

PENNSYLVANIA LABOR LAW POSTERS

Printed

These forms were available for FREE by logging onto:

www.dli.state.pa.us and then selecting each form/poster individually

From dli website,

Search "labor law posters"

And it will populate a list of mandatory posters – State Require Employee Notices

Print out each one listed.

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

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

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.

WORK TIME

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

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.

WORK TIME

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 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 12th 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 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th 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

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.

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Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov



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				

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.

Minimum Wage Law Summary

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Minimum Wage Act

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.

Overtime Rate:

Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek
(Except as Described).

Minimum Wage Rate:

\$7.25 per hour
Effective
July 24, 2009
(Except as Described)

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.