

Minimum wage and other requirements

Minimum wage effective Jan. 1, 2025

State minimum wage – Applies to all employers in Minnesota.

\$11.13/hour



dli.mn.gov/minwage

Training wage – May be paid to employees under the age of 20 during the first 90 consecutive days of employment.

\$9.08/hour

OVERTIME

Overtime is the required payment of time-and-one-half an employee's regular rate of pay.

State-only covered employers and employees

After **48** hours in a workweek

Federally covered employers and employees

After **40** hours in a workweek

WAGE THEFT

Wage theft occurs when an employer fails to pay wages earned by its employees, including minimum wage, overtime or other required rates of pay.



dli.mn.gov/wagetheft

SICK AND SAFE TIME

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.



sickleave.mn.gov

RETALIATION PROHIBITED

An employer must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for exercising their rights under the law, including reporting a violation or participating in an investigation.



dli.mn.gov/laborlaw

REPORT VIOLATIONS

To report violations of these and other labor laws, contact the Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075.



Minimum wage posting required by law in a location where employees can easily see the posting.

October 2024



Employee notice

1. Employee:	Address:		
Phone number:	Email address:		
Date employment began:			
2. Legal name of employer:	Main office/principal place of business address:		
Phone number:	Email address:		
Operating name of employer (if different):			
Mailing address (if different):			
3. Employment status (exempt or non-exempt):			
<input type="checkbox"/> Employee is exempt from: <input type="checkbox"/> minimum wage <input type="checkbox"/> overtime <input type="checkbox"/> other provisions of Minnesota Statutes 177			
Legal basis for exemption:			
<input type="checkbox"/> Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177)			
4. Rate or rates of pay			
Paid by: Hour <input type="checkbox"/> Shift <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Salary <input type="checkbox"/> Piece <input type="checkbox"/> Commission <input type="checkbox"/> Other method <input type="checkbox"/>			
Overtime is owed after: hours			
Allowances claimed:			
\$ per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal)			
\$ per day for lodging allowance (max = 75% of one hour of adult minimum wage per day) (or fair market value)			
5. Leave benefits available:			
<input type="checkbox"/> Sick leave <input type="checkbox"/> Paid vacation <input type="checkbox"/> Other paid time off			
How benefits are accrued: Number of hours _____ or days _____			
per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> per pay period <input type="checkbox"/> per hours worked			
Terms of use:			
6. Deductions that may be made from employee's pay and amounts:			
7. Number of days in the pay period:	Regularly scheduled payday:		
Date employee will receive first payment of wages earned:			
8. Other information relevant to this position:			
I, the employee, have received a copy of this notice: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer signature	Date	Employee signature	Date

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Karen / ကရင်စာ	လက်ရှိအချိန်တွင်အလုပ်အကိုင်ဆောင်ရွက်နေသောကရင်စာသင်တန်းများအားပေးဆောင်ရွက်ပါမည်။ အချိန်အခါအားမရရှိသောကရင်စာသင်တန်းများအားပေးဆောင်ရွက်ပါမည်။
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Translation providers approved by the Minnesota Department of Administration

Betmar Languages, Inc. 6260 Hwy. 65 N.E. Minneapolis, MN 55432 763-572-9711 best@betmar.com	The Bridge World Language Center, Inc. 110 Second Street S., #308 Waite Park, MN 56387 320-259-9239 mini@bridgelanguage.com	Fox Translation Services 1152 Mae Street, #122 Hummelstown, PA 17033 866-369-1646 or 407-733-3720 dina@foxfoxcasemanagement.com
Global Translation and Interpreter 913 E. Franklin Ave., #206 Minneapolis, MN 55404 612-722-1244 sandor@globaltranslations.com	Latin American Translators Network, Inc. 1720 Peachtree Street N.W., #532 Atlanta, GA 30309 800-943-5286, ext. 8641, translations@latn.com 800-943-5286, ext. 8620, idenis@latn.com	Latitude Prime, LLC 80 S. Eighth Street, #900 Minneapolis, MN 55402 888-341-9080, ext. 501 elle@latitude.com
Lingualinx Language Solutions, Inc. 433 River Street, #6001 Troy, NY 12180 518-388-9000 abartlett@lingualinx.com	Prisma International, Inc. 1128 Harmon Place, #310 Minneapolis, MN 55403 612-349-3111 jromano@prisma.com	Swits, LTD 110 S. Third Street Delavan, WI 53115 262-740-2590 translations@swits.us

[Employers: This is a sample employee notice employers can use to inform their employees about earned sick and safe time as required under [Minnesota Statutes § 181.9447, subdivision 9](#). Instructions for completing this notice are in brackets. Delete all instructions before providing this to the employee.]

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. [If you are using a more generous accrual system or a front-loading system, edit the previous sentence and insert the applicable system for the employee who will receive this notice.] A year for purposes of the employee's earned sick and safe time accrual is: [Note here how you define the accrual or benefit year for the employee. Examples include the calendar year, year by work anniversary or another 12-month period.]

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive scheduled workdays.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.] If an employee plans to use earned sick and

safe time for an appointment, preventive care or another permissible reason they know of in advance, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number between one and seven] days in advance. In situations where an employee cannot provide advance notice, the employee should contact [name or position] at [phone, email or other communication] as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry’s Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department’s earned sick and safe time webpage at sickleave.mn.gov.

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Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

[Employers: This is a sample notice employers can use to inform workers about the Safe Workplaces for Meat and Poultry Processing Workers Act as well as the Packinghouse Workers Bill of Rights, as required under [Minnesota Statutes § 179.877.](#)]

Your rights as a meatpacking or poultry processing worker

The Packinghouse Workers Bill of Rights (Minn. Stat. § 179.86) and the Safe Workplaces for Meat and Poultry Processing Workers Act (Minn. Stat. § 179.87 to 179.877) provide the following workplace protections to meat and poultry processing workers:

- **You have the right to be safe and healthy at work.** Your employer must have an ergonomics program created by a committee. Your employer must train you how to safely perform new tasks; this training must be in a language and with vocabulary you can understand. Your employer must provide you with at least eight hours of safety training each year on health and safety topics relating to your job and work; this training must be in a language and with vocabulary you can understand. At least two hours of your training must cover ergonomic injury prevention and procedures for reporting injuries. Your employer must provide you with adequate break time to use the bathroom, wash your hands and don and doff protective equipment.
- **You have the right to refuse to work under dangerous conditions.** If you refuse to work under dangerous conditions, you must continue to receive pay and shall not be subject to discrimination or retaliation.
- **You have the right to enhanced safety protections during a health emergency.** Your employer must provide enhanced health, safety and sanitation measures during a peacetime public health emergency that involves airborne transmission. These measures include, but are not limited to, physical distancing, barriers, providing face masks and shields at no cost, disinfecting the workplace and more.
- You have the right to organize and bargain collectively. You also have the right to refrain from organizing and bargaining collectively. For more information, contact the National Labor Relations Board at 612-348-1757.
- **You have the right to be free from discrimination at work.** You have the right to be free from discrimination based on race, color, creed, religion, national origin, sex, marital status, disability, public assistance status, age, sexual orientation, gender identity, familial status and local human rights commission activity. For more information, contact the Minnesota Department of Human Rights at 833-454-0148.
- **You have the right to use workers' compensation insurance.** If your employer is required to have workers' compensation insurance, you have the right to have that insurance help cover your workplace accident or injury. For more information, contact the Office of the Workers' Compensation Ombudsman at 651-284-5013 or dli.ombudsman@state.mn.us
- **You have the right to be free from retaliation.** Your employer may not retaliate, or take negative action, against you for exercising your rights under the Safe Workplaces for Meat and Poultry Processing Workers Act.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us to ask questions or submit a complaint. Workers and others can also file a lawsuit within three years of a violation of the Safe Workplaces for Meat and Poultry Processing Workers Act.

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Amharic/አማርኛ	ይህ ደብዳቤ ለአብዛኛዎቹ ሰሪያዎች አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተገራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥዎት ከፈለጉ በዛው በስተገራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကာရင်	ဤစာရွက်တွင် အလုပ်အကိုင်ဆိုင်ရာနှင့် ပတ်သက်သည့် အရေးကြီးသည့် အချက်အလက်များကို ပြောဆိုထားပါသည်။ ဤစာရွက်ကို ဤဘာသာစကားဖြင့် ရရှိလိုပါက ဤနေရာတွင် မှတ်တမ်းတင်ပါ။
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في التبرع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Age discrimination

Know your rights under Minnesota laws prohibiting age discrimination

It is unlawful for an employer to:

- refuse to hire or employ a person on the basis of age;
- reduce in grade or position or demote a person on the basis of age;
- discharge or dismiss a person on the basis of age; or
- mandate retirement age if the employer has more than 20 employees [29 United States Code §630 (b)].

Employers terminating employees 65 or older because they can no longer meet job requirements must give 30 days notice of intention to terminate.

This poster contains only a summary of Minnesota law. For more information, contact the:

Minnesota Department of Labor and Industry
Phone: 651-284-5070

Minnesota Department of Human Rights
Phone: 651-539-1100



651-284-5075 • 1-800-342-5354 • dli.laborstandards@state.mn.us • www.dli.mn.gov

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Employer-sponsored meetings

Employer-sponsored meetings or communication

An employer or the employer's agent, representative or designee must not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an employee:

1. because the employee declines to attend or participate in an employer-sponsored meeting or declines to receive or listen to communications from the employer or the agent, representative or designee of the employer if the meeting or communication is to communicate the opinion of the employer about religious or political matters;
2. as a means of inducing an employee to attend or participate in meetings or receive or listen to communications described in number 1 above; or
3. because the employee, or a person acting on behalf of the employee, makes a good-faith report, orally or in writing, of a violation or a suspected violation of this section.

Remedies

An aggrieved employee may bring a civil action to enforce this section of the law no later than 90 days after the date of the alleged violation. The court may award all appropriate relief, including injunctive relief, reinstatement, back pay and reestablishment of any employee benefits, reasonable attorney fees and costs.

Scope

This section does not:

1. prohibit communications of information the employer is required by law to communicate, but only to the extent of the lawful requirement;
2. limit the rights of an employer or its agent, representative or designee to conduct meetings involving religious or political matters as long as attendance is wholly voluntary or to engage in communications as long as receipt or listening is wholly voluntary; or
3. limit the rights of an employer or its agent, representative or designee from communicating to its employees any information, or requiring employee attendance at meetings and other events, that is necessary for the employees to perform their lawfully required job duties.

Summary

This law does not prohibit or regulate employer speech. The law regulates when an employer may discipline or fire an employee who declines to attend meetings about religious or political matters.

To review this law in full, including definitions, notice requirements and additional information about remedies, see Minnesota Statutes § 181.531. The Department of Labor and Industry does not enforce this law.

For more information about this law, contact an attorney.

Safety and health protection on the job

Employees

The Minnesota Occupational Safety and Health Act (the Act) requires that your employer provide you with a workplace free of known hazards that can cause death, injury or illness. You also have the following workplace rights and responsibilities.

You must follow all Minnesota OSHA (MNOSHA) standards and your employer's safety rules.

Your employer must provide you with information about any hazardous chemicals, harmful physical agents and infectious agents you are exposed to at work.

You have the right to discuss your workplace safety and health concerns with your employer or with MNOSHA.

You have the right to refuse to perform a job duty if you believe the task or equipment will place you at immediate risk of death or serious physical injury. However, you must do any other task your employer assigns you to do. You cannot simply leave the workplace.

You have the right to be notified and comment if your employer requests any variance from MNOSHA standard requirements.

You have the right to speak to a MNOSHA investigator inspecting your workplace.

You have the right to file a complaint with MNOSHA about safety and health hazards and request that an inspection be conducted. MNOSHA will not reveal your name to the employer.

You have the right to see all citations, penalties and abatement dates issued to your employer by MNOSHA.

Your employer cannot discriminate against you for exercising any of your rights under the Act. However, your employer can discipline you for not following its safety and health rules. If you feel your employer has discriminated against you for exercising your rights under the Act, you have 30 days to file a complaint with MNOSHA.

Your employer must provide you with any exposure and medical records it has about you upon request.

You have the right to participate in the development of standards by MNOSHA.

Employers

You must provide your employees with a safe and healthful work environment free from any known hazards that can cause death, injury or illness and comply with all applicable MNOSHA standards. You also have the following rights and responsibilities.

You must **post a copy of this poster** and other MNOSHA documents where other notices to employees are posted.

You must **report to MNOSHA within eight hours** all accidents resulting in the death of an employee.

You must **report to MNOSHA within 24 hours** all accidents resulting in any amputation, eye loss or inpatient hospitalization of any employee.

You must allow MNOSHA investigators to conduct inspections, interview employees and review records.

You must provide all necessary personal protective equipment and training at your expense.

You have the right to participate in the development of standards by MNOSHA.

Free safety and health assistance

Free assistance to identify and correct hazards is available to employers, without citation or penalty, through MNOSHA Workplace Safety Consultation at (651) 284-5060, 1-800-657-3776 or osha.consultation@state.mn.us.

Contact MNOSHA for a copy of the Act, for specific safety and health standards or to file a complaint about workplace hazards.

Employers, employees and members of the general public who wish to file a complaint regarding the MNOSHA program may write to the federal OSHA Region 5 office at: U.S. Department of Labor, Occupational Safety and Health Administration, Chicago Regional Office, 230 S. Dearborn Street, Room 3244, Chicago, IL 60604.



(651) 284-5050 • 1-877-470-6742 • osha.compliance@state.mn.us • www.dli.mn.gov

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August 2017

Workers' compensation

If you are injured

- Report any injury to your supervisor as soon as possible, no matter how minor it may appear. You may lose the right to workers' compensation benefits if you do not make a timely report of the injury to your employer. The time limit may be as short as 14 days.
- Provide your employer with as much information as possible about your injury.
- Get any necessary medical treatment as soon as possible. If you are not covered by a certified managed care organization (CMCO), you may treat with a doctor of your choice. Your employer must notify you in writing if you are covered by a CMCO.
- Cooperate with all requests for information concerning your claim.

The law allows the workers' compensation insurer to obtain medical information related to your work injury without your authorization, but they must send you written notification when they request the information.

The insurer cannot obtain other medical records unless you sign a written authorization.
- Get written confirmation from your doctor about any authorization to be off work. The note should be as specific as possible.

Workers' compensation pays for

- Medical care for your work injury, as long as it is reasonable and necessary.
- Wage-loss benefits for part of your lost income.
- Compensation for permanent damage to or loss of function of a body part.
- Vocational rehabilitation services if you cannot return to your pre-injury job or to your pre-injury employer due to your work injury.
- Benefits to your spouse and/or dependents if you die as a result of a work injury.

What the insurer must do

- The insurer must investigate your claim promptly. If you have been disabled for more than three calendar-days, the insurer must begin payment of benefits or send you a denial of liability within 14 days after your employer knew you were off work or had lost wages because of your claimed injury.
- **If the insurer accepts your claim for wage-loss benefits and you have been disabled for more than three calendar-days:** The insurer will notify you and must start paying wage-loss benefits within the 14 days noted above. The insurer must pay benefits on time. Wage-loss benefits are paid at the same intervals as your work paychecks.
- **If the insurer denies your claim for wage-loss benefits and you have been disabled for more than three calendar-days:** The insurer will send notice to you within 14 days. The notice must clearly explain the facts and reasons why they believe your injury or illness did not result from your work or why the claimed wage-loss benefits are not related to your injury.

If you disagree with the denial, talk with the insurance claims adjuster who is handling your claim. If you are not satisfied and still disagree with the denial, **call the Minnesota Department of Labor and Industry's Workers' Compensation Hotline at 1-800-342-5354.**

Fraud

Collecting workers' compensation benefits you are not entitled to is theft. Call 1-888-372-8366 to report workers' compensation fraud.

Insurer name and contact information

 **DEPARTMENT OF
LABOR AND INDUSTRY**

(651) 284-5032 • 1-800-342-5354 • dli.workcomp@state.mn.us • www.dli.mn.gov

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August 2017

UNEMPLOYED?

Have you lost your job or had your work hours reduced?

**You have the right to apply for
Unemployment Insurance benefits.**

**Apply online at:
www.uimn.org**

or by telephone:

651-296-3644 (Twin Cities) or

toll free 1-877-898-9090 (Greater Minnesota)

TTY (for the deaf and hearing impaired) 1-866-814-1252

This information is available in an alternative format by calling 651-259-7223.
DEED is an Equal Opportunity Employer/Provider.