

PUERTO RICO

Labor Laws

POSTER COMPLIANCE DATE 04/2020

Discrimination

ANTI-DISCRIMINATION UNIT

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Department of Labor and Human Resources **DISCRIMINATION IS ILLEGAL**

DIGNITY AND JUSTICE FOR WORK **GOVERNMENT OF PUERTO RICO DEPARTMENT OF LABOR AND HUMAN RESOURCES**

Discrimination on the basis of age, race, color, gender, sexual orientation, gender identification, social or national origin, social status, marital status, political affiliation, political or religious ideas, or for being a victim or being perceived as a victim of domestic violence, sexual aggression or stalking, for being a soldier or ex-soldier serving or having served in the United States Armed Forces or for holding the status of veteran.

Law No. 100 of June 30, 1959, as amended, 29 L.P.R.A. Sec. 146 et seq. provides for the protection of employees and employment candidates against discriminatory acts by employers, labor organizations or joint worker-employer committees that control learning and training programs. It prohibits discrimination on the basis of age, race, color, gender, social or national origin, social status, marital status, political or religious ideas, sexual orientation and gender identification or due to being a victim or being perceived as a victim of domestic violence, sexual aggression or stalking; for being a soldier or ex-soldier, serving or having served in the United States Armed Forces or for the employee or employment applicant holding the status of veteran; dismissal, suspension or discrimination against one of its employees in relation to salary, wages, pay or compensation, terms, category, conditions or privileges such that tend to deprive a person of employment opportunities or that affect his/her status as an employee, publishing, circulating or allowing to be published or circulated announcements, notifications or any other form of distribution denying employment opportunities, directly or indirectly, to all persons equally; limiting or excluding a person to be admitted or employed in any learning or other training program.

SEXUAL DISCRIMINATION

The intent of Law No. 69 of July 6, 1985, 29 L.P.R.A. Sec. 1321 et seq. is to ensure the equality of the right to employment for men and women alike, prohibiting discriminatory actions, setting responsibilities and imposing penalties upon private and public employees, labor unions, joint worker-employer committees or employment agencies.

The definition of: "on the basis of gender" includes, but is not limited to, pregnancy, childbirth or related medical conditions, and women affected by these circumstances shall receive equal treatment for all purposes related to their employment.

PREGNANCY

- The Anti-Discrimination Unit also administers, among others, Law No. 3 of March 13, 1942, as amended, 29 L.P.R.A. Sec. 467 et seq. In general terms, this Law stipulates the following:
- Female workers who are pregnant will be entitled to time off that will include four (4) weeks before the delivery and four (4) weeks after; at full pay. The employee may opt to take the leave up to only (1) week before the delivery and seven (7) weeks after, or may opt to return to work after two (2) weeks of postnatal time off. In choosing one of these options,
- Abortions and premature births are covered by the Law.

she must submit medical proof that she is capable of working.

- The employer may not terminate, without just cause, a pregnant woman. Lower performance in work shall not be considered to be just cause. Any employer that terminates, suspends, reduces the wages of, or discriminates in any way against, a worker on the basis of a decline in her production or refuses to restore her after the delivery, shall incur civil
- liability for double the damages caused or between \$1,000 and \$5,000. The employee shall also be entitled to reinstatement.
- The employer shall also be guilty of a misdemeanor for violation of the provisions of this Law. Leave benefits are granted when a child under the age of five (5) years, not matriculated in an academic institution, is adopted.

Law No. 427 of December 16, 2000, the "Breastfeeding or Breast Milk Extraction Time Regulation Act", as amended, grants a period for breastfeeding or extraction of breast milk to female employees both in private companies and in the government. For those employees with full-time working hours, the breastfeeding, or breast milk extraction, period shall be one hour and may be distributed into two thirty (30) minute periods or three twenty (20) minute periods. In the case of those employees with part-time working hours, and whose daily work schedule exceeds four (4) hours, the breastfeeding or breast milk extraction period will be thirty (30) minutes for each four (4) hours of work. The place provided for these purposes must be private, secure and hygienic. Furthermore, the place must have sufficient ventilation and electrical outlets. Employers that deny the benefits granted by the Law mentioned may be fined for damages that the employee may suffer, for a sum equal to: (1) three times the wages that the employee earns for each day that she is denied the period for breastfeeding or extraction of milk, or (2) a quantity no less than three thousand (3,000) dollars, whichever is greater.

Law No. 17 of April 22, 1988, 29 L.P.R.A. Sec. 155 et seq., was created with the specific purpose of protecting employees and employment candidates against sexual harassment at work, and its provisions apply to both private employers and the government

- Workplace sexual harassment consists of any type of approach, request for sexual favors, or any other type of verbal or physical conduct of a sexual nature, when one or more of the following circumstances occur: When submitting to said conduct is implicitly or explicitly converted into a term or condition of employment of a person.
- When submitting or rejecting said conduct by the person is converted into a basis for making decisions on the employment or with regard to employment, that affects that person.
- When that conduct has the effect or purpose of wrongfully interfering with the performance of the work of that person or when it creates an intimidating, hostile or offensive work environment.
- e employer has the duty to keep the workplace free from sexual harassment and intimidation. The employer must: Clearly tell their supervisors and employees that the employer has a firm policy against sexual harassment in the workplace.
- Implement all necessary means aimed at creating awareness and make the ban on sexual harassment in the workplace widely known.
- Sufficiently publicize the rights and protection conferred by law banning sexual harassment for the benefit of employment candidates
- Establish adequate and effective internal procedures to deal with sexual harassment complaints. When made aware of any sexual harassment situation, the employer must immediately conduct an investigation. If you think that you are being discriminated against, you should not overlook the sexual harassment you may be subjected to. You should make notes of the sexual harassment incidents for your personal use. These notes should include: names of witnesses, date and place where the harassment act(s) took place.

Bring the harassment situation to your supervisor's attention. If the supervisor is the harasser, alert someone else who has authority in the company about this situation. The employer may not retaliate for participation in an investigation process or for opposing discriminatory practices. When bringing the harassment problem to the employer's attention, the latter is responsible for taking necessary measures for correcting the

IMPAIRED PERSONS

LAW NO. 44 OF JULY 2, 1985 Law No. 44 of July 2, 1985, as amended by Law 53 of August 30, 1992, L.P.R.A. Sec. 501 et seg., empowers the Secretary of Labor to asses compliance with this Law with regard to employment.

It prohibits discrimination against persons with physical, mental or sensory impairments at institutions whether or not they receive funds from the Commonwealth of Puerto Rico, in activities such as recruitment, promotion, suspension or termination; in wages, training, benefits and other aspects of employment.

PREVENTATIVE ACTION:

By virtue of the powers conferred upon them by the laws that they administer, the Secretary of Labor and Human Resources or the Director of the Anti-Discrimination Unit, in their representation, will discourage workplace discrimination through preventive action programs and may, on their own initiative, even without the involvement of a complaint, order investigations pursuant to the provisions of Law No. 100, above. All employers, labor organizations or joint worker-employer committees are required to keep adequate records on their recruitment practices, training programs, promotion plans or any other employment practices.

These records and reports must be available for examination by Department officials. For this reason, they must be kept for a period of no less than two (2) years.

ANTI-DISCRIMINATION UNIT GENERAL REGULATION

The Anti-Discrimination Unit General Regulation No. 6236 of November 21, 2000, provides for:

Any person who is aware, or has personal knowledge, of discrimination having occurred against one or more workers, or one or several employment candidates, pursuant to Law No. 100, Law No. 69, Law No. 17, Law No. 3 and Law No. 44, may file a complaint with the Anti-Discrimination Unit within one year following the point at which he/she learned or should have learned of the alleged discriminatory action.

As a delegate agency of the federal "Equal Employment Opportunity Commission" the Anti-Discrimination Unit receives claims under other provisions of federal laws that prohibit discrimination in employment

- and that establish shorter jurisdictional terms for filing a complaint. You may file your complaint in person or by mail. In view of the public interest covered by the laws we administer, the complaint may not be withdrawn or abandoned by the complainant without prior written authorization from the Secretary of Labor and
- Human Resources or his/her appointed deputy
- Once the complaint is filed, the accused will be notified. He/she is invited to the alternate conflict resolution, mediation, process.
- If a satisfactory agreement is not reached between the parties during this process, the investigation will be continued. The parties are usually scheduled for an evidence discovery meeting.
- The official in charge of the investigation will act on behalf and representation of the Secretary of Labor and Human Resources, with all of the powers conferred upon the Secretary in Law No. 100. The appearance of witnesses shall be obligatory under penalty of contempt proceedings, as well as the presentation of any information required by the investigator within a reasonable period, not to exceed 15 days once it has been requested.
- If the complaint is determined to lack merit, a Notice of Determination of No Probable Cause of Discrimination will be issued and the parties will be notified. The complainant will be notified of his/her right to request a review of this determination by the Secretary of Labor and Human Resources.
- If it is determined that the accused has committed or is committing one or several discriminatory practices, a Notice of Determination of Probable Cause will be issued and the Unit will begin its mediation efforts. If no agreement is reached, the case will be considered for litigation in the courts of Puerto Rico with jurisdiction for the complainant.

Hato Rey Central Office

431 Ave. Ponce de León, PISO 11 EDIFICIO NATIONAL PLAZA HATO REY, P.R 00917 [t] 787-625-3137 Ext. 3259/3232

Ave. Santiago de los Caballeros #60 CALLE PUERTO VIEJO, SECTOR PLAYITA Ponce, P.R 00718-8110

[t] 787-284-2028 [f] 787-290-2090

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EDIFICIO VILLA CAPITÁN II TERCER PISO, 828 Ave. Hostos Suite #301 Mayagüez, P.R 00682-1536 [t] 787-833-4110 787-787-833-4150 [f] 787-833-4131

[t] 787-285-5071 [f] 787-285-5076

CENTRO GUBERNAMENTAL 45 CALLE CRUZ ORTIZ STELLA, NORTE SUITE #13 HUMACAO P.R 00791-3751

www.trabajo.pr.gov person who is disabled by conditions unrelated to work or in an automobile accident may be entitled to the preservation of his/her job and to benefits for:

DEPARTMENT OF LABOR AND HUMAN RESOURCES Piso 10, 505 Ave. Muñoz Rivera OFFICE OF WORKER BENEFITS | PO Box 195540, San Juan, PR 00919-5540 TEMPORARY NON-OCCUPATIONAL DIASABILITY INSURANCE PROGRAM [t] 787. 754.5850 ext 2504, 2506

Department of Labor and Human Resources

WORKPLACE SAFETY AND HEALTH ACT OF PUERTO RICO

DIGNITY AND JUSTICE FOR WORK DEPARTMENT OF LABOR AND HUMAN RESOURCES WORKPLACE SAFETY AND HEALTH ADMINISTRATION OF PUERTO RICO

www.trabajo.pr.gov

WHAT DOES THE LAW COVER?

n August 5, 1975, the Legislature approved Law 16, in order to guarantee, to the extent possible, safe and healthy work conditions to all employees in the Commonwealth of Puerto Rico so as preserve our human resources.

THE EMPLOYER

The employer must provide each of their employees with employment and a workplace that is free of known hazards that are causing or may cause, death or physical harm to employees. They must also comply with the occupational safety and health standards provided by the Law.

THE EMPLOYEE

The employee must comply with all occupational safety and health standards, and furthermore, with all rules, regulations and orders issued under the Law which apply to his/her own actions and behavior at work.

This Law will apply to all work performed at every work site in the Commonwealth of Puerto Rico, excluding employees in the maritime industry, the United States Postal Service (USPS) and Federal Agencies.

The Law requires that an opportunity be given to a representative of the employer as well as a representative authorized by the employees to accompany the Compliance Officer for

the purpose of helping with the inspection. If there is no representative authorized by the employees, the Compliance Officer must consult with a reasonable number of employees

regarding the safety and health conditions at the workplace.

If after an inspection or investigation, PR OSHA has found that an employer has violated the Law, it will issue a citation to the employer, with reasonable promptness, alleging these violations. Each citation must include a correction period for the alleged violation. This citation must be visibly displayed at each site where the alleged violation has occurred, or near it, to warn employees about the hazards that may exist at this location.

The Law stipulates mandatory fines of up to \$7,000 for each serious violation, and optional penalties of up to \$7,000 for each violation classified as not serious in nature. In addition, fines of up to \$7,000 per day may be imposed for each day that the employer does not correct the violation within the period established for its correction. Any employer that willfully or repeatedly violates the Law, may be fined by an amount that will not exceed \$70,000 for each violation. The Law also provides penalties for any employer that ntentionally violates the law, and this violation causes the death of an employee. Once convicted, the punishment is a maximum fine of \$10,000 or imprisonment for a maximum term of three years, or both penalties. A repeated offense by an employer will double the fine, or there will be punishment by imprisonment for a period not to exceed four and a half years, or both penalties.

VOLUNTARY ACTIVITY

The Law encourages the joint efforts by employers and employees in lowering the number of occupational safety and health hazards. It further encourages both employers and employees alike to establish new programs and enhance existing ones to provide safe and healthy working conditions.

imployees or their representatives who believe that the violation of a safety and health standard exists may request an inspection, by filing a complaint with the Area Office of the ccupational Safety and Health Administration of Puerto Rico of the Department of Labor and Human Resources nearest to their workplace. The complainant's name will not be disclosed to the employer unless authorized by the complainant.

DISCRIMINATION COMPLAINTS

The Law stipulates that employees may not be terminated or discriminated against by exercising their rights under the Law. Any employee who believes that he or she has been discriminated against under this Law or under the Federal Occupational Safety and Health Act of 1970 may file a complaint with the Occupational Safety and Health Administration of Puerto Rico or to the address for federal jurisdiction.

COMPLAINTS ABOUT THE ADMINISTRATION OF THE STATE PROGRAM

The administration of this Law is being evaluated by OSHA. Any person may file complaints about the administration or operations by calling or writing the aforementioned

FEDERAL JURISDICTION

Puerto Rico Area Office B7 Calle Tabonuco, Suite 1105 Guaynabo, PR 00968

[t] (787) 277-1560 [F] (787) 277-1567

Disability

AW NO. 139 OF JUNE 26, 1968, AS AMENDED

DIGNITY AND JUSTICE FOR WORK

GOVERNMENT OF PUERTO RICO

ADDITIONAL INFORMATION

For additional help and information, including copies of the Law, state occupational safety and health standards and other applicable regulations, contact the nearest PR OSHA Area Office. These are located in Arecibo, Caguas, Carolina, Mayagüez, Ponce and San Juan. Phone numbers for these Offices can be found in the corresponding telephone

PUERTO RICO

STATE JURISDICTION DEPARTMENT OF LABOR AND HUMAN RESOURCES, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION OF PUERTO RICO PO BOX 195540 San Juan, PR 00919-5540 [t] 787.754.2172 • [f] 787.767.6051

PR OSHA 2013

Department of Labor and Human Resources

SINOT • TEMPORARY NON-OCCUPATIONAL DISABILITY INSURANCE

Benefits, between \$2,000 and \$4,000 for amputation or partial amputation of limbs, or a total or **DEPARTMENT OF LABOR AND HUMAN RESOURCES** partial loss of sight in one or both eyes.

> A maximum benefit of \$4,000 prorated between the dependents of an insured person who dies due to a condition that may be compensated by Law.

Weekly benefits from \$12 to \$55 for agricultural workers and up to \$113 for non-agricultural

EDIFICIO PRUDENCIO RIVERA MARTÍNEZ

This poster is in compliance with state posting requirements.

Work Rules Department of Labor and Human Resources

OFFICE OF LABOR STANDARDS

DIGNITY AND JUSTICE FOR WORK OVERNMENT OF PUERTO RICO EPARTMENT OF LABOR AND HUMAN RESOURCES

We administer much of the current labor protection and disputes legislation issued by

the former Puerto Rican Minimum Wage Board and by the Secretary of Labor and Human

- Ve perform the following activities in order to assess and ensure compliance with this legislation: Inspections of workplaces, which includes files and payrolls.
- Processing direct claims by employees or those that arise from an inspection.
- Addressing complaints that may be confidential.
- Responding to personal, written or telephone queries.

Offering guidance through conferences and seminars for the general public.

ummary of some of the Laws that the Office of Labor Standards administers for the protection of workers. LAW NO. 80 OF MAY 30, 1976, AS AMENDED, KNOWN AS THE WRONGFUL TERMINATION ACT,

29 LPRA SEC. 185A, ET SEQ.

ndemnification for wrongful termination time and sick leave. ny employee of a company, industry or any other business or site of employment, where he or she works The Federal Fair Labor Standards Act applies to: through remuneration of any kind and has been hired with no specified term, and who is terminated (a) Companies with a sales volume of \$500,000.00 per year or more. from his/her position with no interceding just cause, will be entitled to receive from his/her employer an indemnification or allowance, the amount of which shall depend on the time that he/she worked for his/her (b) Those employees that are in interstate commerce or in any process or occupation that is strictly related employer. For those employees hired before January 26, 2017, in addition to the wages that they may have earned, the terminated employee will be entitled to an indemnification that shall be computed as follows: (c) Domestic service employees

first five (5) years of service; wages corresponding to three (3) months if the termination occurs after five (5) years and up to fifteen (15) years of service; wages corresponding to six (6) months if the termination occurs after fifteen (15) years of service; An additional progressive indemnification equivalent to (1) week for each year of service, if the termination occurs within the first five (5) years of service; two (2) weeks for each year of service, if

Wages corresponding to two (2) months for indemnification, if the termination occurs within the

- the termination occurs after five (5) years and up to fifteen (15) years of service; three (3) weeks for each year of service, after having completed fifteen (15) years or more of service. For those employees hired on or after January 26, 2017, in addition to the wages that they may have earned, the terminated employee will be entitled to an indemnification that shall be
- computed as follows: An indemnification equivalent to three (3) months of wages;
- An indemnification equivalent to (2) weeks of wages for each year of service completed. In no case shall the indemnification required by law for employees hired on or after January 26, 2017 exceed wages corresponding to nine (9) months. In addition, it shall be understood that for these employees one (1) month is composed of four (4) weeks.

ny agreement in which the employee waives his/her right to receive indemnification for wrongful

ermination shall be void. However, once a claim has been made, the parties may compromise on the accrual rates for vacation and sick leave less than those stipulated in this law, or with requirements of minimur ndemnification through a valid transaction agreemen When there is just cause for the termination, the worker will not be entitled to the compensation mentioned. In this sense, terminations with just cause are those that are not motivated for legally prohibited

reasons and that are not a product of mere caprice by the employer. Furthermore, just cause is understood to

be those reasons that affect the proper and normal operation of an establishment that include, but are not

- imited to, the following: LAW NO. 17 OF APRIL 17, 1931, AS AMENDED, KNOWN AS THE WAGE PAYMENT ACT, 29 LPRA That the employee engages in an improper or disorderly pattern of conduct. SEC. 171 ET SEQ. That the employee engages in a pattern of deficient, inefficient, unsatisfactory, poor, late or negligent This requires the payment of wages in the legal tender of the United States of America, in periods not longer performance. This includes a failure to follow employer rules and standards for quality and safety, low than fifteen (15) days and may be done through: productivity, a lack of competency or ability to perform the job at levels reasonably required by the
- employer, and repeated complaints from the employer's customers. Repeated violation by the employee of reasonable rules and regulations created for the operation of (c) Direct deposit the establishment, provided that a written copy of the same has been provided in a timely manner to the employee.
- Complete, temporary or partial shutdown of establishment operations. In those cases where the employer has more than one office, factory, branch or plant, the complete, temporary or partial shutdown of operations of any of these establishments where the terminated employee works shall constitute just cause. Technological or reorganization changes, as well as those in the style, design or nature of the product
- that is produced or managed by the establishment, and changes in services rendered to Reductions in employment that are made necessary due to a reduction in the volume of production, sales or profits, anticipated or that prevail when the termination occurs, or with the purpose of LAW NO. 148 OF JUNE 30, 1969, AS AMENDED, PRIVATE COMPANY EMPLOYEE CHRISTMAS BONUS
- Probationary period ny employee hired on or after January 26, 2017 will have an automatic probationary period of nine (9) months. This automatic period may not be increased or extended. Nonetheless, the employer and employee functionaries and employees of the Government of Puerto Rico, its public corporations and cities, are entitled to

may agree to a shorter or no probationary period. Furthermore, nothing prohibits the employer from

increasing the competitiveness or productivity of the establishment.

- eleasing the employee from the probationary period before expiration of the term, whether automatic or The period of coverage is from October 1 of any calendar year to September 30 of the following calendar year. agreed to by the parties during the coverage period in order to be eligible for the Christmas bonus granted under Law No. 148. In the In the specific case of "Managers", "Executives" or "Professionals", referred to jointly as exempt employees, their probationary period will be for twelve (12) months. hundred (100) hours during the coverage period in order to be eligible for the Christmas bonus. Any employee Those employees that are terminated during the probationary period will not accrue the indemnification for
- wrongful termination granted by Law No. 80 of May 30, 1976, as amended. LAW NO. 230 OF MAY 12, 1942, AS AMENDED, KNOWN AS THE CHILD EMPLOYMENT ACT, 29 LPRA SEC. 431 ET SEQ. e employment of minors under the age of eighteen (18) years is regulated in Puerto Rico. It is necessary to obtain a working permit from the Department of Labor and Human Resources, which must establish that the

LAW NO. 379 OF MAY 15, 1948, AS AMENDED, KNOWN AS THE WORK DAY ESTABLISHMENT IN PUERTO RICO ACT

ccupation does not affect the school attendance of the minor, and is not harmful to his/her life, health or

- his establishes the regular work hours in Puerto Rico; the type of wages for the hours worked in excess of the legal work hours and sets the meals period.
- Eight (8) hours constitute the legal work day in Puerto Rico, and forty (40) hours of work constitute the compensation equivalent to two percent (2%) of total wages earned, up to a maximum bonus of three hundred work week. If there is an alternate weekly work schedule (flextime), the employee and employee may dollars (\$300). For these employees, and only during the first year of their employment, the required bonus will agree to a regular work day that does not exceed ten (10) hours per day. In addition, the hours that be fifty percent (50%) of that stipulated in Law No. 148. an employee works under the protection of an hours replacement agreement shall be considered as a

 The deadline for payment of this is between November 15 and December 15. If the payment of the bonus regular workday as long as his/her workday does not exceed twelve (12) hours per day. established under this law is not made in the manner and by the deadline indicated above, the employer will
- Hours worked in excess of eight (8) hours per day and forty (40) per week shall be compensated as overtime. If there is an alternate weekly work schedule, the hours worked in excess of ten (10) per workday shall be compensated as overtime. In the case where those periods are worked under an hours replacement agreement, the hours worked in excess of twelve (12) hours per day shall be compensated as overtime
- One hour for meals. This must not be before conclusion of the second nor after the start of the sixth hour of consecutive work. If the employee works during the period meant for his/her meals, the employer must compensate, as a penalty, that period as if it were overtime. By means of a written agreement between the employer and employee, the meal period may
- be reduced to thirty (30) minutes, except for "croupiers", nurses and security guards, which may be up to a minimum of twenty (20) minutes. In those cases where the work day does not exceed six (6) consecutive hours, the meal period may be omitted without need of having to sign a written reation and maintenance of registries and payrolls

All employers must maintain and keep registries, files, payrolls, lists of days worked or records that reflect ne names and addresses of all workers, the hours of work rendered by each one and the wages paid to them. These archives must be kept by the employer for a term of no less than three (3) years and the employer may use any method of storage, as long as the accessibility and integrity of the information is

ARECIBO OFFICE

[f] (787) 817-7472

HUMACAO OFFICE

[f] (787) 285-2478

CENTRO GUBERNAMENTAL #372, Ave.

José A. Cedeño Rodríguez — Edif. B

OFICINA 206, ARECIBO, PR 00612

[t] (787) 878-1284 • 878-1162

CENTRO DE GOBIERNO, # 45 CRÚZ

Ortíz Stella Norte — Suite 6 Humacao, PR 00791-3751

[t] (787) 852-0242 • 852-0800

METRO OFFICE

EDIF. NACIONAL PLAZA

HATO REY, PR 00918

[f] (787) 763-5676

Ponce, PR 00716

[f] (787) 844-4080

PONCE OFFICE

Ave. Ponce de León #431, Piso 11

[t] (787) 754-6071 • 754-5832

Ave. Santiago de los Caballeros

[t] (787) 842-2037 • 842-7395

Esq. Puerto Viejo Núm. 60

wage agreed to by the parties.

VACATIONS AND SICK LEAVE ACT, 29 LPRA SEC. 250 ET SEQ.

overnight on the premises of the institution.

quarter (1¼) days per month worked.

he purposes of accrual of these benefits.

form of direct deposit and electronic transfer payments:

exempted by mutual agreement.

ACT, 29 LPRA SEC. 501 ET SEQ.

(a) The employee must voluntarily authorize this in writing.

university level, with the exception of teachers and professors.

Any claims transactions under the protection of Law No. 379 require verification by the Department of Labor and Human Resources. Any transaction that does not have this involvement shall be null and void.

In general, any transacting of a basic claim that does not exceed fifty thousand dollars (\$50,000) may be verified by one of the attorneys of the Office of Legal Affairs. Those transactions on basic claims that

exceed fifty thousand dollars (\$50,000) will require the involvement of the Secretary of Labor and Human

be obligated to pay him/her for the hours worked during said day at a wage rate equal to double that for the

on or after January 26, 2017, the wage rate that must be paid shall be equivalent to the time and a half for the

LAW NO. 180 OF JULY 27, 1998, AS AMENDED, KNOWN AS THE PUERTO RICO MINIMUM WAGE,

This provides for the fact that the federal minimum wage shall automatically apply in Puerto Rico to workers

covered by the federal Fair Labor Standards Act. Employers not covered by that legislation shall pay a minimum

mandatory decree establishes, whichever is higher. It also establishes the rules for accrual and use of vacation

wage equivalent to seventy percent (70%) of the federal minimum wage in effect or of that which the

thereto are considered to be covered by the law, regardless of the sales volume of the company.

(d) Employees of hospitals and care institutions for children, the elderly or mental health patients that stay

(e) Employees of educational institutions, whether at the preschool, elementary, intermediate, secondary, or

Employees in Puerto Rico hired before January 26, 2017 will accrue sick leave at a rate of one day per month

worked and vacation at a rate of one and quarter (1¼) days per month. For those employees hired on or after

to the time that they work for the same employer. As such, during the first year of service, the employee will

five (5) years of service for the same employer, the accrual rate will be three-quarters (¾) of a day per month

worked. Subsequently, after completing five (5) years of service up to completing fifteen (15) years working for

the same employer, the accrual rate will be one (1) day of vacation per month worked. Finally, once fifteen (15)

All employees must work no less than one hundred thirty (130) hours per month for the accrual of vacation and

sick leave. It is hereby stipulated that the use of vacation and sick leave shall be considered as time worked for

Those industries where the effective date of this law may be regulated by mandatory decrees with monthly

hours to be worked in order to be eligible for higher accrual rates than those provided for in this law, shall

shortest time possible, and in accordance with the economic capacity of each industry, minimum vacation time

and sick leave benefits established by these mandatory decrees will be adjusted to the levels stipulated by this

(e) Electronic transfer of funds directly to the checking or savings accounts of the employees. Restrictions to the

(b) The payment shall be effective on the same day of payment at the bank selected by the employee.

(d) The cost of the system is exclusively the responsibility of the employer. Furthermore, the legislation

lists the deductions and withholdings that an employer may apply to the wages of the employee not

(c) Delivery of the proof of deposit or transfer to the employee with all deductions authorized by law.

This establishes the payment of a bonus to certain private company employees. Any employee, except those

Those employees hired before January 26, 2017 must have worked a minimum of seven hundred (700) hours

specific case of dock workers hired before January 26, 2017, these workers must have worked a minimum of one

hired on or after January 26, 2017 must have worked a minimum of one thousand three hundred fifty (1,350)

The bonus that an employee hired before January 26, 2017 must receive under the provisions of this law shall be

equivalent to six percent (6%) of total wages, calculated up to a maximum of ten thousand dollars (\$10,000),

employees during any time of the coverage period. An employer that employees fifteen (15) or fewer employees

earned by the employee within the coverage period, as long as the employer employs sixteen (16) or more

shall grant a bonus equivalent to three percent (3%) of total wages, calculated up to a maximum of ten

The bonus that any employee hired on or after January 26, 2017 must receive, under the provisions of this

law, shall be equivalent to two percent (2%) of total wages earned up to a maximum bonus of six hundred

dollars (\$600), if the employer employed twenty-one (21) or more employees during more than twenty-six (26)

weeks within the coverage period. If the employer employed twenty (20) or fewer employees during more

be obligated to pay, in addition to said bonus, a sum equal to half the bonus, as additional compensation, when

the payment has been made within the first six (6) months of its non-fulfillment. If the employer is more than

six (6) months late in making the payment, the employer will be obligated to pay another sum equal to said

bonus, as a penalty. The employer may credit to its obligation to pay the Christmas bonus any other additional

oluntary compensation, that does not form a part of the wage conditions of the employee, paid within the

within a period of five (5) working days from the payment having been made. So that the employer may avail

coverage period, as long as the employee has been notified in writing of the employer's intention to do so

itself of the provisions contained in this law that exempt it from paying the Christmas bonus in whole or in

part, when its business has not earned profits or when these are insufficient to cover all of the bonus without

exceeding the limit of fifteen percent (15%) of net annual earnings, it must submit an exemption application to

the Secretary of Labor and Human Resources no later than November 30 of each year. This application must be

filed together with a balance sheet and profit and loss statement for the coverage period, prepared according

to the generally accepted accounting principles and standards in Puerto Rico, and their respective notes, and

with the corresponding revised or audited compiled report, signed and stamped as an original by a certified

Board, as stipulated by Law No. 293 of May 15, 1945, the "Public Accounting Act of 1945", as amended, which

demonstrates this financial situation. Furthermore, the Secretary may request any other information that Law

DEPARTMENT OF LABOR AND HUMAN RESOURCES REGULATION NO. 7082 OF JANUARY 18, 2006,

This regulation defines the terms "Manager", "Executive" and "Professional" for the effects of labor legislation.

Employees that are considered to be within the referenced terms are "exempt" employees for protected work

labor legislation. In general, labor legislation excludes these employees from some benefits, such as: provisions

related to minimum wage, extraordinary compensation for overtime, accrual of vacation, accrual of sick leave

APR2020

and meal periods. This means that the rights of these employees are those that arise from the employment

Ave. Hostos 828, Suite 301, 3er. Piso

public accountant (CPA), with a currently valid license that has been issued by the Puerto Rico Accounting

No. 148 authorizes it to request and obtain for the sake of duly considering the exemption application.

KNOWN AS REGULATION NO. 13 (FIFTH REVISION 2005)

contract or from agreements entered into with their employers.

MAYAGÜEZ OFFICE

Edif. Villa Capitán #2

[f] (787) 831-0235

Mayagüez, PR 00680-1536

[t] (787) 832-4578 • 832-1506

than twenty-six (26) weeks within the coverage period, it will be obligated to grant to each employee a

housand dollars (\$10,000), earned by the employee or worker within that amount of time.

persons employed in agricultural activities. in domestic service or in family residences, in cha

hours during the coverage period in order to be eligible for a Christmas bonus.

continue to be subject to the provisions by said mandatory decree with respect to those extremes. In the

years of service have been completed with the same employer, the accrual rate for vacation will be one and a

accrue a half (1/2) day of vacation per month worked. After the first year of work and up to the completion of

January 26, 2017, they will accrue sick leave at a rate of one (1) day per month worked and vacation according

agreed to time for regular hours for those employees hired before January 26, 2017. For those employees hired

- Not be denied job placement due to the preference of co-workers, employers or clients; LAW NO. 289 OF APRIL 9, 1946, AS AMENDED, KNOWN AS THE SETTING OF WORK SCHEDULE DAYS OFF ACT. 29 LPRA SEC. 295 ET SEO.
- Not be discriminated against with regard to salary based on their sex, nor be asked about their salary history when they are considered for a job position; Any employer that employs or allows an employee to work during the days off that this law establishes; shall

Women's Workplace Rights

Receive a month's pay if they are unfairly dismissed from their job;

Not be discriminated against by their employer, by employment agencies nor by labor organizations on the basis of their sex;

- If a working woman becomes pregnant, she shall receive four (4) weeks maternity leave before and four (4) weeks after childbirth; with the presentation of a medical certificate to her
- employer, she may opt to take up to one (1) week off for prenatal rest and seven (7) weeks off for postnatal rest; If she adopts a pre-school age child, i.e. a child under the age of 5 years old who is not enrolled in a school institution, she shall be entitled to the same maternity leave benefits as an
- If she adopts a child who is 6 years old or older, she shall be entitled to take maternity leave at full pay for a period of fifteen (15) days;
- To receive her full wages and to have her job position reserved for her by her employer if she takes maternity leave;
- To not be dismissed from her job or suspended, be discriminated against, nor have her salary reduced based on decreased productivity as a result of being pregnant;
- To have access in her workplace to a private, safe, hygienic area with ventilation and electricity to breastfeed her baby or to extract breast milk, and that said area will not be shared with an

To be given a period of one (1) hour per full-time work day to breastfeed or to extract breast milk, which may be split into two (2) periods of thirty (30) minutes or three (3) periods of twenty

Department of Labor & Human Resources

Charter of Rights for the Working Woman — Private Sector

Working women in the private sector shall enjoy the rights set forth in the Constitution of Puerto Rico and in applicable laws and regulations. Specifically, they shall have a

Be considered and employed based on their individual capabilities without employers taking into consideration stereotypical presumptions or characterizations related to their sex;

- (20) minutes; To be given a period of thirty (30) minutes per every period of four (4) consecutive hours of work to breastfeed or to extract breast milk, in the case that she works a part-time work day that
- To continue to be given these periods dedicated to breastfeeding or breast milk extraction for up to twelve (12) months starting from her return to her work duties;
- To not be exposed to sexual advances as a condition of being hired or to maintain her job position;
- 16. To not be subjected, explicitly or implicitly, to unwanted verbal or physical sexual advances, including advances made by electronic means;
- That the employer keeps the workplace free of sexual harassment, including hostile, offensive or intimidating behavior; That the employer establishes adequate and effective internal procedures to deal with sexual harassment complaints;
- 19. To be protected against domestic violence in her workplace;
- To be provided with special leave without pay for up to fifteen (15) working days per year to attend to situations related to domestic or gender violence, mistreatment of minors, sexual harassment in the workplace, sexual assault, lewd acts or stalking classified as serious;
- This Charter of Rights is a general non-exhaustive compilation of rights that are recognized for working women in the private sector in Puerto Rico and that shall serve as a quideline. The rights listed are subject to the applicability and exceptions of the corresponding labor statute, so it is recommended to consult the complete text of the laws listed herein which are available on the websites: www.mujer.pr.gov and www.trabajo.pr.gov. You can also contact the helpline, 24 hours a day, 7 days a week, of the Attorney's Office for Women at (787) 722-2977 or the Department of Labor and Human Resources through the Anti-Discrimination Unit at (787) 625-3137 ext. 3231 and/or the Bureau of Labor Standards at (787) 754-2100.

That no retaliation will be made against her for filing complaints, testifying or participating in an investigation, legal proceeding or trial in relation to discriminatory employment practices.

GOVERNMENT OF PUERTO RICO ATTORNEY'S OFFICE FOR WOMEN DIGNITY AND JUSTICE FOR WORK

ATTORNEY'S OFFICE FOR WOMEN **DEPARTMENT OF LABOR AND HUMAN RESOURCES** Tel. (787) 722-2977 **ANTIDISCRIMINATION UNIT BUREAU OF LABOR STANDARDS** www.mujer.pr.gov Tel. (787) 754-2100 Tel. (787) 625-3137 ext. 3259 TDD: (787) 756-5787

Filed with the State Commission on Elections, Application No. CEE-SA-2020-5391

Social Security Number

Department of Labor and Human Resources

LAW NO. 207 OF SEPTEMBER 27, 2006, ON RESTRICTIONS IN THE USE OF SOCIAL SECURITY NUMBERS **DIGNITY AND JUSTICE FOR WORK**

OFFICE OF LABOR STANDARDS www.trabajo.pr.gov

DEPARTMENT OF LABOR AND HUMAN RESOURCES

WHAT DOES THE LAW COVER? On September 27, 2006, the Legislative Assembly approved Law No. 207, to prohibit the use of an employee's Social Security Number on identification cards or in any document for general or routine

This law will apply to all private employers and to public corporations of the Commonwealth of Puerto Rico.

The Law requires that no employer, of a private company or of public corporations of the Commonwealth of Puerto Rico, may show or display an employee's Social Security Number, regardless of the nature of his/her position or appointment, on his/her identification card, nor may it show or display this data in any place visible to the general public or a generally circulating document. The Social Security Number may not be included in personnel directories or in any similar list that is made available to persons that have no need or authority for access to this information.

The Social Security Number will only be requested in circumstances where collecting it is mandatory for a governmental entity.

The Social Security Number will not be disclosed by the employer to entities, except under the following circumstances:

- When it is permitted by law: or When the employee grants the employer permission; and
- iii. When the external entity acts as a contractor or agent of the employer and has adequate security measures in place to prevent disclosure. In these cases, the employer shall maintain a list of entities approved for managing this information.

Any paper or electronic document that contains social security numbers shall be securely destroyed.

When a document that contains the Social Security Number of a worker must be made public for a purpose that does not require this information, that document will be edited so that this information is partially or completely illegible, without it being considered an alteration of the contents of the document.

The Social Security Number will only be transmitted in digital documents or electronically when there are mechanisms that guarantee confidentiality. Any document or application of the employer in which the Social Security Number is collected shall indicate whether this requirement is a voluntary or mandatory one.

The Law and its Regulations stipulate that employers and Public Corporations of the Commonwealth of Puerto Rico are granted a period of six (6) months starting from the recording date of the Regulation at the Department of State for all employers to certify implementation of the provisions of the Law with the Department or for them to submit a work plan for achieving this within a term of no more than one (1) year from the approval and coming into effect of the Regulations.

As per the rights and duties conferred to the Secretary or his/her representative, the Labor Standards Inspector may, by his/her own initiative, through audits or by means of a complaint by an

employee, verify any pertinent record or document in order to assess compliance with the Law.

In any case where the Investigator determines a violation of the Law, he/she shall notify the employer that it will be issued a fine under the provisions in the Regulations.

These protections may be waived, voluntarily and in writing, by the employee, but this waiver may not be imposed as a condition of employment.

Violation of the provisions of this Law, including a failure to protect the confidentiality of the Social Security Number, shall bring with it a fine of no less than five hundred (500.00) and up to five

The Department of Labor and Human Resources shall be the agency charged with policing compliance with this Law.

For more information, including a copy of the Law and its Regulations, contact your local branch of the Office of Labor Standards. These are located in San Juan, Arecibo, Mayagüez, Ponce, Caguas, Humacao, Carolina and Bayamón. Find the telephone numbers for these offices by visiting our web page www.trabajo.pr.gov

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