YOUR RIGHTS UNDER THE MASSACHUSETTS TEMPORARY WORKERS RIGHT TO KNOW LAW

STAFFING AGENCIES MUST PROVIDE YOU WITH BASIC INFORMATION ABOUT YOUR JOB

The law requires staffing agencies to give you a written notice with basic information about any job to which they are sending you. This is called a **job order**. You have a right to tell the staffing agency how you want them to give you the job order, such as by e-mail, mail, or if you want to pick it up in person. Staffing agencies **MUST** give you at least this information:

- the name, address and telephone number of the: (i) staffing agency; (ii) the workers compensation carrier; (iii) the work site employer; and (iv) the department (DLS).
- a job description and whether the position will require any special clothing, equipment, training, or licenses;
- the pay day, hourly rate of pay, and whether overtime pay may occur;
- the start date, daily starting time and anticipated end time, and if known, expected duration of employment;
- whether any transportation or meals shall be provided by the staffing agency or work site employer;
- any charges to the employee or worker;
- whether the work site location is on strike or lockout; and
- a multilingual statement that the job order contains important information concerning the work, employment, engagement, work assignment, or job.

The staffing agency can give you job information over the telephone, but it **MUST** send you the information in writing **BEFORE** the end of the first pay period.

If your job assignment changes, the staffing agency **MUST** tell you about these changes as soon as it knows about them.

If the staffing agency does not provide you with a job order and you'd like to make a complaint against the staffing agency, please call the Department of Labor Standards at (617) 626-6970. The staffing agency cannot fire you or give you a worse job because you complained.

If you are being placed in a professional position or as a secretary or administrative assistant, the staffing agency does NOT have to provide you with a job order.

STAFFING AGENCIES AND WORK SITE EMPLOYERS CANNOT CHARGE YOU FEES FOR:

- registering with the staffing agency;
- giving you a job assignment;
- drug tests, bank cards, debit cards, vouchers, or money orders;
- performing a Massachusetts criminal offender record information (CORI) check;
- transportation services, if use of the service is required; if use of the transportation service is voluntary, the fee may not exceed 3% of daily wages or actual costs, whichever is less;
- any item or service, including transportation, that would cause you to earn less than the Massachusetts minimum wage;
- a staffing agency or worksite employer cannot make you buy something from them unless you want to purchase it;
- Distinct from the Temporary Worker Right to Know Law, the Massachusetts Wage Act generally prohibits any agreement in which an employee becomes responsible for the employer's ordinary business costs and expenses. As a result, no wage deduction is permitted unless its purpose is primarily for the employee's benefit (such that the expense has substantial value to the employee and could be freely used by him independent of the job performed).

STAFFING AGENCIES MUST REFUND YOUR REASONABLE TRANSPORTATION COSTS IF THEY SEND YOU TO A JOB THAT DOES NOT EXIST.

This does not include the transportation costs of being sent to a worksite for a job interview.

STAFFING AGENCIES CANNOT:

- knowingly give you false, fraudulent, or misleading information;
- force you to go to an assignment that you do not want to go to;
- keep your property and refuse to return it to you;
- keep illegal fees that they charged to you;
- fire you or give you a worse job because you exercised your rights under this law;
- send you to a job assignment to perform work that is illegal;
- send a minor to a job assignment when that minor should be in school;
- send you to a job assignment where a special license is required if you do not have that license.

For further information about the Temporary Workers Right to Know Law or to make a complaint, call the Department of Labor Standards at (617) 626-6970, or visit www.mass.gov/dols/epsap. This law is administered by the Department of Labor Standards (DLS) and enforced by the Office of the Attorney General's Fair Labor Division. The law applies to "staffing agencies" (i.e. temporary agencies) as defined by the law.

WORK PLACE NOTICE: This workplace notice complies with the provisions of Massachusetts General Law Chapter 149, Section 159C, which requires that staffing agencies post it in a place where job applicants and workers may easily view it.