

# Labor Law Compliance Center

**PENNSYLVANIA**

Labor Law Compliance Center  
[posters@laborlawcc.com](mailto:posters@laborlawcc.com)  
[www.laborlawcc.com](http://www.laborlawcc.com)  
(800) 801-0597

# Pennsylvania Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Child Labor PA01-02	All employers of minors	01/13
Equal Pay PA03	All employers	02/07
Minimum Wage PA04-07	All employers	09/20
Minor Work Hours PA08	All employers of minors	02/07
Right to Know PA09	Public employers (State, County, Township, etc.)	08/14
Unemployment Compensation PA10	All employers	09/17
Unemployment Compensation for State Employees PA11	State government employers	10/14
Workers Compensation PA12	All employers	04/18
Fair Employment PA13	Recommended	-



# Pennsylvania Labor Law Posters

English

## Pittsburgh City Ordinance Posters

<b>Posting Name &amp; ID</b>	<b>Posting Requirements</b>	<b>Published Date</b>
Pittsburgh Paid Sick Leave PA14	All employers in Pittsburgh	04/20



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

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

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

**HOURS OF EMPLOYMENT—AGES 14 & 15\***

**HOURS OF EMPLOYMENT**

**WORK TIME**

**During School Term:** Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

*Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.*

**During School Vacations:** Maximum eight hours/day, 40 hours/week.

Employment prohibited after 7 p.m. and before 7 a.m.

*Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.*

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

**HOURS OF EMPLOYMENT**

**WORK TIME**

**During School Term:** Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

**During School Vacations:** Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

Employment prohibited before 6 a.m. and after 12 a.m.

*Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.*

\* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

\*\*EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

**MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).**

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

**For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on "Labor Law Compliance."**

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

Altoona District Office  
1130 12<sup>th</sup> Ave.  
Suite 200  
Altoona, PA 16601  
814-940-6224 or 877-792-8198

Harrisburg District Office  
1301 Labor & Industry Building  
651 Boas St.  
Harrisburg, PA 17121  
717-787-4671 or 800-932-0665

Philadelphia District Office  
110 North 8<sup>th</sup> St.  
Suite 203  
Philadelphia, PA 19107  
215-560-1858 or 877-817-9497

Pittsburgh District Office  
301 5<sup>th</sup> Ave.  
Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

Scranton District Office  
201 B State Office Building  
100 Lackawanna Ave.  
Scranton, PA 18503  
570-963-4577 or 877-214-3962

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



## Child Labor Act Hours Rules for Performances By Minors

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

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

**For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on "Labor Law Compliance."**

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Suite 203  
Philadelphia, PA 19107  
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Pittsburgh District Office  
301 5<sup>th</sup> Ave.  
Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

Scranton District Office  
201 B State Office Building  
100 Lackawanna Ave.  
Scranton, PA 18503  
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: [RA-LI-SLMR-LLC@pa.gov](mailto:RA-LI-SLMR-LLC@pa.gov)

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Equal Opportunity Employer/Program*



# Abstract of the Equal Pay Law

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

## **Discrimination on Basis of Sex Prohibited:**

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

## **Administration:**

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

## **Collection of Unpaid Wages in Case of Discrimination:**

Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for

collection. Limits the period for such action to **two** years from the date upon which the violation occurs.

## **Records Required:**

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law.

## **Penalties:**

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

## More Information is Available Online

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

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



# MINIMUM WAGE LAW SUMMARY

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

## Minimum Wage Rate

**\$7.25 per hour  
Effective  
July 24, 2009**

(Except as Described)

## Overtime Rate

Workers shall be paid  
1½ times their regular rate  
of pay after 40 hours worked  
in a workweek

(Except as Described)

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

### TIPPED EMPLOYEES:

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$30.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

### KEEPING RECORDS:

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

### PENALTIES:

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

### EXEMPTIONS:

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

### SPECIAL ALLOWANCES FOR:

Students, learners and people with disabilities, upon application only.



# EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide executive, administrative or professional capacity, (including academic administrative personnel or teacher in public schools) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance of executive, professional or administrative activities, if less than 40% of the employee's hours worked in the workweek are devoted to such activities
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level

## ALLOWANCES

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

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

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

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





# EXCEPTIONS from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

Learners: 40 hours a week. Maximum eight weeks

Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods

- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor

# EXEMPTIONS from Overtime Rates

- A seaman
- Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employment by a motion picture theatre
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:

- City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
- City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area
- The hours of an employee of an air carrier subject to the provisions of Title II of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when:
  - the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or
  - the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the employer and employee



# QUESTIONS/COMPLAINTS

## CONTACT:

## COUNTIES SERVED:

Bureau of Labor Law Compliance  
 Altoona District Office  
 1130 12th Avenue  
 Suite 200  
 Altoona, PA 16601-3486  
 Phone: **814-940-6224** or **877-792-8198**

Armstrong  
 Bedford  
 Blair  
 Cambria  
 Cameron  
 Centre  
 Clarion  
 Clearfield

Clinton  
 Elk  
 Fayette  
 Forest  
 Fulton  
 Huntingdon  
 Indiana

Jefferson  
 McKean  
 Mifflin  
 Potter  
 Somerset  
 Warren  
 Westmoreland

Bureau of Labor Law Compliance  
 Harrisburg District Office  
 651 Boas Street, Room 1301  
 Harrisburg, PA 17121-0750  
 Phone: **717-787-4671** or **800-932-0665**

Adams  
 Columbia  
 Cumberland  
 Dauphin  
 Franklin

Juniata  
 Lancaster  
 Lebanon  
 Montour

Bureau of Labor Law Compliance  
 Philadelphia District Office  
 110 North 8th St., Suite 203  
 Philadelphia, PA 19107  
 Phone: **215-560-1858** or **877-817-9497**

Bucks  
 Chester  
 Delaware  
 Montgomery  
 Philadelphia

Bureau of Labor Law Compliance  
 Pittsburgh District Office  
 301 5th Avenue, Suite 330  
 Pittsburgh, PA 15222  
 Phone: **412-565-5300** or **877-504-8354**

Allegheny  
 Beaver  
 Butler  
 Crawford  
 Erie

Greene  
 Lawrence  
 Mercer  
 Venango  
 Washington

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

Berks  
 Bradford  
 Carbon  
 Lackawanna  
 Lehigh  
 Luzerne

Lycoming  
 Monroe  
 Northampton  
 Pike  
 Schuylkill

Sullivan  
 Susquehanna  
 Tioga  
 Wayne  
 Wyoming

## MORE INFORMATION IS AVAILABLE ONLINE

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

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





# Hours of Work for Minors Under Eighteen

employed at \_\_\_\_\_

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)

Show daily time of starting work, time for meal or rest periods, and time of stopping work.

NAME OF EMPLOYEE	AGE	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HRS. PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEK
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO		

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

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

\_\_\_\_\_ DATE \_\_\_\_\_ MANAGER SIGNATURE \_\_\_\_\_ ADDRESS OF ESTABLISHMENT \_\_\_\_\_

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



The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; Phone: 717-772-1635; Fax: 717-783-6365; E-mail: [RA-LI-BWC-SAFETY@pa.gov](mailto:RA-LI-BWC-SAFETY@pa.gov).

#### **Employee Workplace Notice:**

Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

#### **Training:**

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

#### **Hazardous Substance Survey Form:**

The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

#### **Work Area List:**

The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

#### **Material Safety Data Sheet/Safety Data Sheet:**

The Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS/SDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs/SDS must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS/SDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS/SDS is made to the employer

in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS/SDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS/SDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

#### **Environmental Hazard Survey Form:**

The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed off from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

#### **Labeling:**

All containers and parts of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or part of a pipeline system so that employees can easily identify the contents.

#### **Health and Exposure Records:**

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

#### **Non-discrimination:**

If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division.

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Equal Opportunity Employer/Program*



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

EMPLOYER NAME Flipboard, Inc.

ADDRESS \_\_\_\_\_

PA UC ACCOUNT NUMBER 98-07554

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

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

**IMPORTANT**

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

**NOTE:** To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

**Scan with your  
mobile phone**



You may file your new application, reopen an existing claim or get information about the UC Program online at **www.uc.pa.gov**, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

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

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.

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## PENNSYLVANIA UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

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

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER ACCOUNT NUMBER \_\_\_\_\_

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

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the department, agency, commission, or bureau where you worked **MUST** provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits. If you do not receive a completed **Form UC-1609**, you should request one from your supervisor.

### IMPORTANT

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

**NOTE:** To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien Registration Number (if not a U.S. citizen)
- Complete Mailing and Home Address
- Name and Address of Employer(s) from Form UC-1609
- Dates of Employment and Reasons for Leaving

You may file your new application, reopen an existing claim or get information about the UC Program online at **[www.uc.pa.gov](http://www.uc.pa.gov)**.

You may file your application or get information about the UC Program by calling the UC Service Center in your area at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

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

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

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

**Employer Name:** Flipboard, Inc. **Date Posted:** \_\_\_\_\_

**IF INSURED:**  
(Complete all applicable spaces)

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

Name of Insurance Company: Berkley

Name of TPA (Claims administrator): Kate Triplett or someone on the people team,  
people-team@flipboard.com

Address: 222 South 9th Street, Suite 2550 Minneapolis, MN 55402

Address: \_\_\_\_\_

Telephone Number: (866) 499-5239

Telephone Number: 650-488-3547

Insurer Code: TWC 7008964-13

**IF SELF-INSURED**  
(Complete all applicable spaces)

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

Name of person handling claims at  
the self-insured: \_\_\_\_\_

Name of TPA (Claims administrator):  
\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Insurer Code: \_\_\_\_\_

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

**Employer Information  
Services**  
717.772.3702

**Claims Information Services**  
toll-free inside PA: 800.482.2383  
local & outside PA: 717.772.4447

**Hearing Impaired**  
PA Relay 7-1-1

**Email**  
ra-li-bwc-helpline@pa.gov



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





COMMONWEALTH OF PENNSYLVANIA  
HUMAN RELATIONS COMMISSION

**EMPLOYMENT PROVISIONS OF THE  
PENNSYLVANIA HUMAN RELATIONS ACT**

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

**PURPOSE OF PROVISIONS**

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

**UNLAWFUL DISCRIMINATORY PRACTICES**

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

1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred for employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs.

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

**PARTIES SUBJECT TO THE ACT**

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

**WHO MAY FILE A COMPLAINT**

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

**PARTIES EXEMPT FROM THE ACT**

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

**WHO MUST POST THIS NOTICE**

Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

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

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

**Executive Offices:** 333 Market Street, 8th Floor · Harrisburg, PA 17126  
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

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

**Pittsburgh**

301 5th Ave., Suite 390  
Piatt Place  
Pittsburgh, PA 15222  
(412) 565-5395  
(412) 565-5711 (TTY)

**Harrisburg**

333 Market Street, 8th Floor  
Harrisburg, PA 17104  
(717) 787-9780  
(717) 787-7279 (TTY)







# NOTICE: PAID SICK DAYS ACT

## PITTSBURGH CITY CODE CHAPTER 626

Pursuant to the City of Pittsburgh’s Paid Sick Days Act (the “Act”), Employers must provide eligible employees with Paid Sick Time to care for the employee’s or a family member’s illness, injury, or health condition; or in the event of a public health emergency or a family member’s exposure to a communicable disease.

(See Pittsburgh City Code, §626.04 for complete list of allowed uses; please also see the Act and Guidelines issued for administration of the Act for applicable definitions.)

RIGHTS TO PAID SICK TIME		
EMPLOYER SIZE (Past 12 months)	Less than 15 employees	15 or more employees
<b>ACCRUAL RATE OF SICK TIME UNDER THE ACT</b>	1 hour of Paid Sick Time for every 35 hours worked within the geographic boundaries of the City of Pittsburgh.  <b>NOTE:</b> For the first year after the Effective Date below, only Unpaid Sick Time must accrue at this rate.	1 hour of Paid Sick Time for every 35 hours worked within the geographic boundaries of the City of Pittsburgh.
<b>ACCRUAL CAPS UNDER THE ACT</b>  <b>NOTE:</b> Your Employer may have a more generous leave policy.	No more than 24 hours of Paid Sick Time in a Calendar Year unless the Employer designates a higher amount.  <b>NOTE:</b> For the first year after the Effective Date listed below, only Unpaid Sick Time must accrue at this rate.	No more than 40 hours of Paid Sick Time in a Calendar Year unless the Employer designates a higher amount.
<b>EFFECTIVE DATE</b>	March 15, 2020	March 15, 2020

Retaliation against Employees who request or use accrued Sick Time is prohibited. If you feel your rights have been violated because you have been denied the right to accrue or use accrued Sick Time, you have the right to file a complaint with the Mayor’s Office of Equity.

Initial Issue Date: 12/16/2019      Revised Issue Date: 12/17/2019

For more information or to file a complaint, please visit: [www.paid sickleave.pittsburghpa.gov](http://www.paid sickleave.pittsburghpa.gov)

Translated Versions of this Notice are available at:  
[www.pittsburghpa.gov/office-of-equity/paid-sick-leave-notice](http://www.pittsburghpa.gov/office-of-equity/paid-sick-leave-notice) or by calling 311

