rate.

Sec. 31-62-D7. HANDICAPPED WORKERS. Any employee whose earning capacity has been impaired by physical or mental disability may be paid less than the minimum wage, provided specific permission in each case shall be obtained by the employer from the Labor Department in accordance with the provisions of Section 31-67 of the general statutes.

Sec. 31-62-D8. RECORDS. The employer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee as follows: (1) his name; (2) his address; (3) his working certificates as proof of age if a minor employee (sixteen to eighteen years); (4) his occupation; (5) total wages paid him each pay day period; (6) his daily and weekly hours worked showing the beginning and ending hours of each work period. Records of daily and weekly hours need not be maintained for employees who qualify for exemption of the overtime requirements of this order, provided the wages paid shall be at least the minimum required in this order. With permission of the Labor Commissioner or his authorized representative, wage records may be kept at designated places other than the place of employment. Records of hours worked for each employee for whom such records is required shall be available at the place of employment for inspection at all reasonable times.

Sec. 31-62-D9. COOPERATIVE STUDENTS.
Repealed.

Sec. 31-62-D10. EMPLOYMENT UNDER OTHER MINIMUM WAGE ORDERS OR FOR WHICH NO WAGE ORDER HAS BEEN PROMULGATED. The provisions of these regulations shall apply to any worker engaged in the mercantile trade as defined herein for the entire work period, unless he is engaged partly in an occupation covered by another wage order or in an occupation for which no wage order has been promulgated and the time spent in each occupation is segregated and recorded.

Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The cost of uniforms or other facilities required by the employer as a condition of employment, and the reasonable cost of their maintenance, may not be charged to the employee if such expense would result in the payment of a wage less than the minimum prescribed in this order.

Sec. 31-69 PENALTY. (a) Any employer or his agent, or the officer or agent of any corporation, who discharges or in any other manner discriminates against any employee because such employee has served or is about to serve on a wage board or has testified or is about to testify before any wage board or in any other investigation or proceeding under or related to this part, or because such employer believes that such employee may serve on any wage board or may testify before any wage board or in any investigation or proceeding under this part, shall be fined not less than one hundred dollars nor more than four hundred dollars.

(b) Any employer or the officer or agent of any corporation who pays or agrees to pay to any employee less than the rates applicable to such employee under the provisions of this part or a minimum fair wage order shall be: (1) fined not less than four thousand dollars nor more than ten thousand dollars or imprisoned not more than five years or both for each offense if the total amount of all unpaid wages owed to an employee is more than two thousand dollars; (2) fined not less than two thousand nor more than four thousand dollars or imprisoned not more than one year or both for each offense if the total amount of all unpaid wages owed to an employee is more than one thousand dollars but not more than two thousand dollars; (3) fined not less than one thousand nor more than two thousand dollars or imprisoned not more than six months or both for each offense if the total amount of all unpaid wages owed to an employee is more than five hundred but not more than one thousand dollars; or (4) fined not less than four hundred nor more than one thousand dollars or imprisoned not more than three months or both for each offense if the total amount of all unpaid wages owed to an employee is five hundred dollars or less.

(c) Any employer, his officer or agent, or the officer or agent of any corporation, firm or partnership, who fails to keep the records required under this part or by regulation made in accordance with this part or to furnish such records to the commissioner or any authorized representative of the commissioner, upon request, or who refuses to admit the commissioner or his authorized representative to his place of employment or who hinders or delays the commissioner or his authorized representative in the performance of his duties in the enforcement of this part shall be fined not less than fifty dollars nor more than two hundred dollars, and each day of such failure to keep the records required under this part or to furnish the same to the commissioner or any authorized representative of the commissioner shall constitute a separate offense, and each day of refusal to admit or of hindering or delaying the commissioner or his authorized representative shall constitute a separate offense.

(d) Nothing in this part shall be deemed to interfere with, impede or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or conditions of work in excess of the applicable minimum under this part.

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

GARY K. PECHIE
DIRECTOR

WETHERSFIELD, CONNECTICUT
PROMULGATED OCTOBER 1, 1951

DOL-75 (Rev. 5/14)
0024-075-01

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions and bonuses.

(a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth.

(b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment.

(c) Piece rates in relation to time rates:

(1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum wage for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum wage and his earnings from piece rates shall average at least the minimum wage for each hour worked on piece rate for that work week, and the wage paid to such employee shall not be less than the minimum wage for each hour worked.

(3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum wage an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum wage for each hour worked.

(d)Commission.

(1) When an employee is compensated solely on a commission basis, he shall be paid weekly an average of at least the minimum wage per hour for each hour worked.

(2) When an employee is paid in accordance with a plan providing for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum wage an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than these defined herein, the employee shall receive weekly at least the minimum wage per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly.

Sec. 31-60-2. Gratuities as part of the minimum fair wage.

For the purposes of this regulation, "gratuity" means a voluntary monetary contribution received by the employee from a guest, patron or customer for service rendered.

(a) Unless otherwise prohibited by statutory provision or by a wage order, gratuities may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

(1) The employee shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and

(2) The amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a weekly basis as a separate item in the wage record, even though payment is made more frequently, and

(3) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall provide substantial evidence that the amount claimed, which shall not exceed the allowance hereinafter provided, was received by the employee. For example, a statement signed by the employee attesting that wages received, including gratuities not to exceed the amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with.

(b) Allowances for gratuities as part of the minimum wage shall not exceed 34.6% on January 1, 2014 and 36.8% on January 1, 2015 for employees employed in the hotel and restaurant industry, who customarily receive gratuities, and 15.6% on January 1, 2014 and 18.5% on January 1, 2015 for bartenders who customarily and regularly receive gratuities or not more than 35 cents per hour for employees in any other industry in which it can be established that gratuities have, prior to July 1, 1967, customarily and usually constituted and been recognized as part of the employee's remuneration for hiring purposes for the particular employment. Gratuities received in excess of the amount specified herein as allowable need not be reported or recorded for the purposes of this regulation. The wage paid to each employee shall be at least the minimum wage per hour for each hour worked, which may include gratuities not to exceed the limitation herein set forth, provided all conditions herein set forth shall be met.
*(See P.A.13-117 for precise language.)

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed.

Sec. 31-60-4. Physically or mentally handicapped employees.

[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]

Sec. 31-60-6. Minors under the age of 18.

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.

(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the general statutes and section 31-60-12.

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage shall be paid.

Sec. 31-60-7. Learners.

[This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable.]

Sec. 31-60-8. Apprentices.

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application process.]

Sec. 31-60-9. Apparel.

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed $1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are necessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

Sec. 31-60-10. Travel time.

(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation.

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage.

(c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.

(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be working time and shall be paid for as such.

Sec. 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.

(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-12. Records.

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

(1) His name;
(2) his home address;v (3) the occupation in which he is employed;
(4) the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
(5) his total hourly, daily or weekly basic wage;
(6) his overtime wage as a separate item from his basic wage;
(7) additions to or deductions from his wages each pay period;
(8) his total wages paid each pay period;
(9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;
(10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

(b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

(1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or
(2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

(d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.

(1) His name;
(2) his home address;
(3) the occupation in which he is employed;
(4) his total wages paid each work period;
(5) the date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide Executive capacity.

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes.

(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances:

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;

(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;

(C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes;

(D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to:

(i) lack of work occasioned by the operating requirements of the employer;
(ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or
(iii) temporary military leave.

(B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.

(3) No deduction shall be made for an absence of less than one full day from work unless:

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.

Sec. 31-60-15. Employee in bona fide Administrative Capacity.

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than **four hundred dollars per week** exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five dollars per week** exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Gary K. Pechie, Director
Wage and Workplace Standards

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

Minimum Wage:

$8.70 per hour effective 1-1-14
$9.15 per hour effective 1-1-15
$9.60 per hour effective 1-1-16
$10.10 per hour effective 1-1-17
(P.A. 14-1)

OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

DOL-75S
(Rev 5/14)

Estas Regulaciones Administrativas deben ser mantenidas visibles donde quiera que los trabajadores cubiertos por esta acta estén empleados

DEPARTAMENTO DEL TRABAJO DE CONNECTICUT

DIVISION DE COMPENSACION Y ESTANDARES DEL PUESTO DE TRABAJO

Sec. 31-60-1. Tasas por labor en relacón a tasas de tiempo o pagos de planes de incentivo, incluyendo comisiones y bonos.

a)Defiinciones. Para el propósito de esta regulación, "Tasas por labor" significa una tasa establecida por unidad de trabajo completado sin tomar en cuenta el tiempo requerido para hacerlo. "Comisiones" significa cualquier pago o incentivo compensatorio por negocio tramitado ya sea basado en un por ciento del valor total o en una tasa o meta establecida por unidad de logro o cumplimiento. "Plan de Incentivo" significa cualquier método de compensación, incluyendo sin ninguna limitación, comisiones, tasas por labor, bonos, etcétera, basado en cantidad de resultados obtenidos donde el pago se hace de acuerdo a los términos de un plan fijo, donde el empleado califica a recibir pagos una vez que cumpla las condiciones establecidas de acuerdo a un acuerdo de trabajo, pero sujeta a las limitaciones en este documento establecidas.

(b) Registro de Compensación. Cada empleador debe mantener registros de la compensación que le ha pagado a cada uno de sus empleados que sea compensado por sus servicios de acuerdo a un plan de compensación, de una forma que permita que dicha compensación pueda ser traducida en términos de promedio de pago por una hora laborada cada semana o alguna parte de ella que el empleado haya trabajado.

(c) Tasa por labor en relación a la tasa por tiempo laborado:

(1) Cuando un empleado es solamente compensado basándose en una tasa por labor, este debe recibir pagos que al calcular el pago de hora promedio, este promedio sea por lo menos igual a los pagos mínimos por cada hora trabajada in cualquier semana, y la compensación hecha a dicho empleado no debe ser menos de la compensación mínima establecida por cada hora laborada.

(2) Cuando a un empleado se le compensa basándose en una combinación de tasa por labor por una cantidad de horas trabajadas en una semana y otras horas basándose en una tasa de pago por hora en otras, la tasa de pago por hora corresponde como mínimo a la tasa de pago mínimo establecido, y la compensación por horas trabajadas esa semana que se calculan basándose en la tasa por labor, debe corresponder como promedio a la tasa de pago mínimo por cada hora laborada dicha semana, y la compensación hecha a dicho empleado no debe ser menos de lo que se establezca como pagos mínimos por hora trabajada.

(3) Cuando un trabajador es empleado basándose en una combinación de pago por hora y tasa por labor por las mismas horas laboradas (ejemplo, un plan de incentivo de pago que se establece sobre una compensación por hora o en una tasa por labor en conexión con un mínimo pago por hora garantizado), el empleado debe recibir la tasa promedio que corresponda como mínimo a la tasa de pago mínimo por hora por cada hora trabajada en cualquier semana y la compensación recibida por dicho empleado debe ser no menos de la tasa de pago mínimo por cada hora trabajada.

(d) Comisiones

(1) Cuando la compensación de un empleado es solo basado en comisiones, este debe recibir pagos semanalmente en un promedio que corresponda al menos a la tasa de pagos mínimos por hora establecida para cada hora que este trabajó.

(2) Cuando el empleado es compensado de acuerdo con un plan que establece un pago mínimo más pagos de comisiones, los pagos semanales que el empleado recibe por la combinación de ambos (por hora y comisión) como mínimo debe ser igual al promedio del pago mínimo por hora para cada hora que éste trabajó en cualquier semana. Todas las comisiones deben ser liquidadas en su totalidad por lo menos una vez por mes. Cuando ganancias se derivan en su totalidad o en parte basándose en un plan de incentivo diferente al que aquí se describe, como mínimo, el empleado debe recibir cada semana el pago mínimo por hora trabajada en una semana, y el balance que haya ganada debe ser liquidado por lo menos una vez cada mes.

Sec. 31-60-3 Deducciones y concesiones de valor razonables por manutención y hospedaje
Fue revocado

Sec. 31-60-9. Uniformes

Con el propósito de esta sección "uniformes" significan los uniformes u otras ropas suministradas por el empleador para que el empleado las use durante el tiempo en que trabaja para el empleador pero que no incluye los artículos que compre el empleado o aquellos artículos de vestuario requeridos por salubridad, comodidad o conveniencia del empleado. Una concesión (deducción) que no exceda $1.50 por semana o el costo actual, cualesquiera sea el menor, puede ser aplicado como parte del pago del mínimo salario justo para el mantenimiento de los uniformes o para el lavado y limpieza de dichos artículos o uniformes cuando los servicios han sido prestados. Cuando artículos de protección, tales como guantes, botas o delantales son necesarios para salvaguardar al trabajador o para prevenir daños al empleado o son requeridos con el interés de la salubridad, dichas prendas de vestir deben ser proveídos, pagados y mantenidos por el empleador sin imponer cargos a los empleados.

Sec. 31-60-10. Tiempo de viaje

(a) Con el propósito de esta sección "tiempo de viaje" significa el tiempo durante el cual un trabajador esta requerido o permitido a viajar con los propósitos de ir a realizar sus labores de su oficio o trabajo pero no incluye el tiempo de viaje desde su casa a su lugar habitual de trabajo o centro de trabajo o el retorno a su casa, con excepción a las circunstancias descritas en esta regulación.

(b) Cuando un empleado, en el curso de su empleo, es requerido o permitido a viajar con propósitos que beneficia al empleador, dicho tiempo de viaje debe ser considerado como tiempo laborado y debe ser pagado como tal. Gastos incidentales directamente relacionada con o como resultantes de dichos viajes deben ser pagados por el empleador cuando los pagos que hizo el empleado le llevaría su compensación por debajo de la compensación mínima justa.

(c) Cuando un empleado es requerido a que se reporte al inicio de su nueva jornada de trabajo en otro lugar que no sea su centro habitual de trabajo, si dicha tarea requiere que el empleado incurra un tiempo de viaje en exceso del que a este le toma habitualmente para ir de su casa al centro de trabajo, dicho tiempo adicional debe ser considerado tiempo de trabajo normal y se le debe pagar como tal.

(d) Cuando al término del día de trabajo en un lugar, otro que el lugar de trabajo habitual, requiere que el empleado incurra tiempo de viaje en exceso del que normalmente le toma al empleado para ir de su centro de trabajo habitual a su casa, dicho tiempo de viaje adicional debe ser considerado como tiempo trabajado y debe ser pagado como tal.

Sec. 31-60-11. Horas Trabajadas

(a) Con el propósito de esta sección "Horas Trabajadas" incluye todo el tiempo durante el cual un empleado es requerido por el empleador a que permanezca en el local de trabajo del empleador, o que esté disponible, o que esté en un lugar de trabajo establecido, y cualquier bloque de tiempo durante el cual el trabajador esta empleado o permitido a que trabaje, aunque no sea mandatario que así haga. El tiempo que se le da para que coma debe ser excluido a no ser que el empleado sea requerido o permitido a que trabaje. Dicho tiempo incluye, pero no se limita al, tiempo en que el empleado es requerido a esperar en esa localidad hasta que trabajo sea asignado por el empleador. Tiempo de trabajo en todas las instancias debe ser redondeado a la próxima unidad de 15 minutos.

(b) Todo el tiempo en que el empleado es requerido a estar disponible para servir en llamadas de emergencias en un lugar designado por el empleador debe ser considerado tiempo trabajado y debe ser pagado como tal, aunque el empleado no sea actualmente llamado para trabajar.

(c) Cuando un empleado esté requerido a estar disponible para responder llamadas de servicios de emergencia pero no esté requerido a permanecer en un lugar designado por el empleador pero que simplemente requiere que el empleado le comunique al empleador el lugar donde puede ser localizado, o cuando un empleado no esté específicamente requerido por el empleador a estar disponible para responder llamadas de trabajo, pero aún así es llamado por el empleador o bajo autorización directa o indirecta del empleador y asignado a una tarea, el tiempo de trabajo debe comenzar cuando el empleado haya sido notificado de su tarea y debe terminar cuando el empleado termine la tarea asignada.

Sec. 31-60-12. Archivos

(a) Para el propósito de esta regulación "archivos veraces y exactos" significa exactos y legibles archivos para cada empleado mostrando:

(1) Su nombre;

(2) Dirección domiciliaria;

(3) Ocupación de empleo;

(4) Total de horas trabajadas diaria y semanalmente, mostrando el tiempo de inicio y término de cada jornada laboral, calculada a la más próxima unidad de 15 minutos;

(5) Total de compensación básica por hora, diaria y semanal;

(6) Compensación por tiempo trabajado en exceso de las horas de trabajo normal (overtime) por separado de la compensación básica;

(7) Concesiones o deducciones a la compensación del empleado en cada período de pago;

(8) Total de compensación hecha en cada período de pago;

(9) Otros documentos como se estipula de acuerdo a las secciones 31-60-1 hasta la 31-60-16;

(10) Certificados de trabajo para empleados menores de edad (de 16 a 18 años de edad). Archivos veraces y exactos deben ser mantenidos y guardados en el lugar de empleo por un período de tres años para cada empleado.

(b) El comisionado laboral podrá autorizar el mantenimiento de archivos de compensación y el almacenamiento de ambos documentos de compensación y registro de asistencia y horas laboradas en su totalidad o en parte en otro lugar que no sea el lugar de trabajo del empleado, siempre que sea demostrado que el almacenamiento de dichos archivos en el lugar de trabajo:

(1) Impone innecesarias dificultades al empleador sin que materialmente beneficien el proceso de inspección del departamento del trabajo, o

(2) No es práctico para los propósitos de cumplimiento de los requisitos. Cuando el permiso para mantener archivos de compensación en otro lugar que no sea el lugar de empleo sea otorgado, documentos mostrando el total de horas trabajadas, diaria y semanalmente por cada uno de los empleados debe estar disponible para la inspección en conexión con dichos archivos de compensación.

(c) En caso de un empleado que pasa 75%, o más tiempo de trabajo, fuera del lugar de negocio del empleador y el mantenimiento de la hoja de trabajo enseñando el principio y fin de cada jornada de trabajo para dicho personal impone innecesarias dificultades al empleador o le impone riesgos por la dificultad para controlar la exactitud de dicha información, archivos de las horas trabajadas diaria y semanalmente serán suficientes para cumplir con los requerimientos del mantenimiento de archivos que impone esta sección. Aún así, en dicho caso, el registro original de las horas trabajadas debe ser hecho por el empleado en su propio nombre y las entradas hechas en dicho registro por el empleado deben ser usadas como base para la creación de nóminas de pago.

(d) El empleador debe mantener y retener por un período de 3 años la siguiente información y datos de cada uno de los de sus empleados individualmente de buena fe en su capacidad ejecutiva, administrativa o profesional.

(1) Su nombre;

(2) Su dirección domiciliaria;

(3) Su ocupación de empleo;

(4) Su compensación pagada en cada período laboral;

(5) La fecha de pago y el período de pago cubierto en cada pago.

PAGOS MINIMOS:

$8.70 por hora a partir del 1 de enero de 2014
$9.15 por hora a partir del 1 de enero de 2015
$9.60 por hora a partir del 1 de enero de 2016
$10.10 por hora a partir del 1 de enero de 2017

Tiempo Extraordinario (Overtime):

DESPUES DE LAS 40 HORAS, UNOY MEDIO LA TASA DE PAGO REGULAR. PARA SABER LAS EXCEPCIONES VEA LA SECCION 31-76i DE LOS ESTATUTOS GENERALES DE CONNECTI-

MENORES DE 18 AÑOS DE EDAD EMPLEADOS POR EL ESTADO O SUBDIVISION POLITICA PUEDEN RECIBIR PAGOS DEL 85% DE LA TASA DE COMPENSACION MINIMA APLICABLE.

MENORES DE 18 AÑOS DE EDAD EMPLEADOS EN TRABAJOS AGRICOLAS PUEDEN RECIBIR PAGOS DE 85% DE LA TASA DE COMPENSACION MINIMA APLICABLE. MENORES EMPLEADOS POR EMPLEADORES AGRICOLAS QUIENES, DURANTE EL PREVIO AÑO CALENDARIO, NO EMPLEABAN OCHO O MAS TRABAJADORES AL MISMO TIEMPO TIENEN QUE PAGAR UN SALARIO MINIMO DE NO MENOS DE 70% DE LA TASA DE COMPENSACION MINIMA COMO SE DEFINE EN LA SECCION 31-58. MENORES EN OTROS EMPLEOS VER SECCION 31-60-6.

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

Gary K. Pechie, Director
Estandares de Compensación y del Puesto de Trabajo

NOTICE
Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual
The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365 day period used to calculate employee benefits in order to administer paid sick leave).

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over
Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period

Use of Paid Sick Leave
A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

- from January 1, 2012, for current service workers, or
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay
Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

- the normal hourly wage for that service worker, or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave
A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or
- preventative medical care.

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis,
- care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice
If leave is foreseeable, the employer may require advance notice.
If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation
Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination
No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

Collective Bargaining
Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process
Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/15

AVISO

Leyes Generales del Estado de Connecticut §§ 31-57r - 31-57w - Licencia por enfermedad con goce de sueldo

Los empleadores con 50 ó más empleados, con base en el número de empleados que existan en la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por enfermedad con goce de sueldo anualmente a cada uno de sus trabajadores de servicios en el estado.

La licencia por enfermedad con goce de sueldo se acumulará a partir del 1° de enero de 2012 para empleados actuales, o para un trabajador de servicios contratado después del 1° de enero de 2012, comenzando en la fecha de contratación del empleado.

Acumulación

La acumulación es a razón de una hora de licencia por enfermedad con goce de sueldo por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de cuarenta horas por año del calendario (el empleador deberá elegir el periodo de 365 días a usarse para calcular los beneficios del trabajador a pagarse por la licencia por enfermedad).

- Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas acumuladas.

Remanente

Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no usadas de licencia por enfermedad con goce de sueldo del periodo del año del calendario actual al siguiente periodo del año del calendario.

Uso de licencia por enfermedad con goce de sueldo

Un trabajador de servicios tendrá derecho al uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios seiscientos ochenta horas de empleo.

- a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o
- si es contratado después del 1° de enero de 2012, al cumplimiento de seiscientos ochenta horas de empleo por el trabajador de servicios desde la fecha de contratación, a menos que el empleador conceda una fecha más temprana.

Un trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de sueldo si dicho trabajador no hubiese trabajado un promedio de diez o más horas por semana para el empleador durante el más reciente trimestre completo del calendario.

Remuneración

Cada empleador pagará a cada trabajador de servicios la licencia por enfermedad a una tasa salarial igual al mayor de, ya sea:

- el salario normal por hora de dicho trabajador de servicios, o
- la tasa del salario mínimo justo bajo la sección 31-58 de las leyes generales vigentes para el período de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de sueldo.

Razones para el uso de licencia

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias personales:

- enfermedad, lesión o condición de salud;
- el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición de salud; o
- atención médica preventiva.

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las siguientes circunstancias de un hijo o cónyuge:

- enfermedad, lesión o condición de salud;
- el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o condición de salud; o
- atención médica preventiva.

Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el trabajador de servicios es víctima de violencia familiar o agresión sexual:

- para atención médica o consejería psicológica o de otro tipo por heridas físicas o psicológicas o discapacidad.
- para obtener servicios de una organización de servicios a víctimas;
- para mudarse debido a tal violencia familiar o agresión sexual;
- para participar en cualesquier procedimientos civiles o criminales relacionados con, o resultantes de tal violencia familiar o agresión sexual.

Notificación

Si la licencia es previsible, el empleador puede exigir notificación previa.

Si la licencia es imprevisible, el empleador puede exigir notificación lo más pronto practicable.

Documentación razonable

Documentación para licencia por enfermedad con goce de sueldo de tres o más días laborales consecutivos puede ser requerida.

- Documentación firmada por un proveedor de servicios de salud que esté tratando al trabajador de servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad para el número de días de dicha licencia se considerará documentación razonable.
- Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario trabajando para una organización de servicios a víctimas, un abogado, un agente de policía u otro consejero que esté interviniendo con el trabajador de servicios se considerará documentación razonable para una víctima de violencia familiar o agresión sexual.

Prohibición de represalia o discriminación

Ningún empleador tomará acción de personal en represalia ni discriminará contra un empleado debido a que el empleado:

- hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad con la ley; o
- en conformidad con las propias normas del empleador sobre licencia por enfermedad con goce de sueldo, según sea el caso; o
- hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la ley de parte del empleador.

Negociación colectiva

Nada en la Ley disminuirá ningún derecho concedido a cualquier empleado o trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará ni invalidará los términos de cualquier acuerdo de negociación colectiva vigente antes del 1° de enero de 2012.

Proceso de queja

Cualquier empleado con motivo de queja por una violación de las provisiones de la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de cualquier tal queja, dicho comisionado podrá celebrar una audiencia. Después de una audiencia, el Comisionado podrá imponer una multa civil o conceder otro alivio.

Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favor comuníquese con Recursos Humanos para información adicional.

Fecha de vigencia: 1/1/15

DOL-79 (Rev. 5/14)

POST AND KEEP POSTED WHERE EMPLOYEES MAY READ

Mandatory Order No. 8

Inquiries or Complaints of Violation of this Order Should be Sent to Wage and Workplace Standards Division, Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

STATE OF CONNECTICUT

MINIMUM FAIR WAGE RATES FOR PERSONS EMPLOYED IN THE RESTAURANT AND HOTEL RESTAURANT OCCUPATIONS

Web Site: www.ct.gov/dol

Sec. 31-62-E1. WAGE ORDER:

(a) **RATE:THE FOLLOWING MINIMUM WAGES ARE ORDERED:**
$8.70 per hour on 1-1-14; $9.15 per hour on 1-1-15; $9.60 per hour on 1-1-16; and $10.10 per hour on 1-1-17 except those **persons employed under this wage order as service employees (waitpersons)** shall be paid $5.69 per hour plus gratuities on 1-1-14; $5.78 per hour plus gratuities on 1-1-15; $6.07 per hour plus gratuities on 1-1-16; and $6.38 per hour and gratuities on 1-1-17 and bartenders at $7.34 per hour plus gratuities on 1-1-14; $7.46 per hour plus gratuities on 1-1-15; $7.82 per hour plus gratuities on 1-1-16; and $8.23 per hour plus gratuities on 1-1-17.

(b) MINIMUM DAILY EARNINGS GUARANTEED: An employee regularly reporting for work, unless given adequate notice the day before to the contrary, or any employee called for work in any day shall be assured a minimum of two hours' earnings at not less than the minimum rate if the employee is able and willing to work for that length of time. If the employee is either unwilling or unable to work the number of hours necessary to insure the two-hour guarantee, a statement signed by the employee in support of this situation must be on file as a part of the employer's records.
(c) WORK ON SEVENTH CONSECUTIVE DAY: Not less than one and one-half times the minimum rate for all time worked on the seventh consecutive day.
(d) OVERTIME: Not less than one and one half times the regular rate for all hours worked in excess of 40 in any work week.

Sec. 31-62-E2. DEFINITIONS:
(a) "RESTAURANT OCCUPATION" includes all persons engaged in the preparation and serving of food for human consumption, or in any operation incidental or supplemental thereto irrespective of whether the food is served at or away from the point of preparation, and irrespective of whether the preparation and serving of food is the sole business of the employing establishment or enterprise, with the exception that this definition shall not include the preparation and serving of food in a non-profit educational, charitable or religious organization where the food service is not regularly available to the general public, or the preparation and serving of food in hospitals, convalescent homes or homes for the elderly where the food service is not regularly available to the general public and is incidental to the care of the patient. This occupation includes but is not limited to employees of restaurants, cafeterias, that portion of hotel business involving the preparation and serving of food, commissaries, dairy bars, grills, coffee shops, luncheonettes, sandwich shops, tearooms, nightclubs, cabarets, automats, caterers, frankfurter stands, operators of food vending machines, and that portion of the business involving the serving of food in department and variety stores, drugstores, candy stores, bakeries, pizzerias, delicatessens, places of amusement and recreation, commercial and industrial establishments and social, recreational, fraternal and professional clubs which either regularly or intermittently serve food, as well as other establishments or businesses meeting the condition stated in this paragraph.
(b) "RESTAURANT EMPLOYEE" means any person who is employed or permitted to work in any restaurant occupation, establishment or enterprise.
(c) "SERVICE EMPLOYEE" means any employee whose duties relate solely to the serving of food and/or beverage to patrons seated at tables or booths, and to the performance of duties incidental to such service, and who customarily receives gratuities. For the purpose of this order, a person shall not be considered to customarily receive gratuities unless a minimum of $10.00 per week in gratuities is received in the case of full- time employees, or $2.00 per day in the case of parttime employees, as evidenced by signed statements of the employee, stating unequivocally that such worker did receive gratuities as herein required, which must be maintained as part of the records of the employer.
(d) "NON-SERVICE EMPLOYEE" means an employee other than a service employee as herein defined. A non-service employee includes, but is not limited to, countergirls, counterwaitresses, countermen, counterwaiters and those employees serving food or beverage to patrons at tables or booths and who do not customarily receive gratuities as defined above.
(e) "GRATUITIES" means a voluntary monetary contribution received by the employee directly from a guest, patron or customer for service rendered.

Sec. 31-62-E3. GRATUITIES AS PART OF THE vMINIMUM FAIR WAGE. Gratuities may be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:
(a) The employee must be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes and
(b) The amount received in gratuities claimed as credit for part of the minimum fair wage must be recorded on a weekly basis as a separate item in the wage record even though payment is made more frequently and
(c) Each employer claiming credit for gratuities as part of the minimum fair wage paid to any employee shall obtain weekly a statement signed by the employee attesting that he has received in gratuities the amount claimed as a credit for part of the minimum fair wage. Such statement shall contain the week ending date of the payroll week for which credit is claimed. Gratuities received in excess of 34.6% in 2014 and 36.8% in 2015, 2016 and 2017 for service employees and 15.6% in 2014 and 18.5% in 2015, 2016 and 2017 for bartenders need not be reported or recorded for the purposes of this regulation.

Sec. 31-62-E4. DIVERSIFIED EMPLOYMENT WITHIN THE RESTAURANT INDUSTRY. If an employee performs both service and non-service duties, and the time spent oneach is definitely segregated and so recorded, the allowance for the gratuities as permitted as part of the minimum fair wage may be applied to the hours worked in the service category. If an employee performs both service and non-service duties and the time spent on each cannot be definitely segregated and so recorded, or is not definitely segregated and so recorded, no allowances for gratuities may be applied as part of the minimum fair wage.

Sec. 31-62-E5. EMPLOYMENT UNDER OTHER WAGE ORDERS.
(a) *Mercantile:* If an employee is engaged partly in the restaurant occupation but is also engaged partly in the occupation covered by the mercantile wage order, the provisions of the mercantile wage order shall apply to the entire work period, except that, when time spent in each occupation is segregated and separately recorded, the allowance for gratuities as permitted as part of the minimum fair wage may be applied to the hours worked by an employee in the restaurant service category.

(b) *Other:* If an employee is engaged partly in an occupation under the restaurant wage order but is also engaged partly in an occupation covered by another wage order other than the mercantile wage order, the higher provisions of each wage order shall apply to the entire work period unless the time spent in each occupation is definitely segregated and so recorded. Where the time spent in each occupation is definitely segregated and so recorded the provisions of the applicable wage order shall apply .

SEC. 31-62-E6. DEDUCTIONS AND ALLOWANCES FOR THE REASONABLE VALUE OF BOARD AND LODGING has been repealed.

SEC. 31-62-E7. DEDUCTIONS has been repealed.

SEC. 31-62-E8. DEPOSIT. No deposit shall be required by an employer from any employee for a uniform or for any other purpose except by permission of the labor department.

SEC. 31-62-E9. HOURS WORKED. Hours worked shall include all time during which the employee is required to be on the employer's premises or to be on duty, or to be at a prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so. Meal periods may be credited as nonworking time, provided the beginning and ending time of the meal period shall be so recorded on the time records, and provided the employee shall be entirely free from all work requirements during the period and shall be free to leave the establishment.

SEC. 31-62-E10. TRAVEL TIME AND TRAVEL EXPENSES.
Any employee who is required or permitted to travel from one establishment to another after the beginning or before the close of the work day, shall be compensated for travel time at the same rate as for working time, and shall be reimbursed for the cost of transportation.

SEC. 31-62-E11. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

SEC. 31-62-E12. PHYSICALLY OR MENTALLY HANDICAPPED EMPLOYEES.
(This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impared by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.)

Sec. 31-62-E14. RECORDS.
(a) For the purpose of this regulation issued in accordance with the provisions of section 31-66 of the general statutes,"true and accurate records" means accurate legible records for each employee showing:
(1) Name;
(2) Home address;
(3) Occupation in which employed:
(4) Total daily and total weekly hours worked, showing the beginning and ending time of each work period,computed to the nearest unit of 15 minutes;
(5) Total hourly, daily or weekly basic wage;
(6) Additions to or deductions from wages each pay period;
(7) Total wages paid each pay period;
(8) Overtime wage as a separate Item from basic wage;
(9) Payment for the seventh consecutive day of work as a separate item;
(10) Separate itemization on payroll records of each allowance (meals, lodging, gratuities) used as part of the minimum fair wage;
(11) Statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of the minimum fair wage;
(12) Such other records as are stipulated in accordance with administrative regulation sections 31-60-1 through 31-60-14
(13) Working certificates for minor employees (16 to18 years).

(b)True and accurate records shall be maintained and retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either:
(1) works an undue hardship upon the employer without materially benefiting the inspection procedures of the labor department, or
(2) is not practical for enforcement purposes.

Where permission is granted to maintain wage records at other than the place of employment a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from the employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such personnel either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record-keeping requirements of this section. However, in such cases the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

Under Connecticut General Statutes section 31-23 no minor under 16 years of age shall be employed or permitted to work in any restaurant.

Gary K. Pechie
Director

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

Connecticut Law (C.G.S. 31-18) Regarding

Employment of Minors
in Restaurant/Food Service

Time and Hour Restrictions for Young Persons Under Age 18

During school weeks (16-17 years of age):
6 a.m. to 11 p.m. (midnight if no school the next day) no more than 6 hours per day/32 hours per week.

No more than 8 hours per day on non-school days or days not preceding a school day (generally Friday, Saturday or Sunday).

During non-school weeks (16-17 years of age):
8 hours per day/48 hours per week - no more than 6 days per week.

Minors who have withdrawn from school
may work no more than 9 hours per day within the times listed for non-school weeks.

No person under age 16 may be employed in a restaurant or public dining room.

Minimum Wage

$8.70 per hour effective Jan. 1, 2014
$9.15 per hour effective Jan. 1, 2015
$9.60 per hour effective Jan. 1, 2016
$10.10 per hour effective Jan. 1, 2017

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to:
Connecticut Department of Labor - Wage & Workplace Standards Division
200 Folly Brook Boulevard - Wethersfield, CT 06109
(860) 263-6791 - www.ct.gov/dol

WPR-1 (Rev 5/14)

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.

RESTAURANT-RELATED CONNECTICUT GENERAL STATUTES

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-18. Hours of labor of minors, elderly and handicapped persons in certain other establishments. (a) No public restaurant, cafe, dining room, barber shop, hairdressing or manicuring establishment, amusement or recreational establishment, bowling alley, shoe-shining establishment, billiard or pool room or photograph gallery shall employ or permit to work any person under eighteen years of age (1) between the hours of ten o'clock in the evening and six o'clock in the morning, or any of the persons described below under conditions herein set forth more than nine hours in any day: (A) Persons sixty-six years of age or older, except with their consent; (B) handicapped persons, so designated by medical or governmental authority, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; (C) disabled veterans, as defined under state or federal law, except with their consent and after certification by a physician that the extended hours of work will not be injurious to their health; provided any such person may be permitted to work in any such establishment one day in a week for not more than ten hours on such day, but not more than six days or forty-eight hours in any one week, and provided further, persons between sixteen and eighteen years of age may be employed in any amusement or recreational establishment, restaurant, cafe or dining room, or employed in any theater until twelve o'clock midnight unless such persons are regularly attending school in which case such minors may be employed until eleven o'clock in the evening on days which precede a regularly scheduled school day and until twelve o'clock midnight during any regular school vacation season and on days which do not precede a regularly scheduled school day, and (2) more than (A) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (B) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.
(b) The hours of labor of such persons shall be conspicuously posted in such establishment in such form and manner as the Labor Commissioner determines.
(c) The provisions of this section shall not apply to any person under eighteen years of age who has graduated from a secondary educational institution.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.

(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.

DOL-79S (Rev 5/14)

COLOQUE Y MANTENGA EN UN LUGAR VISIBLE DONDE TODOS LOS EMPLEADOS PUEDAN LEER

Orden Mandataria No. 8

Preguntas o denuncias de violaciones de esta Orden deben ser enviadas a Wage and Workplace Standards Division, Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

ESTADO DE CONNECTICUT

Mí nima tasa de compensación razonable para personas empleadas en ocupaciones relacionadas con restaurantes y restaurantes en hoteles.

Pagina del Internet: www.ct.gov/dol

Sec. 31-62-E1. ORDEN DE COMPENSACION

(a) **TASA: LA SIGUIENTE MINIMA COMPENSACION SE ORDENA**:
$8.70 por hora, comenzando el 1 de Enero de 2014; $9.15 por hora comenzando el 1 de Enero de 2015; **$9.60 por hora, comenzando el 1 de Enero de 2016; $10.10 por hora, comenzando el 1 de Enero de 2017;** excepto esas personas **empleadas como trabajadores de servicio (meseros) bajo las reglas de esta orden,quienes deben recibir** $5.69 por hora más propinas y los cantineros (bartenders) deben recibir $7.34 más propinas. (vea P.A. 08-113).

(b) MINIMA COMPENSACION DIARIA GARANTIZADA:
Un empleado que regularmente se presenta a trabajar, a no ser que su falta haya sido adecuadamente notificada el día anterior, o cualquier empleado que haya sido llamado para trabajar cualquier día se le debe garantizar como mínimo dos horas de compensación a no menos de la tasa mínima si el empleado es capaz y está disponible por ese período de tiempo. Si el empleado no está interesado o incapacitado para trabajar el número de horas necesarias para asegurar las dos horas garantizadas, una declaración firmada por el empleado en soporte a esta situación debe ser archivada con los archivos del empleado.
(c) TRABAJANDO EL SEPTIMO DIA CONSECUTIVO:
No menos de uno y medio la tasa de compensación mínima por todo el tiempo trabajado en el séptimo día consecutivo.
(d) TIEMPO EXTRAORDINARIO: No menos de uno y medio la tasa regular por todas las horas trabajadas en exceso de 40 horas en cualquier semana laboral.

Sec. 31-62-E2. DEFINICIONES

(b) “EMPLEADOS DE RESTAURANTES” significa cualquier persona quien esta empleado o que se le permite trabajar en cualquier ocupación en un restaurante, establecimiento o empresa.
(c) “EMPLEADO DE SERVICIOS” significa cualquier empleado cuyas responsabilidades solamente se relacionan al servicio de alimentos y/o bebidas a los comensales sentados en mesas o compartimientos, y al desempeño de tareas incidentales a estos servicios, y que acostumbra a recibir propinas. Por el propósito de esta orden, una persona no debe ser considerada como que acostumbra a recibir propinas a no ser que estas propinas totalicen como mínimo $10.00 por semana en el caso de trabajadores de jornada completa, o $2.00 por día en el caso de trabajadores de jornada parcial y evidenciada por una declaración firmada por el empleado, estableciendo sin discusión alguna que dicho trabajador recibe propinas de la forma aquí establecida, esta declaración que debe ser archivada como parte de los archivos del empleador.
(d) “EMPLEADOS QUE NO DAN SERVICIOS” significa un empleado, otro que aquellos que se consideran empleados de servicios de acuerdo a la definición dada en esta orden. Un empleado que no da servicios incluye, pero no se limitan a, empleadas o empleados de mostrador, sirvientes o sirvientas de mostrador, y aquellos empleados sirviendo alimentos o bebidas a mesas o compartimientos y quienes no como costumbre reciben propinas de la forma antes definida.
(e) “PROPINAS” significa una contribución monetaria y voluntaria que el empleado recibe directamente de los comensales, clientes o personas a quien sirve, como gratificación por los servicios rendidos.

Sec. 31-62-E3. PROPINAS COMO PARTE DE LOS SALARIOS JUSTOS MINIMOS:
Las propinas pueden ser consideradas parte de los sueldos justos mínimos cuando se cumplen todos estos requisitos:
(a) El empleado esta trabajando en un empleo donde como costumbre se reciben propinas y estas han sido consideradas como parte de su remuneración como parte de este trabajo y
(b) La suma recibida como propinas reclamadas semanalmente como crédito como parte del sueldo justo mínimo como articulo separado en el registro de compensación aun cuando este pago se haga más frecuentemente y
(c) Cada empleador que reclame el crédito por propinas como parte del salario mínimo justo pagado a cualquier empleado, deberá obtener una declaración firmada por el empleado cada semana para acreditar que él o ella ha recibido en propinas la cantidad reclamada como crédito por una parte del salario mínimo justo. Dicha declaración debe tener la fecha de finalización de la semana de nómina para el cual se reclama el crédito. Las propinas recibidas que excedan el 34,6% en 2014 y el 36.8% en 2015, 2016 y 2017 para los empleados de servicios, y el 15,6% en 2014 y 18.5% en 2015, 2016 y 2017 para los cantineros no necesitan ser reportadas o registradas a los efectos del presente reglamento.

Sec. 31-62-E6. DEDUCCIONES Y CONSECIONES POR VALOR RAZONABLE DE MANUTENCION Y HOSPEDAJE. Fue revocado

Sec. 31-62-E9. HORAS LABORADAS.
Horas de trabajo deben incluir todo el tiempo en que el empleado es requerido a permanecer en el local de empleo o a completar tareas, o a estar en el lugar de trabajo establecido, y todo tiempo durante el cual esté empleado o por el que le es permitido a trabajar, aunque no sea requerido a que así lo haga. Horario de comidas puede ser reportado como tiempo no laboral, siempre que el tiempo de comienzo y término de dicho período de tiempo para comer haya sido registrado en la hoja de asistencia, y siempre que el empleado este totalmente libre de requerimientos laborales durante dicho período y que pueda libremente abandonar el establecimiento.

Sec. 31-62-E14. ARCHIVOS
(a) Para el propósito de esta regulación establecida de acuerdo a los términos de la sección 31-66 de los estatutos generales, “archivos veraces y exactos” significa exactos y legibles archivos para cada empleado mostrando:
(1) Nombre; (2) Dirección domiciliaria; (3) Ocupación de empleo; (4) Total de horas diarias y semanales trabajadas, enseñando el tiempo de inicio y término de cada jornada laboral, aproximada a la próxima unidad de 15 minutos; (5) Total de compensación básica por hora, diaria, y semanal; (6) concesiones o deducciones a la compensación del empleado en cada período de pago; (7) total de compensación hecha en cada período de pago; (8) Compensación por tiempo trabajado en exceso de las horas de trabajo normal (overtime) por separado de la compensación básica; (9) Pagos por el séptimo día consecutivo de trabajo separado de las otras líneas de compensación; (10) Listado en el registro de nomina de cada concesión (comidas, hospedaje, propinas) que se usaron como parte de la mínima compensación justa, por separado. (11) declaraciones firmadas por el empleado de acuerdo con la sección 31-62-E3 cuando créditos por propinas es reclamado como parte de la mínima compensación justa; (12) otros documentos de acuerdo a los requerimientos de la secciones 31-60-1 hasta la 31-60-14; (13) Certificados de trabajo para empleados menores de edad (de 16 a 18 años de edad).
(b) Veraces y exactos documentos deben mantenerse y guardados en el lugar de empleo por un período de tres años para cada empleado. El comisionado laboral podrá autorizar el mantenimiento de archivos de compensación y el almacenamiento de ambos documentos de compensación y registro de asistencia y horas laboradas en su totalidad o en parte en otro lugar que no sea el lugar de trabajo del empleado siempre que sea demostrado que el almacenamiento de dichos archivos en el lugar de trabajo es:

(1) Impone innecesarias dificultades al empleador sin que materialmente beneficien el proceso de inspección del departamento del trabajo, o
(2) No es práctico para los propósitos de aplicación.

Cuando el permiso para mantener archivos de compensación en otro lugar que no sea el lugar de empleo, documentos mostrando el total diario y semanal de horas trabajadas por cada uno de los empleados debe estar disponible para la inspección en conexión con dichos archivos de compensación.
(c) En caso de un empleado que pasa 75% o más de sus horas laborables fuera del lugar de negocio del empleador y el mantenimiento de la hoja de trabajo enseñando el principio y fin de cada jornada de trabajo para dicho personal impone innecesarias dificultades al empleador o le impone riesgos por la dificultad para controlar la exactitud de dicha información, archivos de las horas trabajadas diaria y semanalmente serán suficientes para cumplir con los requerimientos del mantenimiento de archivos que impone esta sección. Aún así, en dicho caso el registro original de las horas trabajadas debe ser hecho por el empleado en su propio nombre y las entradas hechas en dicho registro por el empleado deben ser usadas como base para la creación de nóminas de pago.

De acuerdo a los términos de la sección 31-23 de los Estatutos Generales del Estado de Connecticut, ningún menor de menos de 16 años puede ser empleador o permitido que trabajen en ningún restaurante.

Gary K. Pechie
Director

CONNECTICUT DEPARTMENT OF LABOR
Partner of the American Job Center Network

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by
The Connecticut Discrimination Employment Practices Act, *and*
Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
• Unwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs, touches, or kisses • Requests for sexual favors • Retaliation for complaining about sexual harassment • Derogatory or pornographic posters, cartoons or drawings	• Cease and desist orders • Back pay • Compensatory damages • Hiring, promotion or reinstatement • Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO