Pregnant & Working

State of Maryland
Commission on Civil Rights
6 Saint Paul Street, Suite 900
Baltimore, MD 21202-1631

Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability **and** the accommodation does not impose an undue hardship on your employer. *State Government Article, §20-609(b)*

What Does That Mean?

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at work. Your employer must explore "all possible means of providing the reasonable accommodation." *State Government Article, §20-609(d)*

The law lists an assortment of options for both you and your employer to consider in order to comply with a request for reasonable accommodation. These include, but are not limited to:

- Changing job duties
- Changing work hours
- Relocation
- Providing mechanical or electrical aids
- Transfers to less strenuous or less hazardous positions
- Providing leave

Every situation is different. You must explore every available option with your employer to decide what accommodation best suits your needs.

Do I Need A Doctor's Note?

It depends on what your employer requests. The law allows an employer, at his or her discretion, to require certification from your health care provider regarding the medical advisability of a reasonable accommodation, but only to the same extent certification is required for other temporary disabilities. *State Government Article, §20-609(f)*

If required, the certification must include:

- Date a reasonable accommodation is medically advisable.
- Probable duration of the accommodation should be provided.
- Explanation as to the medical advisability of the reasonable accommodation.

Can I Still Get In Trouble?

Retaliation is prohibited under *State Government Article, §20-609(h)* when exercising your rights. If an employee seeks to exercise her right to request a reasonable accommodation for a temporary disability due to pregnancy, an employer may not:

- Interfere with;
- Restrain;
- Deny the exercise; or
- Deny the attempt to exercise the right.

Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

What If I Am A Victim Of Discrimination?

If you believe your rights under the law have been violated, you must file a complaint with MCCR **within 6 months** of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. **All procedures by MCCR are confidential until your case is certified for public hearing or trial.**

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841
mccr@maryland.gov | www.mccr.maryland.gov

Maryland
DEPARTMENT OF LABOR

MARYLAND EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE

The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employers who employ 14 or fewer employees provide unpaid sick and safe leave for certain employees.

Accrual

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.

Leave Usage

An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, the legal guardian or ward of the employee or the employee's spouse, or an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor.

Employees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.

Reporting

Employers are required to provide employees with a written statement of the employee's available earned sick and safe leave.

Prohibitions

An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited from making a complaint, bringing an action, or testifying in an action in bad faith.

How to File a Complaint or Obtain Additional Information

If you feel your rights have been violated under this law or you would like additional information, you may contact:

Commissioner of Labor and Industry
10946 Golden West Drive, Suite 160 - Hunt Valley, MD 21031
ssl.assistance@maryland.gov

Maryland
DEPARTMENT OF LABOR

LICENCIA DE ENFERMEDAD Y SALIDA SEGURA DE MARYLAND
NOTIFICACIÓN PARA EMPLEADOS

La Ley de Familias Trabajadoras Saludables de Maryland requiere que los empleadores con 15 o más empleados brinden licencia de enfermedad y seguro para ciertos empleados. También requiere que los empleadores que emplean a 14 o menos empleados brinden licencias no remuneradas por enfermedad y seguro para ciertos empleados.

Acumulación

El permiso de enfermedad y seguro comienza a acumularse desde 11 de febrero de 2018 o la fecha en que un empleado comienza a trabajar para el empleador. Un empleado acumula un permiso de enfermedad y seguro a una tasa de una hora por cada 30 horas de trabajo. Un empleado tiene derecho a ganar un máximo de 40 horas de licencia de enfermedad y seguro en un año. Lo máximo que un empleado puede acumular es un total de 64 horas de licencia de enfermedad y seguro.

Uso de Licencia

Un empleado puede usar la licencia de enfermedad y seguro acumulada bajo las siguientes condiciones:

- Para cuidar o tratar la enfermedad, lesión o condición mental o física del empleado;
- Para obtener atención médica preventiva para el empleado o miembro de la familia del empleado;
- Para cuidar a un miembro de la familia con una enfermedad, lesión o condición mental o física;
- Por licencia de maternidad o paternidad; o
- La ausencia del trabajo es necesaria debido a violencia doméstica, agresión sexual o acoso cometido contra el empleado o el miembro de la familia del empleado y el permiso se usa: (1) para obtener atención médica o de salud mental; (2) para obtener servicios de una organización de servicios para víctimas; (3) para servicios o procedimientos legales; o (4) porque el empleado se ha mudado temporalmente como resultado de la violencia doméstica, la agresión sexual o el acoso.

Un miembro de la familia incluye un cónyuge, hijos, padres, abuelos, nietos o hermanos el guardián legal o tutor de un empleado o del cónyuge del empleado, o un individuo que actúa como padre o madre, o que quedó en loco parentis del empleado o de su cónyuge cuando el empleado o el cónyuge del empleado eran menores de edad.

A los empleados se les permite usar la licencia de enfermedad y seguro acumulada en incrementos establecidos por su empleador. Se requiere que los empleados notifiquen la necesidad de utilizar la licencia de enfermedad y seguro ganadas cuando sea previsible. Un empleador puede negar la licencia bajo ciertas circunstancias.

Informes

Se requiere que los empleadores proporcionen a los empleados por escrito el balance de las horas de licencia de enfermedad y seguro disponible al empleado.

Prohibiciones

La ley prohíbe a un empleador emprender acciones adversas contra un empleado que ejerce su derecho conforme a la Ley de Familias Trabajadoras Saludables de Maryland y se le prohíbe a un empleado presentar una queja, iniciar una acción o testificar en una acción de mala fe.

Cómo Presentar una Queja u Obtener Información Adicional

Si considera que se han violado sus derechos según esta ley o si desea obtener información adicional, puede comunicarse con:

Maryland
Equal Pay for Equal Work
(Labor and Employment Article Title 3, Subtitle 3)

3-301. Definitions.

(a) *In general*. - In this subtitle the following words have the meanings indicated.

(b) *Employer*. –

(1) "Employer" means:

(i) a person engaged in a business, industry, profession, trade, or other enterprise in the State;

(ii) the State and its units;

(iii) a county and its units; and

(iv) a municipal government in the State.

(2) "Employer" includes a person who acts directly or indirectly in the interest of another employer with an employee.

(c) "Gender Identity" has the meaning stated in § 20-101 of the State Government Article. ("Gender identity" means the gender–related identity, appearance, expression, or behavior of a person, regardless of the person's assigned sex at birth, which may be demonstrated by consistent and uniform assertion of the person's gender identity; or any other evidence that the gender identity is sincerely held as part of the person's core identity.)

(d) Wage. –

(1) "Wage" means all compensation for employment.

(2) "Wage" includes board, lodging, or other advantage provided to an employee for the convenience of the employer.

3-302. Scope of subtitle.

This subtitle applies to an employer of both men and women in a lawful enterprise.

3-303. Miscellaneous powers of Commissioner.

In addition to any powers set forth elsewhere, the Commissioner may:

(1) use informal methods of conference, conciliation, and persuasion to eliminate pay practices that are unlawful under this subtitle; and

(2) supervise the payment of a wage owing to an employee under this subtitle.

3-304. Equal pay for equal work.

(a) In this section, "providing less favorable employment opportunities" means:

(1) Assigning or directing the employee into a less favorable career track, if career tracks are offered, or position;

(2) Failing to provide information about promotions or advancement in the full range of career tracks offered by the employer; or

(3) Limiting or depriving an employee of employment opportunities that would otherwise be available to the employee but for the employee's sex or gender identity.

(b) (1) *In general.* - An employer may not discriminate between employees in any occupation by

(i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identity if both employees work in the same establishment and perform work of comparable character or work on the same operation, in the same business, or of the same type; or

(ii) providing less favorable employment opportunities based on sex or gender identity.

(2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at the same establishment as another employee if the employees work for the same employer at workplaces located in the same county of the state.

(c) *Effect of requirement.* – Except as provided in subsection (d) of this section, subsection (b) of this section does not prohibit a variation in a wage that is based on:

(1) a seniority system that does not discriminate on the basis of sex or gender identity;

(2) a merit increase system that does not discriminate on the basis of sex or gender identity;

(3) jobs that require different abilities or skills;

(4) jobs that require the regular performance of different duties or services;

(5) work that is performed on different shifts or at different times of day;

(6) a system that measures performance based on a quality or quantity or production; or

(7) a bona fide factor other than sex or gender identity, including education, training, or experience in which the factor:

(i) is not based on or derived from a gender-based differential in compensation;
(ii) is job related with respect to the position and consistent with a business necessity; and
(iii) accounts for the entire differential.

(d) This section does not preclude an employee from demonstrating that an employer's reliance on an exception listed in subsection (c) of this section is a pretext for discrimination on the basis or sex or gender identity.

(e) *Reduction in wages*. - An employer who is paying a wage in violation of this subtitle may not reduce another wage to comply with this subtitle.

3-304.1 (a) An employer may not:

(1) prohibit an employee from:

(i) inquiring about, discussing, or disclosing the wages of the employee or another employee; or

(ii) requesting that the employer provide a reason for why the employee's wages are a condition of employment;

(2) require an employee to sign a waiver or any other document that purports to deny the employee the right to disclose or discuss the employee's wages; or

(3) take any adverse employment action against an employee for:

(i) inquiring about another employee's wages;

(ii) disclosing the employee's own wages;

(iii) discussing another employee's wages if those wages have been disclosed voluntarily;

(iv) asking the employer to provide a reason for the employee's wages; or

(v) aiding or encouraging another employee's exercise of rights under this section.

(b) (1) subject to paragraph (2) of this subsection, an employer may, in a written policy provided to each employee, establish reasonable workday limitations on the time, place, and manner for inquiries about or the discussion or disclosure of employee wages.

(2) a limitation established under paragraph (1) of this subsection shall be consistent with standards adopted by the commissioner and all other state and federal laws.

(3) subject to subsection (d) of this section, limitations established under paragraph (1) of this subsection may include prohibiting an employee from discussing or disclosing the wages of another employee without that employee's prior permission.

(c) except as provided in subsection (d) of this section, the failure of an employee to adhere to a reasonable limitation included in a written policy under subsection (b) of this section shall be an affirmative defense to a claim made against an employer by the employee under this section if the adverse employment action taken by the employer was for a failure to adhere to the reasonable limitation and not for an inquiry, a discussion, or a disclosure of wages in accordance with the limitation.

(d) (1) a prohibition established in accordance with subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without that employee's prior permission may not apply to instances in which an employee who has access to the wage information of other employees as a part of the employee's essential job functions if the discussion or disclosure is in response to a complaint or charge or in furtherance of an investigation, a proceeding, a hearing, or an action under this subtitle, including an investigation conducted by the employer.

(2) if an employee who has access to wage information as part of the essential functions of the employee's job discloses the employee's own wages or wage information about another employee obtained outside the performance of the essential functions of the employee's job, the employee shall be entitled to all the protections afforded under this subtitle.

(e) Nothing in this section shall be construed to:

(1) require an employee to disclose the employee's wages;

(2) diminish employees' rights to negotiate the terms and conditions of employment under federal, state, or local law;

(3) limit the rights of an employee provided under any other provision of law or collective bargaining agreement;

(4) create an obligation on any employer or employee to disclose wages;

(5) permit an employee, without the written consent of an employer, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law; or

(6) permit an employee to disclose wage information to a competitor of the employer.

3-305. Records and reports.

(a) (1) Each employer shall keep each record that the Commissioner requires on:
(i) wages of employees;
(ii) job classifications of employees; and
(iii) other conditions of employment.
(2) An employer shall keep the records required under this subsection for the period of time that the Commissioner requires.
(b) On the basis of the records required under this section, an employer shall make each report that the Commissioner requires.

3-306. Copies and posting of subtitle.
(a) *Copies.* - On request of an employer, the Commissioner shall provide without charge a copy of this subtitle to the employer.
(b) *Posting*. - Each employer shall keep posted conspicuously in each place of employment a copy of this subtitle.
(c) The Commissioner, in consultation with the Maryland Commission on Civil Rights, shall develop educational materials and make training available to assist employers in adopting training, policies, and procedures that comply with the requirements of this subtitle.

3-306.1. Enforcement
(a) Whenever the Commissioner determines that this subtitle has been violated, the Commissioner shall:
(1) try to resolve any issue involved in the violation informally by mediation; or
(2) ask the Attorney General to bring an action on behalf of the applicant or employee.
(b) The Attorney General may bring an action under this section in the county where the violation allegedly occurred for injunctive relief, damages, or other relief.

3-307. Action against employer by or for employee.
(a) *Action by employee.*
(1) If an employer knew or reasonably should have known that the employer's action violates § 3-304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employees of one sex or gender identity and the wages paid to employees of another sex or gender identity who do the same type work and an additional equal amount as liquidated damages.
(2) If an employer knew or reasonably should have known that the employer's action violates § 3-304.1 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover actual damages and an additional equal amount as liquidated damages.
(3) An employee may bring an action on behalf of the employee and other employees similarly affected.
(b) *Assignment of claims*. - On the written request of an employee who is entitled to bring an action under this section, the Commissioner may:
(1) take an assignment of the claim in trust for the employee;
(2) ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and
(3) consolidate 2 or more claims against an employer.
(c) *Limitations period.* - An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3-505(a) of this title.
(d) *Defense*. - The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section.
(e) *Costs.* - If a court determines that an employee is entitled to judgment in an action under this section, the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment interest in accordance with the Maryland Rules.

3-308. Prohibited acts; penalties.
(a) *Prohibited acts of employer.* - An employer may not:
(1) willfully violate any provision of this subtitle;
(2) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of the Commissioner in the enforcement of this subtitle;
(3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of employment that the Commissioner is authorized under this subtitle to inspect; or

(4) discharge or otherwise discriminate against an employee because the employee:
(i) makes a complaint to the employer, the Commissioner, or another person;
(ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or causes the action or proceeding to be brought; or
(iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle.

(b) *Prohibited acts of employee.* - An employee may not:
(1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the Commissioner;
(2) in bad faith, bring an action under this subtitle;
(3) in bad faith, bring a proceeding that relates to the subject of this subtitle; or
(4) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of this subtitle.

(c) *Action by Commissioner*. - The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1) or (4) or subsection (b)(1), (3), or (4) of this section.

(d) *Penalties*. - An employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding $300.

For additional information or to file a complaint, please contact:

FOR MORE INFORMATION CONTACT:
Department of Labor, Licensing and Regulation
Division of Labor and Industry
Employment Standards Service
1100 N. Eutaw St. Rm. 607, Baltimore, MD 21201
Phone: 410-767-2357

Rev: 9/2016

TO BE POSTED

HEALTH INSURANCE COVERAGE

You and other members of your family may be eligible under Maryland law to continue to be covered by your former employer's health insurance policy if:

- You quit your job or you were terminated from your employment for a reason other than for cause; and
- You are covered by your employer under a group hospital-medical policy or a health maintenance organization (HMO) for at least three (3) months prior to being separated from your employment; and
- You do not have other similar insurance.

If you wish to continue your health insurance, you MUST give your employer written notice no later than forty-five (45) days after your last day of work.

IMPORTANT:

You will be responsible for paying the entire cost of the health insurance policy.

For further information about the program, you should contact your employer, or if necessary, telephone the Insurance Administration in Baltimore at (410) 468-2244 or 1-800-492-6116 (Ext. 2244).

State of Maryland
Maryland Department of Labor

THIS NOTICE APPLIES TO STATE LAW.
YOU MAY HAVE BROADER BENEFITS UNDER FEDERAL LAW.

TO BE POSTED

Minimum Wage and Other Requirements: Maryland

Employers: You must physically post this information where employees can easily see it. Not for use in Howard, Montgomery, and Prince George's Counties.

$15.00
Overtime: $22.50
Effective 1/1/2024

Minimum Wage

Most employees must receive at least the Maryland minimum wage rate of **$15** per hour for any work done in the State.

Tipped Employees: Employers must pay tipped employees at least **$3.63** per hour. Direct pay plus tips must equal at least the applicable minimum wage listed above. Employers must cover any gap. Restaurants that rely on tips to reach minimum wage must give employees a Tip Credit Wage Statement each pay period.

Workers: Know Your Rights
labor.maryland.gov/workrights

Overtime

Most employees must receive **1.5 times** their usual hourly rate for all hours worked **over 40** per week. Certain agricultural workers must receive **1.5 times** their usual hourly rate for all hours worked **over 60** per week.

Exemptions and Special Rules

There are some exemptions to minimum wage and overtime law. For more information, scan the QR code to the right or visit labor.maryland.gov/minwage.

More About Minimum Wage and Overtime:
labor.maryland.gov/minwage

Pay Stubs/Pay Statements

Employers must provide written pay and benefit details at hire. Each payday, employers must provide a written or online pay statement with details about pay, hours, deductions, and more.

Leave

Most employees are entitled to accrue and use sick and safe leave to take care of themselves or a family member. You may be entitled to other types of leave, including parental, adoption, and deployment leave.

File a Wage Claim:
labor.maryland.gov/wageclaim

No Retaliation

Employers may not take action against a worker because they filed a complaint or exercised their rights under Maryland law. To file a wage claim, scan the QR code to the right or visit labor.maryland.gov/wageclaim.

This is a summary of the law and may not contain every provision relevant to your situation. For more information, visit our website.

Contact: **Wage and Labor Standards**
410-767-2357 (se habla español)
WorkRights@maryland.gov
labor.maryland.gov/labor

Maryland
DEPARTMENT OF LABOR
DIVISION OF LABOR AND INDUSTRY

Revised
9/1/2026

TO EMPLOYEES

YOUR EMPLOYER IS SUBJECT TO the Maryland Unemployment Insurance Law and pays taxes under this law. No deduction is made from your wages for this purpose.

IF YOU ARE LAID OFF or otherwise become unemployed, immediately file a claim by callling the telephone number for the area in which you reside or you may file a claim on the internet at the web site address indicated below.

IF YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks.

IF YOU ARE WORKING LESS THAN FULL TIME, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

IF YOU HAVE BEEN FILING FOR BENEFITS AND RETURN TO WORK, you must report your gross wages before deductions during the week you return to work regardless of whether or not you have been paid.

YOU ARE ENTITLED TO BENEFITS IF:

1. You are unemployed through no fault of your own.
2. You have sufficient earnings in your Base Period.
3. You have registered for work and filed a claim for benefits with a Maryland Department of Labor claim center listed below.
4. You are able to work, available for work, and actively seeking work.

NOTE: To ensure prompt handling of your claim, it is necessary to have your Social Security number available. If you claim dependents under sixteen (16) years of age, you must know the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be provided with instructions on how to provide a copy of the dependents' birth certificates or other forms of proof of dependency.

IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served	Phone Number To File A Claim	Area Served
301-313-8000 1-877-293-4125 (toll free)	Calvert Charles Montgomery Prince Georges St. Mary's	410-334-6800 1-877-293-4125 (toll free)	Caroline Dorchester Kent Queen Anne's Somerset Talbot Wicomico Worcester	410-853-1600 1-877-293-4125 (toll free)	Anne Arundel Baltimore City Baltimore County Carroll Cecil Harford Howard
301-723-2000 1-877-293-4125 (toll free)	Allegany Frederick Garrett Washington				
SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN DE HABLE HISPANA 301-313-8000		**INSIDE THE STATE OF MARYLAND** (DENTRO DEL ESTADO DE MARYLAND) Maryland Relay Dial 711 TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Maryland presione 711 ó 1-800-877-1264 (U.S.)		**OUTSIDE THE STATE OF MARYLAND** (FUERA DEL ESTADO DE MARYLAND) TTY: 1-800-735-2258 Speech to Speech: 1-800-785-5630 Para Relevos en Maryland presione 1-800-877-1264 (U.S.)	

TO FILE A CLAIM VIA THE INTERNET:
www.mdunemployment.com

IMPORTANT NOTICE

Unemployment insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing and able to work. Persons who receive benefits through false statements or fail to report ALL earnings will be disqualified and will be subject to criminal prosecution.

The Civil Rights Act of 1964 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the unemployment insurance process because of any of these factors, you may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Baltimore, Maryland 21201.

MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE

Employment Discrimination *is Unlawful*

State of Maryland
Commission on Civil Rights
6 Saint Paul Street, Suite 900
Baltimore, MD 21202-1631

How Does The Law Protect Me?

State Government Article, §20-602 of the Annotated Code of Maryland provides every Marylander equal protection in employment regardless of:

Race	Ancestry or National Origin	Marital Status
Sex	Religion	Sexual Orientation
Age	Physical or Mental Disability	Gender Identity
Ethnicity	Color	Genetic Information

What Am I Protected From?

You are protected from unlawful discrimination from the following employment-related practices:

- Employers cannot discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting work conditions, and discharging an employee.
- Labor organizations cannot deny membership to qualified persons or discriminate in apprenticeship programs.
- Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully limits employment.
- Newspapers and other media cannot publish job advertisements that discriminate.

What If My Employer Retaliates?

Retaliation is also prohibited under the law when you exercise your rights to seek relief and redress. If an employee decides to file an employment discrimination complaint, an employer may not:

- Interfere with;
- Restrain;
- Deny the exercise; or
- Deny the attempt to exercise the right.

Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

What If I Am A Victim Of Discrimination?

If you believe your rights under the law have been violated, you must file a complaint with MCCR **within 6 months** of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. **All procedures by MCCR are confidential until your case is certified for public hearing or trial.**

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841
mccr@maryland.gov | www.mccr.maryland.gov

safety and health protection on the job

MARYLAND OCCUPATIONAL SAFETY and HEALTH ACT

PRIVATE SECTOR

Employers:

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:

Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.

Employees:

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions and conduct on the job.

The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. MOSH Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

Inspection:

The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the MOSH inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint:

Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal Occupational Safety and Health Administraton Regional Office within 30 days of the alleged discrimination.

Citation:

If upon an inspection the Commissioner believes an employer has violated the Act, a citation alleging such violations shal be issued to the employer. Each citation shall specify a time period within which the alleged violation must be corrected.

The MOSH citation must be prom nently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed Penalty:

The Act provides for mandatory civil penalties against employers. Civil penalties up to the maximum penalty per day may be assessed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to 10 times the maximum penalty amount for each such violation.

In compliance with Labor and Employment Article, §5-810 Ch. 104, Acts of 2024:

1. Beginning with inspections that take place on or after July 15, 2025, the maximum penalty is:
   a. $16,550 for each violation;
   b. $16,550 for each day an identified violation is not corrected within the period allowed for correction; and
   c. $161,323 for each willful or repeated violation.
2. The new minimum civil penalty for a willful violation is $16,550 for each violation.
3. The Commissioner of Labor will annually increase the maximum and minimum willful civil penalties by the calendar year percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) or a successor index, effective on July 15th of each year. The Commissioner of Labor will maintain the current penalty amounts on the MOSH website: https://www.labor.maryland.gov/labor/mosh/moshguidance.shtml

In addition to mandatory civil penalties, the Act also provides for imposition of criminal penalties. Any willful violation of the Act resulting in death of an employee is punishable, upon conviction, by a fine of not more than $10,000 or by imprisonment for not more than six months, or by both. Conviction for a subsequent offense is punishable by a fine of not more than $20,000 or by imprisonment for not more than one year, or by both.

Voluntary Activity:

While providing penalties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.
Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. There are many public and private organizations that can provide information and assistance in this effort, if requested.

ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

MOSH TRAINING and EDUCATION
10946 Golden West Drive, Suite 160
Hunt Valley, Maryland 20131
Phone: 410-527-2091

Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, 1835 Market Street, Mailstop OSHA-RO/19, Philadelphia, PA 19103

Minor Fact Sheet

Maryland DEPARTMENT OF LABOR

Maryland Division of Labor and Industry

(Labor and Employment Article, Section 3 -206, Annotated Code of Maryland)

APPLYING FOR A WORK PERMIT

Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit. Steps:

- **Minor or Parent/Guardian completes required information online and prints work permit**
- **TO BE VALID: The Minor, the Minor's Parent/ Guardian, and the Employer must sign the permit**

NOTE TO EMPLOYERS

- **A minor under the age of 14 is not permitted to work and may not be employed.**
- **Minors 14 through 17 years of age may *only* work with a work permit.**
- **The work permit must be in the employer's possession before the minor is permitted to work.**
- **Employers must keep the work permit on file for three years.**

Permissible Hours of Employment

All Minors:
May not be employed or permitted to work more than five hours continuously without a non-working period of at least ½ hour.

Minors 14—15:

- ***Non-school hours;**
- *3 hours on any day when school is in session;
- 8 hours on any day when school is not in session
- *18 hours in a school week;
- 40 hours in any week when school is not in session;
- *May only work between the hours of 7:00 am and 7:00 pm.
- *May work until 9:00 pm from June 1 until Labor Day.
- The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

*This is based upon a more restrictive Federal law.

Minors 16—17:
May spend no more than 12 hours in a combination of school hours and work hours each day.

Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period.

Non-Employment Activities

Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing, or hazardous occupations. The activities include:

- Farm work performed on a farm.
- Domestic work performed in or about a home.
- Work performed in a business owned or operated by a parent or one standing in the place of a parent.
- Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent.
- Caddying on a golf course.
- Employment as an instructor on an instructional sailboat.
- Manufacturing of evergreen wreaths in or about a home.
- Delivery of newspapers to the consumer.
- Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act.
- Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older.

Special Permits

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry (address below) or online at: www.labor.maryland.gov/labor/wages/empm.shtml

Federal Restrictions

Employers are generally subject to both state child labor laws and the federal child labor provisions of the Fair Labor Standards Act (FLSA), 29 U.S.C. 212(c), and the FLSA regulations at 29 CFR Part 570. Certain provisions of Maryland state law may be less restrictive than federal law, and employers covered by the FLSA that only follow a less restrictive provision of Maryland state law will be in violation of federal law. See 29 U.S.C. 218(a). For more information on federal child labor law, please visit the U.S. Department of Labor's Wage and Hour Division Website at www.dol.gov/whd.

FOR MORE INFORMATION CONTACT:
Maryland Department of Labor
Division of Industry - Employment Standards Service
10946 Golden West Drive, Suite 160 • Hunt Valley, MD 21031
Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 • E-mail: dldliemploymentstandards-dllr@maryland.gov

Maryland
DEPARTMENT OF LABOR

Minor Fact Sheet

Maryland Division of Labor and Industry

(Labor and Employment Article, Section 3 -206, Annotated Code of Maryland)

OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions including but not limited to Youth Apprenticeship.

- Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
- Occupations of motor-vehicle driver and outside helper.
- Coal-mine occupations.
- Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage-stock mill.
- Occupations involved in the operation of power-driven woodworking machines.
- Occupations involving exposure to radioactive substances and to ionizing radiations.
- Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- Occupations in connection with mining, other than coal.
- Occupations involving slaughtering, meat-packing or processing, or rendering.
- Occupations involved in the operation of certain power-driven bakery machines.
- Occupations involved in the operation of certain power-driven paper products machines.
- Occupations involved in the manufacture of brick, tile, and kindred products.
- Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- Occupations involved in wrecking, demolition, and shipbreaking operations.
- Occupations involved in roofing operations.
- Occupations involved in excavation operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors:

- Blast furnaces.
- Docks or wharves, other than marinas where pleasure boats are sold or served.
- Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- Railroads.
- Erection and repair of electrical wires.
- Any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed.
- The manufacturing of dangerous or toxic chemicals or compounds.
- Cleaning, oiling, or wiping of machinery.
- Any occupation forbidden by any local, state, or federal law.
- Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over $100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator, or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

(1) Manufacturing, mechanical, or processing occupations including occupations in workrooms, workplaces, or storage areas where goods are manufactured or processed.
(2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines.
(3) Occupations in, about, or in connection with (except office or sales work not performed on site):

- scaffolding
- acids
- construction
- dyes
- railroads
- hoisting apparatus
- brickyard
- gases
- lumberyard
- lye
- airports
- public messaging service
- occupations causing dust or gases in injurious quantities
- boats engaged in navigation or commerce
- certain poultry activities
- certain baking and cooking
- any occupation deemed injurious by the Commissioner after investigation.
- transportation of persons or property

Requirement to Notify Employees of Potential Earned Income Tax Credit ("EITC") Eligibility 2024

Tax-General Article § 10-913 requires an employer to provide, on or before December 31, 2024, electronic or written notice to an employee who may be eligible for the federal and Maryland EITC.

Your employees may be entitled to claim an EITC on their 2024 federal and Maryland income tax returns if both their federal adjusted gross income and their earned income is less than the following:

Children or Relatives Claimed	Filing as Single, Head of Household, or Widowed	Filed as Married Filing Jointly
Zero	$18,591	$25,511
One	$49,084	$56,004
Two	$55,768	$62,688
Three	$59,899	$66,819

Employees who meet this income eligibility should be advised to visit the Internal Revenue Service Website at **irs.gov**, or contact a tax advisor, to see if they meet the other federal criteria. Employees who are eligible for the federal EITC are eligible for the Maryland EITC.

Married employees or employees with qualifying children may qualify for up to half of the federal EITC. Employees without a qualifying child may qualify for the full amount of the federal credit up to $632. A portion of the Maryland EITC may be refundable.

Employees who do not have, and are not eligible for, a social security number, but do have a federal taxpayer identification number (ITIN) may claim the Maryland EITC, even though they cannot claim the federal EITC. An ITIN filer determines their Maryland EITC by calculating the federal EITC they would have been eligible for if they had a social security number.

There is no minimum age requirement for taxpayers without a qualifying child. Certain employees may also qualify for a local EITC.

You may choose to notify all your employees, or you may choose to notify only those employees with wages less than or equal to the amounts shown above. A sample notification is included on the back of this Tax Bulletin and may be photocopied and distributed to your employees, or you may choose to develop your own notice.

Please see our 2025 edition of Withholding Tax Facts which offers more information about filing your employer withholding tax forms, reconciliation statement and other employer withholding related forms.

Withholding Tax Facts is available at **marylandtaxes.gov**.

For more information about the Maryland EITC, visit our Web site at **marylandtaxes.gov**, or call 1- 800-MD-TAXES (1-800-638-2937) or from Central Maryland 410-260-7980.

IMPORTANT NOTICE TO MARYLAND EMPLOYEES

Did you know that federal and Maryland earned income tax credits are available to certain low-income individuals and families?

These credits can reduce the amount of income tax you owe or increase your income tax refund; and you may qualify to receive some of these credits even if you did not earn enough income to be required to file a tax return.

2024 Maryland Earned Income Tax Credit (EITC)

Maryland's EITC is a tax credit for certain taxpayers who have income and have worked. The state EITC reduces the amount of Maryland tax you owe. The local EITC reduces the amount of county tax you owe. Some taxpayers may even qualify for a refundable Maryland EITC. Refundable means that any amount of the credit beyond your tax liability will be refunded directly to you.

Most taxpayers who are eligible and file for a federal EITC can receive the Maryland state and local EITC. Taxpayers who do not qualify for the federal EITC because they do not have a social security number still qualify for the Maryland EITC if they have an ITIN. The allowable Maryland credit is up to one-half of the federal credit. To be eligible for the federal and Maryland EITC, your federal adjusted gross income and your earned income must be less than the following:

Children or Relatives Claimed	Filing as Single, Head of Household, or Widowed	Filed as Married Filing Jointly
Zero	$18,591	$25,511
One	$49,084	$56,004
Two	$55,768	$62,688
Three	$59,899	$66,819

Generally, to receive the Maryland EITC, you must be eligible for the federal credit. However, if you do not meet the minimum age requirement under the federal credit and are otherwise eligible for the federal credit for those without a qualifying child, or if you are otherwise eligible for the federal credit but do not have a social security number (SSN), you may claim the state earned income tax credit (calculate federal earned income credit disregarding the minimum age or SSN requirement). If your income is less than the amounts shown in this notice, visit the Internal Revenue Service Web site at **irs.gov**, or contact a tax advisor, to learn if you meet the other requirements. You also may be entitled to a refundable Maryland EITC and a local EITC.

If you are a part-year resident, you may be entitled to a prorated share of the credit, if you have Maryland income. Nonresidents are not eligible for the Maryland credit.

For more information about the Maryland EITC, visit our Web site at **marylandtaxes.gov** or call 1- 800- MD-TAXES (1-800-638-2937) or from Central Maryland 410-260-7980.

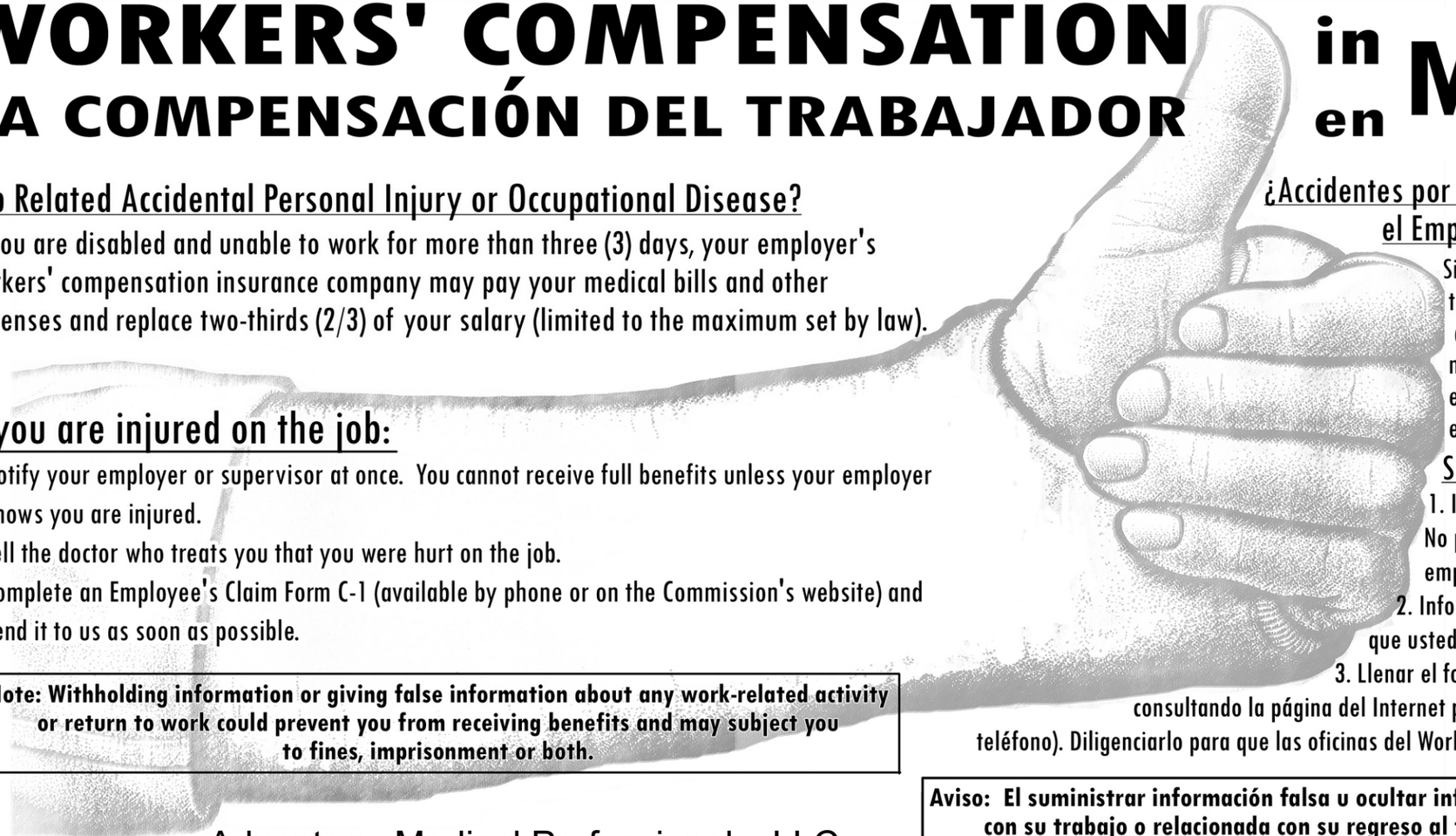
2024 Federal Earned Income Tax Credit (EITC)

For more information about the federal EITC, visit:

https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc

or call the IRS at 1-800-829-1040.

WORKERS' COMPENSATION in Maryland
LA COMPENSACIÓN DEL TRABAJADOR en



Job Related Accidental Personal Injury or Occupational Disease?

If you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds (2/3) of your salary (limited to the maximum set by law).

If you are injured on the job:

1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured.
2. Tell the doctor who treats you that you were hurt on the job.
3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible.

Note: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and may subject you to fines, imprisonment or both.

¿Accidentes por lesión/daño corporal relacionados con el Empleo o Enfermedad Profesional?

Si usted se encuentra incapacitado o inhabilitado para trabajar por más de tres días, el seguro de trabajadores que tienen las compañías pudiera cubrir las facturas médicas y otros gastos relacionados. También le compensarían 2/3 de sus ingresos (Hasta un monto máximo estipulado por la ley).

Si usted sufre una lesión en el trabajo, debe:

1. Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuere notificado que sufrió una lesión.
2. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.
3. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitándo uno por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

Aviso: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

Employer/Empleador Advantage Medical Professionals, LLC

Business Address/Dirección 3340 Severn Ave, Ste 320

City/State/Zip
Ciudad/Estado/Código Postal Metairie, LA, 70002

Federal Employer ID (FEIN)
Identificación Federal Del Empleador 262963231

Telephone Number/Número Telefónico 800-749-1122

Insurance Company Name
La Compañía de Seguro Old Republic Insurance Company

Insurance Company Telephone
Telefónico de la Compañía de Seguro 877-797-3400

MD WCC Form C-24 05/2017

Maryland Workers' Compensation Commission
10 East Baltimore Street, Baltimore, Maryland 21202-1641
(410) 864-5100 / Outside Baltimore (800) 492-0479
Webpage - http://www.wcc.state.md.us / TTY Users - 711 in Maryland or (800) 735-2258

This notice must be printed on 8.5 "X 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.10.

NOTICE TO EMPLOYEES: Employer-Sponsored Meetings Communicating Opinions on Religious or Political Matters

Employers: You must physically post a full-sized (at least 8 ½ x 11-inch) copy of this Notice where employee notices are customarily posted or in another place where all employees can easily see it. You must also provide all new employees with this Notice at the time of hire.

Employee Protections and Prohibited Actions

An employer or the employer's agent, representative, or designee may not discharge, discipline, or otherwise penalize an employee, threaten such actions against an employee, or fail or refuse to hire an applicant because the employee or applicant declines to attend, participate in, or listen to communications from the employer, their agent, representative, or designee in an employer-sponsored meeting during which the employer, their agent, representative, or designee, communicates their opinion regarding religious or political matters.

Religious or Political Matters

- **"Religious matters"** means matters relating to religious belief, affiliation, and practice or the decision to join and support a religious organization or association.
- **"Political matters"** include matters relating to elections for political office, political parties, proposals to change laws, regulations, or public policy, or the decision to join or support a political party or potential civic, community, fraternal, or labor organization.

Exceptions and Limitations

This law does not apply to an employer that:

- Is a religious organization or an entity exempt from federal or State employment discrimination protections;
- Is a political organization that requires its employees to attend employer-sponsored meetings or to participate in communications with the employer, their agents, or other representatives for the purpose of communicating the employer's political beliefs or purposes;
- Is an educational institution that requires a student or instructor to attend lectures on political or religious matters as part of the regular coursework at the institution;
- Is a nonprofit, tax-exempt training program that requires a student or an instructor to teach classroom instruction, complete fieldwork, or perform community service hours on political or religious matters that relate to the mission of the training program;
- Requires employees to undergo training to comply with federal or State law, including training related to the employer's obligations under civil rights law and occupational safety and health laws; or
- Is a government unit holding a new employee orientation.

An employer is not prohibited: (1) from communicating information required to be communicated by law; (2) from conducting a meeting that involves religious or political matters if attendance and participation are voluntary; (3) from communicating information that is necessary for employees to perform their jobs; (4) for an employer that is an institution of higher education or an agent or other representative or designee of the institution, from meeting or participating in communications with its employees that are part of coursework, a symposium, or an academic program at the institution; or (5) for an employer that is a governmental unit, from communicating information related to a policy or the employer or a law that the employer is responsible for administering.

This law does not prohibit or regulate employer speech. The law regulates when an employer may take action against an employee who declines to attend meetings in which the employer communicates its views on religious or political matters.

Enforcement

If an employee believes that an employer has violated this law, the employee may file a written complaint with the Commissioner of Labor and Industry within 180 days of the violation.

If the Commissioner is unable to resolve through mediation and determines that the employer has violated this law, the Commissioner may assess a civil penalty of up to $10,000 for an initial violation and up to $25,000 for a subsequent violation, issue a cease and desist order, or award other relief including but not limited to reinstatement, injunctive relief, back pay and interest, and compensatory damages.

Maryland
DEPARTMENT OF LABOR
DIVISION OF LABOR AND INDUSTRY

410-767-2227
410-767-2510 (se habla español)
WorkRights@maryland.gov
labor.maryland.gov/labor

File a Complaint
labor.maryland.gov/workerfreedomform

Revised 10/1/2026