EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW **EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS and labor organizations are protected under Federal law from discrimination on the following bases

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects as amended, protects applicants and employees from discrimination in hiring, promotion, applicants and employees from discrimination based on genetic information in hiring, origin. Religious discrimination includes failing to reasonably accommodate an employee's information and strictly limits disclosure of genetic information. Genetic information protect qualified individuals from discrimination on the basis of disability in hiring, medical history); and requests for or receipt of genetic services by applicants promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable nodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. applicants and employees 40 years of age or older from discrimination based on age in limits for filing charges of employment discrimination. To preserve the ability of EEOC to niring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and 👚 act on your behalf and to protect your right to file a private lawsuit, should you ultimatel SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-

the payment of wages to women and men performing substantially equal work, in jobs

discharge, pay, fringe benefits, job training, classification, referral, and other aspects of promotion, discharge, pay, fringe benefits, job training, classification, referral, and employment, on the basis of race, color, religion, sex (including pregnancy), or national other aspects of employment. GINA also restricts employers' acquisition of genetic religious practices where the accommodation does not impose undue hardship. includes information about genetic tests of applicants, employees, or their family DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, members; the manifestation of diseases or disorders in family members (family includes information about genetic tests of applicants, employees, or their family employees or their family members **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. AGE The Age Discrimination in Employment Act of 1967, as amended, protects WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time

need tó, you should contact EEOC promptly when discrimination is suspected: The U.Ś Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in 669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the that require equal skill, effort, and responsibility, under similar working conditions, in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases

ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974 on race, color, religion, sex, sexual orientation, gender identity, or national origin, and as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires equires affirmative action to ensure equality of opportunity in all aspects of employment. affirmative action to recruit, employ, and advance in employment, disabled veterans, recently PAY SECRECY Executive Order 11246, as amended, protects applicants and employees separated veterans (i.e., within three years of discharge or release from active duty), active from discrimination based on inquiring about, disclosing, or discussing their duty wartime or campaign badge veterans, or Armed Forces service medal veterans. compensation or the compensation of other applicants or employees. NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination. amended, protects qualified individuals with disabilities from discrimination in hiring, under these Federal laws. Any person who believes a contractor has violated its promotion, discharge, pay, fringe benefits, job training, classification, referral, and other nondiscrimination or affirmative action obligations under the authorities above should aspects of employment. Disability discrimination includes not making reasonable contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. accommodation to the known physical or mental limitations of an otherwise qualified. Department of Labor, 200 Constitution Avenue, N.W. Washington, D.C. 20210, 1-800 ndividual with a disability who is an applicant or employee, barring undue hardship to 397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at the employer. Section 503 also requires that Federal contractors take affirmative action OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in mos to employ and advance in employment qualified individuals with disabilities at all levels 👚 telephone directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the which receive Federal financial assistance Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as prohibits discrimination on the basis of race, color or national origin in programs or amended, prohibits employment discrimination on the basis of disability in any program ctivities receiving Federal financial assistance. Employment discrimination is covered by or activity which receives Federal financial assistance. Discrimination is prohibited in all Title VI if the primary objective of the financial assistance is provision of employment, or aspects of employment against persons with disabilities who, with or without reasonable where employment discrimination causes or may cause discrimination in providing accommodation, can perform the essential functions of the job. If you believe you have services under such programs. Title IX of the Education Amendments of 1972 prohibits been discriminated against in a program of any institution which receives Federal financia employment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance.

RETALIATION Retaliation is prohibited against a person who files a complaint of If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 TTY 1-877-889-5627 www.dol.gov.

and protective clothing required by employer or by law or pay the employee 15 cents

per hour in addition to the minimum wage (maximum required is \$6.00 per week)

for washable uniforms. When the employer purchases and the employee maintains

washable uniforms, the additional payment required is 10 cents per hour. When the

employer cleans and maintains but the employee purchases, the additional payment

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less

of work, a maximum of one (1) meal deduction is allowed. For over four (4) hours of

work, a maximum of two (2) meal deductions is allowed. For employees that live on

No employer shall make any deductions, except those specifically authorized by law or

court order, which would bring the wages below those required by the Act. An itemized

Every employer shall make and keep for at least three (3) years accurate time and payro

Employers must pay a service rate per hour (please see the rate of current minimun

wage in accordance with the regulations set forth in this document under tipped

employees) to "tipped employees." If an employee's hourly tip earnings (averaged

weekly) added to the service rate do not equal the minimum wage, the employer

INTERNET-BASED TIP PORTAL FOR ONLINE REPORTING OF THE QUARTERLY

quarterly wage report within 30 days of the end of each quarter to the Mayor

1. The Mayor has created an Internet-based portal for online reporting of the

2. An employer shall submit its quarterly wage reports online unless the employer

3. The Mayor shall provide reporting requirements training to educate employers

All labor laws enforced within the District of Columbia can be found or

₩¢*,n* GOVERNMENT OF THE

Withholding?, or use the Withholding Calculator a

Employer: Please post or publish this Bulletin Board

Poster so that your employees will see it. Please indicate

where they can get forms and information on this subject.

(Rev. 8-2009)

Cat. No. 11047I

www.irs.gov/individuals on the IRS web site.

the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall

For the first offense, an amount per affected employee of not more than \$2,500

Any employer who willfully fails to comply with the provisions of this Act or the Living

For the first offense, an amount not more than \$5,000 or imprisoned not more

than 30 days, or both; for any subsequent offense, an amount not more than

Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:

In addition to and apart from any other penalties or remedies provided

for in this Act or the Living Wage Act, the Mayor shall assess and collect

• For the first offense, \$50 for each employee or person whose rights under

this Act or the Living Wage Act are violated for each day the violation occurred

For any subsequent offense, \$100 for each employee or person whose right

The Mayor shall collect administrative penalties in the amounts set forth below for

• Five hundred dollars for failure to provide notice of investigation to employees

• No administrative penalty may be collected unless the Mayor has provided any

person alleged to have violated any of the provisions of this section notification

of the violation, notification of the amount of the administrative penalty to be

imposed, and an opportunity to request a formal hearing held pursuant to the

District of Columbia Administrative Procedure Act, approved October 21, 1968

• The Mayor shall issue a final order following the hearing, containing a finding

person to whom notification of violation was provided shall transmit to the

There is established as a special fund the Wage Theft Prevention Fund ("Fund")

which shall be administered by the Department of Employment Services. The Fund

shall be used to enforce the provisions of this Act, the Minimum Wage Revision Act

the Accrued Sick and Safe Leave Act, and the Living Wage Act. The money deposited

into the Fund, and interest earned, shall not revert to the unrestricted fund balance

of the General Fund of the District of Columbia at the end of a fiscal year, or at any

• Any person who willfully or negligently violates any of the provisions of

No person shall be imprisoned under this section except for an offense

§32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or

committed willfully after the conviction of that person for a prior offense under

Prosecutions for violations of this subchapter shall be in the Superior Court of the

District of Columbia and shall be conducted by the Attorney General of the District

section, the Mayor shall assess and collect administrative penalties as follows:

1. For the first violation, \$50 for each employee or person whose rights under

this Act are violated for each day that the violation occurred or continued;

2. For any subsequent violations, \$100 for each employee or person whose

3. \$500 for each failure to maintain payroll records or to retain payroll records

4. \$500 for each failure to allow the Mayor to inspect payroll records or perform

5. \$500 for each failure to provide each employee an itemized wage statement

6. \$100 for each day that the employer fails to post notice as required under

An employer who willfully violates the requirements of this Act shall be subject to

a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for

the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor

determines that an employer has violated any provision of this Act, the Mayor

shall order the employer to provide affirmative remedies including: compensatory

damages, punitive damages, and additional damages as provided in the law. The

administrative fines and penalties collected under this section shall be deposited in

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to

or the written notice as required by section 9(b) and (c); and

for three (3)years or whatever the prevailing federal standard is, whichever is

rights under this Act are violated for each day that the violation occurred

that a violation has or has not occurred. If a hearing is not requested, the

Mayor the amount of the penalty within 15 days following notification.

• Five hundred dollars for failure to post notice of violations to the public

Accrued Sick and Safe Leave Act or the Minimum Wage Revision Act.

(82 Stat 1203, D.C. Official Code § 2-501 et seq).

Minimum Wage Penalties D.C. Official Code § 32-1011

to imprisonment of not more than six (6) months, or both.

under this Act or the Living Wage Act are violated for each day the violation

\$10,000, or imprisoned not more than 90 days, or both.

for any subsequent offense, an amount per affected employee of not more

TMENT OF MURIEL BOWSER, MAYOR

ISTRICT OF COLUMBIA WASHINGTON DISTRICT OF COLUMBIA

about the reporting requirements and use of the Internet-based portal.

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT

DDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR

claims that online reporting creates a hardship, in which case the employer shall

quarterly wage reports and it is located at https://www.essp.does.dc.gov/.

certifying that the employee was paid the required minimum wage.

submit its reports in hard-copy form.

DEPARTMENT OF EMPLOYMENT SERVICES

(202) 671-1880 | www.does.dc.gov

4058 Minnesota Avenue, N.E. Washington, D.C. 20019

records for each employee, in addition to other detailed records required by the Act.

wage statement showing all deductions must be provided with each pay check.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poste

DISTRICT OF COLUMBIA MINIMUM WAGE

★ ★ ★ GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

MINIMUM WAGE RATES

THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ **Employees who do not receive gratuities Employees who receive gratuities**

\$11.50 per hour beginning July 1, 2016 \$2.77 per hour beginning January 1, 2005 \$12.50 per hour beginning July 1, 2017 \$3.33 per hour beginning July 1, 2017 \$3.89 per hour beginning July 1, 2018 \$13.25 per hour beginning July 1, 2018 \$14.00 per hour beginning July 1, 2019 \$4.45 per hour beginning July 1, 2019 \$15.00 per hour beginning July 1, 2020 \$5.00 per hour beginning July 1, 2020 \$15.20 per hour beginning July 1, 2021 \$5.05 per hour beginning July 1, 2021

Beginning in 2021, the minimum wage will increase during each successive year pursuant to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at www.does.dc.gov for the yearly minimum wage rates.

required is 8 cents per hour.

TIPPED EMPLOYEES

must pay the difference.

www.does.dc.gov.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an

employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

To any of these questions or you owed extra tax when

you filed your last return, you may need to file a new

See your employer for a copy of Form W-4 or call the IRS

Now is the time to check your withholding. For more

details, get Publication 919, How Do I Adjust My Tax

WAGE THEFT PREVENTION ACT

NOTICE

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES | LABOR STANDARDS BUREAU OFFICE OF WAGE-HOUR

The Wage Theft Prevention Amendment Act of 2014

than \$5,000.

or continued.

occurred or continued.

the following violations:

this section

greater for each violation

any other investigation:

the Wage Theft Prevention Fund.

ASSLA Penalties D.C. Official Code § 32-131.12

administrative penalties as follows:

Your tax credits?

at 1-800-829-3676.

orm W-4.

If you can answer "YES"..

he minimum wage provision does not apply in instances where other laws or Employers must pay the cost of purchase, maintenance, and cleaning of uniforms egulations establish minimum wage rates for the following: 1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor. 2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act. 3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.

4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act. 5. Students employed by institutions of higher education may be paid the minimum the employer's premises, no more than \$6.36 per day can be deducted. wage established by the United States government OTHER PROVISIONS 6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, Additional wages are due to employees for split shifts, travel expenses, and tools. emoved adult learners as a minimum wage exception. Newly hired persons Other deductions may be taken for lodging provided by the employer. 18 years of age or older must be paid the established District of Columbia

ninimum wage immediately upon hire 7. The minimum wage provision does not apply to persons: a. employed in a bona fide executive, administrative, professional, computer, or outside sales capacity: or b. engaged in the delivery of newspapers to the home of the consumer. OVERTIME PAY

At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a **OVERTIME EXCEPTIONS** The overtime provision shall not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity; 2. As a private household worker who lives on the premises of the employer 3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and

An employer who employee who receives gratuities shall submit a more than one-half of the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;

4. As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery; 5. By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees; or 6. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to

NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of a car wash. Car wash employees are entitled to overtime for all hours worked over a forty-hour workweek. The United States Department of Labor's Home Care Rule, effective lovember 12, 2015, became applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd.

aides, caregivers, and companions.

Since you last filed form W-4 with your employer

Your nonwage income (interest, dividends, capital

Your family wage income (you or your spouse started or

The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date

of February 26, 2015. The law includes provisions to enhance applicable remedies,

fines, and administrative penalties when an employer fails to pay earned wages,

to provide for suspension of business licenses of employers that are delinquent in

paying wage judgments or agreements, to clarify administrative procedures and

legal standards for adjudicating wage disputes, to require the employer to provide

written notice to each employee of the terms of their employment, and to maintain

As an employer of the District of Columbia, upon hire, you are required to provide a

notice to employees of their employment. Also, within 90 days of the effective date

of WTPAA, every employer shall furnish each employee with an updated written

notice containing the information required. As proof of compliance, every employer

shall retain copies of the written notice furnished to employees that are signed and

dated by the employer and by the employee acknowledging receipt of the notice.

1) The name of the employer and any "doing business as "(DBA) names used by

c. Any allowances claimed as part of the minimum wage, including tip, meal, or

he Mayor shall make available for employers a sample template of the notice within

60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014.

Immediate Notice to new employees is required regardless of the template

• When the employer is a subcontractor and has failed to pay an employee any

wages earned, the subcontractor and the general contractor shall be jointly and

severally liable to the subcontractor's employees for violations of this Act, the

When a temporary staffing firm employs an employee who performs work on

behalf of or to the benefit of another employer pursuant to a temporary staffing

arrangement or contract for services, both the temporary staffing firm and the

employer shall be jointly and severally liable for violations of this Act, the Living

Wage Act, and the Accrued Sick and Safe Leave Act to the employee and to

Every employer shall pay wages earned to his employees on regular paydays

designated in advance by the employer and at least twice during each

For any employer alleged to be in non-compliance with the Act, The Mayor shall

2. Notice of Investigation that must be posted for all employees to see for a period

The WTPAA extends the protection and it also gives the Mayor power to enforce

• This law protects employees even if their employer incorrectly believes they

Vage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code

2) The physical address of the employer's main office or principal place of

4) The employee's rate of pay and the basis of that rate, including:

b. Salary, Piece Rate, or commission (whichever is applicable)

d. Overtime rate of pay or exemptions from overtime pay

5) The employee's regular pay day designated by the employer

Living Wage Act, and the Accrued Sick and Safe Leave Act.

e. Living wage or exemptions from the living wage

a. Rate by the hour, shift, day, or week (whichever is applicable)

There are additional requirements for temporary staffing firms.)

business, and a mailing address if different

3) The telephone number of the employer

f. Any applicable prevailing wages

Marry or divorce?

Change your name?

gains, etc.)?

ended a job)?

Gain or lose a dependent?

Were there major changes to...

appropriate employment records.

This notice must include:

the employer

lodging allowances

Wage Payment Liability:

release date.)

the District.

Notice of Complain

a. The alleged violation

Rules against Retaliation

made a complaint.

Wage-Hour Investigation

Civil Court Proceedings

Procedural Options

ENFORCEMENT

leliver two (2) notices to the employer

c. Rights and obligations of the parties

d. Process for contesting the complaint

a. An investigation is being conducted

· It is illegal for any person to retaliate.

Administrative Law Judge Hearing

b. Potential damages, penalties, and other cost

Threats are now included as a form of retaliation.

§ 32-1307(a) Section 7a – Wage Theft Prevention Fund

b. Information for employees on how they may participate

. Notice of Complaint that specifies:

of at least 30 days that specifies:

Requirements

BREASTFEEDING RIGHTS & GUIDELINES

OHR WORKPLACE POSTERS:



THE RIGHT TO BREASTFEED

Under the District of Columbia Human Rights Act of 1977, as amended, · A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.

An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort. The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee. An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer

ullet The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements. • The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation. ullet If the employee feels as if she is being discriminated against under the Act, she may contact:

> THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS 441 4th Street, NW: Suite 570 North: Washington, DC 20001 [202] 727 / 4559 or ohr.dc.gov

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

ou have the right to be reemployed in your civilian job if you leave that job to erform service in the uniformed service and: · you ensure that your employer receives advance written or verbal notice of ou have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in IGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; reemployment;
 retention in employment;
 promotion;
 or
 any benefit of

employment, because of this status.

service connection

· If you leave your job to perform military service, you have the right t elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for serviceconnected illnesses or injuries. The U.S. Department of Labor, Veterans Employment and Training Service

(VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can b viewed at http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation · You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may this requirement by displaying the text of this notice where they customarily place notices for employees

PAYDAY NOTICE

Regular Paydays for Employees of

Shall be as follows

PROTECTING PREGNANT WORKERS FAIRNESS ACT

Protecting Pregnant Workers

Trabajadoras Embarazadas - Conozca sus derechos en el Distrito de Columbia -Adaptaciones para el embarazo, el parto y la lactancia La ley de Protección de la Equidad para las Trabajadoras

Embarazadas (PPW, por sus siglas en inglés) exige que los

empleadores del Distrito de Columbia proporcionen adaptaciones

razonables en el trabajo para las empleadas cuva capacidad de

desempeñar sus labores en el trabajo se vea limitada por motivo

de un embarazo, el parto, la lactancia o una afección relacionada.

Los empleadores deben realizar toda adaptación razonable,*

adquirir o modificar

equipo de trabajo,

tal como las sillas

temporalmente

el puesto de la

empleada para

ligeras o un

modificado

Actos que tienen prohibido realizar los empleadores

proporcionar una adaptación razonable; ni

asignarle labores

horario de trabajo

denegar una adaptación, a menos que ocasione dificultades o gastos

tomarmedidas en contrade una empleada por solicitar una adaptación;

· denegarle oportunidades laborales a la empleada por solicitar o

exigirle a una empleada que se ausente con permiso si se puede

un prestador de servicios de salud indicando que se recomienda hacer

una adaptación razonable. La constancia debe incluir: 1) la fecha en que la

adantaciónsehizooseharámédicamenterecomendable:2)unaexplicación

Si cree que un empleador le ha negado erróneamente una

adaptación razonable o le ha discriminado debido a su embarazo,

parto, necesidad de amamantar o una afección médica relacionada,

puede presentar una queja en el plazo de un año ante la Oficina de

Derechos Humanos de DC (OHR). Para presentar una queja, visite:

necesaria para que cumpla con sus deberes en el trabajo.

empleada se

cosas pesadas:

reubicar el área

de trabajo de la

ofrecer un espacio

privado (que no sea el

baño) para sacarse la

empleada; u

abstenga de levantar

interactivo para determinar dichas adaptaciones.

Tipos de adaptaciones

descansos más

prolongados;

permiso para

ausentarse y

transferir

peligroso;

frecuentes o más

recuperarse del parto;

temporalmente a la

empleada a un puesto

menos extenuante o

Los empleadores no pueden:

significativos para el negocio;

necesitar una adaptación:

incluyendo, pero sin limitarse a:

El empleador debe participar de buena fe en un proceso oportuno e

Ley de Protección de la Equidad para las

Accommodations for Pregnancy, Childbirth and Breastfeeding The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations. Types of Accommodations Employers must make all reasonable accommodations,* including but not limited to:

longer breaks; Time off to recover from childbirth; • Relocating the restructuring the employee's work Temporarily employee's position to transferring the provide light duty or a employee to a modified work schedule; less strenuous or bathroom) space for hazardous position; expressing breast milk.

Prohibited Actions by Employers Employers may not:

• Refuse an accommodation unless it would cause significant hardship or expense to the business: Take adverse action against an employee for requesting an accommodation: Deny employment opportunities to the employee because of the

Require an employee to take leave if a reasonable accommodation can be provided; or Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties. Certification from Health Care Provider

The employer may require an employee to provide certification from health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the de la afección y de la necesidad de recibir una adaptación razonable; y 3) medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided. la duración probable por la cual deberá proporcionarse la adaptación.

childbirth, need to breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit:

 In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001 OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business or significant expense for the employer, with consideration to factors such as the size of the business, its

financial resources and the nature and structure of the business.

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20001

NON-DISCRIMINATION IN PUBLIC ACCOMMODATIONS

PUBLIC ACCOMMODATIONS DISTRICT OF COLUMBIA **NOTICE OF NON-DISCRIMINATION** n accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia

National Origin Personal Appearance Religion

Sex (Gender or sexual Place of Residence Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The D.C. Human Rights Act of 1977, Section 2-1402.31(a) of the D.C. Code, prohibits acts performed wholly or partially for a discriminatory reason: "To deny, directly or indirectly, any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation..." These prohibitions also apply to the denial of credit or insurance.

> **Government of the District of Columbia - Office of Human Rights** 441 4th Street, N.W., 570N, Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 • www.ohr.dc.gov

Department of Employment Services LABOR STANDARDS BUREAU

OFFICE OF WORKERS' COMPENSATION 4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (202) 671-1000 • (202) 671-1929 (Fax) WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant. **NOTICE OF COMPLIANCE TO EMPLOYERS**

you have one (1) or more employees.

the date of knowledge thereof.

the greatest possible benefit to your employees.

working days after the date of knowledge thereof.

Employer ID Number (if number unknown employer to request from IRS)

1. You are required to have Workers' Compensation insurance coverage if

. You are required to display this poster at each worksite so that it will be of

You must file an Employer's First Report of Injury or Occupational Disease.

Form No. 8 DCWC, with the Office of Workers' Compensation, send a copy

to the nearest claim office of your insurer, for all occupational injuries or

disease, as soon as possible, but no later than ten (10) working days after

4. Your employee must file Form No. 7 DCWC, Employee's Notice of

Accidental Injury or Occupational Disease, Please provide your employee

with Form No. 7 DCWC and direct them to complete it and return it to you

and the Office of Workers' Compensation. Once you have received notice

from the employee, you are required to send the employee a notice of

his/her rights and obligations by certified mail, return receipt requested.

and your insurer, any disability of more than three (3) days which was

not previously reported, as soon as possible, but no later than ten (10)

and hospital services, other remedial care or vocational rehabilitation, and

various types of disability compensation, to an injured or disabled employee.

5. You are required to report to the Office of Workers' Compensation.

6. You are required to furnish, or cause to be furnished, reasonable medical

Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers Compensation at the above address, and to your employer

• In addition to and apart from the penalties or remedies provided for in this Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits. If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information.

The law gives you the right to legal representation if you so choose. NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties The undersigned employer hereby gives notice of compliance with all provisions

You are required to obtain from the insurer identified below a supply of the Workers' Compensation Law and Administrative Regulations NAME OF INSURANCE COMPANY NAME OF EMPLOYER

American Job Center

Headquarters

4058 Minnesota Avenue, N.E.

Washington, DC 20019 (202) 724-2337

THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

FORM NO. 1 DCWC Revised March, 201 **UNEMPLOYMENT COMPENSATION NOTICE**

ACCRUED SICK AND SAFE LEAVE ACT

Any employer who negligently fails to comply with the provisions of this Act or http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf.

OFFICIAL NOTICE (Post Where Employees Can Easily Read) **Accrued Sick and Safe Leave Act of 2008** (This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014)

REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE. **EMPLOYERS REQUIRED TO COMPLY WITH THE ACT**

An employee must be allowed to use paid leave no later than after 90 days of Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the service with the employer. An employee may use leave on short notice if the reason District of Columbia must provide paid leave to each employee, including for leave is unforeseeable. employees of restaurants, bars, temporary, staffing firms and part-time employees. NUMBER OF HOURS ACCRUED **ACCRUAL START DATE** Accrual of paid leave is determined by the type of business, the number of Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employer

employees an employer has, and the number of hours an employee works. For tipped employees of restaurants or bars, regardless of the number of employees need not allow accrual of paid leave for tipped restaurant or bar employees prior the employer has, each tipped employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Paid leave accrues on an employer's established pay period. Columbia's Minimum Wage. For all other employers, use the following chart:

If an employer has.. Employees accrue at least.. Not to exceed.. 100 or more employees 1 hour per 37 hours worked 7 days per calendar year 25 to 99 employees 1 hour per 43 hours worked 5 days per calendar year 1 hour per 87 hours worked Less than 25 employees 3 davs per calendar vear

Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act

Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination or resignation of employment

a result of asserting rights to paid sick leave, order payment of paid sick leave **EMPLOYEE PROTECTION** Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, fifteen hundred dollars (\$1,500) TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

for the second offense, and two thousand dollars (\$2,000) for the third and any To request full text of the Act, to obtain a copy of the rules associated with this The DC Department of Employment Services, Office of Wage and Hour can Act, to receive the Act translated into other languages, or to file a complaint, visit investigate possible violations, access employer records, enforce the paid sick www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at leave requirements, order reinstatement of employees who are terminated, as 4058 Minnesota Avenue, N.E., Suite 4300, Washington, D.C. 20019.

EMPLOYEE POLYGRAPH PROTECTION ACT **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for efusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law

3rd Floor

(202) 442-4577

Washington, DC 20009

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION EAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up *Special "hours of service" requirements apply to airline flight crew employees o 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need The birth of a child or placement of a child for adoption or foster care; for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the To bond with a child (leave must be taken within 1 year of the child's birth or placement); employer as soon as possible and, generally, follow the employer's usual procedures. To care for the employee's spouse, child, or parent who has a qualifying serious Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient For the employee's own qualifying serious health condition that makes the employee information could include informing an employer that the employee is or will be unable to unable to perform the employee's job; perform his or her job functions, that a family member cannot perform daily ac<mark>tivit</mark>ies, or For qualifying exigencies related to the foreign deployment of a military member who that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken the employee's spouse, child, or parent. n eligible employee who is a covered servicemember's spouse, child, parent, or next of or certified. Employers can require a certification or periodic recertification supporting the kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for need for leave. If the employer determines that the certification is incomplete, it must the servicemember with a serious injury or illness. An employee does not need to use provide a written notice indicating what additional information is required. leave in one block. When it is medically necessary or otherwise permitted, employees EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need may take leave intermittently or on a reduced schedule. Employees may choose, or an for leave is for a reason that may qualify under the FMLA, the employer must notify the

mployer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. ENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly of Labor, Wage and Hour Division, or may bring a private lawsuit against dentical to it with equivalent pay, benefits, and other employment terms and conditions. an employer. The FMLA does not affect any federal or state law prohibiting discrimination An employer may not interfere with an individual's FMLA rights or retaliate against omeone for using or trying to use FMLA leave, opposing any practice made unlawful by he FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must neet three criteria in order to be eligible for FMLA leave. The employee must:

employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

1-866-4-USWAGE

WWW.WAGEHOUR.DOL.GOV

DEPARTMENT OF EMPLOYMENT SERVICES

DOES

DISTRICT OF COLUMBIA PAID FAMILY LEAVE

NOTICE TO EMPLOYEES

Information on Paid Family Leave in the District of Columbia Your employer is subject to the District of Columbia's Paid Family Leave law, which provides there is an exception for pregnant women who take prenatal leave. Pregnant women are prenatal events. For more information about the Paid Family Leave program, please visit giving birth, for a maximum of 10 weeks. the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov. Paid Family Leave program at these three (3) times:

Have worked for the employer for at least 12 months;

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OPFL EE Rev. 12/202

Color

• to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

 At the time you were hired; 2. At least once a year; and 3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program. overed Events There are four (4) kinds of Paid Family Leave benefits:

. Family leave - receive benefits to care for a family member for up to 6 weeks in a year; may file a complaint with the DC Office of Human Rights (OHR), which receives B. Medical leave - receive benefits for your own serious health condition for up to 6 complaints at the following web address: ohr.dc.gov. weeks in a year; and

Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year. **Maximum Leave Entitlement** Each kind of leave has its own eligibility rules and its own

work for a covered employer in DC. To find out if you are a covered worker, you can ask applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov. your employer or contact the Office of Paid Family Leave using the contact information

Benefit Amounts Paid Family Leave benefits are based on the wages your employer paid pelow. Your employer is required to tell you if you are covered by the Paid Family Leave to you and reported to the Department of Employment Services. If you believe your rogram. Additionally, your employer is required to provide you information about the wages were reported incorrectly, you have the right to provide proof of your correct wages. The current maximum weekly benefit amount is \$1,009. Employee Protection The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. If harmful actions were taken against you because you applied for or claimed Paid Family Leave Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year; benefits, it is known as "retaliation." If you believe you have been retaliated against, you

You may be eligible for job protection under the DC Family and Medical Leave Act (DCFMLA). For more information on DCFMLA, please visit the following web address: **ohr.dc.gov**. mit on the length of time you can receive benefits in a year. The maximum amount of For more information about Paid Family Leave, please visit the Office of Paid Family Leave's leave for any combination of parental, family, and medical leave is 8 weeks. However, website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

EQUAL EMPLOYMENT OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY - Know Your Rights in the District of Columbia

DC Human Rights Act

or perceived):^{*} Religion Marital Status Sex (including pregnancy) Personal Appearance National Origin Matriculation

an attorney. Damages can be awarded if it is determined that a violation of the Act did occur. **DC Family and Medical Leave Act** The DC Family and Medical Leave Act of 1990 requires all employers with 20 or In accordance with the DC Parental Leave Act of 1994, an employee who is a parent nore employees to provide up to 16 weeks of unpaid family leave • for the birth of a child, an adoption or foster care; or

• to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24 month period. During the period of leave, an employee should not lose benefits such as seniority • a person married to a person listed above. or group health plan coverage The employer may require medical certification and reasonable prior notice associated organization.

a break in service and have worked at least 1000 hours during the last 12 months.

 person who has legal custody of a child: person who acts as a guardian of a child; aunt, uncle, or grandparent of a child; or is A school-related event means an activity sponsored either by a school or an Any employee shall notify the employer of the desire to leave at least 10 calendar

To file a complaint about a violation of these laws with the Office of Human Rights, visit: • Online at ohr.dc.gov; or • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001 Questions about the OHR process can also be answered by phone at (202) 727-4559.

A parent is defined as the:

· biological mother or father of a child;

Additional categories protected from discrimination but not in the area of employment include; familial status, source of income, place of residence or business, and status as a victim of ^e Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010

PARENTAL LEAVE ACT & DC FAMILY AND MEDICAL LEAVE ACT

- Know Your Rights in the District of Columbia Work Leave for Parenting Purposes The District of Columbia Parental Leave Act allows employees who are parents

or guardians to take 24 hours of leave (paid or unpaid) during a 12 month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not The employee must notify the employer 10 days before the requested leave unless

PARENTAL LEAVE ACT

or paid family, vacation, personal, compensatory or leave bank leave. The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unusually difficult. **Definition of Parent or Guardian** An employee is considered a parent or guardian for purposes of this Act if he or she is:

 person who acts as a quardian of a child; aunt, uncle, or grandparent of a child; or is a person married or in a domestic partnership to a person listed above exigirles a las empleadas aceptar una adaptación, a menos que sea **Employer Posting Requirements**

\$100 for each day the employer fails to post the notice.

biological mother or father of a child:

person who has legal custody of a child

If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the incident with the Office of luman Rights (OHR). To file a complaint, visit: • Online at ohr.dc.gov; or

• In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001. Questions about the OHR process can also be answered by phone at (202) 727-4559. family leave and 16 weeks of unpaid medical leave during a 24 month period. Family Leave Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave. Medical Leave Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

The employer may require medical certification and reasonable prior notice when applicable Employee Eligibility An employee is eligible under the Act if she or he has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

Employer Posting Requirements The employer must post and maintain this notice in a conspicuous place. An The employer must post and maintain this notice in a conspicuous place. An employer employer that willfully fails to post this notice may be ordered to pay a fine of up to that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

> If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

• In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001 Questions about the OHR process can also be answered by phone at (202) 727-4559.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in be assessed for violations of the FLSA's child labor provisions. Heightened civil money CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. ouths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules

apply in agricultural employment. IP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against eir minimum wage obligation. If an employee's tips combined with the employer' cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. IURSÍNG MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion n coworkers and the public, which may be used by the employee to express breast milk. ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution.

penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities

may be paid less than the minimum wage under special certificates issued by the WAGE AND HOUR DIVISION



A safe workplace.

does

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

 Receive information and training on job hazards, including all hazardous substances in your workplace.

of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf. Participate (or have your representative)

participate) in an OSHA inspection and speak in private to the inspector.

days (by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your

employer. Request copies of your medical records,

tests that measure hazards in the workplace, and the workplace injury and illness log.

Contact OSHA. We can help.

Employers must:

against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or

workplace fatality or within 24 hours of any work-related inpatient hospitalization,

in a language and vocabulary they can understand.

 Prominently display this poster in the workplace.

to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

DC-0122-F02

· An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.

HEALTH INSURANCE PROTECTION

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRÁ, even if that person has no Publication Date — April 2017

(Company Name)

- Know Your Rights in the District of Columbia -

 Purchasing or modifying Having the employee work equipment, such Providing private (non-

request or need for an accommodation; Constancia de un prestador de servicios de salud El empleador puede exigir que la empleada proporcione la constancia de

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy,

• En línea en ohr.dc.gov; o Personalmente en el 441 4th Street NW, Suite 570N, Washington, DC 20001. La OHR realizará la mediación inicial y la investigación. Si existe una causa probable, los jueces de derecho administrativo de la Comisión de Derechos Humanos tomarán una decisión final. * Una "adaptación razonable" es aquella que no ocasiona gastos considerables r

> teniendo en consideración factores tales como el tamaño de la empresa y sus recursos financieros, así como su naturaleza y estructura.

> dificultades significativas para el funcionamiento de la empresa del empleador,

Family Responsibilities Sexual Orientation Source of Income **Gender Identity or Expression** Political Affiliation

COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:

WORKERS' COMPENSATION NOTICE

TO EMPLOYEES You are required by law to report promptly to your employer and the

You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit http://does.dc.gov You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law. In order to preserve your right to benefits under the DC Workers Compensation Law, you must file a written claim on Form No. 7A DCWC.

you may call the Office of Workers' Compensation at (202) 671-1000 or visit http://does.dc.gov

> of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http://does.dc.gov

NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance

system, a tax is levied against employers-- not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services. If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below. American Job Center American Job Center American Job Center Northwest Northeast Southeast CCDC - Bertie Backus Campus 3720 Martin Luther King, 2000 14th Street, N.W., 5171 South Dakota Avenue, N.E., Jr. Avenue, S.E.

2nd Floor

(202) 576-3092

You may also apply for benefits through the Internet at www.dcnetworks.org.

IMPORTANT: Employers must display this Notice To Employees prominently on the work premises.

Rev. 02.01.2015

Washington, DC 20017

The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective from using lie detector tests either for pre-employment screening or during bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**

WH1462 REV 07/16

American Job Centers

Hours of Operation:

8:30 a.m. - 4:30 p.m.

9:30 a.m. - 4:30 p.m.

Additional copies may be furnished upon request by calling (202) 698-7550.

Washington, DC 20032

(202) 741-7747

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 TTY: 1-877-889-5627

₩H★

standards.

 Post OSHA citations at or near the place of the alleged violations. On-Site Consultation services are available

or supersede any state or local law or collective bargaining agreement that provides

greater family or medical leave rights

Have at least 1,250 hours of service in the 12 months before taking leave:* and Work at a location where the employer has at least 50 employees within 75 miles of the

covered employees paid time off from work for qualifying parental, family, medical, and eligible for 2 weeks of prenatal leave while pregnant and 8 weeks of parental leave after Applying for Benefits If you have experienced an event that may qualify for benefits, he overed Workers To receive benefits under the Paid Family Leave program, you must sure to apply no more than 30 days after beginning your leave. You can learn more about

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual Sexual Orientation Political Affiliation Gender Identity or Expression Genetic Information Family Responsibilities Disability

Sexual harassment and harassment based on other protected categories is prohibited by the Act. If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require **DC Parental Leave Act** or participate in school-related events for his or her child.

The Act applies to employees who have worked for the employer for one year without days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen.

> DC FAMILY AND MEDICAL LEAVE ACT **Work Leave for Family or Medical Purposes** The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers

• Online at ohr.dc.gov; or ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010 FEDERAL MINIMUM WAGE

All workers have the right to:

• File a complaint with OSHA within 30

This poster is available free from OSHA.

mployers may be assessed civil money penalties for each willful or repeated violation of **OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT**

> Provide employees a workplace free from recognized hazards. It is illegal to retaliate

amputation, or loss of an eye. Provide required training to all workers

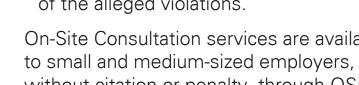
1-866-487-9243 TTY: 1-877-889-5627

Comply with all applicable OSHA

the school-related activity was not reasonably foreseeable. The leave can be unpaid

Notify OSHA within 8 hours of a

Request a confidential OSHA inspection



Job Safety and Health

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave. The District government is considered a single employer. The above eligibility requirements can be met by considering employment at more than one District agency.

IT'S THE LAW!

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