

PENNSYLVANIA

Labor Laws

Department of Labor & Industry

MINIMUM WAGE LAW SUMMARY

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

Minimum Wage Rate

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

Overtime Rate Workers shall be paid 1½ times their regular rate of pay after 40 hours worked

Failure to pay the legal minimum wage or other violations may result in payment of back wages

recreational camp for campers under the age of 18 years, which operates for a period of

In employment by a public amusement or recreational establishment, organized camp, or

religious or nonprofit educational conference center, if (i) it does not operate more than

seven months a year or (ii) during the preceding calendar year, the average receipts for

any 6 months were not more than 33% of its average receipts for the other 6 months of

Switchboard operator employed by an independently-owned public telephone company

Employees not subject to civil service laws who hold elective office or are on the personal

staff of such an officeholder, are immediate advisers to the officeholder, or are appointed

Executive, Administrative, and Professional employees, as defined by the Department

in a workweek (Except as Described)

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

TIPPED EMPLOYEES:

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$135.00 per nonth in tips. The employer must make up the difference if the tips and \$2.83 do not meet the egular Pennsylvania minimum wage.

nd provide access to Labor & Industry.

and other civil or criminal action where warranted **EXEMPTIONS:** Overtime applies to certain employment classifications. (see pages 2 and 3)

SPECIAL ALLOWANCES FOR:

less than three months in any one year

which has no more than 750 stations

by the officeholder to serve on a policy making leve

Every employer must maintain accurate records of each employee's earnings and hours worked, Students, learners and people with disabilities, upon application only.

PENALTIES:

EXEMPTIONS FROM BOTH

Minimum Wage and Overtime Rates

Labor on a farm

Domestic service in or about the private home of the employer Delivery of newspapers to the consumer

when the major portion of circulation is in the county where published or a bordering

Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000

Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously

Golf cadd In seasonal employment, if the employee is under 18 years of age or if a student

under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal

Vages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and ccepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage. **Board:** Food furnished in the form of meals on an established schedule

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

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

EXCEPTIONS from Minimum Wage Rates

Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows: Learners: 40 hours a week. Maximum eight weeks Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods

Learners and students (bona fide high school or college), after obtaining a Special

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

EXEMPTIONS from Overtime Rates

Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a nonmanufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such

Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment

Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup

Employment by a motion picture theatre

Announcer, news editor, chief engineer of a radio or television station, the major studio of

City or town of 100,000 population or less, if it is not part of a standard netropolitan statistical area having a total population in excess of 100,000; or

City or town of 25,000 population or less, which is part of such an area but is at

least 40 airline miles from the principal city in the area The hours of an employee of an air carrier subject to the provisions of Title II of the Railway

Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et seq.) when: the hours are voluntarily worked by the employee pursuant to a shift-trading practice under which the employee has the opportunity to reduce hours worked in any workweek by voluntarily offering a shift for trade or reassignment; or

the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arrived at between the

QUESTIONS/COMPLAINTS

CONTACT:	COUNTIES SERVED:								
Bureau of Labor Law Compliance Altoona District Office 1130 12th Avenue Suite 200 Altoona, PA 16601-3486 Phone: 814-940-6224 or 877-792-8198	Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield	Clinton Elk Fayette Forest Fulton Huntingdon Indiana	Jefferson McKean Mifflin Potter Somerset Warren Westmoreland						
Bureau of Labor Law Compliance Harrisburg District Office 651 Boas Street, Room 1301 Harrisburg, PA 17121-0750 Phone: 717-787-4671 or 800-932-0665	Adams Columbia Cumberland Dauphin Franklin Juniata		Lancaster Lebanon Montour Perry York						
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St., Suite 203 Philadelphia, PA 19107 Phone: 215-560-1858 or 877-817-9497		Bucks Chester Delaware Montgomery Philadelphia							
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue, Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354	Allegheny Beaver Butler Crawford Erie		Greene Lawrence Mercer Venango Washington						
Bureau of Labor Law Compliance Scranton District Office 201-B State Office Bldg. 100 Lackawanna Avenue Scranton, PA 18503 Phone: 570-963-4577 or 877-214-3962	Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming	Monroe Northampton Northumberland Pike Schuylkill Snyder Sullivan	Susquehanna Tioga Union Wayne Wyoming						

MORE INFORMATION IS AVAILABLE ONLINE

Copyright 2024 J. J. Keller & Associates, Inc. • Neenah, WI • Printed in the USA

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

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

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

inimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

REV. 06/2022

Alien registration number (if not a U.S. citizen) Complete mailing and home address

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

ou file after the first week you are unemployed.

Social Security Number

This poster is in compliance with state posting requirements.

egistered with the Pennsylvania Department of Labor & Industry as:

DEPARTMENT OF LABOR & INDUSTRY, BUREAU OF LABOR LAW COMPLIANCE

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 nents contained in the Act or its regulation

Minors under 16 must have a written statement by the minor's parent or guardian knowledging 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

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

WORK TIME mployment prohibited after 7 p.m. and before 7 a.m.

Child Labor

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at east 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 raining 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 (Mondayiday). Plus eight additional hours on Saturdays and Sundays **During School Vacations:** Maximum 48 hours/week; 10 hours/day; a minor may refuse any quest to work greater than 44 hours/week.

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

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

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

*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

EMPLOYER NOTIFICATION: Within five days of the minor's beginning of employment, an Employer's ust submit written notification of the minor's normal duties and employment hours, the minor's age and the work permit number to the issuing officer who issued that work permit. Within five *lays of the minor's last day of emploment*, the minor shall submit written notification to the issuing officer that the minor is no longer employed.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.pa.gov and click on "Labor Law Compliance."

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

PITTSBURGH DISTRICT OFFICE

PITTSBURGH, PA 15222

SCRANTON DISTRICT OFFICE

100 LACKAWANNA AVE.

SCRANTON, PA 18503

201 B STATE OFFICE BUILDING

412-565-5300 or 877-504-8354

570-963-4577 or 877-214-3962

301 5TH AVE.

SUITE **330**

1130 12TH AVE. **SUITE 200 ALTOONA, PA 16601** 814-940-6224 or 877-792-8198

ALTOONA DISTRICT OFFICE

HARRISBURG DISTRICT OFFICE 1301 LABOR & INDUSTRY BUILDING 651 Boas St. HARRISBURG, PA 17121 717-705-5969 or 800-932-0665

PHILADELPHIA DISTRICT OFFICE 110 North 8th St **SUITE 203** PHILADELPHIA, PA 19107

215-560-1858 or 877-817-9497

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— 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.

12 hours must elapse between time of dismissal and time of call on the following

on evenings preceding school days or by 12:30 a.m. on evenings preceding

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 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.pa.gov 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 PITTSBURGH DISTRICT OFFICE 1130 12TH AVE. 301 5TH AVE. **S**UITE **200 SUITE 330 ALTOONA, PA 16601** PITTSBURGH, PA 15222 814-940-6224 or 877-792-8198 412-565-5300 or 877-504-8354 HARRISBURG DISTRICT OFFICE SCRANTON DISTRICT OFFICE

201 B STATE OFFICE BUILDING

651 Boas St. 100 LACKAWANNA AVE. SCRANTON, PA 18503 HARRISBURG, PA 17121 717-705-5969 or 800-932-0665 570-963-4577 or 877-214-3962 PHILADELPHIA DISTRICT OFFICE 110 North 8th St.

SUITE **203** PHILADELPHIA, PA 19107 215-560-1858 or 877-817-9497

1301 LABOR & INDUSTRY BUILDING

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

REV. 08/2023

Department of Labor & Industry, Bureau of Labor Law Compliance

LLC-5

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 ncrease system that does not discriminate on the basis of sex.

mpowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue ules 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

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.

The UC Law can provide you with an income during periods when you are either partially or

epartment, agency, commission, or bureau where you worked may provide you with a

ompleted **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company,

IMPORTANT

enefits. You should file a new claim or reopen an existing claim during the first week in which

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

REV. 02/2007

Scan with your

mobile phone

Department of Labor & Industry, Office of Unemployment Compensation Benefits Policy Pennsylvania Unemployment Compensation

Name, address, and account number of employer(s) Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am

from Form UC-1609 Dates of employment and reasons for leaving Most recent pay stub (optional but helpful) Personal Identification Number (PIN) (if you have one

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

from a prior claim)

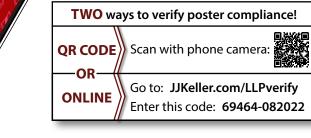
When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

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

Your UC application will be dated effective the week in which you actually file the application for person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if subject to a fine, imprisonment, restitution and loss of future benefit Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

REV. 09/2016



 ${f N}$ ame of Person handling claims at the self-insured:

Employer Information Services

JJKeller.com/laborlaw 800-327-6868

Hearing Impaired

PA relay 7-1-1

ra-li-bwc-helpline@pa.gov

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

ovisions 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.

Every employer, labor organization and employment agency subject to the employment

PARTIES EXEMPT FROM THE ACT

violation of the Pennsylvania Crimes Code and may subject you

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

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17101-2210

(717) 787-4410 · (717) 787-7279 (TTY) or visit us at www.phrc.pa.gov

Address of Establishment

REV. 02/2007

Removing, defacing, covering up or destroying this notice is a

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

PHILADELPHIA PITTSBURGH 301 5TH AVE., SUITE 390 333 MARKET STREET, 8TH PIATT PLACE PITTSBURGH, PA 15222

110 N. 8TH ST., SUITE PHILADELPHIA, PA 19107 (717) 787-9780 (215) 560-2496 (717) 787-7279 (TTY) (215) 560-3599 (TTY)

Minors – Work Hours

privileges of employmen

Employment agencies.

EMPLOYED AT

Name of Insurance Company

Department of Labor & Industry, Bureau of Labor Law Compliance **Hours of Work for Minors Under Eighteen**

Human Relations Commission

Employment Provisions of the Pennsylvania Human Relations Act

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

he purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any

WARNING:

(412) 565-5395

(412) 565-5711 (TTY)

(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		SUN	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		RDAY	TOTAL SCHOOL HRS. PER	
	AGE	FROM	то	FROM	то	FROM	то	FROM	то	FROM	то	FROM	то	FROM	то	WEEK IF UNDER 16	TOTAL HOURS FOR WEEK

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

PURPOSE OF PROVISIONS

and eliminate unlawful discriminatory practices in employment because of race, color, religion,

UNLAWFUL DISCRIMINATORY PRACTICES

Deny any person an equal opportunity to obtain employment, to be promoted and to

Refuse to contract or otherwise discriminate in contracting with any independent

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

PARTIES SUBJECT TO THE ACT

WHO MAY FILE A COMPLAINT

ennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An

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

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

mployer whose employees hinder compliance with the provisions of the Act.

be accorded all other rights to compensation, tenure and other terms, conditions and

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 evelopment test, or willingness or refusal to participate in abortion or sterilization.

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

Deny membership rights and privileges in any labor organization.

Deny any person equal opportunity to be referred for employment.

contractor as defined by Section 4(x) of the PHRA.

unlawful discriminatory practice under the Human Relations Act.

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in

up to Date and Correct.

Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

Manager Signature

Workers' Comp. Department of Labor & Industry, Bureau of Workers' Compensation

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY he 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.

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

Name of TPA (Claims administrator):

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

Name of TPA (Claims administrator):

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 ct, 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).

local & outside PA: 717.772.4447

Claims Information Services

toll-free inside PA: 800.482.2383

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

> To update your labor law posters contact J. J. Keller & Associates, Inc.