

CITY OF PHILADELPHIA LABOR LAW POSTINGS

EMPLOYMENT DISCRIMINATION



KNOW YOUR RIGHTS



Everyone in Philadelphia, regardless of who they are, deserves to live freely and safely from unlawful discrimination. The Philadelphia Commission on Human Relations (PCHR), the city's civil rights agency, enforces the anti-discrimination laws and promotes intergroup relations.

In Philadelphia, it is illegal for employers, housing providers, businesses, providers of public accommodations and city services to treat individuals differently because of:

- Religion
- National Origin
- Domestic or Sexual Violence Victim Status
- Genetic Information
- Source of Income
- Sex
 - (including pregnancy and breastfeeding)
- Race
- Color
- Ancestry
- Disability
- Ethnicity
- Reproductive Health Autonomy
- Age
- Sexual Orientation
- Gender Identity
- Familial Status
- Marital Status
- Childbirth or related medical condition

Not all acts of racism or prejudice rise to the level of illegal discrimination, but may be considered illegal if those acts prevent you from getting or keeping a job, housing, access to a public place or being provided a service.

When a person is treated differently than others in a similar situation based on a protected characteristic, this is disparate treatment. For example, one person getting served in a restaurant, while another person is denied service for wearing a religious head covering could be considered discrimination based on religion.

When policies, practices, or rules appear to be neutral but have an uneven effect on a protected group, this is disparate impact. For example, a policy reserving employee overtime only for after-school hours will unevenly impact individuals with children and could be considered discrimination based on familial status.

What can you do?

File a complaint:

- Immediately report acts occurring within city limits.
- Contact our Intake Unit to begin the process.
- Fill out the complaint form. (Complaints of discrimination must be filed within 300 days of the act.)
- Include details of the incident and names dates, a location, and any other helpful information.
- Staff will review all supplied information and contact you.
- If your complaint meets all legal guidelines it will be accepted.

What happens next?

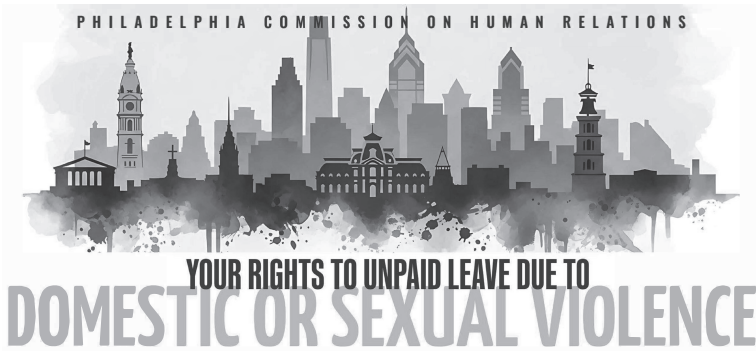
The process:

- If accepted, your complaint will be docketed, served, and investigated.
- The length of the investigation process varies. (Some cases may be resolved quickly by settlement; others may take longer.)
- If the investigation determines that more likely than not discrimination occurred, your case will be scheduled for a public hearing before PCHR Commissioners.
- If the Commissioners find in your favor, the Fair Practices Ordinance allows the award of various types of penalties and damages.

If you think you are a victim of discrimination in Philadelphia, make an appointment to see us, call our office or visit us online for more information.

Contact PCHR at 215-686-4670 or PCHR@phila.gov
www.phila.gov/PCHR

DOMESTIC VIOLENCE



Effective January 5, 2009, the City of Philadelphia adopted a new ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." If you, or a family or household member, have been a victim of domestic violence, sexual assault or stalking you may be entitled to take certain amounts of unpaid leave from work

Reasons for Taking Leave

- You may take leave to do any of the following for yourself or your household or family member:
 - Seek medical attention for physical or psychological injuries;
 - Obtain help from an organization that provides services to domestic or sexual violence victims;
 - Obtain counseling or therapy;
 - Make safety plans, including possibly relocating to increase safety;
 - Seek legal assistance.

Advance Notice and Certification

- You must provide your employer with at least 48-hours notice of the leave unless it is not practicable for you to do so.
- Your employer can require you to provide a certification of the domestic or sexual violence and the reason that you must take the leave.

Job Benefits and Protection

- You may take up to 8 workweeks of leave in a 12-month period if you work for an employer who employs 50 or more employees.

- You may take up to 4 workweeks of leave in a 12-month period if you work for an employer who employs fewer than 50 employees.
- This leave, when added to any leave you have taken under the Family and Medical Leave Act (FMLA), cannot be more than the 12 weeks in a 12-month period provided under the FMLA.
- You may take this leave intermittently or on a reduced work schedule.
- You may use any paid leave available under your employer's policies during this leave, but it will not increase the amount of leave you can take.
- You are entitled to maintain all benefits accrued prior to taking the leave.
- For the duration of your leave, your employer must continue the health benefits for you and your family or household members on the same terms as if you were not on leave; you must continue to pay your share of the cost.
- Upon return from leave, you must be restored to your original position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
- All information provided by you to your employer pursuant to the law must be kept confidential.

Unlawful Acts by Employers

You may file a complaint against your employer if your employer refuses to grant you leave or retaliates against you for taking or requesting to take leave.

To file a complaint or for more information contact:
Philadelphia Commission on Human Relations

Phone: (215) 686-4670

Email: PCHR@phila.gov

The Curtis Center
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106
www.phila.gov/PCHR

This official notice must be posted wherever employees are performing work.

PAID SICK TIME



NOTICE TO EMPLOYEES

Updated May 27, 2025

REQUIRES PAID OR UNPAID SICK LEAVE

Chapter §9-4100 — Promoting Healthy Families and Workplaces

Examples of Violations

Denied use of paid or unpaid sick leave.

Not tracking accrual of sick leave.

Not notifying employees of this benefit.

Not allowing to carry over sick leave each year.

Requiring a note for two days or less.

Not accepting a reasonable note.

Requiring a worker to find coverage.

Requiring a worker to make up hours.

Not allowing sick leave for sexual assault or domestic abuse.

Employer Requirements

Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.

The employer will keep records of sick leave accrual and use for all employees for 3 years.

The employer will notify all employees of their right to this benefit.

The employer will provide unpaid sick leave for 9 or less employees.

The employer will provide paid sick leave for 10 or more employees at the regular rate of pay.

The employer will allow unused sick leave time to carry over from one year to the next year or front load.

The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

Employees Exempted from this law

- Hired to work 6 months or less
- Hired for a 16 week period/ seasonal worker
- Independent contractor/ 1099 tax form
- Covered by a collective bargaining agreement
- Adjunct professor
- Pool employee or Per Diem
- Student intern

If you believe you have been misclassified, contact our office.

Learn More

EMPLOYERS
Request compliance assistance by contacting the Office of Worker Protections.

EMPLOYEES
File a complaint by contacting the Office of Worker Protections or file a lawsuit in Court.



**RETALIATION BY
EMPLOYERS IS ILLEGAL.**



Department of Labor
CITY OF PHILADELPHIA



215-686-0802
Worker Protection Hotline



Department of Labor
CITY OF PHILADELPHIA



215-686-0802
Worker Protection Hotline

FAIR CHANCE

City of
Philadelphia

Philadelphia's Fair Chance Hiring Law

Ensuring that people with criminal records have a fair chance to work.

It is illegal in Philadelphia for **employers*** to ask about your criminal record before extending a conditional offer of employment, reemployment, promotion, or increased compensation. ***Some employers are exempt.**

On job applications and during interviews:

Employers can:

- Provide notice that they intend to conduct a criminal background check **after** a conditional offer is extended to you.

Employers cannot:

- Ask about your criminal background or request you to disclose arrest or conviction history, even if you are told that you do not have to answer the question.

After a conditional offer is made:

Employers can:

- Run your criminal background check.
- Consider a criminal conviction, **only if**:
 - A felony conviction or release from custody (whichever is later) occurred **in the last 7 yrs.**
 - A misdemeanor conviction or release from custody (whichever is later) occurred **in the last 4 yrs.**
- When considering convictions, they **must** do an **individualized assessment** based on:
 - The nature of the offense; time that has passed since the offense; employment history; the particular duties of the job; evidence of rehabilitation.

Employers cannot:

- Maintain a blanket policy of excluding all individuals with a history of convictions.
- Consider:
 - Summary offenses (lowest-level criminal offense, usually results in a fine)
 - Arrests that did not lead to convictions
 - Expunged or sealed convictions
 - Juvenile records
- Rescind the offer unless, based on all assessment factors, employing you would pose a specific unacceptable risk to their business or to co-workers or customers.

If an employer seeks to rescind the conditional offer based on your criminal record, they must:

- Send you a written notice of their intent to rescind the offer. It must include:
 - A summary of your rights under the Fair Chance Hiring Law
 - The basis for their decision, including the documents they relied on to make their decision
 - A statement that before making a final decision, they will consider any errors in the record and/or evidence of rehabilitation or mitigation
 - Clear and accurate instructions on how and where to submit a response directly to them
 - Notice that you have 10 business days to provide your response to them

If you believe an employer has violated the law, you can file a complaint with the PCHR.

✉ pchr.phila@gov

🌐 www.phila.gov/humanrelations

Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106

📞 (215) 686-4670



@PhillyPCHR



The Philadelphia Code § 9-3509

WAGE THEFT



NOTICE TO EMPLOYEES

Effective July 1, 2016

PROVIDES PROTECTION AGAINST WAGE THEFT

Chapter §9-4300 — Wage Theft Complaints

Examples of Wage Theft includes:

Failure to pay overtime.

Failure to pay minimum wage.

Failure to pay all hours worked.

Failure to pay benefits.

Failure to pay amount promised.

Work off the clock.

Wrongful tip deductions.

Wrongful pay deduction.

Employer Requirements:

The employer must pay all compensation to all employees.

The employer will inform each employee of their rights under this law.

The employer will keep records of hours worked and/or records of compensation provided to all employees.

File a Complaint If...

- The complaint is filed within 3 years of when wage theft occurred.
- The Wage Theft occurred within city limits.
- The amount of stolen wages is more than \$100.

Learn More

EMPLOYERS
Request compliance assistance by contacting the Office of Worker Protections.

EMPLOYEES
File a complaint by contacting the Office of Worker Protections or file a lawsuit in Court.



**RETALIATION BY
EMPLOYERS IS ILLEGAL.**

PREGNANCY ACCOMMODATION

REASONABLE ACCOMMODATIONS

PREGNANT AND WORKING
YOU HAVE RIGHTS

EMPLOYERS MUST

NOT DENY EMPLOYMENT OPPORTUNITIES

ACCOMMODATE REASONABLE REQUEST

NOT FORCE YOU TO TAKE LEAVE

ACCOMMODATE BREASTFEEDING

NOT RETALIATE

WITHOUT PENALTY



www.phila.gov/PCHR | 215-686-4670 | PCHR@phila.gov