EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

WORKPLACE DISCRIMINATION IS ILLEGAL The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment.

If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. WHO IS PROTECTED? Failure to provide reasonable accommodation for a disability or a sincerely-held religious Employees (current and former), including managers and temporary employees; Job belief, observance or practice; Benefits; Job training; Classification; Referral; Obtaining or disclosing genetic information of employees; Requesting or disclosing medical applicants; Union members and applicants for membership in a union WHAT ORGANIZATIONS ARE COVERED? Most private members; State and local governments (as employers); Educational opposing discrimination, filing a charge, or participating in an investigation or proceeding nstitutions (as employers); Unions; Staffing agencies WHAT TYPES OF EMPLOYMENT DISCRIMINATION ARE ILLEGAL? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there Under the EEOC's laws, an employer may not discriminate against you, regardless of are strict time limits for filing a charge of discrimination (180 or 300 days, depending on your immigration status, on the bases of: where you live/ work). You can reach the EEOC in any of the following ways: Race; Color; Religion; National origin; Sex (including pregnancy and related conditions, Submit an inquiry through the EEOC's public portal:

sexual orientation, or gender identity); Age (40 and older); Disability; Genetic information https://publicportal.eeoc.gov/Portal/Login.aspx including employer requests for, or purchase, use, or disclosure of genetic tests, genetic Call services, or family medical history); Retaliation for filing a charge, reasonably opposing ination, or participating in a discrimination lawsuit, investigation, or proceeding. HAT EMPLOYMENT PRACTICES CAN BE CHALLENGED AS DISCRIMINATORY? Discharge, firing, or lay-off; Harassment (including unwelcome verbal or physical

Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about conduct); Hiring or promotion; Assignment; Pay (unequal wages or compensation);

filing a charge of discrimination, is available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing

business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under

Federal law from discrimination on the following bases:

aspects of employment. nquiring about, disclosing, or discussing their compensation or the compensation of by Federal contractors under these Federal laws.

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and ORIGIN Executive Order 11246, as amended, prohibits employment discrimination by requires affirmative action to recruit, employ, and advance in employment, disabled Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, veterans, recently separated veterans (i.e., within three years of discharge or release from or national origin, and requires affirmative action to ensure equality of opportunity in all active duty), active duty wartime or campaign badge veterans, or Armed Forces service ASKING ABOUT, DISCLOSING, OR DISCUSSING PAY Executive Order 11246, as amended, RETALIATION Retaliation is prohibited against a person who files a complaint of protects applicants and employees of Federal contractors from discrimination based on discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination Any person who believes a contractor has violated its nondiscrimination or affirmative DISABILITY Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified action obligations under OFCCP's authorities should contact immediately: The Office individuals with disabilities from discrimination in hiring, promotion, discharge, pay, of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 fringe benefits, job training, classification, referral, and other aspects of employment Constitution Avenue, N.W., Washington, D.C. 20210, 1–800–397–6251 (toll-free). If by Federal contractors. Disability discrimination includes not making reasonable you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access accommodation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting a individual with a disability who is an applicant or employee, barring undue hardship to question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling the employer. Section 503 also requires that Federal contractors take affirmative action an OFCCP regional or district office, listed in most telephone directories under U.S. to employ and advance in employment qualified individuals with disabilities at all levels Government, Department of Labor and on OFCCP's "Contact Us" webpage at https:// www.dol.gov/agencies/ofccp/contact. PROTECTED VETERAN STATUS The Vietnam Era Veterans' Readjustment Assistance Act

Small Employers (10 or less employees)

Minimum Wage \$15.00

Overtime after 40 hours \$22.50

Tipped workers \$15.00

Overtime after 40 hours \$22.50

Remainder of New York State

Minimum Wage \$14.20

Overtime after 40 hours \$21.30

Tipped workers \$14.20

Overtime after 40 hours \$21.30

(Revised 10/20/2022)

information of employees; Conduct that might reasonably discourage someone from

WHAT CAN YOU DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED?

1-800-669-4000 (toll free)

1-844-234-5122 (ASL video phone)

1-800-669-6820 (TTY)

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, amended, prohibits employment discrimination on the basis of disability in any program prohibits discrimination on the basis of race, color or national origin in programs or or activity which receives Federal financial assistance. Discrimination is prohibited in all ctivities receiving Federal finan-cial assistance. Employment discrimination is covered aspects of employment against persons with disabilities who, with or without reasonable by Title VI if the primary objective of the financial assistance is provision of employment, accommodation, can perform the essential functions of the job. or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employ-ment discrimination on the basis of sex in educational programs or activities providing such assistance. which receive Federal financial assistance.

NEW YORK MINIMUM WAGE

WE ARE YOUR DOL NEW YORK Department of Labor

of employment, including the executive level.

Attention Miscellaneous Industry Employees Minimum Wage hourly rates effective 12/31/2022 - 12/30/2023

New York City

Large Employers (11 or more employees) Minimum Wage \$15.00 Overtime after 40 hours \$22.50 Tipped workers \$15.00 Overtime after 40 hours \$22.50

Long Island and Westchester County Minimum Wage \$15.00 Overtime after 40 hours \$22.50 Tipped workers \$15.00 Overtime after 40 hours \$22.50

Credits and Allowances that may reduce your pay below the minimum wage rates shown above: Tips – Beginning December 31, 2020, your • Meals and lodging – Your employer may claim a limited amount of your wages for meals and lodging that they provide to you, as long as they do not charge you anything else. The rates and requirements employer must pay the full applicable minimum

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

wage rate, and cannot take any tip credit. are set forth in wage orders and summaries, which are available online Extra Pay you may be owed in addition to the minimum wage rates shown above:

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

• Overtime – You must be paid 1½ times your • Call-in pay – If you go to work as scheduled and • Uniform maintenance – If you clean your own uniform, you may be entitled to additional your employer sends you home early, you may weekly pay. The weekly rates are available online. be entitled to extra hours of pay at the minimum Minimum Wage Poster

4/00 Revised 8/2010

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

wage rate for that day. **Post in Plain View**

LS 207 (11/22)

1-888-392-3644

ESTAS CLASES PROTEGIDAS.

DE APRENDICES

WWW.DHR.NY.GOV

DEL ESTADO DE NUEVA YORK (LEY EJECUTIVA, SECCIÓN 15)

ESESTE ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS HUMANOS

TODOS LOS EMPLEADORES (hasta el 8 de febrero de 2020, solo los

empleadores de cuatro o más personas), AGENCIAS DE EMPLEO,

ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN

Asimismo, está prohibida la discriminación en el empleo sobre la base de la

observancia del Shabat o prácticas religiosas; peinados asociados con la raza

(también se aplica a las áreas enumeradas a continuación) arresto previo

Es posible que sea necesario hacer acomodos razonables para personas con

discapacidades y condiciones relacionadas con el embarazo incluyendo

lactación. Un arreglo razonable es una adaptación a un trabajo o entorno

laboral que permita que una persona con discapacidad realice las tareas

También están cubiertos: trabajadores domésticos están protegidos en

casos acoso y represalias; internos y no empleados cuales trabajan en el

lugar de trabajo (por ejemplo trabajadores temporarios o contratantes)

ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE

También esta prohibido: la discriminación a base de fuente de ingreso

legal (por ejemplo vales, beneficios de discapacidad, manutención de

niños); estado familiar (familias con niños o en estado de embarazo);

arresto previo o condena sellada; boicot comercial o acoso inmobiliario.

También es posible que sea necesario realizar modificaciones y arreglos

(1) alquiler de un apartamento en una casa para dos familias ocupada por

(2) restricciones de todas las habitaciones en una vivienda para individuos

(3) alquiler de una habitación por parte del ocupante de una casa o

(4) venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente

También se prohíbe: discriminación en vivienda sobre la base del estado

TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMENTO

PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES,

HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES

La edad no es una clasificación cubierta respecto a los alojamientos

públicos. Es posible que sea necesario realizar arreglos razonables para

Todas las escuelas publicas y escuelas privadas sin ánimo de lucro, en todos

los niveles, excluyendo escuelas dirigidas por organizaciones religiosas.

PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO,

LOS INMUEBLES. LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS

TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGUN ACTO

Si desea presentar una demanda formal ante la División de Derechos

Humanos, debe hacerlo dentro de un año desde que ocurra la

dentro de los tres años desde que ocurriera la discriminación. No puede

Se prohíben las represalias por presentar una demanda u oponerse

a prácticas discriminatorias. Puede presentar una demanda ante la

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS

CERCANA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA.

penalties may be assessed for each child labor violation that results in the death or serious

injury of any minor employee, and such assessments may be doubled when the violations

discharging workers who file a complaint or participate in any proceeding under the FLSA.

Certain occupations and establishments are exempt from the minimum wage, and/

Special provisions apply to workers in American Samoa, the Commonwealth of the

Some state laws provide greater employee protections; employers must comply

Some employers incorrectly classify workers as "independent contractors" when they

are actually employees under the FLSA. It is important to know the difference

between the two because employees (unless exempt) are entitled to the FLSA's

Certain full-time students, student learners, apprentices, and workers with disabilities

may be paid less than the minimum wage under special certificates issued by the

WAGE AND HOUR DIVISION

1-866-487-9243 TTY: 1-877-889-5627

ED STATES DEPARTMENT OF LABOR

WH1088 REV 07/16

n wage and overtime pay protections and correctly cla

Northern Mariana Islands, and the Commonwealth of Puerto Rico.

rmined to be willful or repeated. The law also prohibits retaliating against or

discriminación. Los servicios de la División se ofrecen sin cargo.

presentar una demanda ante la División y ante el Tribunal Estatal.

a personas mayores de 55 años y al cónyuge de dichas personas

estado civil; las condiciones relacionadas con el embarazo.

están protegidos de toda discriminación descrita arriba.

esenciales de un trabajo de manera razonable.

razonables para personas con discapacidades.

civil (por ejemplo, familias con hijos).

Y OFFICINAS DEL GOBIERNO.

personas con discapacidades

DISCRIMINATORIO

INSTITUCIONES EDUCATIVAS

División si sufrió represalias.

4TH FLOOR, BRONX, NY 10458

or overtime pay provisions.

contractors are not.

Department of Labor.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it. be assessed for violations of the FLSA's child labor provisions. Heightened civil money

BIENES RAÍCES Y VENDEDORES

Excepciones:

del mismo sexo

apartamento

el dueño

RIGHT TO KNOW

YOU HAVE A RIGHT TO KNOW! Your employer must inform you of the health effects and hazards of toxic substances at

your worksite. Learn all you can about toxic substances on your job.

For more information, contact:

Name

Location & Phone Number THE RIGHT TO KNOW LAW WORKS FOR YOU.

NEW YORK STATE DEPARTMENT OF HEALTH

to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal

DISCRIMINATION

Division of Human Rights

THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN

RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR GÉNERO, DISCAPACIDAD O ESTADO CIVIL. TAMBIÉN ESTÁ HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES PROHIBIDO EL ACOSO SEXUAL O EL ACOSO POR CUALQUIERA DE **ALSO IS PROHIBITED**

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy- o antecedentes penales; las características genéticas predisponentes; el

related conditions; domestic violence victim status. Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the

essential functions of a job in a reasonable manner. Also covered: domestic workers are protected from harassment and retaliation; interns and nonemployees working in the workplace (for example temp or contract workers) are protected from all

discrimination described above. RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND

SALES PEOPLE Also prohibited: discrimination on the basis of lawful source of income

(for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting Reasonable accommodations and modifications for persons with disabilities may also be required. Does not apply to: (1) rental of an apartment in an owner-occupied two-family house

(2) restrictions of all rooms in a housing accommodation to individuals of the same sex (3) rental of a room by the occupant of a house or apartment

(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons

ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING

PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND

GOVERNMENT OFFICES Exception: Age is not a covered classification relative to public

accommodations. Reasonable accommodations for persons with disabilities may also be required. **EDUCATION INSTITUTIONS**

All public schools and private nonprofit schools, at all education levels, excluding those run by religious organizations. ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT

TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo Division and the State Court.

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

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

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs

and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing,

non-mining, non-hazardous jobs with certain work hours restrictions. Different rules

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a

partial wage credit based on tips received by their employees. Employers must pay

tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against

cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a

the employee to express breast milk for her nursing child for one year after the child's birth

each time such employee has a need to express breast milk. Employers are also required to

rovide a place, other than a bathroom, that is shielded from view and free from intrusion

rom coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal

amount in liquidated damages in instances of minimum wage, overtime, and other

riolations. The Department may litigate and/or recommend criminal prosecution.

imployers may be assessed civil money penalties for each willful or repeated violation of

the minimum wage or overtime pay provisions of the law. Civil money penalties may also

num wage obligation. If an employee's tips combined with the employer's

apply in agricultural employment.

employer must make up the difference.

RIGHT OF NURSING MOTHERS TO EXPRESS BREAST MILK

NEW YORK & FEDERAL LABOR LAW POSTER

NEW YORK BREASTFEEDING:

Section 206-c of the New York State Labor Law provides as follows: Right of Nursing Mothers to Express Breast Milk. An employer shall provide reasonable unpaid break time or permit an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace. An employee wishing to avail herself of this benefit is required to give her employer advance notice. Such notice shall preferably be provided to the employer prior to the employee's return to work following the birth of the child in order to allow the employer an opportunity to establish a location and schedule leave time amongst multiple employees if needed.

BLOOD DONATION LEAVE

Section 202-j of the Labor Law mandates that employers provide leave time to employees for the purpose of donating blood. The two types of blood donation leaves are Off-Premises Blood Donation and Donation Leave Alternatives. Compensation for Leave - Leave granted to employees for off-premises blood donation is not required to be paid leave. leave taken by employees for donation leave alternatives shall be paid leave given without requiring the employee to use accumulated vacation, personal, sick, or other already existing leave time.

Off-Premises Donation - Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. Employers are not required to allow off-premises blood donation leave under Labor Law § 202-j to accrue if it is not used during the calendar year. Leave granted to employees for off-premises blood donation is not required to be paid leave.

Donation Leave Alternatives - Leave for blood donation leave alternatives shall be given twice per calendar year and it shall be paid leave given without use of vacation, personal, sick, or other already existing leave accruals. Under the Donation Leave Alternatives, the donating of blood should be at a convenient time and place set by the employer. The time shall not be a time outside an employee's normal work hours nor shall the location be not reasonable travel distance for an employee. If an employee provides prompt notice that he or she is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work.

Our company's blood donation will occur:

Should you have any questions, please contact:

Please indicate administrator

Please indicate time and place

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private any State or local law or any collective bargaining agreement which is

employers from using lie detector tests either for pre-employment screening or during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or to numerous strict standards concerning the conduct and length of the requesting any employee or job applicant to take a lie detector test, and test. Examinees have a number of specific rights, including the right to a from discharging, disciplining, or discriminating against an employee or written notice before testing, the right to refuse or discontinue a test, and prospective employee for refusing to take a test or for exercising other

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national securityrelated activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and quard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement n a workplace incident (theft, embezzlement, etc.) that resulted in nomic loss to the employer. The law does not preempt any provision of

more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject the right not to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

WAGE AND HOUR DIVISION ITED STATES DEPARTMENT OF LABOR **1-866-487-9243** TTY: 1-877-889-5627 **₹₩**

UNEMPLOYMENT INSURANCE

ATTENTION EMPLOYERS NOTICE REGARDING UNEMPLOYMENT INSURANCE The New York State unemployment insurance program, which is administered by the State Labor Department, provides immediate, short-term

financial protection for people who are out of work through no fault of their own. It is financed by employers through a tax on their payrolls. If you pay compensation to individuals for their services, you may be liable for Unemployment Insurance and Withholding taxes and wage reporting responsibilities. In order to determine if your business is liable for Unemployment Insurance, please contact, 1-800-829-3676. Upon registration, employers (except household employers) will receive a poster, "Notice to Employees", IA 133, which informs their workers that their jobs are protected by unemployment insurance. It must be posted where it may easily be seen by employees. Additional copies may be obtained by contacting the nearest Unemployment Insurance Tax Services Office or the Department of Labor, Registration Subsection at 518-457-4179.

EQUAL PAY NOTICE

rights under the Act.

Equal Pay Provision of the New York State Labor Law Division of Labor Standards www.labor.nv.gov

§ 194. Differential in rate of pay because of protected class status prohibited. No employee with status within one or more protected class or classes shal be paid a wage at a rate less than the rate at which an employee without status within the same protected class or classes in the same establishment is paid for: (a) equal work on a job the performance of which requires equa skill, effort and responsibility, and which is performed under similar working conditions, or (b) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working onditions; except where payment is made pursuant to a differential based

ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor: (A) shall not be based upon or derived from a differential in

compensation based on status within one or more protected class or classes and (B) shall be job-related with respect to the position in guestion and shall be consistent with business necessity. Such exception under this paragraph shall not apply when the employee demonstrates (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes,

(3) that the employer has refused to adopt such alternative practice. or the purpose of subdivision one of this section: a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status,

sex, disability, predisposing genetic characteristics, familial status,

marital status, or domestic violence victim status, and any employee

protected from discrimination pursuant to paragraphs (a), (b), and (c)

of subdivision one of section two hundred ninety-six and any intern

(2) that an alternative employment practice exists that would serve the same business purpose and not produce such differential,

protected from discrimination pursuant to section two hundred ninetysix-c of the executive law. For the purposes of subdivision one of this section, employees shall be deemed to work in the same establishment if the employees work for the same employer at workplaces located in the same geographical region, no larger than a county, taking into account population distribution, conomic activity, and/or the presence of municipalities. (a) No employer shall prohibit an employee from inquiring about, discussing,

or disclosing the wages of such employee or another employee

(b) An employer may, in a written policy provided to all employees establish reasonable workplace and workday limitations on the time, place and manner for inquires about, discussion of, or the disclosure of wages. Such limitations shall be consistent with standards promulgated by the commissioner and shall be consistent with all other state and federal laws. Such limitations may include prohibiting an employee from discussing or disclosing the wages of another employee without such employee's prior permission. Nothing in this subdivision shall require an employee to disclose his or her wages. The failure of an employee to adhere to such reasonable limitations in such written policy shall be an affirmative defense to any claims made against an employer under this subdivision, provided that any adverse employment action taken by the employer was for failure to adhere to such reasonable limitations and not for mere inquiry, discussion or disclosure of wages in accordance with such reasonable

who has access to the wage information of other employees as a par of such employee's essential job functions discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under this chapter, including an investigation conducted by) Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law or collective

(d) This prohibition shall not apply to instances in which an employee

For questions, write or call your nearest office, (listed below). of the: New York State Department of Labor Division of Labor Standards

(585) 258-4550

333 East Washington

Syracuse, NY 13202

120 Bloomingdale Road

LS 603 (08/20)

employer.

White Plains, NY 10605

street, Rm. 121

(315) 428-4057

(914) 997-9521

New York City District Syracuse District **Albany District** State Office Campus 75 Varick Street, Albany, NY 12240 New York, NY 10013 (518)457-2730 (212) 775-3880 **Buffalo District** Rochester Sub-District White Plains District 290 Main Street, Rm. 226, 276 Waring Road, Buffalo, NY 14202 (716) 847-7141 Rochester, NY 14609

limitations in such written policy.

Garden City District 400 Oak Street, Suite 101 Garden City, NY 11530

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your Your itemized deductions? Marry or divorce? If you can answer "YES"... Gain or lose a dependent?

· Change your name? Were there major changes to... Your nonwage income capital gains, etc.)? Your family wage inco started or ended a job)?

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-676. Now is the time to check your withholding. For more details, get Publication 919, How Do Adjust My Tax Withholding?, or use the Withhol

Calculator at www.irs.gov/individuals on the IRS **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. **MIRS** (Rev. 8-2009) Cat. No. 11047P

RIGHT TO VOTE

ATTENTION ALL EMPLOYEES

TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY N.Y. ELECTION LAW SECTION 3-110 STATES THAT: • IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR

WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER. YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT. AS YOUR EMPLOYER MAY DESIGNATE, UNLESS OTHERWISE MUTUALLY AGREED. YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE. Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen

as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day. Revised 4.14.2020

WORKERS' COMPENSATION

WORKERS' COMPENSATION NOTICE Employers must obtain and keep in effect workers' compensation coverage for their employees; there must be no lapse in coverage even when

switching insurance carriers. The law requires almost all employers operating in New York State to have workers' compensation and disability coverage for their employees. This requirement can be fulfilled by purchasing insurance coverage through an insurance carrier or by obtaining authorization from the Board to be self-insured. Employers must post a notice of workers' compensation coverage and employee rights. This notice is in a form prescribed by the Workers' Compensation Board. Employers obtain the notice from their insurance carrier or, if selfinsured, from the Board. The notice includes the name and address of the insurance carrier and the policy number of the employer. It must be posted in a conspicuous place in the employer's place of business. Violations of this requirement can result in a fine of up to \$250 per violation.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

You have the right to be reemployed in your civilian job if you leave that iob to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice you have five years or less of cumulative service in the uniformed services while with that particular employer you return to work or apply for reemployment in a timely manner after conclusion of service; and or under other than honorable conditions.

you have not been separated from service with a disqualifying discharge f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.
RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment: • reemployment: • retention in employment: • promotion: or • any benefit of employment, because of this status.

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage fo you and your dependents for up to 24 months while in the military. · Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries ENFORCEMENT • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA • For assistance in filing a complaint, or for any other information or

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the n addition, an employer may not retaliate against anyone assisting in the Office of Special Counsel, as applicable, for representation •You may also bypass the VETS process and bring a civil action against an enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRÁ, even if that person has no employer for violations of USERRA. Publication Date — April 2017 The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



HEALTH INSURANCE PROTECTION

NEW YORK CORRECTION LAW ARTICLE 23-A **NEW YORK CORRECTION LAW ARTICLE 23-A**

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

Section 750. Definitions. 751. Applicability. 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. 753. Factors to be considered concerning a previous criminal conviction; presumption. 754. Written statement upon denial of license or employment. 755. Enforcement. §750. Definitions. For the purposes of this article, the following terms shall have the following meanings: (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. (2) "Private nployer" means any person, company, corporation, labor organization or association which employs ten or more persons. (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of theduties or responsibilities necessarily related to the license, opportunity, or job in question. (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm. (5) "Employment" means any occupation vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency. §751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment s imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee. §752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or ense held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. §753. Factors to be considered concerning a previous criminal conviction; presumption. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein. §754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a ublic agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial. §755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New

PHYSICAL EXAMINATIONS PHYSICAL EXAMINATIONS

A female employee required to undergo a physical examination has the right to a female physician or to the presence of a female during an examination by a male physician.

New York State Labor Law § 206-a

York city commission on human rights.

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health information to the employer so it can determine if the leave qualifies for FMLA For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who s the employee's spouse, child, or parent.

the servicemember with a serious injury or illness. An employee does not need to use information is required. employer's normal paid leave policies. continue health insurance coverage as if the employees were not on leave. Upon return FMLA leave. dentical to it with equivalent pay, benefits, and other employment terms and conditions. the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months;

Have at least 1,250 hours of service in the 12 months before taking leave;* and

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take *Special "hours of service" requirements apply to airline flight crew employees need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification n eligible employee who is a covered servicemember's spouse, child, parent, or next of or periodic recertification supporting the need for leave. If the employer determines that kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the certification is incomplete, it must provide a written notice indicating what additional leave in one block. When it is medically necessary or otherwise permitted, employees **EMPLOYER RESPONSIBILITIES** Once an employer becomes aware that an employee's may take leave intermittently or on a reduced schedule. Employees may choose, or an need for leave is for a reason that may qualify under the FMLA, the employer must notify mployer may require, use of accrued paid leave while taking FMLA leave. If an employee the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a substitutes accrued paid leave for FMLA leave, the employee must comply with the notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if SENEFITS & PROTECTIONS While employees are on FMLA leave, employers must leave will be designated as FMLA leave, and if so, how much leave will be designated as om FMLA leave, most employees must be restored to the same job or one nearly **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor An employer may not interfere with an individual's FMLA rights or retaliate against does not affect any federal or state law prohibiting discrimination or supersede any state someone for using or trying to use FMLA leave, opposing any practice made unlawful by or local law or collective bargaining agreement that provides greater family or medical

Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA leave rights 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Wage and Hour Division

Work at a location where the employer has at least 50 employees within 75 miles of the SCHEDULE OF HOURS OF WORK FOR MINORS

Following are the HOURS OF WORK FOR MINORS UNDER EIGHTEEN employed at

(Please provide name of establishment on the above line.) Please provide daily starting time and ending time, including meal periods, for every day each minor is scheduled to work.

Name of Minor In Out In Out Out In Out Out In Out

A SCHEDULE OF HOURS OF WORK FOR MINORS UNDER 18 YEARS OF AGE MUST BE POSTED IN THE ESTABLISHMENT BY THE EMPLOYER.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health

All workers have the right to:

A safe workplace.

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- participate) in an OSHA inspection and speak in private to the inspector. • File a complaint with OSHA within 30

days (by phone, online or by mail) if you

Participate (or have your representative)

- have been retaliated against for using your See any OSHA citations issued to your
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- understand. Prominently display this poster in the

Provide required training to all workers

in a language and vocabulary they can

workplace. Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

PUBLIC EMPLOYEES JOB SAFETY AND HEALTH PROTECTION

Labor Law Information Relating to

NEW YORK STATE OF OPPORTUNITY OPPORTUNITY Safety and Health

Any interested person may file a complaint if they believe

there are unsafe or unhealthful conditions in a public workplace.

Make this complaint in writing to the nearest DOSH office or by

email to: Ask.SHNYPESH@labor.ny.gov. On request, DOSH will

not release the names of any employees who file a complaint.

The Department of Labor will evaluate each complaint. The

Department will notify the person who made the complaint of the

 $These complaints \, may \, also \, be \, made \, to \, the \, United \, States \, Department$

of Labor, Occupational Safety and Health Administration online at:

Employees may not be fired or discriminated against in any way

for filing safety and health complaints or otherwise exercising their

If an employee believes that they have been discriminated against,

he or she may file a complaint with the nearest DOSH office. File

The Department of Labor encourages employers and employees

• develop and improve safety and health programs in all workplaces.

The Division of Safety and Health can provide free help with

identifying and correcting job site hazards. Employers may

request this assistance on a voluntary basis by emailing:

this complaint within 30 days of the discrimination incident.

Public Employees Job Safety & Health Protection

The New York State Public Employee Safety and Health Act of 1980 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the

Complaint

This includes:

An employee

Groups of employees

results of the investigation.

www.osha.gov

rights under the Act.

Voluntary Activity

reduce workplace hazards, and

to voluntarily:

A representative of an employee

• A representative of a group of employees

Act include the following:

Employers must provide employees with a workplace that is:

free from recognized hazards. in compliance with the safety and health standards that apply to

Act by the Commissioner of Labor. Employees must comply with all safety and health standards that apply to their actions on the job. Employees must also

comply with any regulations issued under the PESH Act that

enforces the PESH Act. The Commissioner of Labor issues safety

in compliance with any other regulations issued under the PESH

apply to their job. The New York State Department of Labor administers and

and health standards. The Department's Division of Safety and Health (DOSH) has Inspectors and Hygienists who inspect workplaces to make sure they are following the PESH Act. Inspection When DOSH staff inspect a workplace, a representative of the employer and a representative approved by the employees

must be allowed to help with the inspection. When there is

no employee-approved representative, DOSH staff must speak

with a fair number of employees about the safety and health

conditions in the workplace. Order to Comply

Albany District

Bldg. 12, Rm. 158

Albany, NY 12240

Tel: (518) 457-5508

Binghamton District

44 Hawley St., Rm. 901

Binghamton, NY 13901

Tel: (607) 721-8211

Buffalo District

65 Court Street

P208 (7/17)

Buffalo, NY 14202

Tel: (716) 847-7133

State Office Campus

If the Department believes an employer has violated the PESH Act, we will issue an order to comply notice to the employer The order will list dates by which each violation must be fixed. If violations are not fixed by those dates, the employer may

The order to comply must be posted at or near the place of violation, where it can be easily seen. This is to warn employees that a danger may exist. Additional information may be obtained from the nearest DOSH District Office below:

> **Garden City District** Syracuse District 400 Oak Street 450 South Salina Street Garden City, NY 11550 Syracuse, NY 13202 Tel: (516) 228-3970 Tel: (315) 479-3212 **New York City District** 75 Varick St., 7th Floor

Ask.SHNYPESH@labor.ny.gov.

Utica District 207 Genesee Street Utica, NY 13501 Tel: (315) 793-2258

White Plains District 120 Bloomingdale Road White Plains, NY 10605 Tel: (914) 997-9514

A Division of the New York State Department of Labor

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

New York, NY 10013

Tel: (212) 775-3554

Rochester District

Rochester, NY 14607

Tel: (585) 258-8806

109 S. Union St., Rm. 402

Post Conspicuously

C175-NY-0121-F02