

Labor Law Compliance Center

LLCC CONNECTICUT

Labor Law Compliance Center
posters@laborlawcc.com
www.laborlawcc.com
(800) 801-0597

Connecticut Labor Law Posters

English

*Recently updated notices are highlighted

Posting Name & ID	Posting Requirements	Published Date
Administrative Regulations CT01E	All employers	01/25
Discrimination CT02E	All employers	02/25*
Electronic Monitoring CT03E - CT04E	All employers	08/24
Managed Care CT05E	All employers	04/22
Paid Sick Leave CT06E	All employers	01/25
Pregnancy Disability CT07E	All employers	08/23
Sexual Harassment CT08E	All employers	10/19
Unemployment Insurance CT09E	All employers	--/--
Workers' Compensation CT10E	All employers	10/21
Domestic Violence CT11E	All employers	10/22

Connecticut Labor Law Posters

English

*Recently updated notices are highlighted

Posting Name & ID	Posting Requirements	Published Date
Minimum Wage for Mercantile Trade CT12E	Employers in the Mercantile Trade	01/25
Employment of Minors in Mercantile/Retail CT13E - CT14E	Employers of Minors in the Mercantile/Retail Trade	05/23
Minimum Wage for Restaurant Occupations CT15E	Employers in Restaurant Occupations	01/25
Employment of Minors in Restaurant/Food Services CT16E - CT17E	Employers of Minors in Restaurant/Food Services	04/23



EMERGENCY

AMBULANCE: _____

FIRE - RESCUE: _____

HOSPITAL: _____

PHYSICIAN: _____

ALTERNATE: _____

POLICE: _____

PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF:

_____ (FIRM NAME)

SHALL BE AS FOLLOWS:

BY _____

TITLE _____

PLEASE POST



SMOKING OR VAPING IS PROHIBITED



DISCRIMINATION IS ILLEGAL.



State of Connecticut
**COMMISSION ON
HUMAN RIGHTS
& OPPORTUNITIES**

CONNECTICUT LAW
prohibits discrimination in:

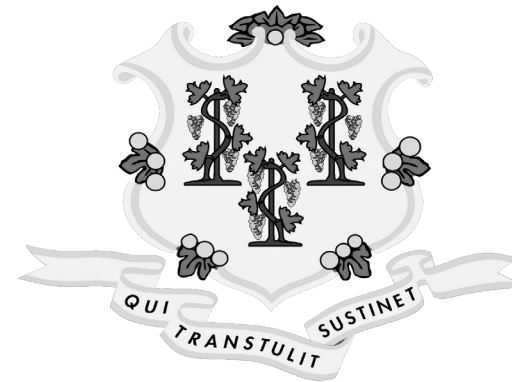
**EMPLOYMENT, HOUSING, PUBLIC
ACCOMMODATIONS, AND CREDIT TRANSACTIONS**

On the basis of:

age
alienage
ancestry
color
disability
(past and present intellectual, mental, learning, and physical disabilities, including, but not limited to, blindness, deafness, mobility impairments, and use of a guide dog or guide dog in training)
familial status
(housing only)

gender identity or expression
genetic information
(employment only)
lawful source of income
(housing and public accommodations only)
marital status
national origin
race
religious creed
sex
(including pregnancy, childbirth and related conditions, accommodations for pregnancy, breastfeeding, and sexual harassment)

sexual orientation
status as a veteran
status as a victim of domestic violence
criminal conviction
erased criminal history
retaliation for protected activity
(including filing with CHRO)



Do you believe you have been discriminated against? Call us at (860) 541-3400, scan the QR Code or visit <https://portal.ct.gov/chro> to contact CHRO today.

CT02E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

NOTICE TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of **Electronic Monitoring** of employees' activities or communications;

- Telephone**
- Camera (Including Hidden Cameras)**
- Computer**
- Radio**
- Wire**
- Electromagnetic**
- Photoelectronic**
- Photo-Optical**
- Other** _____

If you have any questions regarding this notice, contact

(Company Representative)
for additional information.

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty. (a) As used in this section:

(1) “Employer” means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) “Employee” means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished: and

(3) “Electronic monitoring” means the collection of information on an employer’s premises concerning employees’ activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employers’ premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, information them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer’s employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142)



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Visit: ct.gov/oha

Email: Healthcare.Advocate@ct.gov



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

A free service of the State of Connecticut.

CT05E



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NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 25 or more employees, based on the number of employees on its payroll for the week containing January 1st annually, shall provide paid sick leave annually to each of its employees in the state. The paid sick leave shall accrue beginning January 1, 2025, for current employees, or for employees hired after January 1, 2025, beginning on the employee's date of employment.

Accrual

The accrual is at a rate of 1 hour of paid sick leave for each 30 hours worked by an employee up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

- No employee shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each employee shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period.

Use of Paid Sick Leave

An employee shall be entitled to the use of accrued paid sick leave 120 calendar days after their date of hire.

Employees may use accrued paid sick leave in one-hour increments.

Recordkeeping

Employers must track and keep records of hours worked and paid sick leave accrued and used for every employee.

Pay

Each employer shall pay each employee for paid sick leave at a pay rate equal to the greater of either:

- the normal hourly wage for that employee; or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

An employee may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day.

An employee may use paid sick leave for a family member's:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care.

An employee may use paid sick leave when either:

- the employer's place of business; or
- a family member's school or place of care closes by order of a public official due to a public health emergency.

An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease.

An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

"Family member" means a spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee shows to be equivalent to those family relationships.

Documentation

No employer shall require an employee to provide any documentation that paid sick leave is being taken for a reason covered by the paid sick leave law.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act.

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee under a collective bargaining agreement, preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012, or July 1, 2012, pursuant to chapter 319pp.

Complaint Process

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

Employees may file a complaint on the Department of Labor website: https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/wage-complaint?language=en_US

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/25



NOTICE

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

Covered Employers

Each employer with one or more employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

Prohibition of Discrimination

No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes:

- Terminating employment because of pregnancy, childbirth or related condition
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)
- Denying disability or leave benefits accrued under plans maintained by the employer
- Failing to reinstate employee to original job or equivalent position after leave
- Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against her in the terms or conditions of employment

***Note:** There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

Reasonable Accommodation

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks)
- Break time and appropriate facilities (not a bathroom) for expressing milk

Denial of Reasonable Accommodation

No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)**
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation

- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

**** Note:** To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

Prohibition of Retaliation

Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements

Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

Complaint Process

CHRO

Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 300 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400

CHRO website: <https://portal.ct.gov/CHRO>

CHRO link "How to File a Discrimination Complaint":

<https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-File-a-Discrimination-Complaint>

DOL

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791

DOL complaint form:

<https://www.ctdol.state.ct.us/wgwkstnd/forms-wwslnstruct.htm>





SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by

**The Connecticut Discrimination Employment Practices Act, and
 Title VII of the Civil Rights Act of 1964**

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul style="list-style-type: none"> • Unwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs, touches, or kisses • Requests for sexual favors • Retaliation for complaining about sexual harassment • Derogatory or pornographic posters, cartoons or drawings 	<ul style="list-style-type: none"> • Cease and desist orders • Back pay • Compensatory damages • Hiring, promotion or reinstatement • Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO



Your employer is subject to

STATE UNEMPLOYMENT INSURANCE LAW

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law.

IF YOU BECOME UNEMPLOYED and are able to work and want to work:

1. Ask your employer for an Unemployment Notice.
2. Follow the instructions on the Unemployment Notice to file a claim for benefits or contact a local Job Center for filing instructions or access the web site listed above. *Do not wait if your Unemployment Notice is delayed.* You can file your claim without it, and file before your eligibility for benefits is determined.
3. When you file your claim, you will be provided with information on employment-related services available at the local Job Centers, the state employment agency that works without charge to match job seekers with employers.
4. File claims for subsequent weeks of unemployment benefits according to instructions you receive when you file your claim.

If you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are for less than full-time work, call the local Job Center for filing instructions.

Internet Web Site:
www.ctdol.state.ct.us

State Labor Commissioner Administrator,
Unemployment Insurance Act

*Addresses for local Job Centers are in the blue pages of
telephone books under DEPARTMENT OF LABOR.*

CT09E

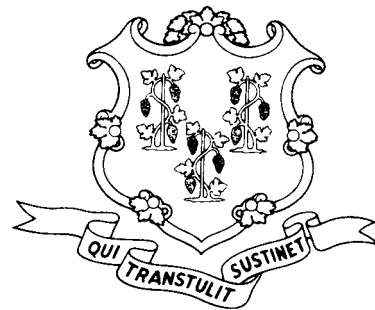


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NOTICE TO EMPLOYEES



State of Connecticut Workers' Compensation Commission

Revised 10-01-2021

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name _____

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

Approved Medical Care Plan Yes No

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a location where employees must file claims for compensation.

If your employer has listed a location below, you **MUST** file your compensation claim there.
When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

Employer Name _____

Address _____ Telephone _____

City/Town _____ State _____ Zip Code _____

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

Date Posted: _____

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).



DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to, we're here to listen.



CTSafeConnect

Connecticut's domestic violence information and resource hub

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options."

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including:

- (i) Seeking attention for injuries caused by domestic violence, including for a child;
- (ii) Obtaining services including safety planning from a domestic violence or rape crisis center;
- (iii) Obtaining psychological counseling related to domestic violence, including for a child;
- (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- (v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO



CT11E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



MANDATORY ORDERS 7A & 7B

This notice must be posted and maintained wherever persons covered by this order are employed.

Inquiries or complaints of violation of this order should be sent to
Wage and Workplace Standards Division, Labor Department, Wethersfield, CT 06109-1114

STATE OF CONNECTICUT
LABOR DEPARTMENT - WAGE AND WORKPLACE STANDARDS
MERCANTILE TRADE

Website: www.ct.gov/dol

Minimum Fair Wage Rates for Persons Employed in Mercantile Trade.

Sec. 31-62-D1. DEFINITIONS As used in sections 31-62-D1 to 31-62-D11, inclusive:

(a) "Commissions" means earnings based on sales. These earnings may be achieved through the payment of a fixed sum per sale or by the payment of a percentage on any or all sales made by an individual or group of individuals.

(b) "Employee" means a person employed or permitted to work in any occupation in the mercantile trade.

(c) "Mercantile trade" means the trade of wholesale or retail selling of commodities and any operation supplemental or incidental thereto, including, but not limited to, buying, delivery, maintenance, office, stock and clerical work. Repair and service employees may be excluded if the major portion of their duties is unrelated to the mercantile trade as herein defined.

(d) "Minor" means a person less than eighteen years of age.

(e) "Working time" includes all time during which an employee is required to be on duty or at prescribed premises whether or not work is then provided by the employer; or during which an employee is permitted to work though required not to do so.

Sec. 31-62-D2. THE FOLLOWING MINIMUM WAGE IS ORDERED: Effective 7-1-2022, not less than \$14.00 per hour, and effective 6-1-2023, not less than fifteen dollars per hour. On 1-1-24, the minimum fair wage shall be adjusted by the percentage change in the employment cost index calculated by the United States Department of Labor, over the twelve-month period ending on June thirtieth of the preceding year, rounded to the nearest whole cent.

(b) **BEGINNERS.** For the first 200 hours in the trade not less than 85% of the minimum wage and not less than the minimum wage thereafter.*

*This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. **CGS Sec. 31-58(i)(5).** The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

(c) **OVERTIME.** One and one-half times the employee's regular rate of pay after 40 hours a week.

(d) **MINIMUM DAILY EARNINGS GUARANTEED.** An employee, who by request or permission of the employer, reports for duty on any day whether or not assigned to actual work shall be compensated for a minimum of four hours earnings at his regular rate. In instances of regularly scheduled employment of less than four hours as mutually agreed in writing between employer and employee, and approved by the Labor Department, this provision may be waived provided the minimum daily pay in every instance shall be at least twice the applicable minimum hourly rate.

Sec. 31-62-D3. PAYMENT OF WAGES. Each employee shall be paid, weekly, wages not less than the minimum provided in this order, and all commissions as defined herein shall be settled at least once monthly.

Sec. 31-62-D4. REGULAR HOURLY RATE. Each employer shall establish a regular hourly rate for employees covered by this order. When an employee is paid commission in whole or in part for his earnings, the regular hourly rate for the purpose of computing

overtime shall be determined by dividing the employee's total earnings by the number of hours in the usual work week as supported by time records made in accordance with the provisions of section 31-62-D8.

Sec. 31-62-D5. COMPUTATION OF TIME. All time shall be reckoned to the nearest unit of fifteen minutes.

Sec. 31-62-D6. BEGINNERS. *

*This section is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. **CGS Sec. 31-58(i)(5).** The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

Sec. 31-62-D7. HANDICAPPED WORKERS. Any employee whose earning capacity has been impaired by physical or mental disability may be paid less than the minimum wage, provided specific permission in each case shall be obtained by the employer from the Labor Department in accordance with the provisions of Section 31-67 of the general statutes.

Sec. 31-62-D8. RECORDS. The employer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee as follows: (1) his name; (2) his address; (3) his working certificates as proof of age if a minor employee (sixteen to eighteen years); (4) his occupation; (5) total wages paid him each pay day period; (6) his daily and weekly hours worked showing the beginning and ending hours of each work period. Records of daily and weekly hours need not be maintained for employees who qualify for exemption of the overtime requirements of this order, provided the wages paid shall be at least the minimum required in this order. With permission of the Labor Commissioner or his authorized representative, wage records may be kept at designated places other than the place of employment. Records of hours worked for each employee for whom such records is required shall be available at the place of employment for inspection at all reasonable times.

Sec. 31-62-D9. COOPERATIVE STUDENTS.
Repealed.

Sec. 31-62-D10. EMPLOYMENT UNDER OTHER MINIMUM WAGE ORDERS OR FOR WHICH NO WAGE ORDER HAS BEEN PROMULGATED. The provisions of these regulations shall apply to any worker engaged in the mercantile trade as defined herein for the entire work period, unless he is engaged partly in an occupation covered by another wage order or in an occupation for which no wage order has been promulgated and the time spent in each occupation is segregated and recorded.

Sec. 31-62-D11. NO CHARGE FOR UNIFORMS OR OTHER FACILITIES. The cost of uniforms or other facilities required by the employer as a condition of employment, and the reasonable cost of their maintenance, may not be charged to the employee if such expense would result in the payment of a wage less than the minimum prescribed in this order.

Sec. 31-69 PENALTY. (a) Any employer or his agent, or the officer or agent of any corporation, who discharges or in any other manner discriminates against any employee because such employee has served or is about to serve on a wage board or has testified or is about to testify before any wage board or in any other investigation or proceeding under or related to this part, or because such employer believes that such employee may serve on any wage board or may testify before any wage board or in any investigation or proceeding under this part, shall be fined not less than one hundred dollars nor more than four hundred dollars.

(b) Any employer or the officer or agent of any corporation who pays or agrees to pay to any employee less than the rates applicable to such employee under the provisions of this part or a minimum fair wage order shall be: (1) fined not less than four thousand dollars nor more than ten thousand dollars or imprisoned not more than five years or both for each offense if the total amount of all unpaid wages owed to an employee is more than two thousand dollars; (2) fined not less than two thousand nor more than four thousand dollars or imprisoned not more than one year or both for each offense if the total amount of all unpaid wages owed to an employee is more than one thousand dollars but not more than two thousand dollars; (3) fined not less than one thousand nor more than two thousand dollars or imprisoned not more than six months or both for each offense if the total amount of all unpaid wages owed to an employee is more than five hundred but not more than one thousand dollars; or (4) fined not less than four hundred nor more than one thousand dollars or imprisoned not more than three months or both for each offense if the total amount of all unpaid wages owed to an employee is five hundred dollars or less.

(c) Any employer, his officer or agent, or the officer or agent of any corporation, firm or partnership, who fails to keep the records required under this part or by regulation made in accordance with this part or to furnish such records to the commissioner or any authorized representative of the commissioner, upon request, or who refuses to admit the commissioner or his authorized representative to his place of employment or who hinders or delays the commissioner or his authorized representative in the performance of his duties in the enforcement of this part shall be fined not less than fifty dollars nor more than two hundred dollars, and each day of such failure to keep the records required under this part or to furnish the same to the commissioner or any authorized representative of the commissioner shall constitute a separate offense, and each day of refusal to admit or of hindering or delaying the commissioner or his authorized representative shall constitute a separate offense.

(d) Nothing in this part shall be deemed to interfere with, impede or in any way diminish the right of employees to bargain collectively with their employers through representatives of their own choosing in order to establish wages or conditions of work in excess of the applicable minimum under this part.

**MINIMUM WAGE:
Minimum wage is annually indexed
each year, effective Jan 1.**

**\$16.35 per hour effective 1-1-2025
through 12-31-2025
(P.A. 19-4)**



**DORA SENKOW
ACTING DIRECTOR**



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com





Connecticut Law Regarding

Employment of Minors in Mercantile/Retail Trades

Time and Hour Restrictions for Young Persons Under Age 18

During school weeks (16-17 years of age):

- 6 a.m. to 10 p.m. (If no school the next day, permitted hours are extended to 11 p.m. or midnight if employed in a supermarket of more than 3,500 sq. ft. in size).
- No more than 6 hours per day/32 hours per week/6 days per week.
- No more than 8 hours per day on non-school days or days not preceding a school day (normally Friday, Saturday or Sunday).

During non-school weeks (16-17 years of age):

- 8 hours per day/48 hours per week - no more than 6 days per week.

Minors who have withdrawn from school

are subject to the non-school week restrictions.



15-Year-Old Minors can be employed as baggers, cashiers or stock clerks in most mercantile/retail establishments and may work during non-school weeks only - for no longer than 8 hours per day, 40 hours per week, between 7 a.m. and 7 p.m., except from July 1 through Labor Day, when evening hours may be extended until 9 p.m. Retail food stores may employ 15-year-old minors on Saturdays only until 7 p.m. for no longer than 8 hours during the school year.

Minimum Wage

\$14.00 per hour effective July 1, 2022

\$15.00 per hour effective June 1, 2023

Annually indexed to cost of living effective Jan. 2, 2024

Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to:

Connecticut Department of Labor - Wage & Workplace Standards Division
200 Folly Brook Boulevard - Wethersfield, CT 06109
(860) 263-6791 - www.ct.gov/dol

This notice shall be posted in a conspicuous place in rooms where minors are employed. See applicable laws on back.



MERCANTILE/RETAIL-RELATED CONNECTICUT GENERAL STATUTES

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments. (a) No person under the age of eighteen years who is not enrolled in and has not graduated from a secondary educational institution shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week.

(b) If the Labor Commissioner finds, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any mercantile establishment, any such person under the age of eighteen years may be employed in such establishment not more than ten hours in any day and not more than fifty-two hours in any calendar week, but the total number of weeks of any such employment in any twelve months shall not exceed eight.

(c) No person under eighteen years of age who is enrolled in a secondary education institution shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(d) Each employer in any such establishment shall post in a conspicuous place in each room where such persons are employed a notice, the form of which shall be furnished by the Labor Commissioner, stating specifically the hours of work required of such persons on each day of the week, and the employment of any such persons for a longer time than so stated shall be a violation of this section.

(e) The provisions of this section shall not apply to permanent salaried employees in executive, managerial or supervisory positions excepted from the provisions of part I of chapter 5581 who receive a regular salary of not less than the minimum fixed for such employment in any wage order or administrative regulation issued under authority of said part, or to persons under eighteen years of age who have graduated from a secondary educational institution.

Sec. 31-14. Night work of minors regulated. (a) No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter or subsection (g) of section 31-288, shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288.

(b) In addition to the penalties provided in this chapter and chapter 557, any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections.



POST AND KEEP POSTED WHERE EMPLOYEES MAY READ

Mandatory Order No. 8

Inquiries or Complaints of Violation of this Order Should be Sent to Wage and Workplace Standards Division, Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114.

STATE OF CONNECTICUT MINIMUM FAIR WAGE RATES FOR PERSONS EMPLOYED IN THE RESTAURANT AND HOTEL RESTAURANT OCCUPATIONS

Web Site: www.ct.gov/dol

SEC. 31-62-E1. WAGE ORDER:

(a) RATE: THE FOLLOWING MINIMUM WAGES ARE ORDERED:

\$16.35 per hour on 1-1-25 except those persons employed under this wage order as service employees. Waitpersons shall be paid \$6.38 per hour plus gratuities on 1-1-25 and bartenders shall be paid \$8.23 per hour plus gratuities on 1-1-25.

(b) MINIMUM DAILY EARNINGS GUARANTEED: An employee regularly reporting for work, unless given adequate notice the day before to the contrary, or any employee called for work in any day shall be assured a minimum of two hours' earnings at not less than the minimum rate if the employee is able and willing to work for that length of time. If the employee is either unwilling or unable to work the number of hours necessary to insure the two-hour guarantee, a statement signed by the employee in support of this situation must be on file as a part of the employer's records.

(c) WORK ON SEVENTH CONSECUTIVE DAY: Not less than one and one-half times the minimum rate for all time worked on the seventh consecutive day.

(d) OVERTIME: Not less than one and one half times the regular rate for all hours worked in excess of 40 in any work week.

SEC. 31-62-E2. DEFINITIONS:

As used in sections 31-62-E1 to 31-62-E15, inclusive, of the Regulations of Connecticut State Agencies: (a) "RESTAURANT OCCUPATION" includes all persons engaged in the preparation and serving of food for human consumption, or in any operation incidental or supplemental thereto irrespective of whether the food is served at or away from the point of preparation, and irrespective of whether the preparation and serving of food is the sole business of the employing establishment or enterprise, with the exception that this definition shall not include the preparation and serving of food in a nonprofit educational, charitable or religious organization where the food service is not regularly available to the general public, or the preparation and serving of food in hospitals, convalescent homes or homes for the elderly where the food service is not regularly available to the general public and is incidental to the care of the patient.

This occupation includes but is not limited to employees of restaurants, cafeterias, that portion of hotel business involving the preparation and serving of food, commissaries, dairy bars, grills, coffee shops, luncheonettes, sandwich shops, tearooms, nightclubs, cabarets, automats, caterers, frankfurter stands, operators of food vending machines, and that portion of the business involving the serving of food in department and variety stores, drugstores, candy stores, bakeries, pizzerias, delicatessens, places of amusement and recreation, commercial and industrial establishments and social, recreational, fraternal and professional clubs which either regularly or intermittently serve food, as well as other establishments or businesses meeting the condition stated in this subsection.

(b) "RESTAURANT EMPLOYEE" means any person who is employed or permitted to work in any restaurant occupation, establishment or enterprise.

(c) "SERVICE EMPLOYEE" means any employee whose duties relate solely to the serving of food or beverage to patrons seated at tables or booths, and to the performance of duties incidental to such service, and who customarily receives gratuities.

(d) "DUTIES INCIDENTAL TO SUCH SERVICE" means performance of the following tasks:

- (1) Taking orders from patrons for food or beverages;
- (2) Checking with customers to ensure that they are enjoying their meals and taking action to correct any problems;
- (3) Checking patrons' identification to ensure that they met minimum age requirements for consumption of alcoholic beverages;
- (4) Collecting payments from customers;
- (5) Writing patrons' food orders on order slips, memorizing orders, or entering orders into computers for transmittal to kitchen staff;
- (6) Preparing checks that itemize and total meal costs and sales taxes;
- (7) Presenting menus to patrons and answering questions about menu items, making recommendations upon request;
- (8) Removing dishes and glasses from tables or counters and taking them to the kitchen for cleaning;
- (9) Serving food or beverages to patrons, and preparing or serving specialty dishes at tables as required;
- (10) Cleaning tables or counters after patrons have finished dining;
- (11) Preparing tables for meals, including setting up items such as linens, silverware, and glassware;
- (12) Explaining how various menu items are prepared, describing ingredients and cooking methods;
- (13) Escorting customers to their tables;
- (14) Cleaning tables and floors in service employee's immediate service area before, during, or after serving patrons;

- (15) Cleaning and tidying up server stations and drink stations;
- (16) Informing customers of daily specials;
- (17) Preparing hot, cold and mixed drinks for patrons, including brewing coffee and chilling bottles of wine;
- (18) Rolling silverware, setting up food stations, or setting up dining areas to prepare for the next shift or for large parties;
- (19) Stocking service areas with supplies such as coffee, food, tableware, and linens;
- (20) Bringing wine selections to tables with appropriate glasses, and pouring wines for customers;
- (21) Filling salt, pepper, sugar, cream, condiment, and napkin containers;
- (22) Describing and recommending wines to customers; and
- (23) Garnishing and decorating dishes in preparation for serving.

(e) "NON-SERVICE EMPLOYEE" means an employee other than a service employee, and includes, but is not limited to, countermaids, counterwaitresses, countermen, counterwaiters and those employees serving food or beverage to patrons at tables or booths and who do not customarily receive gratuities.

(f) "GRATUITIES" means a voluntary monetary contribution received by the employee directly from a guest, patron or customer for service rendered. (Effective September 24, 2020)

SEC. 31-62-E2a. SERVICE EMPLOYEES

A service employee shall not be deemed to have performed service duties while an establishment is not open to patrons, shall not claim a credit for gratuities for the time a service employee works when an establishment is not open to patrons, and shall not include any portion of such time as part of the calculation of non-service duties when applying the provisions of section 31-62-E3a of the Regulations of Connecticut State Agencies. (Effective September 24, 2020)

SEC. 31-62-E3. GRATUITIES AS PART OF THE MINIMUM FAIR WAGE.

Gratuities shall be recognized as constituting a part of the minimum fair wage when all of the following provisions are complied with:

- (a) The employer shall be engaged in an employment in which gratuities have customarily and usually constituted and have been recognized as part of his remuneration for hiring purposes, and
- (b) the amount received in gratuities claimed as credit for part of the minimum fair wage shall be recorded on a daily, weekly, or bi-weekly basis in a wage record even though payment is made more frequently, and
- (c) each employer claiming credit for gratuities as part of the minimum fair wage paid to any service employee shall obtain substantial evidence as described in Section 30-60-2, such as a daily, weekly, or bi-weekly attestation or statement in electronic or written format demonstrating that the service employee has received in gratuities not less than the amount claimed as credit for part of the minimum fair wage. Such attestation or statement shall contain the week ending date of the payroll week for which credit is claimed. Such attestation or statement may include documentation via an electronic point of service system or any other method that verifies the amount a service employee has received in gratuities for the pay period in question. Such attestation, statement, or substantial evidence shall satisfy the requirements of subsection (b) and this subsection. (Effective August 21, 1974; Amended January 4, 2001; Amended September 24, 2020)

SEC. 31-62-E3a. SERVICE AND NON-SERVICE DUTIES WITHIN THE RESTAURANT INDUSTRY

(a) On any day that a service employee performs non-service employee duties:

- (1) For two hours or more, or
- (2) For more than 20 percent of the service employee's shift, whichever is less, the employer shall not claim credit for gratuities as part of the minimum fair wage for that day.

(b) If a service employee performs non-service duties during the course of a day's work in excess of the lesser of subdivision (1) or (2) of subsection (a) of this section, the employer shall segregate and record time spent on non-service duties to claim a credit for gratuities as part of the minimum fair wage for that day. (Effective September 24, 2020)

SEC. 31-62-E4. DIVERSIFIED EMPLOYMENT WITHIN THE RESTAURANT INDUSTRY has been repealed.

SEC. 31-62-E5. EMPLOYMENT UNDER OTHER WAGE ORDERS.

(a) *Mercantile*: If an employee is engaged partly in the restaurant occupation but is also engaged partly in the occupation covered by the mercantile wage order, the provisions of the mercantile wage order shall apply to the entire work period, except that, when time spent in each occupation is segregated and separately recorded, the allowance for gratuities as permitted as part of the minimum fair wage may be applied to the hours worked by an employee in the restaurant service category.

(b) *Other*: If an employee is engaged partly in an occupation under the restaurant wage order but is also engaged partly in an occupation covered by another wage order other than the mercantile wage order, the higher provisions of each wage order shall apply to the entire work period unless the time spent in each occupation is definitely segregated and so recorded. Where the time spent in each occupation is definitely segregated and so recorded the provisions of the applicable wage order shall apply.

SEC. 31-62-E6. DEDUCTIONS AND ALLOWANCES FOR THE REASONABLE VALUE OF BOARD AND LODGING has been repealed.

SEC. 31-62-E7. DEDUCTIONS has been repealed.

SEC. 31-62-E8. DEPOSIT. No deposit shall be required by an employer from any employee for a uniform or for any other purpose except by permission of the labor department.

SEC. 31-62-E9. HOURS WORKED.

Hours worked shall include all time during which the employee is required to be on the employer's premises or to be on duty, or to be at a prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so. Meal periods may be credited as nonworking time, provided the beginning and ending time of the meal period shall be so recorded on the time records, and provided the employee shall be entirely free from all work requirements during the period and shall be free to leave the establishment.

SEC. 31-62-E10. TRAVEL TIME AND TRAVEL EXPENSES.

Any employee who is required or permitted to travel from one establishment to another after the beginning or before the close of the work day, shall be compensated for travel time at the same rate as for working time, and shall be reimbursed for the cost of transportation.

SEC. 31-62-E11. COMPUTATION OF TIME.

All time shall be reckoned to the nearest unit of fifteen minutes.

SEC. 31-62-E12. PHYSICALLY OR MENTALLY HANDICAPPED EMPLOYEES.

(This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.)

SEC. 31-62-E14. RECORDS.

(a) For the purpose of this regulation issued in accordance with the provisions of section 31-66 of the general statutes, "true and accurate records" means accurate legible records for each employee showing:

- (1) Name;
- (2) Home address;
- (3) Occupation in which employed;
- (4) Total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- (5) Total hourly, daily or weekly basic wage;
- (6) Additions to or deductions from wages each pay period;
- (7) Total wages paid each pay period;
- (8) Overtime wage as a separate item from basic wage;
- (9) Payment for the seventh consecutive day of work as a separate item;
- (10) Separate itemization on payroll records of each allowance (meals, lodging, gratuities) used as part of the minimum fair wage;
- (11) Statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of the minimum fair wage;
- (12) Such other records as are stipulated in accordance with administrative regulation sections 31-60-1 through 31-60-14
- (13) Working certificates for minor employees (16 to 18 years).

(b) True and accurate records shall be maintained and retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either:

- (1) works an undue hardship upon the employer
- (2) without materially benefiting the inspection procedures of the labor department, or
- (3) is not practical for enforcement purposes.

Where permission is granted to maintain wage records at other than the place of employment a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from the employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such personnel either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record-keeping requirements of this section.

However, in such cases the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

Under Connecticut General Statutes section 31-23 no minor under 16 years of age shall be employed or permitted to work in any restaurant.

**MINIMUM WAGE:
Minimum wage is annually
indexed each year, effective Jan. 1.**

**\$16.35 per hour effective 1-1-2025
through 12-31-2025
(P.A. 19-4)**



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Connecticut Law (C.G.S. 31-18) Regarding

Employment of Minors in Restaurant/Food Service

Time and Hour Restrictions for Young Persons Under Age 18

During school weeks (16-17 years of age):

6 a.m. to 11 p.m. (midnight if no school the next day) no more than 6 hours per day/32 hours per week.

No more than 8 hours per day on non-school days or days not preceding a school day (generally Friday, Saturday or Sunday).

During non-school weeks (16-17 years of age):

8 hours per day/48 hours per week - no more than 6 days per week.

Minors who have withdrawn from school

may work no more than 9 hours per day within the times listed for non-school weeks.

No person under age 16 may be employed in a restaurant or public dining room.

Minimum Wage

\$14.00 per hour effective July 1, 2022

\$15.00 per hour effective June 1, 2023

Annually indexed to cost of living effective Jan. 1, 2024

Minors may be paid 85% of Minimum Wage during their first 90 days of employment.

A Statement of Age/Working Paper is required for all employees under the age of 18.

Inquiries or complaints of violation should be sent to:

Connecticut Department of Labor - Wage & Workplace Standards Division

200 Folly Brook Boulevard - Wethersfield, CT 06109

(860) 263-6791 - www.ct.gov/dol



RESTAURANT-RELATED CONNECTICUT GENERAL STATUTES

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-18. Hours of labor of minors, elderly and handicapped persons in certain other establishments. (a) No public restaurant, cafe, dining room, barber shop, hairdressing or manicuring establishment, amusement or recreational establishment, bowling alley, shoe-shining establishment, billiard or pool room or photograph gallery shall employ or permit to work any person under eighteen years of age (1) between the hours of ten o'clock in the evening and six o'clock in the morning, provided any person between sixteen and eighteen years of age may be employed in any amusement or recreational establishment, restaurant, cafe or dining room, or employed in any theater until twelve o'clock midnight unless such person is regularly attending school in which case such person may be employed until eleven o'clock in the evening on days which precede a regularly scheduled school day and until twelve o'clock midnight during any regular school vacation season and on days which do not precede a regularly scheduled school day, and (2) more than (A) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (B) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(b) The hours of labor of such persons shall be conspicuously posted in such establishment in such form and manner as the Labor Commissioner determines.

(c) The provisions of this section shall not apply to any person under eighteen years of age who has graduated from a secondary educational institution.

Sec. 31-15a. Criminal penalty. Any employer, officer, agent or other person who violates any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be fined not less than two thousand nor more than five thousand dollars or imprisoned not more than five years, or both, for each offense.

Sec. 31-69a. Additional penalty. (a) In addition to the penalties provided in this chapter and chapter 568, any employer, officer, agent or other person who violates any provision of this chapter, chapter 557 or subsection (g) of section 31-288 shall be liable to the Labor Department for a civil penalty of three hundred dollars for each violation of said chapters and for each violation of subsection (g) of section 31-288, except that (1) any person who violates (A) a stop work order issued pursuant to subsection (c) of section 31-76a shall be liable to the Labor Department for a civil penalty of one thousand dollars and each day of such violation shall constitute a separate offense, and (B) any provision of section 31-12, 31-13 or 31-14, subsection (a) of section 31-15 or section 31-18, 31-23 or 31-24 shall be liable to the Labor Department for a civil penalty of six hundred dollars for each violation of said sections, and (2) a violation of subsection (g) of section 31-288 shall constitute a separate offense for each day of such violation.

(b) Any employer, officer, agent or other person who violates any provision of chapter 563a may be liable to the Labor Department for a civil penalty of not greater than five hundred dollars for the first violation of chapter 563a related to an individual employee or former employee, and for each subsequent violation of said chapter related to such individual employee or former employee, may be liable to the Labor Department for a civil penalty of not greater than one thousand dollars. In setting a civil penalty for any violation in a particular case, the Labor Commissioner shall consider all factors which the commissioner deems relevant, including, but not limited to, (1) the level of assessment necessary to insure immediate and continued compliance with the provisions of chapter 563a; (2) the character and degree of impact of the violation; and (3) any prior violations of such employer of chapter 563a.

