

Since 1983



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Virginia Beach, VA 23455  
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## CONNECTICUT EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Electronic Monitoring Poster
2. Minimum Wage Orders
3. Unemployment Poster
4. Sexual Harassment
5. Discrimination
6. Workers Compensation Notice
7. Managed Care
8. Pregnancy Discrimination

If you have any questions, please contact your supervisor.

Thanks,  
Human Resources

# NOTICE

## TO THE EMPLOYEES OF

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

- Telephone
- Camera (including hidden cameras)
- Computer
- Radio
- Wire
- Electromagnetic
- Photoelectronic
- Photo-optical
- Other \_\_\_\_\_

If you have any questions regarding this notice,

contact MANCON Human Resources  
(Company Representative)  
for additional information.

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

# CONNECTICUT DEPARTMENT OF LABOR

## WAGE AND WORKPLACE STANDARDS DIVISION

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

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

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

(c) Piece rates in relation to time rates:

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

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

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

(d) Commission.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Sec. 31-60-7. Learners.

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

### Sec. 31-60-8. Apprentices.

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

### Sec. 31-60-9. Apparel.

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

### Sec. 31-60-10. Travel time.

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

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

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

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

### Sec. 31-60-11. Hours worked.

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

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

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

### Sec. 31-60-12. Records.

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

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

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

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

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

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

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

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

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

time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than **four hundred seventy-five dollars per week**, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section.

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

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

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

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

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

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

## Minimum Wage:

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

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

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

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

Gary K. Pechie, Director  
Wage and Workplace Standards



# DEPARTAMENTO DEL TRABAJO DE CONNECTICUT

## DIVISION DE COMPENSACION Y ESTANDARES DEL PUESTO DE TRABAJO

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

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

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

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

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

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

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

(d) Comisiones

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

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

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

### Sec. 31-60-9. Uniformes

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

### Sec. 31-60-10. Tiempo de viaje

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

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

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

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

### Sec. 31-60-11. Horas Trabajadas

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

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

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

### Sec. 31-60-12. Archivos

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

- (1) Su nombre;
- (2) Dirección domiciliaria;
- (3) Ocupación de empleo;
- (4) Total de horas trabajadas diaria y semanalmente, mostrando el tiempo de inicio y término de cada jornada laboral, calculada a la más próxima unidad de 15 minutos;
- (5) Total de compensación básica por hora, diaria y semanal;
- (6) Compensación por tiempo trabajado en exceso de las horas de trabajo normal (overtime) por separado de la compensación básica;
- (7) Concesiones o deducciones a la compensación del empleado en cada período de pago;
- (8) Total de compensación hecha en cada período de pago;
- (9) Otros documentos como se estipula de acuerdo a las secciones 31-60-1 hasta la 31-60-16;
- (10) Certificados de trabajo para empleados menores de edad (de 16 a 18 años de edad). Archivos veraces y exactos deben ser mantenidos y guardados en el lugar de empleo por un período de tres años para cada empleado.

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

- (1) Impone innecesarias dificultades al empleador sin que materialmente beneficien el proceso de inspección del departamento del trabajo, o
- (2) No es práctico para los propósitos de cumplimiento de los requisitos. Cuando el permiso para mantener archivos de compensación en otro lugar que no sea el lugar de empleo sea otorgado, documentos mostrando el total de horas trabajadas, diaria y semanalmente por cada uno de los empleados debe estar disponible para la inspección en conexión con dichos archivos de compensación.

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

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

- (1) Su nombre;
- (2) Su dirección domiciliaria;
- (3) Su ocupación de empleo;
- (4) Su compensación pagada en cada período laboral;
- (5) La fecha de pago y el período de pago cubierto en cada pago.

## PAGOS MINIMOS:

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

**Tiempo Extraordinario (Overtime):**

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

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

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



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

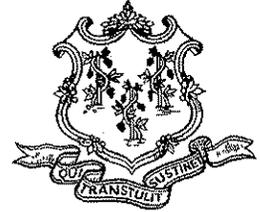


From the EMPLOYMENT SECURITY DIVISION  
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

## IMPORTANT NOTICE TO WORKERS OF

1/01/17 L

95-294-56



Internet Web Site:  
[www.ct.gov/dol](http://www.ct.gov/dol)

Mancon LLC  
1961 Diamond Springs Rd.  
Virginia Beach, VA 23455

### Your employer is subject to **STATE UNEMPLOYMENT INSURANCE LAW**

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law. Please be advised that:

- You have the right to file for unemployment compensation benefits or exercise other rights under the law without retaliation from your employer
- You cannot waive or sign away your right under the Connecticut Unemployment Compensation Act to file for unemployment compensation benefits.

#### **IF YOU BECOME UNEMPLOYED and are able to work and want to work:**

- 1. Ask your employer for an Unemployment Notice/Separation Packet.**
- 2. As soon as possible, file a claim for benefits online by visiting the Connecticut Department of Labor's website at [www.ct.gov/dol](http://www.ct.gov/dol) or by calling the Labor Department's TeleBenefits Line. Have your packet with you when you file, but do not wait if your Unemployment Notice/Separation Packet is delayed. You can file without it, and file before your eligibility for benefits is determined.**
- 3. As part of filing your claim for benefits, you will be registered for employment-related services provided by the local American Job Centers, the state employment agency that works without charge to match job seekers with employers.**
- 4. File claims for subsequent weeks of unemployment benefits according to instructions you receive when you file your claim.**

If you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are for less than full-time work, call the TeleBenefits Line and file a partial claim.

State Labor Commissioner

Administrator, Unemployment Compensation Act

### **PLEASE POST**

*Telephone numbers for the TeleBenefits Line are listed in the blue pages of the telephone book under Department of Labor, Unemployment Insurance. Addresses for local American Job Centers are also in the blue pages under DEPARTMENT OF LABOR.*

**SEXUAL HARASSMENT IS ILLEGAL  
AND IS PROHIBITED BY  
THE CONNECTICUT DISCRIMINATION EMPLOYMENT  
PRACTICES ACT**

(Section 46a-60(a)(8) of the Connecticut General Statutes)

**AND**

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

(Title 42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS “ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

- (1) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL’S EMPLOYMENT.
- (2) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY ANY INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
- (3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL’S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT.”

Examples of SEXUAL HARASSMENT include

UNWELCOME SEXUAL ADVANCES  
SUGGESTIVE OR LEWD REMARKS  
UNWANTED HUGS, TOUCHES, KISSES  
REQUESTS FOR SEXUAL FAVORS  
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT  
DEROGATORY OR PORNOGRAPHIC POSTER, CARTOONS  
OR DRAWINGS

Remedies for SEXUAL HARASSMENT include

CEASE AND DESIST ORDERS  
BACK PAY  
COMPENSATORY DAMAGES  
HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 450 Columbus Blvd Suite 2, Hartford CT 06103 (TELEPHONE NUMBER (860) 541-3400; TDD NUMBER (860) 541-3459, and Connecticut Toll Free 1(800)477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

# Discrimination is Illegal

Connecticut law prohibits discrimination in

## EMPLOYMENT

On the basis of

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

In

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

By

employers  
employment agencies  
labor organization

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

For assistance contact:

### Connecticut Commission on Human Rights & Opportunities

Southwest Region	350 Fairfield Avenue, Bridgeport, CT 06604
West Capitol Region	55 West Main Street, Suite 210, Waterbury, CT 06702
Capitol Region	450 Columbus Blvd Suite 2, Hartford, CT 06103
Eastern Region	100 Broadway, Norwich, CT 06360
Administrative Office	450 Columbus Blvd Suite 2, Hartford, CT 06103

### Telephone

203-579-6246  
203-805-6579  
860-566-7710  
860-886-5703  
860-541-3400

### TDD

203-579-6246  
203-805-6579  
860-566-7710  
860-886-5707  
860-541-3459

### FAX

203-579-6950  
203-805-6559  
860-566-1997  
860-886-2550  
860-246-5419

website: [www.state.ct.us/chro](http://www.state.ct.us/chro)

*This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.*

Connecticut law prohibits discrimination in

## HOUSING & PUBLIC ACCOMODATIONS

On the basis of

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

In

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

Connecticut law prohibits discrimination in

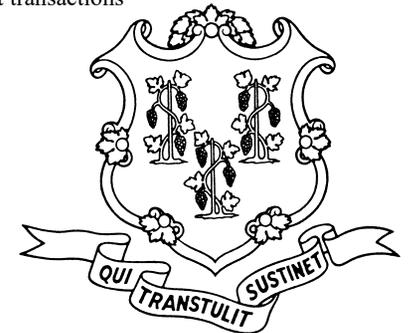
## CREDIT TRANSACTIONS

On the basis of

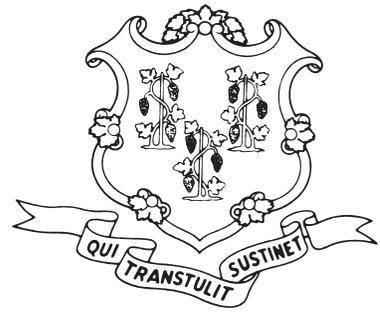
age  
ancestry  
blindness  
color  
learning disability  
marital status  
intellectual disability  
national origin  
physical disability  
race  
religious creed  
sex, transgender status, gender  
identity or expression, sexual  
orientation or civil union status  
Veteran status

In

loans  
mortgages  
any credit transactions



# NOTICE TO EMPLOYEES



State of Connecticut Workers' Compensation Commission

Revised 10-01-2017

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

\_\_\_\_\_ to provide benefits to you in case of injury or occupational disease in the course of employment.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the commissioner may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

**NOTE:** You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Approved Medical Care Plan  Yes  No

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a location where employees must file claims for compensation.

If your employer has listed a location below, you **MUST** file your compensation claim there.

When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

Date Posted: \_\_\_\_\_

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).

pulling  
all-nighters  
with  
health  
insurance  
questions?



Nothing is more important than your health. Under Connecticut law you have rights in health insurance – it's important to know what they are.

The Office of the Healthcare Advocate can help you understand your rights and assist with appeals.

Learn more by contacting us: 866.HMO.4446 or [ct.gov/oha](http://ct.gov/oha).

**OHA**

Office of the  
Healthcare  
Advocate  
STATE OF CONNECTICUT

There's help. Call 1.866.HMO.4446

[ct.gov/oha](http://ct.gov/oha)

A free service of the State of Connecticut.

## NOTICE

# Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

### Covered Employers

Each employer with more than 3 employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

### Prohibition of Discrimination

No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes:

- Terminating employment because of pregnancy, childbirth or related condition
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)\*
- Denying disability or leave benefits accrued under plans maintained by the employer
- Failing to reinstate employee to original job or equivalent position after leave
- Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against her in the terms or conditions of employment

\*Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

### Reasonable Accommodation

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks)
- Break time and appropriate facilities (not a bathroom) for expressing milk

### Denial of Reasonable Accommodation

No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)\*\*
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation

- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

\*\* Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

### Prohibition of Retaliation

Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

### Notice Requirements

Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

### Complaint Process

#### CHRO

Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400

CHRO website: [www.ct.gov/chro/site/default.asp](http://www.ct.gov/chro/site/default.asp)

CHRO link "How to File a Discrimination Complaint":

[http://www.ct.gov/chro/taxonomy/v4\\_taxonomy.asp?DLN=45570&chroNav=|45570|](http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45570&chroNav=|45570|)

#### DOL

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791

DOL complaint form:

For English:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc>

For Spanish:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc>