

two hours of work and before the last two hours. If you must be on duty during your meal break, you must be paid for that time. There is no law that says you have to get a 10 or 15 minute break. If an employer chooses to give short breaks, you must be paid for the breaks.



**Q: If I quit or am fired, when do I get my last pay check?**

**A:** If you quit, you must be paid the next regular pay day. If you are fired, you must be paid by the next business day.

**Q: If I lose my job, do I get my vacation pay?**

**A: Only if** your employer has a policy to provide vacation pay or other benefits when an employee leaves the job. The employer must give you your vacation pay or other benefits according to its stated policy.

**Q: Do these laws apply to me if I work for a “temp agency”?**

**A: Yes,** employees of temporary help agencies are covered by these laws.

**Q: Do these laws apply to me if I am an “undocumented immigrant”?**

**A: Yes.** The wage and hour laws apply regardless of your immigration status.

**Q: Do these laws apply to me if my employer says I’m an “independent contractor”?**

**A:** No, if you *really are* an independent contractor. Your employer may **not** be right in calling you an “independent contractor.” Many “independent contractors” are really employees of the company. To find out if you are an employee or an “independent contractor”, contact the State Department of Labor or a lawyer.

**These are just *some* of your rights.**

The laws and policies regarding employment have many exceptions, special rules and change often.

***Do you have questions or concerns?***

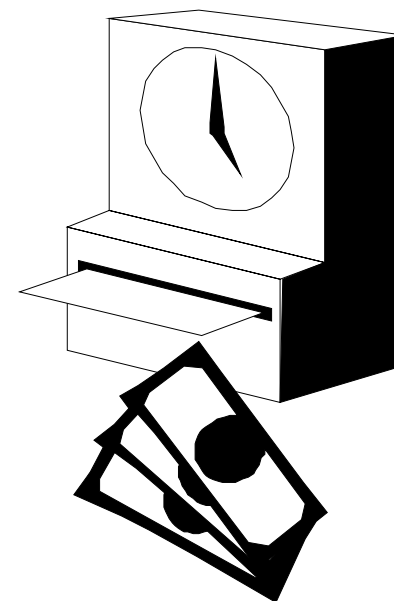
*Contact:*

- Connecticut State Department of Labor at 860-263-6790. You can call for free from your local unemployment office. *On the web:* [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)
- or -
- Statewide Legal Services at 1-800-453-3320 or 860-344-0380 for information and advice. *On the web:* [www.slsct.org](http://www.slsct.org)

*This information is based on laws in CT as of February 2010. It is not intended as legal advice for an individual situation; individuals should consult with a lawyer if possible. Produced by Legal Assistance Resource Center of CT. [www.larcc.org](http://www.larcc.org)*

Questions & Answers  
about

# Wages and Hours of Work



**Q: How much will I get paid?**



**A:** For most jobs, you will be paid at least minimum wage. Right now the minimum wage in Connecticut is \$8.25 an hour.

**Q: Who must be paid at least the minimum wage?**

**A:** All workers except those in management and the following exceptions.

**Exceptions:** Some employees such as waitresses or waiters can be paid less than minimum wage (currently \$5.69 an hour) but their tips & wages must add up to the hourly minimum wage. Other exceptions include those who work for dry cleaners, laundries, and beauty shops. In some cases, physically and mentally handicapped persons can be paid less than minimum wage. Employers that pay less than minimum wage have to get permission from the state Department of Labor (DOL) and have to post a notice on the special wage orders at your workplace.



**Q: How often must my employer pay me?**

**A:** You must get paid weekly unless your employer gets permission from the state DOL to pay you less often (for example, every other week or monthly). You must get paid on a regular schedule and *at least* monthly.

**Q: When do I get overtime pay and how much is it?**

**A:** If you work **over 40 hours in a week** you must get paid time-and-a-half.

*For example*, if you are paid \$8.25 an hour and you work 50 hours in a week, you will be paid as follows:

- 40 hours at \$8.25 an hour
- 10 hours at \$12.37 an hour (the time-and-a-half rate)

There is no law that says you have to be paid overtime for working more than 8 hours in a day or on a weekend or holiday. Sometimes employers **choose** to give extra pay for working certain times or hours.

*Note:* Some workers (*for example farm workers*) are not required to be paid overtime.

**Q: When can my employer take out money from my pay?**

**A:** You have a right to get paid for hours you have worked. Your employer may take out (deduct) money from your pay only when allowed by law. Your employer must give you a written statement that tells what has been taken out. Allowable deductions include health insurance premiums you have agreed to pay, and state and federal taxes. However, your employer cannot lower your pay check because the cash register was short.



**Q: Can my employer make me work 7 days a week?**

**A:** No. Employers cannot require you to work more than 6 days a week in any calendar week in any commercial job.

**Q: When I am hired, does my employer have to give me anything in writing?**

**A: Yes.** You have a right to get in writing how much you will be paid, the hours you will work, and how often you will get paid. And, if your employer has any policies (such as those concerning vacation or sick pay), they must be given to you in writing. These policies can be posted on the wall, or be in a handbook or in another written format. Any *changes* to the policies must also be in writing.

**Q: What about time cards/records?**

**A:** Your employer must keep accurate time records of all of the time you work. To protect yourself, keep your own record of your hours. If your employer does not keep good records and you file a complaint because you have not been paid, the DOL will accept your statement of how much you worked (as long as it is believable).

**Q: Do I have a right to a break time?**

**A:** Generally, you have the right to a half-hour unpaid meal period if you are scheduled to work 7 ½ hours or more in a row. The break must be after the first