

UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

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

NAME _____

ADDRESS _____

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

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

IMPORTANT!

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

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

- | | |
|---|---|
|  Social Security Number |  Name and Address of Employer(s) from Form UC-1609 |
|  PA Driver's License Number (if a licensed driver) | |
|  Alien Registration Number (if not a U.S. citizen) |  Dates of Employment and Reasons for Separation |
|  Complete Mailing and Home Address | |



You may file your application or get information about the UC Program through the Internet at www.state.pa.us PA Keyword "unemployment," or



You may file your application or get information about the UC Program by calling the UC Service Center in your area toll-free 1-888-313-7284. (TTY Access Number for Deaf & Hard of Hearing 1-888-334-4046).

When claiming UC benefits, you must report **gross** wages that you **earned** during any week for which you are claiming UC benefits.

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

WARNING

If you make false statements in conjunction with a UC claim, you may be disqualified from receiving any benefits and may be subject to severe penalties, including criminal prosecution and sentence.



DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA

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.

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."

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

RESUMEN DE LA LEY DE TRABAJO INFANTIL

DEBERÁ SER COLOCADO EN UN LUGAR CLARAMENTE VISIBLE DONDE ESTÉ EMPLEADA TODA PERSONA MENOR DE 18 AÑOS

El objetivo de este resumen es brindar información general y no debe interpretarse que tiene la misma jerarquía que las declaraciones oficiales incluidas en la ley o en sus reglamentaciones.

EDAD MÍNIMA: No se podrá emplear a menores de 14 años de edad o permitírseles trabajar en ninguna ocupación, excepto a los niños empleados en granjas o en el servicio doméstico de casas privadas. Ningún menor de 14 años puede ser empleado en una granja por una persona que no sea el granjero. Sujeto a ciertas restricciones, los caddies pueden ser empleados a los 12 años de edad, los repartidores de diarios a los 11, y los intérpretes juveniles del mundo del espectáculo, a los 7. Los menores y niños pueden formar parte del elenco de una película cinematográfica si se obtiene un permiso especial.

CERTIFICADOS DE EMPLEO: Ninguna persona menor de 18 años* será empleada sin un certificado de empleo general o vacacional. Los certificados de empleo son emitidos por las autoridades escolares y, excepto que el permiso de trabajo sea transferible, deberán conservarse en un archivo.

Se requieren permisos especiales de actuación para los menores que participen en obras de teatro u otro tipo de funciones dentro de las edades y horarios permitidos por la ley. Las solicitudes se pueden obtener en las oficinas enumeradas al dorso de este resumen.

El permiso de trabajo transferible puede emitirse a los menores de 16 y 17 años. Se obtienen en su distrito escolar local. Un/una menor para quien se ha emitido un permiso de trabajo transferible no necesita obtener un nuevo permiso o certificado cada vez que cambie de empleo; no obstante, el empleador deberá notificarlo al distrito escolar emisor, por escrito, dentro de un período de cinco días posteriores al comienzo o finalización del empleo del menor. Además, el empleador deberá mantener registros detallados de los menores en el lugar de trabajo. Se permite usar como registro una fotocopia del permiso de trabajo transferible, siempre y cuando el empleador registre en dicha fotocopia la ocupación a la cual el menor está asignado.

CONSERVACIÓN DE REGISTROS: Los empleadores deberán mantener los horarios verdaderos y precisos de cada menor empleado.

HORAS DE EMPLEO – 14 Y 15 AÑOS DE EDAD

HORAS DE EMPLEO

Durante el período escolar: Se permite un máximo de 4 horas en días escolares, 8 horas en cualquier otro día, y 18 horas por semana escolar (lunes a viernes), solo en un horario que no interfiera con la asistencia escolar. Además, 8 horas adicionales los sábados y/o domingos.

Durante las vacaciones de verano: Se permite un máximo de 8 horas diarias, 44 horas semanales.

TRABAJO NOCTURNO

Se prohíbe el empleo después de las 7 p.m. y antes de las 7 a.m. (Excepción: el empleo durante las vacaciones de verano hasta las 10 p.m.) (Excepción: los menores desde 11 años podrán ser empleados para distribución o venta de periódicos, revistas u otras publicaciones entre las 6 a.m. y las 8 p.m.) (Excepción: los menores empleados en una granja por otra persona que no fuere el granjero, para la incubación de huevos, cría o explotación de aves de corral, pueden estar empleados o autorizados para trabajar hasta las 10 p.m., siempre que no estén trabajando en una ocupación agrícola declarada como peligrosa por la Secretaría de Trabajo de los EE. UU.).

HORAS DE EMPLEO – 16 Y 17 AÑOS DE EDAD*

HORAS DE EMPLEO

Durante el período escolar: Se permite un máximo de 28 horas por semana escolar (lunes a viernes) si están inscriptos en una escuela diurna normal. Más 8 horas adicionales los sábados y 8 horas adicionales los domingos. No obstante, el máximo de horas diarias no puede superar 8 horas.

Durante las vacaciones de verano: Se permite un máximo de 8 horas diarias, 44 horas semanales.

TRABAJO NOCTURNO

Durante el período escolar: Los estudiantes no pueden trabajar después de la medianoche (domingos a jueves) o antes de las 6 a.m. en toda la semana. (Excepción: los estudiantes pueden trabajar en la noche previa a un feriado escolar, dentro del año escolar, hasta la 1 a.m. de la mañana siguiente.

Los estudiantes pueden trabajar los viernes por la noche hasta la 1 a.m. del sábado a la mañana y los sábados por la noche hasta la 1 a.m. del domingo a la mañana.

Durante las vacaciones de verano: No hay límite de trabajo nocturno para los estudiantes. No existe límite de trabajo nocturno, en ningún momento, para los menores legalmente eximidos de asistencia escolar.

- *EXCEPCIÓN:**
- A) Los jóvenes de 17 años de edad graduados de la escuela secundaria, o que hayan logrado su potencial académico según lo estipulado por el director de la escuela, pueden ser tratados, a los efectos de las resoluciones de la Ley de Trabajo Infantil, como personas de 18 años.
 - B) Se aplican normas especiales para jóvenes de 16 y 17 años empleados durante el verano por una colonia de alojamiento de verano, o una conferencia, o un retiro dirigido por una organización religiosa o de exploradores (scouts).

EN CUALQUIER MOMENTO: SE PERMITE UN EMPLEO MÁXIMO DE 6 DÍAS POR SEMANA, REQUIRIÉNDOSE UN LAPSO DE 30 MINUTOS PARA COMIDAS DURANTE O ANTES DE LAS 5 HORAS CONSECUTIVAS DE TRABAJO.

SANCIÓN: Toda persona, agente o gerente de otra persona, que viole o permita la violación de la Ley de Trabajo Infantil estará sujeta, en caso de condena, a una multa no menor a \$200 y no mayor a \$400 por la primera infracción, y no menor a \$750 y no mayor a \$1500 por las siguientes infracciones, o el arresto de 10 días, o ambos.

En virtud de la Ley de Compensación de los Trabajadores de Pensilvania, se pagará la compensación adicional del cincuenta por ciento al menor damnificado mientras esté empleado de manera ilegal, todo lo cual deberá ser abonado íntegramente por el empleador.

OCUPACIONES PROHIBIDAS

OBSÉRVESE LO SIGUIENTE:

Código sobre Vehículos
Automotores:

A partir del 1º de julio de 1977, los menores, de 16 años o mayores, tienen permitido conducir un solo vehículo que no exceda el peso bruto registrado de 30.000 libras, o cualquier otro vehículo similar que lleve un remolque que no exceda el peso bruto de 10.000 libras.

Código sobre Bebidas
Alcohólicas Sec. 493(13):

Los menores de 16 años no pueden ser empleados por ningún establecimiento donde se destilen, rectifiquen, combinen, elaboren, fabriquen, envasen, vendan o distribuyan bebidas alcohólicas, o trabajar en actividades relacionadas con lo anterior, siempre que dichos menores a partir de los 16 años puedan ser empleados en establecimientos autorizados, como camareros o camareras de alimentos y ayudantes de camareros/as.

A la edad de 18 años, esas personas pueden servir y manipular bebidas alcohólicas en sus locales de venta o distribución.

OCUPACIONES PROHIBIDAS PARA MENORES

MENORES DE 18 AÑOS

BARCOS: Piloto, fogonero o maquinista de cualquier embarcación.

LADRILLOS: Trabajos en amasaderos verticales u horizontales.

OPERADORES DE GRÚAS: Grúas y montacargas.

TRABAJOS EN ELECTRICIDAD: Todo tipo de cableado eléctrico*. Instalación, retiro y prueba de medidores eléctricos*.

ASCENSORES: Operadores o encargados de pasajeros o de ascensores de carga, o de cargar o subir maquinaria.

EXCAVACIONES: Dentro de túneles o pozos y zanjas superiores a los cuatro pies de profundidad*.

EXPLOSIVOS: Donde se fabriquen, manipulen o almacenen explosivos.

MAQUINARIA: Limpiar o lubricar maquinaria en movimiento. Operar o asistir en la operación de las siguientes maquinarias: piedras de esmeril**, máquinas dobladoras de placas metálicas*, máquinas mezcladoras en panaderías*, troqueles cortantes**, máquinas de coser con alambre*, máquinas para carpintería (eléctricas)*.

PICADORAS DE CARNE: Manejar máquinas trituradoras de alimentos eléctricas, picadoras, rebanadoras o procesadoras de carne*.

INDUSTRIAS METALÚRGICAS: Trabajar en fábricas laminadoras*, manipulando cucharas de grúa y en sectores cercanos a hornos.

MINAS: Empleos peligrosos en cualquier mina o cerca de ella.

PELÍCULAS: Operador de cine.

PINTURAS, ÁCIDOS Y VENENOS: En cualquier puesto en la fabricación de pintura, plomo blanco o de color, tinturas tóxicas, o compuestos que contengan plomo peligroso o ácidos.

FOSAS Y CANTERAS: La mayoría de las ocupaciones.

SALAS DE BILLAR: Todas las ocupaciones.

INDUSTRIAS GRÁFICAS: Manejar guillotinas o sierras circulares eléctricas*.

SUSTANCIAS RADIOACTIVAS: En toda ocupación que incluya la exposición a sustancias radioactivas ***, o a radiación ionizante***.

FERROCARRILES: Trabajar asignado a una sección de las vías, reparación de las vías, servicio de barrera, servicio de cambio de vías, guardafrenos, fogonero, maquinista, motorista, o conductor.

TECHADO: Todas las ocupaciones*.

REMACHES: Calentar y pasar remaches, excepto bajo condiciones especiales.

REVESTIMIENTO POR ASPERSIÓN: El revestimiento por aspersión con sustancias que contienen plomo, benzol o material silíceo molido.

MATANZA Y EMPAQUETADO DE CARNE: La mayoría de las ocupaciones.

CURTIEMBRES: Proceso de curtido.

SOLDADURA: Soldadura eléctrica o con acetileno*.

HUNDIMIENTOS Y DEMOLICIONES: Todas las ocupaciones.

* EXCEPTO APRENDICES, ESTUDIANTES QUE TRABAJAN Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL.

** EXCEPTO APRENDICES, ESTUDIANTES QUE TRABAJAN, ESTUDIANTES AUXILIARES DE LABORATORIO Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL QUE LOS PREPARA PARA EL EMPLEO EN LA OCUPACIÓN ESPECÍFICA.

*** EXCEPTO ESTUDIANTES AUXILIARES DE LABORATORIO Y GRADUADOS DE UN PLAN DE ESTUDIOS APROBADO DE EDUCACIÓN VOCACIONAL, TÉCNICA O INDUSTRIAL QUE LOS PREPARA PARA EL EMPLEO EN LA OCUPACIÓN ESPECÍFICA.

MENORES DE 16 AÑOS

BARCOS: Trabajar en un barco que transporte pasajeros o mercadería.

CENTROS DE BOLOS: En ningún puesto, excepto camareros de la cafetería, empleados de la mesa de control y encargados del marcador.

NEGOCIOS DE LA CONSTRUCCIÓN: Trabajo pesado.

DRAGADOS DE CARBÓN: Cualquier trabajo en dragados de carbón.

CALENTAMIENTO Y PASADO DE REMACHES: En ningún puesto.

AUTOPISTAS: Secciones de las autopistas que abiertas al público para circulación vehicular.

TAREAS INDUSTRIALES EN EL HOGAR: Fabricar en sus casas todo material o artículo bajo un contrato con un fabricante o contratista.

FABRICACIÓN: Cualquier proceso mecánico o de fabricación.

MINAS: En ningún puesto.

SALAS DE BILLAR: En ningún puesto.

FERROCARRILES: En ningún puesto.

ANDAMIAJE: Sobre andamios y escaleras.

HUELGAS: A menos que antes de la huelga o paro se encontrase legalmente certificado para trabajar.

TÚNELES: En ningún puesto.

LIMPIADORES DE VENTANA: Sólo permitido a nivel del piso, no más arriba.



Abstract of the Equal Pay Law

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

Discrimination on Basis of Sex Prohibited:

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

Administration:

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

Collection of Unpaid Wages in Case of Discrimination:

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

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

Records Required:

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

Penalties:

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

More Information is Available Online

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



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF LABOR LAW COMPLIANCE

RESUMEN DE LA LEY DE IGUALDAD SALARIAL

Deberá ser colocado en un lugar claramente visible en cada comercio de Pensilvania, que se rija por la Ley de Igualdad Salarial

Se prohíbe la discriminación basada en el sexo:

Prohíbe la discriminación por parte de todo empleador entre sus empleados, en todo lugar de trabajo, sobre la base del sexo, mediante el pago de salarios en un porcentaje menor al pagado a los empleados del sexo opuesto para trabajos en **iguales** condiciones y que requieren **iguales** habilidades. Establece que la variación en el pago de los salarios no está prohibida cuando se basa en un sistema de aumentos por mérito, capacitación o antigüedad que no discrimina sobre la base del sexo.

Administración:

Faculta a la Secretaría de Trabajo e Industria a administrar las cláusulas de la ley y a emitir leyes y reglamentaciones que harán efectivas las cláusulas de la ley.

Cobro de salarios impagos en caso de discriminación:

Establece el cobro de salarios adeudados impagos en el marco de la ley y, además, un monto igual por perjuicios liquidados y costos y honorarios razonables del abogado. Autoriza a la Secretaría de Trabajo e Industria, y a pedido del empleado, a hacerse cargo del cobro del reclamo

salarial. Para este reclamo establece un límite de **dos** años a partir de la fecha en que se produjo la violación de la ley.

Registros requeridos:

Obliga al empleador a mantener los registros de salarios, tarifas salariales, clasificaciones de puestos y otros términos y condiciones laborales de las personas empleadas. Obliga a los empleadores a publicar un resumen de la ley.

SANCIONES:

Se aplicará una multa no menor que \$50 y no mayor que \$200, o arresto no menor que 30 días y no mayor que 60 días, en los siguientes casos:

- (1) el empleador que intencional y deliberadamente viola las cláusulas de la ley, o despidе, o por el contrario discrimina a un empleado que presenta un reclamo, entabla, o atestigua en procedimientos legales en el marco de esta ley; y
- (2) el empleador que no cumple con la conservación de los registros, adultera esos registros, entorpece, demora o de algún otro modo interfiere con la Secretaría o su representante autorizado, en el desarrollo de sus obligaciones de hacer cumplir la ley. Cada día que continúa una violación constituye una infracción aparte.

Encuentre más información en línea

Podrá obtener información adicional sobre la Ley de Igualdad Salarial disponible en línea en: www.dli.state.pa.us, haga clic en "Labor Law Compliance" (Cumplimiento de la Ley de Trabajo) en Quick Links (enlaces directos).

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad*



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

FAIR HOUSING PRACTICES
ARE GUARANTEED BY
THE PENNSYLVANIA HUMAN RELATIONS ACT

According to this Act it is unlawful, because of any person's

RACE	RELIGION	ANCESTRY	DISABILITY	AGE
COLOR	SEX	NATIONAL ORIGIN	FAMILIAL STATUS	

TO:

Refuse to sell, lease, finance or otherwise withhold housing or commercial property, or
Discriminate in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or
Print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial property

OR, BECAUSE OF:

Any person's use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals, or the disability of an individual with whom the person is known to have a relationship or association.

TO:

Refuse to lease or finance, or
Discriminate in the terms of selling or leasing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or
Print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the lease of any housing or commercial property
Engage in practices which attempt to induce the listing, sale or other transaction, or discourage the purchase or lease of housing or commercial property by making direct or indirect references to the present or future composition of the neighborhood in which such a facility is located with respect to race, color, religion, sex, ancestry, national origin, disability or guide or support animal dependency, age or familial status.

IT IS ALSO UNLAWFUL FOR:

Any person to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

Complaints must be filed within 180 days of the alleged act of discrimination.

Prominent posting of this notice in a well-lighted, easily accessible place in the office, model home, sample apartment or other places of business where negotiations or agreements are customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

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

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Central Office: 301 Chestnut Street, Suite 300 · P.O. Box 3145 · Harrisburg, PA 17105-3145
(717) 787-4410 (VOICE) · (717) 787-4087 (TT) or visit us at www.phrc.state.pa.us

To file a complaint contact the Regional Office nearest you:

Pittsburgh

11th Floor
State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
(412) 565-5395 (VOICE)
(412) 565-5711 (TT)

Harrisburg

Riverfront Office Center
1101-1125 S Front Street
5th Floor
Harrisburg, PA 17104-2515
(717) 787-9784 (VOICE)
(717) 787-7279 (TT)

Philadelphia

711 State Office Building
Broad and Spring Garden Streets
Philadelphia, PA 19130-4088
(215) 560-2496 (VOICE)
(215) 560-3599 (TT)



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

**FAIR LENDING PRACTICES
ARE GUARANTEED BY
THE PENNSYLVANIA HUMAN RELATIONS ACT**

According to this Act it is unlawful, because of any person's

RACE	RELIGION	ANCESTRY	DISABILITY	AGE
COLOR	SEX	NATIONAL ORIGIN	FAMILIAL STATUS	

OR

Use of a guide or support animal due to blindness, deafness or physical handicap, or because the user is a handler or trainer of such animals.

TO:

1. Refuse to finance, lend money or otherwise withhold financing for the purchase, construction, rehabilitation, repair or maintenance of any housing or commercial property, or
2. Discriminate against any person in the terms or conditions of any lending for the purchase, construction, rehabilitation, repair or maintenance of any housing or commercial property, or
3. Directly or indirectly, deny or withhold any services, advantages, facilities or privileges including loans, depository accounts, fiduciary services, and any other services offered to the general public.

IT IS ALSO UNLAWFUL TO:

4. Print or otherwise circulate any statement indicating a preference or limitation, or make any written or oral inquiry or record in connection with the loan of any money regarding

RACE	RELIGION	ANCESTRY	DISABILITY	AGE
COLOR	SEX	NATIONAL ORIGIN	FAMILIAL STATUS	

Complaints must be filed within 180 days of the alleged act of discrimination.

Prominent posting of this notice in a well-lighted, easily accessible place in the office, model home, sample apartment or other places of business where negotiations or agreements are customarily made for the renting or purchasing of housing accommodations is required under the Pennsylvania Human Relations Act (Act of October 27, 1995, P.L. 744, as amended).

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

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Hours of Work for Minors Under Eighteen

employed at _____
 (Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)
 Show daily time of starting work, time for meal or rest periods, and time of stopping work.

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

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

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

 DATE MANAGER SIGNATURE ADDRESS OF ESTABLISHMENT

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



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

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

PURPOSE OF PROVISIONS

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

UNLAWFUL DISCRIMINATORY PRACTICES

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

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

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

PARTIES SUBJECT TO THE ACT

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

WHO MAY FILE A COMPLAINT

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

PARTIES EXEMPT FROM THE ACT

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

WHO MUST POST THIS NOTICE

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

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

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

Central Office: 301 Chestnut Street, Suite 300 · P.O. Box 3145 · Harrisburg, PA 17105-3145
(717) 787-4410 (VOICE) · (717) 787-4087 (TT) or visit us at www.phrc.state.pa.us

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NO SMOKING

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of PENNSAFE, 651 Boas Street, Room 155-E, Harrisburg, Pennsylvania 17121-0750; 717.783.2071; FAX 717.783.5099; E-mail: li-pennsafe@state.pa.us.

Employee Workplace Notice:

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

Training:

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

Hazardous Substance Survey Form:

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

Work Area List:

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

Material Safety Data Sheet:

The Material Safety Data Sheet (MSDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an MSDS must be accessible in the work area where the hazardous substance it describes is used. MSDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an MSDS is made to the employer in writing and, after five working days from the date the request is made, the employer fails to furnish the employee with an MSDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested MSDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form:

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

Labeling:

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

Health and Exposure Records:

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

Non-discrimination:

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



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Commonwealth of Pennsylvania
Edward G. Rendell, Governor

Department of Labor & Industry
Sandi Vito, Secretary

ACTA DE DERECHOS A CONOCER PARA LOS TRABAJADORES Y COMUNIDADES EN PENNSILVANIA

AVISO PARA SER COLOCADO EN AREA DE TRABAJO PUBLIC SECTOR

El Acta Sobre los Derechos del Trabajador y la Comunidad a Ser Informados en Pensilvania, requiere que información sobre sustancias peligrosas en el lugar de trabajo y en el ambiente este disponible para empleados del sector público y empleados del sector privado que no están cubiertos por la Ley de Comunicar Peligros de la Administración de Seguridad y Salud en el Trabajo (OSHA). Esta información también debe estar disponible para todas las personas que viven o trabajan en el estado. Los derechos del empleado están resumidos más adelante y están explicados en su totalidad en el Acta Sobre los Derechos del Trabajador y la Comunidad a Ser Informados, (Ley Pública 734 num:159) y las regulaciones. Para más información, favor de ponerse en contacto con el Department of Labor & Industry, Bureau of PENNSAFE, 651 Boas Street, Room 155-E, Harrisburg, Pennsylvania 17121-0750; 717.783.2071; FAX 717.783.5099; E-mail: li-pennsafe@state.pa.us.

Aviso en el Lugar de Trabajo:

Los Patronos del sector público (incluyendo agencias estatales, gobierno local, escuelas públicas y universidades) y patronos o empresarios del sector privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de colocar este aviso en un lugar prominente donde se pone noticias para empleados para informar a los empleados de sus derechos bajo esta ley.

Adiestramiento:

Los patronos del sector público y patronos del sector privado que no están cubiertos por la Ley de Comunicar Peligros de OSHA, tienen que proveer un programa educativo anual para aquellos empleados que están expuestos a sustancias peligrosas en el lugar de trabajo. El programa educativo puede ser presentado en forma escrita o en sesiones educativas.

Formulario Para Catalogar las Substancias Peligrosas (HSSF):

Formulario Para Catalogar las Substancias Peligrosas (Hazardous Substance Survey Form, HSSF, por sus siglas en inglés) es un documento que provee una lista de las sustancias peligrosas que se encuentran en el lugar de trabajo. Todos los patronos deben colocar esta forma anualmente. Los patronos del sector público y privados que no están cubiertos por OSHA, deben postear esta forma en un lugar prominente en el trabajo y deben proveer una copia a cualquier empleado que lo solicite.

Lista Para el Area de Trabajo:

La lista en el área de trabajo identifica las sustancias peligrosas usadas y producidas en un área específica del lugar de trabajo. Los patronos del sector público y del sector privado no cubiertos por la Ley de Comunicar Peligros a OSHA, deben actualizar la lista en el lugar de trabajo por lo menos una vez al año. Estos patronos deben de proveerle una copia a cualquier empleado nuevo que sea asignado al área de trabajo y a cualquier empleado del área de trabajo que así lo solicite.

Hoja de Información Sobre la Sanidad de Materiales (MSDS):

Hoja de Información Sobre la Sanidad de Materiales (Material Safety Data Sheet, MSDS, por sus siglas en inglés) es un documento que provee información detallada sobre una sustancia peligrosa. Los patronos del sector público o privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de tener estas formas disponibles en el área de trabajo donde se usa la sustancia peligrosa que la hoja describe. Estos documentos deben de estar disponibles a los empleados sin la intervención o permiso del supervisor o administración. Los empleados tienen el derecho a obtener y examinar las hojas de información sobre cualquier sustancia peligrosa que se encuentre en el lugar de trabajo. Un empleado puede rehusar a trabajar con cualquier sustancia química cuando este ha solicitado por escrito información sobre esa sustancia, y si después de cinco días el patrono no cumple con su obligación de proveerle al empleado el MSDS o de proveer al empleado prueba de que ha tratado de obtener dicha información del fabricante, importador, proveedor, distribuidor o del Departamento del Trabajo e Industria (Department of Labor & Industry).

Formulario Para Catalogar Los Peligrosas Ambiente (EHSF):

Formulario Para Catalogar Los Peligrosos Ambientales (Environmental Hazard Survey Form, EHSF, por sus siglas en inglés) es un documento que provee información relacionada a las sustancias peligrosas que son emitidas, arrojadas, vaciadas o desechadas del lugar de trabajo al ambiente. Se requiere que todos los patronos completen esta formulario cuando el Departamento del Trabajo e Industria así lo solicite. Si esta formulario ha sido completada por un patrono del sector público o del sector privado que no este cubierto por la Ley de Comunicar Peligros de OSHA, esta debe ser entregado a cualquier empleado que así lo solicite.

Etiquetas o Rotulos de Identificacion:

Todos los recipientes o envases y puerto de entrada de tuberías en el área de trabajo que contengan sustancias peligrosas y no peligrosas en el sector público y en el sector privado que no estén cubiertos por la Ley de Comunicar Peligros de OSHA, deben de estar correctamente rotulados. Los patronos deben de asegurar que cada etiqueta, rótulo, letrero, cartelón y otras instrucciones para su manejo estén exhibidos y visibles en un lugar prominente del recipiente o envase, o y puerto de entrada de tuberías, para que los empleados puedan identificar fácilmente el contenido cada sustancia química.

Expediente Médico y de Exposición:

Patronos del sector público y patronos del sector privado que no están cubiertos por la Ley de Comunicar Peligros a OSHA deben de mantener y permitir que los empleados tengan acceso a sus expedientes en el lugar de trabajo hasta el punto requerido por OSHA (bajo la sección 29 del CFR 1910.20) o por la Administración de Seguridad y Salud de Minas (bajo la sección 30 del CFR 70.210 y 71.210).

No Discriminación:

Cualquier empleado del sector público o del sector privado no cubierto por la Ley de Comunicar Peligros de OSHA, que crea que el/ella ha sido despedido, disciplinado o discriminado injustamente por su patrono por haber ejercido sus derechos bajo esta ley, tiene el derecho a someter una querrela por escrito al Department of Labor & Industry, Bureau of PENNSAFE, dentro de los 180 días desde el día que ocurrió la violación.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Estado de Pensilvania
Edward G. Rendell, Gobernador

Departamento del Trabajo e Industria
Sandi Vito, Secretaria

UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

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

NAME _____

ADDRESS _____

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

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

IMPORTANT!

IMPORTANT!

IMPORTANT!

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

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

- | | |
|---|---|
|  Social Security Number |  Name and Address of Employer(s) from Form UC-1609 |
|  PA Driver's License Number (if a licensed driver) | |
|  Alien Registration Number (if not a U.S. citizen) |  Dates of Employment and Reasons for Separation |
|  Complete Mailing and Home Address | |



You may file your application or get information about the UC Program through the Internet at www.state.pa.us PA Keyword "unemployment," or



You may file your application or get information about the UC Program by calling the UC Service Center in your area toll-free 1-888-313-7284. (TTY Access Number for Deaf & Hard of Hearing 1-888-334-4046).

When claiming UC benefits, you must report **gross** wages that you **earned** during any week for which you are claiming UC benefits.

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

WARNING

If you make false statements in conjunction with a UC claim, you may be disqualified from receiving any benefits and may be subject to severe penalties, including criminal prosecution and sentence.



DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA

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

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

Employer Name: _____ **Date Posted:** _____

IF INSURED:

(Complete all applicable spaces)

**IF SOMEONE OTHER THAN INSURER IS
HANDLING CLAIMS:**

(Complete all applicable spaces)

Name of Insurance Company: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurer Code: _____

IF SELF-INSURED

(Complete all applicable spaces)

**IF SOMEONE OTHER THAN SELF-INSURER IS
HANDLING CLAIMS:**

(Complete all applicable spaces)

Name of person handling claims at
the self-insured: _____ Name of TPA (Claims administrator): _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Insurer Code: _____

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

**Employer Information
Services**
717.772.3702

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

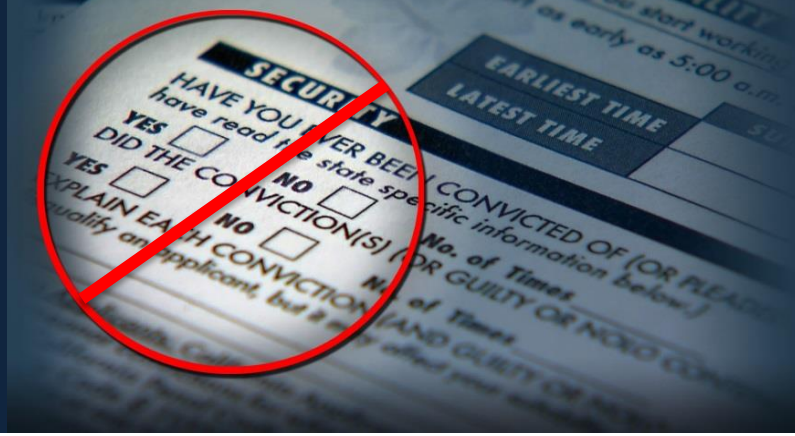
Hearing Impaired
PA Relay 7-1-1

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



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

PHILADELPHIA'S FAIR CHANCE HIRING LAW



ENSURING PEOPLE WITH CRIMINAL RECORDS HAVE A FAIR CHANCE TO WORK

Starting March 14, 2016, stronger protections under the City's "Ban the Box" law go into effect.

It is illegal in Philadelphia for employers* to ask about your criminal background during the job application process.

This means that:

Employers **cannot** ask about your criminal background on job applications or during any job interview.

Employers can run your criminal background check **ONLY AFTER** a **conditional offer of employment** is made (final hiring depends on the results of your background check).

- Criminal convictions can be considered **ONLY** if they occurred less than 7 years from when you apply (not counting time of incarceration).
- Arrests that did not lead to conviction cannot be used in employment decisions.

If your background check reveals a conviction, the employer must consider:

- The type of offense and the time that has passed since it occurred;
- Its connection to the job you are applying for; and
- Your job history, character references, and any evidence of rehabilitation.

Employers can reject you based on your criminal record **ONLY** if you pose an unacceptable risk to the business or to other people.

If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.

- You have 10 days to give an explanation of your record, proof that it is wrong, or proof of rehabilitation.

WE CAN HELP!

If you believe an employer has violated the law, you can file a complaint with the PCHR.



Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106
(p) (215) 686-4670 (f) 215-686-4684
email: pchr@phila.gov
www.phila.gov/humanrelations



*Some employers are exempt.

Philadelphia's Paid Sick Time

Promoting Healthy Families and Workplaces

EFFECTIVE MAY 13, 2015



Starting **May 13, 2015** employees who work at least 40 hours a year within the City of Philadelphia limits will be eligible to earn paid/unpaid sick leave.

- Employees are eligible to earn 1 hour of sick time for every 40 hours they work.
- Employers with 10 or more employees are required to provide paid sick leave. Employers with 9 or fewer employees are required to provide unpaid sick leave.
- A maximum of 40 sick time hours may be earned in a calendar year. Accrued sick time may be used after an employee has worked a minimum of 90 days. Accrual begins May 13, 2015 for all current employees.
- Earned sick time can be used for the employee's own health needs, to care for a family member or for leave due to domestic abuse or sexual assault.
- If an employer refuses to provide earned sick time or retaliates against employees for utilizing sick time, the employee can make a formal complaint to the City of Philadelphia's Sick Leave Agency after September 2015.

Bill No. 141026

EMPLOYEES COVERED

- Work in the City of Philadelphia
- Work at least 40 hours a year

EMPLOYEES NOT COVERED

- Independent Contractors
- Seasonal Workers
- Adjunct Professors
- Employees hired for a term of less than 6 months
- Interns
- Pool employees
- Employees covered by collective bargaining agreements
- State and federal employees

EMPLOYER INFORMATION

- Employers with 10 or more employees must provide paid sick leave.
- Large chains with employees who work within the City of Philadelphia limits must provide paid sick leave.
- Employers with 9 or fewer employees must provide unpaid sick leave.

Employers must notify employees that they are entitled to sick time, the amount of sick time and the terms of its legal use.

FOR MORE INFORMATION- SUBMIT QUESTIONS TO: paid sickleave@phila.gov



Your Rights to Unpaid Leave Due to Domestic or Sexual Violence

Effective January 5, 2009, the City of Philadelphia adopted a new ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." **If you, or a family or household member, have been the victim of domestic violence, sexual assault or stalking you may be entitled to take certain amounts of unpaid leave from work.**

Reasons for Taking Leave

You may take leave to do *any* of the following for yourself or your household or family member:

- Seek medical attention for physical or psychological injuries;
- Obtain help from an organization that provides services to domestic or sexual violence victims;
- Obtain counseling or therapy;
- Make safety plans, including possibly relocating to increase safety;
- Seek legal assistance.

Advance Notice and Certification

- You must provide your employer with at least 48-hours notice of the leave unless it is not practicable for you to do so.
- Your employer can require you to provide a certification of the domestic or sexual violence and the reason that you must take the leave.

Job Benefits and Protection

- You may take up to 8 workweeks of leave in a 12-month period if you work for an employer who employs 50 or more employees.
- You may take up to 4 workweeks of leave in a 12-month period if you work for an employer who employs fewer than 50 employees.
- This leave, when added to any leave you have taken under the Family and Medical Leave Act (FMLA), cannot be more than the 12 weeks in a 12-month period provided under the FMLA.
- You may take this leave intermittently or on a reduced work schedule.
- You may use any paid leave available under your employer's policies during this leave, but it will not increase the amount of leave you can take.

- You are entitled to maintain all benefits accrued prior to taking the leave.
- For the duration of your leave, your employer must continue the health benefits for you and your family or household members on the same terms as if you were not on leave; you must continue to pay your share of the cost.
- Upon return from leave, you must be restored to your original position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
- All information provided by you to your employer pursuant to the law must be kept confidential.

Unlawful Acts by Employers

You may file a complaint against your employer if your employer refuses to grant you leave or retaliates against you for taking or requesting to take leave.

Enforcement and Add'l Information

To file a complaint or for more information, contact:

City of Philadelphia
Philadelphia Commission on Human Relations
The Curtis Center, 601 Walnut Street,
Suite 300 South
Philadelphia, PA 19106
Phone: 215-686-4670
TTY: 215-686-3238
e-mail: faqpchr@phila.gov
www.phila.gov/humanrelations

**The ordinance granting this leave expires on
January 5, 2010.**

**This official notice must be posted wherever
employees are performing work.**



PITTSBURGH PAID SICK TIME

POST WHERE EMPLOYEES CAN EASILY READ. VIOLATORS ARE SUBJECT TO PENALTIES.

EFFECTIVE DATE: 01/11/2016. The City of Pittsburgh's "Paid Sick Days Act" (Title VI, Article VII, Section 626) requires employers to provide paid sick time to both full-time and part-time employees. The Ordinance is intended to improve the public health by ensuring that employees can use accrued time when they (or their family members) are sick.

AM I COVERED?

COVERED EMPLOYEES:

All employees, including part-time employees, who work within the geographical boundaries of the City of Pittsburgh are covered by the Ordinance ("Paid Sick Days Act"), with the exception of:

- Federal and State employees
- Independent contractors
- Construction workers in a collective bargaining unit
- Seasonal workers employed for 16 weeks or fewer who have been notified in writing at the time of hire of their start and end dates

HOW MUCH?

ACCRUAL OF SICK TIME:

Employees begin accruing sick time on the Effective Date of the Ordinance or on the day they are hired, whichever is later. Employees may rollover earned sick days each year, up to the maximum amounts above, unless the employer chooses to "front-load" sick days at the start of each year. Employees accrue 1 hour of paid sick time for every 35 hours worked, up to a minimum of:

- 40 hours per year (5 days) if their place of work employs **15 or more** people
- 24 hours per year (3 days) if their place of work employs **fewer than 15** people and only accrue *unpaid* sick time in the first year after the Effective Date

WHEN CAN I USE IT?

SICK TIME MAY BE USED FOR THE FOLLOWING REASONS:

Employees can use accrued sick time when the employee or the employee's family member is sick, injured, receiving medical attention, preventative care, or in the event of a declared public health emergency. Family members include a child, parent, spouse, domestic partner, grandparent, grandchild, sibling, or another individual the employer has given oral permission to use sick time for

RATE OF PAY

COMPENSATION FOR USE OF SICK TIME:

Employees making use of sick time must be paid at least at their same hourly rate, and with the same benefits, including health care benefits.

EMPLOYER OPTIONS

NOTICE, VERIFICATION, AND ALTERNATIVE POLICIES:

Employers may require **reasonable** notice before using sick time, which may not exceed 7 days for foreseeable uses (i.e., doctor's appointment) or as soon as possible for unforeseeable uses (i.e., illness). Employers **CANNOT** require an employee to find a replacement to cover the employee's shift in order to use sick time, or disclose details of the employee's medical needs. A doctor's note may only be required for use of 3 full consecutive sick days or more. Employers may offer a more generous policy, or an alternative paid leave policy, as long as it meets all minimum requirements and terms of use under the Ordinance.

NON-RETALIATION

EMPLOYEE RIGHTS:

Employers may not retaliate against or interfere with employees exercising their rights under this Ordinance. Examples include denying use of sick time, firing for using sick time, reducing work hours or giving undesirable assignments. Employees have the right to file a complaint with the Controller's office, which must be filed within 6 months of the violation.

For more information visit: <http://pittsburghpa.gov/controller-office/psda/overview>

Call: (412) 255-2054

Email: City_Controller@pittsburghpa.gov

OFFICE OF THE CITY CONTROLLER

CITY OF PITTSBURGH

**ARE
YOU
RECEIVING
PAID
SICK TIME?**



NOTICE TO EMPLOYEES

**Pursuant to Title VI,
Article VII, Section 626:
Employers must post the below
information in an area easily accessible
by all employees at the job site(s).**

The City of Pittsburgh Paid Sick Days Act, passed by Pittsburgh City Council, requires employers to provide paid sick time to both full-time and part-time employees. Employees accrue 1 hour of paid sick time for every 35 hours worked

Non-covered employees include Federal and State employees, independent contractors, construction workers in a collective bargaining unit, and seasonal workers employed for 16 weeks or fewer who have been notified in writing at the time of hire of their start and end dates.

Employees can use accrued sick time when the employee or the employee's family member is sick, injured, receiving medical attention, or in the event of a declared public health emergency.

Employers reserve the right to a reasonable notification policy. Retaliation for requesting or taking sick time is prohibited.

*****Employees: If you believe that your employer has violated the Pittsburgh Paid Sick Days Ordinance, please notify the City Controller to request an investigation.**

**Pittsburgh City Controller Michael Lamb
City-County Building
414 Grant Street
Pittsburgh, PA 15219
(412) 255-2054**

E-Mail: City_Controller@pittsburghpa.gov



LUGARES PUBLICOS REQUISITOS DEL ACTA DE RELACIONES HUMANAS DE PENNSYLVANIA

(Acta del 27 de Octubre de 1955, P.L. 744)

Según esta acta, un lugar público es cualquier lugar que está abierto y acepta o solicita el comercio del público en general, incluyendo servicios del gobierno.

Es ilegal que cualquier dueño, arrendatario, propietario, gerente, agente o empleado de cualquier lugar público discrimine contra cualquier persona en el uso completo y el disfruto de dicho lugar público, por causa de raza, color, religión, sexo, familia, nacionalidad, incapacidad o por tener un perro o animal para guía o apoyo por razón de ceguera, sordera o incapacidad física, sabido asociación con un individuo incapacitado o linceado o porque el individuo que usa el animal es entrenador de tales animales.

Este aviso, el cual ha sido preparado y distribuido por la Comisión de Relaciones Humanas de Pennsylvania tiene que ser situado por cualquier dueño arrendatario, propietario o gerente de un lugar público. Este aviso tiene que ser situado en un lugar conspicuo, fácilmente accesible y bien iluminado en los lugares públicos donde puede ser visto fácilmente por aquellos buscando u otorgando cualquier lugar público, ventajas, facilidades o privilegios de tal lugar público.

Quejas pueden ser presentadas no mas de 180 dias después de haber cometido el acto de discriminación.

AVISO: Remover, dañar, cubrir o destruir este aviso es una violacion del Código Criminal de Pennsylvania y está sujeto a una multa o encarcelamiento.

Para obtener más información, escriba, llame por teléfono, o visite a La Comisión de Relaciones Humanas de Pennsylvania:

Oficina Central: Pennsylvania Place • 301 Chestnut Street, Suite 300 • Harrisburg, PA 17101-2702
Teléfono: (717) 787-4410 • (Voz) • (717) 783-9308 (TT) • (717) 787-4087 (TT) or visit us at www.phrc.state.pa.us

Para iniciar una querella, llame o visite la Oficina Regional más próxima a usted:

Pittsburgh

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

Harrisburg

Riverfront Office Center
1101-1125 South Front Street 5th Floor
Harrisburg, PA 17104-2515
(717) 787-9784 (VOICE)
(717) 787-7279 (TT)

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



COMMONWEALTH OF PENNSYLVANIA
HUMAN RELATIONS COMMISSION

PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

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

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation.

Complaints must be filed within 180 days of the alleged act of discrimination.

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

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

Central Office: 301 Chestnut Street, Suite 300 · Harrisburg, PA 17101
(717) 787-4410 · (717) 787-4087 (TTY) · www.phrc.state.pa.us

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

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

Harrisburg
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COMPENSACIÓN POR DESEMPLEO

De acuerdo con lo dispuesto por la Ley de Compensación por Desempleo (UC) de Pennsylvania, estoy registrado en el Departamento de Trabajo e Industria como:

NOMBRE: _____

DIRECCIÓN: _____

La Ley de UC le proporciona ingresos durante los períodos en que está parcial o totalmente desempleado sin ser su culpa.

IMPORTANTE

SU SOLICITUD DE UC TENDRÁ COMO FECHA EFECTIVA LA SEMANA EN QUE REALMENTE PRESENTE LA SOLICITUD DE BENEFICIOS.

DEBE PRESENTAR UNA NUEVA SOLICITUD O REABRIR UNA YA EXISTENTE DURANTE LA PRIMERA SEMANA DE DESEMPLEO O EN LA QUE LE REDUCEN LAS HORAS DE TRABAJO. SI SE DEMORA, PUEDE PERJUDICAR SU DERECHO DE RECIBIR BENEFICIOS.

PARA PRESENTAR UNA SOLICITUD DE BENEFICIOS DE COMPENSACIÓN POR DESEMPLEO, NECESITARÁ:

- SU NÚMERO DEL SEGURO SOCIAL
- SU LICENCIA DE CONDUCIR DE PA (SI LA TIENE)
- SU NÚMERO DE REGISTRO COMO EXTRANJERO (SI NO ES CIUDADANO DE LOS EE.UU.)
- NOMBRE Y DIRECCIÓN DE SU EMPLEADOR
- SU FORMULARIO DE INFORMACIÓN DEL EMPLEADOR (SI LO TIENE)
- SU DIRECCIÓN POSTAL
- FECHAS DE EMPLEO Y LA RAZÓN DE HABERLO DEJADO
- SU TALÓN DE PAGO MÁS RECIENTE (OPCIONAL, PERO ÚTIL)
- SU PIN (SI TIENE UNO DE UNA SOLICITUD ANTERIOR)

USTED PUEDE PRESENTAR SU NUEVA SOLICITUD, REABRIR UNA SOLICITUD YA EXISTENTE, U OBTENER EN LÍNEA INFORMACIÓN DEL PROGRAMA DEL UC INGRESANDO AL:

WWW.UC.PA.GOV

PUEDE PRESENTAR SU SOLICITUD U OBTENER INFORMACIÓN SOBRE EL PROGRAMA DE UC LLAMANDO AL CENTRO DE SERVICIO DE UC DE SU ÁREA AL NÚMERO DE TELÉFONO SIN CARGO 888.313.7284 | TTY (IMPEDIMENTOS AUDITIVOS) 888.334.4046

Recuerde: cuando tenga preguntas o cualquier problema relacionado con su solicitud de UC, comuníquese con el Centro de Servicio de UC. No acepte consejos de otras personas. Los consejos de otras personas pueden ser erróneos y afectar negativamente a su derecho de recibir beneficios de UC.



ADVERTENCIA

SI HACE DECLARACIONES FALSAS EN RELACIÓN A CUALQUIER SOLICITUD DE UC, PODRÍA QUEDAR DESCALIFICADO DE RECIBIR BENEFICIOS Y PODRÍA QUEDAR SUJETO A CASTIGOS SEVEROS, INCLUYENDO PROCESOS PENALES, MULTAS Y ENCARCELAMIENTO.

*Ofrecemos asistencia y servicios adicionales a las personas discapacitadas que así lo soliciten.
Empleador/Programa de Igualdad de Oportunidad.*



ESTADO DE PENNSYLVANIA COMISION DE RELACIONES HUMANAS

ACTA DE RELACIONES HUMANAS DE PENNSYLVANIA (ENMENDADA EL 27 DE OCTUBRE DE 1955, P.L. 744)

PROPOSITO DE LA LEY

El propósito de la ley empleo del Acta de Relaciones Humanas de Pennsylvania es el evita y eliminar las prácticas de empleo que discriminen por razones de raza, color, religion, familia, edad (40 en adelante), sexo o nacionalidad e incapacidad que no tiene relación con un individuo incapacitado o liceado, posesión de un diploma obtenido basado en el poder pasar un examen de conocimiento de educacion en general, o aceptar o rehusar participar en el aborto o esterilización.

PRACTICAS ILEGALES DE DISCRIMINACION

Es ilegal por las bases citadas arriba-para un patrono, sindicato, o agencia de empleo el:

1. Negar a un individuo igual oportunidad para obtener empleo, para ser ascendido, o para recibir todos los derechos de compensación, permanencia y otras condiciones y privilegios de empleo.
2. Negar derechos y privilegios para ser miembro de cualquier organización obrera.
3. negar a cualquier persona igual oportunidad para conseguir otros empleos.
4. Negarse a contratar o discriminar en el hacer contrato con cualquier contratista independiente que tenga una licencia del Departmetpo de Asuntos Profesionales y Educacionales.

También es ilegal para cualquier persona, patrono, sindicato o agencia de empleo que se oponga a un individuo porque el individuo h sometido una queja con la Comisión, o por otra parte en cualquier proceder en la Comisión, o por cualquier persona que necesita ayuda con practicas ilegales de discriminación bajo el Acta de relaciones Humanas.

QUIENES ESTAN SUJETOS A ESTA LEY

Esta ley es aplicable a: (1) Patrono que emplee cuatro a más personas, incluyendo agencias del Estado o del gobierno local, (2) Organizaciones obreas, y (3) Agencias de empleo.

QUIENES PUEDEN PRESENTAR QUEJAS

Quejas pueden ser presentadas hasta 180 días después de haberse cometido el acto de discriminación por lo siguiente: (1) Cualquier persona que crea haber sido víctima de discriminación. (2) Laq Comisión de Relaciones Humanas de Pennsylvania. (3) El Fiscal o Procurador General de pennsylvania, o (4) Cualquier patrono cuyos empleados obstaculizen el cumplimiento de esta ley.

QUINES NO ESTAN SUJETOS A ESTA LEY

Esta ley no es aplicable a (1) Personas empleadas en la agricultura o el servicio doméstico. (2) Cualquier individuo que, como parte de su empleo, habite en la residencia del patrono, y (3) Cualquier persona que estuviera empleada por sus padres, esposo, esposa, hijo o hija.

QUIENES DEBEN EXHIBIR ESTE AVISO

Todos los patronos, organizaciones obreas y agencias de empleo sujetos a esta ley, estan obligados a exhibir este aviso. Este aviso debe ser exhibido en un lugar de facil acceso, con buena iluminación, y al cual van con frecuencia solicitantes de empleo, empleados o miembros.

AVISO: Remover, dañar, cubrir o destruir este aviso es una violación del Código Crimnal de Pennsylvania y está sujeto a una multa o encarcelamiento.

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Philadelphia
711 State Office Building
Broad and Spring Garden Streets
Philadelphia, PA 19130-4088
(215) 560-2496 (VOICE)
(215) 560-3599 (TT)



ESTADO DE PENNSYLVANIA COMMISSION DE RELACIONES HUMANAS

Practicas de Igualdad de Arrendamiento Son garantizadas por el Acta de Relaciones Humanas de Pennsylvania

DE ACUERDO A ESTE ACTA ES ILEGAL DISCRIMINAR POR RAZONES DE:

- Raza • Religion • Decendencia • Incapacidad • Edad
- Color • Sexo • Origen Nacional • Impedimento Fisico • Condicion Familiar

O POR:

- El uso de guia o animal debido a ceguera, sordera, o incapacidad fisica o por la persona ser entrenador de animales para incapacitados.

PARA:

1. Reusar financiamiento, prestamo de dinero, o suspender financiamiento para la compra, construccion, rehabilitacion, reparacion, o mantenimiento de vivienda o propiedad commercial, o
2. Discriminar en contra de una persona en terminus o condiciones de prestamos para la compra, construccion, rehabilitacion, reparacion, o mantenimiento de vivienda o propiedad commercial, o
3. Directamente o indirectamente negar o suspender algun servicio, ventajas, facilidades o privilegios incluyendo prestamos, cuentas de ahorro servicios fiduciarios, y otros servicios que se ofrecen al publico en general.

ES TAMBIEN ILEGAL EL:

4. Publicar o circular cualquier informe indicando preferencia o limitacion, o inquirir escrito y oralmente o anotar o mantener registros en coneccion con un prestamo que haga relacion a:

- Raza • Religion • Decendencia • Incapacidad • Edad
- Color • Sexo • Origen Nacional • Impedimento Fisico • Condicion Familiar

Quejas pueden ser presentadas hasta 180 dias despues de haberse cometido el acto de discriminacion.

Esta noticia debe fijarse en un sitio prominente, muy alumbrado y bien accessible en la oficina, casa modelo, apartamento modelo o cualquier otro sitio de negocio donde negociaciones o acuerdos se hacen por costumbre para la renta o compra de vivienda. Esto es requerido por el Acta de Relaciones Humanas de Pennsylvania (Acto del 27 de octubre del 1955, P.L. 744, segun amendado).

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Practicas de Igualdad de Arrendamiento Son garantizadas por el Acta de Relaciones Humanas de Pennsylvania

DE ACUERDO A ESTE ACTA ES ILEGAL DISCRIMINAR POR RAZONES DE:

- Raza • Religion • Decendencia • Incapacidad • Edad
- Color • Sexo • Origen Nacional • Impedimento Fisico • Condicion Familiar

O POR:

- El uso de guia o animal debido a ceguera, sordera, o incapacidad fisica o por la persona ser entrenador de animales para incapacitados.

PARA:

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2. Discriminar en contra de una persona en terminus o condiciones de prestamos para la compra, construccion, rehabilitacion, reparacion, o mantenimiento de vivienda o propiedad commercial, o
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ES TAMBIEN ILEGAL EL:

4. Publicar o circular cualquier informe indicando preferencia o limitacion, o inquirir escrito y oralmente o anotar o mantener registros en coneccion con un prestamo que haga relacion a:

- Raza • Religion • Decendencia • Incapacidad • Edad
- Color • Sexo • Origen Nacional • Impedimento Fisico • Condicion Familiar

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