

REPORTING & RECORDKEEPING REQUIREMENTS NOTICE

New Jersey Department of Labor and Workforce Development

Chapter 146 Laws of New Jersey, 2009, Relating to Records and Reporting Requirements for Family Leave Insurance and Other Matters and the Division of Temporary Disability Insurance and Workers' Compensation Law, N.J.S.A. 34:11-1 to 34:11-150a and N.J.S.A. 34:11-151 to 34:11-150a

Each employer must keep a record of each employee which includes the following information:

- The name of the employee;
- The date of the employee's record;
- The birth date of the employee if the employee is under 18;
- All hours worked by the employee each day;
- The earnings of each employee, including the regular hourly wage, gross to net amounts, including overtime pay, bonuses, and the basis on which wages are paid;
- Regarding each employee who receives gratuity, the gratitudes received by the employees during the payroll week;
- Regarding each employee who receives gratuity, the gratitudes received by the employees during the payroll week;
- Regarding each employee who receives gratuity, the gratitudes received by the employees during the payroll week;
- Regarding each employee who receives gratuity, the gratitudes received by the employees during the payroll week;

The employer must also keep a record of each employee which includes the following information:

- The name of the employee;
- The date of the employee's record;
- The birth date of the employee if the employee is under 18;
- All hours worked by the employee each day;
- The earnings of each employee, including the regular hourly wage, gross to net amounts, including overtime pay, bonuses, and the basis on which wages are paid;
- Regarding each employee who receives gratuity, the gratitudes received by the employees during the payroll week;
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FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR

BEHAVING JULY 24, 2009

The law requires employers to display this poster

The law requires employers to display this poster in a conspicuous place in each establishment where employees work. The poster is available in English, Spanish, and Chinese. It is also available in Braille and large print.

WAGE AND HOUR DIVISION
U.S. DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health

Occupational Safety and Health Administration
U.S. Department of Labor

All workers have the right to:

- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days by phone, online or by mail if you have been retaliated against for exercising your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

NEW JERSEY EARNED SICK LEAVE

New Jersey Department of Labor and Workforce Development

New Jersey Earned Sick Leave Notice of Employee Rights

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to nj.gov/dol for information about this law. **NEW JERSEY EARNED SICK LEAVE NOTICE OF EMPLOYEE RIGHTS**

Amount of Earned Sick Leave Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:

- Start of benefit year
- End of benefit year

Rate of Accrual You accrue earned sick leave at the rate of 1 hour for every 30 hours worked. Alternatively, your employer can provide you with 40 hours of earned sick leave each benefit year.

NEW JERSEY MINIMUM WAGE

New Jersey Department of Labor and Workforce Development

Wage and Hour Law Abstract | N.J.S.A. 34:11-50a et seq.

STATUTORY MINIMUM WAGE RATE Employers are to be paid not less than the New Jersey minimum wage in accordance with the schedule below:

Date	Most Employers	Seasonal & Smaller Employers	Agricultural Employers	Cash Wage for Tipped Workers	Long-Term Care Facility Direct Care Staff
1-1-2020	\$11	\$10.30	\$10.30	\$8.13	\$11.70
1-1-2021	\$12	\$11.10	\$11.30	\$8.13	\$15
1-1-2022	\$13	\$11.90	\$12.10	\$8.13	\$16
1-1-2023	\$14.13	\$12.93	\$12.93	\$8.26	\$17.13
1-1-2024	\$15.13	\$13.93	\$13.93	\$8.26	\$18.13
1-1-2025	\$15.49	\$14.53	\$14.40	\$8.62	\$19.49

*Minimum wage may continue to increase each January 1 based on a measure of inflation.

All workers have the right to:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

NEW JERSEY EARNED SICK LEAVE

What is Misclassification? Misclassification is the practice of an employer improperly classifying employees as:

- Independent contractors
- Seasonal workers
- Part-time employees
- Temporary employees
- Volunteers
- Students
- Minors
- Unpaid interns
- Off-duty employees
- Partners
- Executives
- Highly compensated employees
- Employees who are not covered by the law
- Employees who are not covered by the law

Family Leave Insurance Benefits Family Leave Insurance (FLI) provides up to 12 weeks of paid leave to eligible employees for the care of a family member who is unable to care for themselves due to a serious health condition.

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act (EPPA) prohibits most private employers from using lie detector tests either for pre-employment screening or during the employment process.

Who is protected? The Act applies to most private employers with at least one non-exempt employee. Exemptions include:

- Government employers
- Small businesses (fewer than 15 employees)
- Businesses that sell or lease goods or services
- Businesses that provide services to the general public
- Businesses that provide services to the general public

WHISTLEBLOWER PROTECTION ACT

Whistleblower Retaliation Act: protected employee actions; employer responsibilities

The Whistleblower Protection Act (WPA) provides federal employees with protection against retaliation for reporting wrongdoing.

Who is protected? The Act applies to federal employees who report wrongdoing in good faith. It covers reports of:

- Violations of federal laws, rules, or regulations
- Waste, fraud, or abuse of government funds
- Other activities that are in the best interest of the government

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USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the jobs of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Guard or Reserve.

Who is protected? USERRA applies to most individuals who have served in the military or National Guard or Reserve. It covers:

- Active duty military service
- Reserve component service
- National Guard or Reserve service

CONTACT OSHA WE CAN HELP

1-800-321-USA (8742) TTY: 1-877-889-5627 www.osha.gov

OSHA can help you with a wide range of workplace safety and health issues. We can provide information, conduct inspections, and issue citations if necessary.

NEW JERSEY LABOR PROHIBITS WORKER MISCLASSIFICATION

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ECOA - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you have been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is protected? The EEOC enforces laws that prohibit discrimination on the basis of:

- Age
- Disability
- Genetic information
- Gender
- National origin
- Race
- Religion
- Sex
- Sexual orientation and gender identity
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NEW JERSEY SAFE ACT

Leave of Absence to Address Domestic or Sexual Violence

The New Jersey Safe Act provides eligible employees with the right to take leave of absence to address domestic or sexual violence.

Who is protected? The Act applies to employees who are victims of domestic or sexual violence. It covers:

- Employees who are victims of domestic violence
- Employees who are victims of sexual violence

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FMLA - EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with the right to take unpaid, job-protected leave for certain family and medical reasons.

Who is protected? The FMLA applies to most private employers with at least 50 employees. It covers:

- Employees who are eligible for FMLA
- Employees who are eligible for FMLA

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