

# Minimum Wage Law Summary

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

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

## Overtime Rate:

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

## Minimum Wage Rate:

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

## Tipped Employees:

An employer may pay a minimum of \$2.83 per hour to an employee who makes \$30.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania minimum wage.

## Keeping Records:

Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry.

## Penalties:

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

## Exemptions:

Overtime applies to certain employment classifications. (see pages 2 and 3)

## Special Allowances For:

Students, learners and people with disabilities, upon application only.

# 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
- ☒ Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- ☒ Bona fide executive, administrative or professional capacity, (including academic administrative personnel or teacher in public schools) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance of executive, professional or administrative activities, if less than 40% of the employee's hours worked in the workweek are devoted to such activities.
- ☒ Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- ☒ Golf caddy
- ☒ 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 handicapped or exceptional children or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- ☒ 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 33⅓% of its average receipts for the other 6 months of such year
- ☒ Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- ☒ Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officer, are immediate advisers to the officer, or are appointed by the officer to serve on a policy making level

## Allowances


Wages 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 accepts 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.


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

# Exceptions from Minimum Wage Rates

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


 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


 A seaman


 Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing 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 vehicles)


 Taxicab driver

 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 standards)

 Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:

 City or town of 100,000 population or less, if it is not part of a standard metropolitan 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

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

 Employment by a motion picture theatre

# For Questions/Complaints

Contact:	Counties Served:
<p>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</p>	<p>Armstrong Bedford Blair Cambria Cameron Centre Clarion Clearfield Clinton Elk Fayette Forest Fulton Huntingdon Indiana Jefferson McKean Mifflin Potter Somerset Warren Westmoreland</p>
<p>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</p>	<p>Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster Lebanon Montour Northumberland Perry Snyder Union York</p>
<p>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</p>	<p>Bucks Chester Delaware Montgomery Philadelphia</p>
<p>Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue Suite 330 Pittsburgh, PA 15222 Phone: 412-565-5300 or 877-504-8354</p>	<p>Allegheny Beaver Butler Crawford Erie Greene Lawrence Mercer Venango Washington</p>
<p>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</p>	<p>Berks Bradford Carbon Lackawanna Lehigh Luzerne Lycoming Monroe Northampton Pike Schuylkill Sullivan Susquehanna Tioga Wayne Wyoming</p>

## More Information is Available Online

Additional information about the Minimum Wage Act is available online at: [www.state.pa.us](http://www.state.pa.us), PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, and answers to frequently 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

# 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](http://www.state.pa.us), PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME Vainshtein Nursing Corporation

ADDRESS 209 Eddie Lewis dr, Wexford, PA, 15090

PA UC ACCOUNT NUMBER 7617159

The UC Law can provide 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 company, department, agency, commission, or bureau where you worked may provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

### 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
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) 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 from a prior claim)

Scan with your  
mobile phone



You may file your new application, reopen an existing claim or get information about the UC Program online at **[www.uc.pa.gov](http://www.uc.pa.gov)**, or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 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. 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 could adversely affect your eligibility to receive UC benefits.

A 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 subject to a fine, imprisonment, restitution and loss of future benefits.

**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:** Vainshtein Nursing Corp DBA VNC **Date Posted:** 08/31/2021

**IF INSURED:**  
(Complete all applicable spaces)

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

Name of Insurance Company: SummitPoint Insurance Company Name of TPA (Claims administrator): \_\_\_\_\_

Address: 400 Quarrier st Address: \_\_\_\_\_  
Charleston, WV 25301

Telephone Number: 866-452-7425 Telephone Number: \_\_\_\_\_

Insurer Code: 2520

**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*



**NO SMOKING**



# COVID-19 Safety Procedures for Businesses

PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

## Requirements for Businesses Authorized to Continue In-Person Operations:

### Health and Cleaning

- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.

### Social Distancing

- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of six feet.
- Don't allow non-essential visitors.

### If there is a COVID-19 exposure in your building

- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees. See COVID-19 Safety Guidance at [pa.gov](http://pa.gov) for more details.
  - Secure and clean the exposed areas.
  - Take each employee's temperature before they enter the building and send home those who have a temperature of 100.4°F or higher.
  - Employees should notify their supervisor if they have symptoms and go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

## Additional Safety Guidance for Any Retail Operations at Your Location

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

## Questions or Concerns?

### Businesses

Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).



### Employees or Customers

If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:

- A local health department or law enforcement agency.
- The Occupational Safety and Health Administration at [OSHA.gov](http://OSHA.gov).
- The PA Department of Health at [health.pa.gov](http://health.pa.gov).

## Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.



# COVID-19 Safety Procedures for Businesses NOTICE

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this notice and the foregoing COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite).

In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee and subcontractor questions regarding these requirements. This business's or work site's Pandemic Safety Officer is:

Name Igor Vainshtein Number 412-378-2022, ext 1 Email admin@vnchha.com

As business owner/operator/site foreperson/manager, I acknowledge and understand the foregoing, and confirm that my business/worksite will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature Igor Vainshtein Date 04/01/2020



## Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.



## Equal Opportunity & Fair Practices Notices

The Agency (Vainshtein Nursing Corporation) will accept no discrimination in the provision of services to or employment of any client, referral source, applicant, or employee (“Qualified Individuals”) by any member of its organization/agency. Qualified Individuals are protected under Federal and Pennsylvania law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964 and the Pennsylvania Human Relations Act of 1955, as amended, protects Qualified Individuals from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate a Qualified Individual’s religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect Qualified Individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise Qualified Individual with a disability, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects Qualified Individuals 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as

amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the appropriate state agency or EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact the appropriate agency/s promptly when discrimination is suspected:

**State Agencies:** The Pennsylvania Office of Equal Opportunity, 717-787-1127; The Pennsylvania Human Relations Council, 717-787-9784

**Federal Agency:** The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects Qualified Individuals from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

**This Agency is an Equal Opportunity Employer**

# 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:**

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## **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](http://www.state.pa.us), PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.



COMMONWEALTH OF PENNSYLVANIA  
HUMAN RELATIONS COMMISSION

**EMPLOYMENT PROVISIONS OF THE  
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:

**Executive Offices:** 333 Market Street, 8th Floor · Harrisburg, PA 17126  
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

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

**Pittsburgh**

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

**Harrisburg**

333 Market Street, 8th Floor  
Harrisburg, PA 17104  
(717) 787-9780  
(717) 787-7279 (TTY)

**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:

**Executive Offices:** 333 Market Street, 8th Floor · Harrisburg, PA 17126-0333  
(717) 787-4410 · (717) 787- 7279 (TTY) · [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

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

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

**Harrisburg**  
R333 Market Street,  
8th Floor  
Harrisburg, PA 17126-0333  
(717) 787-9780  
(717) 787-7279 (TTY)

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



# Pennsylvania Human Relations Commission Education Provisions

## Pennsylvania Human Relations Act Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRA) prohibits discrimination against prospective and current students of kindergartens, primary and secondary schools, high schools, academies, colleges and universities, extension courses and all educational institutions under the supervision of the Commonwealth. The PHRA prohibits discrimination because of an applicant's or current student's **race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.**

The PHRA does not protect prospective and current students of "distinctly private" educational institutions such as parochial schools, nor does it protect prospective and current students from age discrimination.

The Pennsylvania Fair Educational Opportunities Act (PFEAct) prohibits discrimination against prospective and current students of any postsecondary institution and any secondary or post-secondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's **race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability.**

The PFEAct permits religious or denominational institutions to use religion in their admissions, enrollment and program decisions. Educational institutions which are neither state-owned, state-related, nor state-aided may offer single-sex classes. The PFEAct does not protect prospective or current students from age discrimination.

It is also unlawful to retaliate against any prospective or current student because he or she has filed a complaint with the Commission or to aid or abet any unlawful discriminatory practice under the PHRA or the PFEAct.

This notice must be posted conspicuously in easily accessible and well-lighted places at the educational institution where it may be readily seen by those seeking, using or granting any of the educational institution's accommodations, advantages, facilities or privileges. This notice should be exhibited prominently wherever the educational institution exhibits informational notices *e.g.* Web sites, bulletin boards, and student handbooks and publications.

**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:  
**Office:** 333 Market Street, 8th Floor · Harrisburg, PA 17126  
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

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

**To file a complaint contact the Regional Office nearest you:** .....

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

**Harrisburg** .....

333 Market Street, 8th Floor  
Harrisburg, PA 17126-0333  
(717) 787-9780  
(717) 787-7279 (TTY)

**PHILADELPHIA**

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

## **EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR Pennsylvania Worker and Community Right To Know Act**

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 Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street, Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: [RA-LI-BWC-SAFETY@pa.gov](mailto:RA-LI-BWC-SAFETY@pa.gov).

### **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.

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



## COMMONWEALTH OF PA

## Workers' Compensation Program: Designated Health Care Providers

## NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.
- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.
- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.
- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. If you choose the treatment prescribed in the second opinion, you must receive the treatment from a listed provider for a period of 90 days after the date of your visit to the provider of the second opinion.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
Community Family Practice Associates	1713 Ardmore Blvd.	Pittsburgh, PA 15221	412.247.3222	Family Practice
Smithfield Medical	309 Smithfield Street	Pittsburgh, PA 15222	412.471.2111	Family Practice
Heyl Family Practice Inc.	1020 Center Avenue	Pittsburgh, PA 15229	412.931.3066	Family Practice
Northern Area Family Medicine	5700 Corporate Drive	Pittsburgh, PA 15237	412.630.2670	Family Practice
Deer Lakes Medical Association	1360 Old Freeport Road	Pittsburgh, PA 15238	412.767.5387	Family Practice
Montour Family Health Care	1000 Cliffmine Road	Pittsburgh, PA 15275	412.722.0102	Family Practice
Campbell-Philbin Medical Assoc.	1400 Locust Street	Pittsburgh, PA 15219	412.281.2575	Internal Medicine
Douglas Clough, MD & Assoc.	9104 Babcock Blvd.	Pittsburgh, PA 15237	412.366.7070	Internal Medicine
Neurological Surgical Associates	200 Delafield Road	Pittsburgh, PA 15215	412.782.4211	Neurology
AGH Neurosurgery	420 East North Ave., Ste. 302	Pittsburgh, PA 15212	412.321.3033	Neurology
Anna Mathew, MD	2585 Freeport Road	Pittsburgh, PA 15238	412.828.4409	Occ. Medicine
Pittsburgh Oculoplastic Assoc., Ltd.	1050 Bower Hill Road	Pittsburgh, PA 15243	412.681.4220	Ophthalmology
Orthopaedic Specialists-UPMC	2100 Jane St., Ste. 7100	Pittsburgh, PA 15203	877.471.0935	Orthopedics
Orthopaedic Specialists-UPMC	9104 Babcock Blvd., Ste. 5113	Pittsburgh, PA 15237	877.471.0935	Orthopedics
Tri Rivers Musculoskeletal Centers- UPMC	9104 Babcock Blvd. Ste. 2120	Pittsburgh, PA 15237	412.367.0600	Orthopedics
South Hills Orthopaedic Surgery	2000 Oxford Drive, Ste. 211, 2nd Fl.	Pittsburgh, PA 15102	412.283.0260	Orthopedics
Orthopedic Assoc. of Pittsburgh Inc. -AHN	2550 Mossdale Blvd., Ste. 405	Monroeville, PA 15146	412.373.1600	Orthopedics
UPMC Centers for Rehab Services	300 Chapel Harbor Dr., Ste. 200	Pittsburgh, PA 15238	866.446.2848	Physical Therapy
Ortho. & Sports Physical Therapy Assoc.	1607 Lowrie Street	Pittsburgh, PA 15212	866.446.2848	Physical Therapy

**FOR PRESCRIPTION MEDICATIONS AND DURABLE MEDICAL EQUIPMENT OR TO SCHEDULE PHYSICAL THERAPY, CHIROPRACTIC AND DIAGNOSTIC IMAGING APPOINTMENTS, AND LOCATIONS CLOSE TO YOU, PLEASE CALL KEYSERSCRIPTS AT 1.866.446.2848.**

All of your healthcare provider bills and reports need to be sent to the following address for review and payment in accordance with the Pennsylvania Workers' Compensation Act:

Inservco Insurance Services, Inc. P.O. Box 3899, Harrisburg, PA 17105-3899

Phone: 1.800.356.0438 - Fax: 1.866.356.0438

**Workers' Compensation Program: Designated Health Care Providers****NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES**

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.
- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.
- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.
- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. If you choose the treatment prescribed in the second opinion, you must receive the treatment from a listed provider for a period of 90 days after the date of your visit to the provider of the second opinion.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

<b>NAME OF PROVIDER</b>	<b>STREET</b>	<b>CITY, STATE, ZIP</b>	<b>PHONE</b>	<b>SPECIALTY</b>
MedExpress Urgent Care	1984 Greentree Road	Pittsburgh, PA 15220	412.343.3627	Urgent Care
Doctors Express	874 Butler St. #2	Pittsburgh, PA 15223	412.781.5600	Urgent Care
MedExpress Urgent Care	1535 Washington Road	Pittsburgh, PA 15228	412.531.1585	Urgent Care
MedExpress	7219 Mcknight Road	Pittsburgh, PA 15237	412.367.3278	Urgent Care
Steel Valley Chiropractic	3908 Main Street	Munhall, PA 15120	866.446.2848	Chiropractic
KeyScripts, LLC*			866.446.2848	Radiology Physical Therapy Chiropractic Durable Medical Equipment

**FOR PRESCRIPTION MEDICATIONS AND DURABLE MEDICAL EQUIPMENT OR TO SCHEDULE PHYSICAL THERAPY, CHIROPRACTIC AND DIAGNOSTIC IMAGING APPOINTMENTS, AND LOCATIONS CLOSE TO YOU, PLEASE CALL KEYSERSCRIPTS AT 1.866.446.2848.**

All of your healthcare provider bills and reports need to be sent to the following address for review and payment in accordance with the Pennsylvania Workers' Compensation Act:

Inservco Insurance Services, Inc. P.O. Box 3899, Harrisburg, PA 17105-3899

Phone: 1.800.356.0438 - Fax: 1.866.356.0438

## Participating Retail Network Pharmacies

A & P	Drug Emporium	Major Value	Schnucks
Acme Pharmacy	Drug Fair	Marsh Drugs	Scolari's
Albertson's	Drug Town	MedicDiscount	Sedano
Albertson's/Acme	Drug World	Medicap	Shaw's
Albertson's/Osco	Eckerd	Medistat	Shop 'N Save
Albertson's/Sav-On	Econofoods	Mejer	Shopko
Amerisource	EPIC Pharmacy	Minyard	ShopRite
Bergen	Network	NCS HealthCare	Snyder
Anchor Pharmacies	FamilyMeds	Neighborcare	Stop & Shop
Arrow	Farm Fresh	Network	Sun Mart
Aurora	Farmer Jack	Pharmaceuticals	Super Fresh
Bartell Drugs	Food City	Northeast	Super Rx
Bigg's	FoodLion	Pharmacy Services	Target
Bi-Lo	Fred's	Osco	Texas Oncology
Bi-Mart	Gemmel	P & C Food	Srvs
BJ's Wholesale	Giant	Markets	The Pharm
Club	Giant Eagle	Pamida	Thrifty White
Brooks	Giant Foods	Park Nicollet	Times
Brookshire Brothers	Hannaford	Pathmark	Tom Thumb
Brookshire Grocery	Harris Teeter	Pavilions	Tops
Bruno	H-E-B	Price Chopper	Ukrop's
Carrs	Hi-School	Publix	United Drugs
Cash Wise	Pharmacy	Quality Markets	United
Cobom's	Hy-Vee	Raley's	Supermarkets
Costco	Jewel/Osco	Randalls	Vons
Cub	Kash n Karry	Rite Aid	Waldbaums
CVS	Keltsch	Rosauers	Walgreens
D&W	Kerr	Rx Express	Wal-Mart
Dahl's	Kmart	RXD	Wegmans
Dierbergs	Knight Drugs	Safeway	Weis
Discount Drugmart	Kroger	Sam's Club	Winn Dixie
Doc's Drugs	LeaderNet (PSAO)	Sav-On	
Dominicks	Longs Drug Store	Save Mart	

NOTE: This form is not valid in the state of Ohio. For all other states, liability of a workers' compensation claim is not assumed based on the dispensing of medication(s) to a patient.



## 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](http://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 12<sup>th</sup> 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 8<sup>th</sup> St.  
Suite 203  
Philadelphia, PA 19107  
215-560-1858 or 877-817-9497

Pittsburgh District Office  
301 5<sup>th</sup> 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

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

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Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

Scranton District Office  
201 B State Office Buildin  
100 Lackawanna Ave.  
Scranton, PA 18503  
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: [RA-LI-SLMR-LLC@pa.gov](mailto:RA-LI-SLMR-LLC@pa.gov)

