



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY  
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

## PENNSYLVANIA UNEMPLOYMENT COMPENSATION

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

NAME University of Pennsylvania

ADDRESS 3401 Walnut Street, Suite 500 Philadelphia, PA 19104

EMPLOYER ACCOUNT NUMBER \_\_\_\_\_

You may be eligible for unemployment compensation benefits during periods when you are either partially or totally unemployed through no fault of your own.

### 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 your hours are reduced. A delay in filing may adversely affect your eligibility for benefits.

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 and address of employer(s)
- Dates of employment and reasons for leaving
- Employer information form (if you have one)
- Most recent pay stub (optional, but helpful)
- PIN number (if you have one from a prior claim)

You can file an application for benefits, reopen an existing UC 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 in your area 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 rely on outside advice that 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.

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



**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:** University of Pennsylvania **Date Posted:** 7/28/2014

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

Name of Insurance Company:  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Insurer's Bureau Code: \_\_\_\_\_

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

Name of TPA (Claims administrator):  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

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

Name of person handling claims at  
 the self-insured: \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Self-Insured Bureau Code: \_\_\_\_\_

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

Name of TPA (Claims administrator):  
TALX Corporation  
 \_\_\_\_\_  
 Address: 11432 Lackland  
St. Louis, MO 63146  
 \_\_\_\_\_  
 Telephone Number: 1-800-846-9210



## 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 of the Department of Labor & Industry and of 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 33 ⅓% 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 officeholder, are immediate advisers to the officeholder, or are appointed by the office holder to serve on a policy making level

## Allowances

Wages paid to any employee may include the reasonable cost to the employer 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. 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:		
Bureau of Labor Law Compliance Altoona District Office 1130 Twelfth Avenue Suite 200 Altoona, PA 16601-3486 Phone: <b>814-940-6224</b> or <b>1-877-792-8198</b>	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: <b>717-787-4671</b> or <b>1-800-932-0665</b>	Adams Columbia Cumberland Dauphin Franklin Juniata Lancaster	Lebanon Montour Northumberland Perry Snyder Union York	
Bureau of Labor Law Compliance Philadelphia District Office 110 North 8th St. Suite 203 Philadelphia, PA 19107 Phone: <b>215-560-1858</b> or <b>1-877-817-9497</b>		Bucks Chester Delaware Montgomery Philadelphia	
Bureau of Labor Law Compliance Pittsburgh District Office 301 5th Avenue Suite 330 Pittsburgh, PA 15222 Phone: <b>412-565-5300</b> or <b>1-877-504-8354</b>	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: <b>570-963-4577</b> or <b>1-877-214-3962</b>	Berks Bradford Carbon Lackawanna Lehigh Luzerne	Lycoming Monroe Northampton Pike Schuylkill	Sullivan Susquehanna Tioga Wayne Wyoming

## 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**, find 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*

**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 12th Ave.  
Suite 200  
Altoona, PA 16601  
814-940-6224 or 877-792-8198

Harrisburg District Office  
1301 Labor & Industry Building  
651 Boas St.  
Harrisburg, PA 17121  
717-787-4671 or 800-932-0665

Philadelphia District Office  
110 North 8th St.  
Suite 203  
Philadelphia, PA 19107  
215-560-1858 or 877-817-9497

Pittsburgh District Office  
301 5th Ave.  
Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

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

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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.

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





# PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

## EMPLOYEE WORKPLACE NOTICE PUBLIC SECTOR

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

### **Employee Workplace Notice:**

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

### **Training:**

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

### **Hazardous Substance Survey Form:**

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

### **Work Area List:**

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

### **Material Safety Data Sheet:**

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



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

Commonwealth of Pennsylvania



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 factors 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 an 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 Street, Suite 501  
Philadelphia, PA 19107  
(215) 560-2496  
(215) 560-3599 (TTY)



# 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.

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

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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) or visit us at [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

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R333 Market Street, 8th Floor  
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(717) 787-9780  
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**Philadelphia**  
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**COMMONWEALTH OF PENNSYLVANIA  
HUMAN RELATIONS COMMISSION**

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

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

**RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN OR FAMILIAL STATUS  
TO:**

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

**OR, BECAUSE OF:**

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

**TO:**

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

**IT IS ALSO UNLAWFUL FOR:**

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

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

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

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

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

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**Philadelphia**

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

# UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

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

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

**IMPORTANT!**

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

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

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



You may file your application or get information about the UC Program through the Internet at [www.state.pa.us](http://www.state.pa.us) PA Keyword "unemployment," or



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

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

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

## WARNING

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



DEPARTMENT OF  
**LABOR & INDUSTRY**  
COMMONWEALTH OF PENNSYLVANIA

LPA30

WEBSITE: <http://www.state.pa.us>  
PA Keyword "labor and industry"

# This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

## E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

**NOTICE:**  
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



**E-VERIFY IS A SERVICE OF DHS AND SSA**

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# PA STATE CONTRACTOR'S NONDISCRIMINATION NOTICE

Revised 07/2012

The equal opportunity requirements of the Commonwealth's Contract Compliance Program for state contractors are based on Executive Order 2006-2, 4 Pa. Code §§ 1.511-1.514, Management Directive 215.16 and the Nondiscrimination/Sexual Harassment Clause as prescribed by Chapter 20, Part I of the Department of General Services Procurement Handbook under the authority of Act 57 of 1998.

The equal opportunity requirements of the Commonwealth's Contract Compliance Program for state contractors covers all employment practices, including, but not limited to, recruitment, hiring, placement, compensation, benefits and selection for training and promotion.

State contractors and their subcontractors shall not discriminate against applicants and employees on the basis of gender, race, creed or color. Contractors shall establish a written sexual harassment policy and shall inform their employees of it. Contractors shall include the provisions of the Nondiscrimination/Sexual Harassment clause in every subcontract so that the provisions will be binding upon each subcontractor. The Commonwealth conducts compliance audits of contractors' records and practices to ensure that these requirements are met.

Our company is a state contractor and is committed to the principle of equal employment opportunity (EEO) for all persons. We have agreed to the Nondiscrimination/Sexual Harassment clause in our contract, in accordance with Commonwealth requirements. Sexual Harassment will not be tolerated and employees who practice it will be disciplined.

Applicants to or employees of our company who would like to receive additional information, or to file a discrimination complaint, should contact the EEO officer or personnel manager of this company or:

Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Small Business Opportunities  
401 North Street, Room 611, Harrisburg, PA 17120  
Telephone: 717-783-5034 Fax: 717-787-7052  
Email address: [gs-bsbo@pa.gov](mailto:gs-bsbo@pa.gov)