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

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies 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 promotion, discharge, pay, fringe benefits, job training, classification, referral, and other discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's and strictly limits disclosure of genetic information. Genetic information includes eligious practices where the accommodation does not impose undue hardship. information about genetic tests of applicants, employees, or their family members; the DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, requests for or receipt of genetic services by applicants, employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable a person who files a charge of discrimination, participates in a discrimination proceeding accommodation to the known physical or mental limitations of an otherwise qualified or otherwise opposes an unlawful employment practice. ndividual with a disability who is an applicant or employee, barring undue hardship. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in EEOC to act on your behalf and to protect your right to file a private lawsuit, should ilring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and you ultimately need to, you should contact EEOC promptly when discrimination is other aspects of employment.

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in hearing impairments). EEOC field office information is available at www.eeoc.gov or the payment of wages to women and men performing substantially equal work, in jobs in most telephone directories in the U.S. Government or Federal Government section. that require equal skill, effort, and responsibility, under similar working conditions, in the 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 RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL of employment, including the executive level.

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other to employ and advance in employment qualified individuals with disabilities at all levels listed in most telephone directories under U.S. Gov If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

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. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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 requires affirmative action to ensure equality of opportunity in all aspects of employment. PAY SECRECY Executive Order 11246, as amended, protects applicants and employees recently separated veterans (i.e., within three years of discharge or release from active duty), from discrimination based on inquiring about, disclosing, or discussing their active duty wartime or campaign badge veterans, or Armed Forces service medal veterans compensation or the compensation of other applicants or employees.

RETALIATION Retaliation is prohibited against a person who files a complaint NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as of discrimination, participates in an OFCCP proceeding, or otherwise opposes amended, protects qualified individuals with disabilities from discrimination in hiring, discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities aspects of employment. Disability discrimination includes not making reasonable above should contact immediately: The Office of Federal Contract Compliance Program accommodation to the known physical or mental limitations of an otherwise qualified (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C ndividual with a disability who is an applicant or employee, barring undue hardship to 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted the employer. Section 503 also requires that Federal contractors take affirmative action by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office,

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 activities receiving Federal financial assistance. Employment discrimination is covered by 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 here 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 employment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

PROHIBITED UNFAIR EMPLOYMENT PRACTICES:

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE

**BASIS OF A PROTECTED CLASS:** 

FOR EXAMPLE, AN EMPLOYER CANNOT:

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, A LABOR UNION CANNOT:

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:

If you have been discriminated against, please call or go to:

1-800-233-3247 or www.hum.wa.gov

• Print, circulate, or use any discriminatory statement, advertisement, publication, or job

• Discriminate in compensation or other terms or conditions of employment

Make any discriminatory inquiries in connection with prospective employment

• Print or circulate any discriminatory statement, advertisement, or publication

• Use discriminatory employment application forms, or make discriminatory inquiries in

### DISCRIMINATION

• Refuse to hire you or discharge you from employment

• Deny membership or membership rights and privileges

• Fail to represent a person in the collective bargaining unit.

• Discriminate in classification or referrals for employment

• Expel from membership

## **Washington State Law Prohibits Discrimination in Employment**

### **Protected Classes:**

 Race Color National Origin

Sex Creed Disability—Sensory, Mental or Physical

 HIV, AIDS, and Hepatitis C Marital Status Pregnancy or maternity

 Sexual Orientation or Gender Identity Use of a service animal by a person with a disability

 Honorably discharged Veteran or Military status Retaliation for filing a whistleblower

complaint with the state auditor Retaliation for filing a nursing home abuse complaint

Retaliation for opposing an unfair practice

> April 2015 **EMPLOYEE POLYGRAPH PROTECTION ACT**

## Washington State Human Rights Commission

connection with prospective employment.

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. employee or job applicant to take a lie detector test, and from discharging, disciplining or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **XEMPTIONS** 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 ndividuals 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 does not

mpt any provision of any State or local law or any collective 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 THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND

**WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 TTY: 1-877-889-5627 WH1462 REV 07/16

### PAID FAMILY AND MEDICAL LEAVE

they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

WASHINGTON SUMMARY OF WORKPLACE RIGHTS

### Paid time off. Peace of mind.

at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters. Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more

**Leave Laws** 

Paid sick leave

other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums

shared between workers and many employers. The premium is 0.6% of your wage. You may pay about 73% of that total, and your employer (if

Learn more and apply at paidleave.wa.gov

Washington State Department of

Labor & Industries

Employers must post this notice where employees can read it.

Most workers who are 16 years of age or older must be paid at

■ Workers who are 14 or 15 may be paid 85% of the minimum wage.

■ Tips cannot be counted as part of the minimum wage. Employers

Most workers must be paid one and one-half times their regular rate

Most workers are entitled to a 30-minute unpaid meal period if working

more than five hours in a day. If you must remain on duty during your

are entitled to a second 30-minute unpaid meal period if they work

meal period, you must be paid for the 30 minutes. Agricultural workers

Most workers are entitled to a 10-minute paid rest break for each

Agricultural workers must have a 10-minute paid rest break within

Workers must be paid at least once a month on a regularly scheduled

payday. Your employer must give you a pay statement showing the

number of hours worked, rate of pay, number of piece work units (if

Under this law, your employer is prohibited from providing unequal

pay or career advancement opportunities based on gender. You also

of other employees. Your employer cannot take any adverse action

also are prohibited from requesting a job applicant's wage or salary

history, except under certain circumstances, and cannot require an

applicant's wage or salary history meet certain criteria. Job applicants

15 or more employees. For more information or to file a complaint, go

**Teen Corner — Information for Workers Ages 14–17** 

■ Employers must have a minor work permit to employ teens. This

requirement applies to family members except on family farms.

■ The minimum age for work is generally 14, with different rules

Teens are required to have authorization forms signed before

they begin working. For summer employment, parents must

sign the Parent Authorization for Summer Work form. If you work

during the school year, a parent and a school official must sign

Many jobs are not allowed for anyone under 18 because they are

■ Work hours are limited for teens, with more restrictions on work

■ In agricultural work, teens of any age get a meal period of 30

■ In all other industries, teens who are 16 or 17 must have a

have the rest break at least every three hours.

minutes if working more than five hours, and a 10-minute paid

30-minute meal period if working more than five hours, and a

10-minute paid break for each four hours worked. They must

■ Teens who are 14 or 15 must have a 30-minute meal period no

To find out more about teens in the workplace: www.Lni.wa.gov/

TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

later than the end of the fourth hour, and a 10-minute paid

also have the right to certain salary information if the employer has

have the right to disclose, compare, or discuss your wages or the wages

against you for discussing wages, filing a complaint, or exercising other

protected rights under the Equal Pay and Opportunities Act. Employers

piece work), gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid and click on

four hours worked and must not work more than three hours

of pay for all hours worked over 40 in a fixed seven-day workweek.

Workers must be paid the Washington minimum wage

Overtime pay is due when working more than 40 hours

least the minimum wage for all hours worked. See

Your rights

 $\mathcal{H}$ 

It's the law!

Wage and Overtime Laws

www.Lni.wa.gov/MinWage.

must pay all tips to employees.

each four-hour period of work.

**Equal Pay and Opportunities Act** 

to www.Lni.wa.gov/EqualPay.

for ages 14–15 and ages 16–17.

Teens do not need a work permit.

the Parent/School Authorization form.

hours during school weeks.

Meal and rest breaks for teens

break for each four hours worked.

break for every two hours worked.

**Pay Requirements** 

"Paycheck deductions."

Regular Payday

■ If you are under 18, see "Teen Corner" at right.

Meal period

**Breaks** 

**Workers Need Meal and Rest Breaks** 



**Regular Paydays for Employees of** 

(Company Name) Shall be as follows: Weekly Monthly Bi-Weekly

your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

Most workers earn a minimum of one hour of paid sick leave for every

calendar day of employment. Employers must provide employees with

40 hours worked. This leave may be used beginning on the 90th

**Your Rights as a Worker** 

paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for: A child with a health condition requiring treatment or supervision;

A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and

■ Children 18 years and older with disabilities that make them

■ For more information, see www.Lni.wa.gov/workers-rights/leave/ more than 11 hours in a day. Learn more at www.Lni.wa.gov/workersfamily-care-act. rights/workplace-policies/rest-breaks-meal-periods-and-schedules. Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DVLeave.

Spouses or registered domestic partners of military personnel who receive notice to deploy or who are on leave from deployment during times of military conflict may take a total of 15 days unpaid leave

per deployment Your employer may not fire or retaliate against you for exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

## Administered by other agencies

Employment Security Department. Washington offers paid family and medical leave benefits to workers. This insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information, see www.paidleave.wa.gov. **Pregnancy disability leave:** Enforced by the Washington State

Discrimination (WLAD). www.hum.wa.gov or 1-800-233-3247 Family and Medical Leave Act: Administered by the U.S. Department of Labor. Eligible employees can enforce their

right to protected family and medical leave under the FMLA by contacting the Department of Labor at www.dol.gov/whd/fmla or 1-866-487-9243.

**Need more information?** 

Questions about filing a worker rights complaint? Online: www.Lni.wa.gov/workers-rights

Call: Visit: www.Lni.wa.gov/Offices ESgeneral@Lni.wa.gov Email:

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

Human trafficking is against the law For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Crime

equal opportunity employer.

PUBLICATION F700-074-000 [10-2021]

**WORKERS' COMPENSATION** 

### Washington State Department of **Notice to Employees** Labor & Industries

### It's the law! Employers must post this notice where employees can read it.

What you should do Every worker is entitled to workers' compensation **Report your injury.** If you are injured, no matter how minor the benefits. You cannot be penalized or discriminated

against for filing a claim. For more information, call toll-free **1-800-547-8367.** 

### If a job injury occurs

may receive a pension.

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the iob or develop an occupational disease, you are entitled to workers' compensation benefits. **Benefits include:** 

Medical care. Medical expenses resulting from your workplace injury or disease will be paid by the workers' compensation program. **Disability income.** If your work-related medical condition prevents you from working, you may be eligible for benefits

to partially replace your wages. **Vocational assistance.** Under certain conditions, you may be eligible for help in returning to work. Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body functions. Pensions. Injuries that permanently keep you from returning to work may qualify you for a disability pension. **Death benefits for survivors.** If a worker dies, the surviving spouse or registered domestic partner and/or dependents

### About required workplace posters

Go to www.Posters.Lni.wa.gov to learn more about workplace posters from L&I and other government agencies. On the Web: www.Lni.wa.gov

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

File your claim as soon as possible. For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury

occurred. For an occupational disease, you must file a claim

and L&I must receive it within two years following the date you

the claim and reduces hassle.

injury seems, contact the person listed on this poster.

the L&I medical network. (Find network providers at

**Get medical care.** The first time you see a doctor, you may

choose any health-care provider who is qualified to treat your

injury. For ongoing care, you must be treated by a doctor in

www.FindADoc.Lni.wa.gov.) Qualified health-care providers

include: medical, osteopathic, chiropractic, naturopathic and

Tell your health-care provider and your employer about

podiatric physicians; dentists; optometrists; ophthalmologists;

physician assistants; and advanced registered nurse practitioners.

your work-related injury or condition. The first step in filing a

workers' compensation (industrial insurance) claim is to fill out

a Report of Accident (ROA). You can do this online with FastFast

(www.FileFast.Lni.wa.gov), by phone at 1-877-561-FILE, or on

paper in your doctor's office. Filing online or by phone speeds

are advised by a health-care provider in writing that your condition is work related. **REPORT YOUR INJURY TO:** (Your employer fills in this space.) **HELPFUL PHONE NUMBERS** 

Ambulance:

you must file a claim with your employer within one year after

the day the injury occurred. For an occupational disease, you

TO REPORT YOUR INJURY:

advised by a health-care provider in writing that your

n within two years following the date you are

### **SELF-INSURED WORKERS' COMPENSATION**

Washington State Department of Labor & Industries

## **Notice to Employees**

condition is work related.

It's the law! Employers must post this notice where employees can read it. Revised Code of Washington 51.14.100). File your claim as soon as possible. For an on-the-job injury,

PUBLICATION F242-191-909 [12-2012]

Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers' ipensation (industrial insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulated by the Department of Labor & Industries (L&I).

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster. **Get medical care.** The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.) Qualified health-care providers

What you should do If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person designated below: include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced

registered nurse practitioners. For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

Other formats for person with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

Everyone

deserves

a healthy

relationship

more about workplace posters from L&I and other government agencies. On the Web: www.Lni.wa.gov

PO Box 44890 Olympia, WA 98504-4890 PUBLICATION F207-037-909 [12-2012]

### About required workplace posters Self-Insurance Section Go to www.Posters.Lni.wa.gov to learn Department of Labor & Industries

DOMESTIC VIOLENCE RESOURCES No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power

emotional abuse, monitoring, controlling finances, or physical and

and control over another. These behaviors can include isolation,

Everyone should be free to make their own choices in relationships. If you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgement. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY).

### www.thehotline.org

You can also find a program in your area that can help. Find out more about what kind of help is available at wscadv.org/get-help-now.

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

EMS 10427 . CC 7540-032-981. Rev 07/19 . UI-biz-poster-EN

### 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

employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member

next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer 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. **BENEFITS & 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 identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any

related to the FMLA. ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; 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 employee's worksite.

**REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. 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 information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or 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 or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the 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. **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides

> For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Wage and Hour Division

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

### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

### YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

the uniformed services. You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of you 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 you have not been separated from service with a disqualifying discharge or under other than honorable conditions. f 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 some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION you: • are a past or present member of the uniformed service; • have appropriately

nembership 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 n 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 USERRA, even if that person has no service connection.

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military or injuries.

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 be viewed at 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

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

### meet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590

### UNEMPLOYMENT INSURANCE

You may be eligible for

UNEMPLOYMENT BENEFITS

if you lose your job Visit **www.esd.wa.gov** to apply and click "Sign in or create an

Employment

account"

 Your Washington State ID or License, if applicable. If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 member 4 or higher).

If you can't apply online, try contacting us over the phone

holidays. You may experience long wait times.

Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines, Internet access, and job

If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits. If you have been unemployed due to a work-related injury or non-work-related illness or

(TTD) unemployment benefits. For more information, please refer to the Handbook for Unemployed Workers at ESD.WA.GOV. Employers are legally required to post this notice in a place convenient for employees to read

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance

EMS 9874 . CC 7540-032-407. Rev 10/17 . UI-biz-poster-EN

## OCCUPATIONAL SAFETY AND HEALTH PROTECTION

# It's the law! Employers must post this notice where employees can read it.

All workers have the right to a safe and healthy workplace.

**Employees** — Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

## You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&I within 30 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or any other safety-related activity.
- time allowed on the citation is not reasonable.

health rules that apply to your own actions and conduct on the job.



in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's

of an eye to DOSH within 24 hours. For any work-related death, in-patient hospitalization,

information to DOSH:

■ Employer contact person and phone number. ■ Name of business.

Date and time of the incident. Number of employees and their names.

work-related incident occurred.

Where to report:

**Employers** — You have a legal obligation to protect employees on the job.

**Actions you must take:** ■ Comply with all workplace safety and health rules that apply to your business, including developing and

■ Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal

protective equipment at no cost.

 Allow an employee representative to participate in an L&I safety/ health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.

violation for a minimum of three days. You cannot remove it until you correct the violation. Firing or discriminating against any employee for filing a

This poster is available free from L&I at

Free assistance from the Division of Occupational

■ Training and resources to promote safe workplaces.

 On-site consultations to help employers identify and fix hazards, and risk management help to lower your workers' compensation costs.



disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797.

L&I is an equal opportunity employer.

PUBLICATION F416-081-909 [09-2015]

## WASHINGTON & FEDERAL LABOR LAW POSTER

.EAVE ENTITLEMENTS Eligible employees who work for a covered employer can \*Special "hours of service" requirements apply to airline flight crew employees. take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth To care for the employee's spouse, child, or parent who has a qualifying serious For the employee's own qualifying serious health condition that makes the

who is the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or

practice made unlawful by the FMLA, or being involved in any proceeding under or

greater family or medical leave rights.



### **ANTI-DISCRIMINATION NOTICE**

The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

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 applicants to

· 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 service-connected illnesses • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

## · Your Social Security number.

• Your alien registration number if you are not a U.S. citizen. Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months).

The fastest way to apply is online at esd.wa.gov If you don't have a home computer, you can access one at a WorkSource center or your local library.

You must look for work each week that you claim benefits

## **PAYDAY NOTICE**

a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on

Washington Family Care Act: Use of paid leave to care for sick family Employees are entitled to use their choice of any employer provided

incapable of self-care.

Leave for military spouses during deployment

Paid Family and Medical Leave: Administered by Washington Human Rights Commission under the Washington State Law Against

## Contact L&I

1-866-219-7321, toll-free

**About required workplace posters** 

Victims Advocacy at 1-800-822-1067. Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an

sexual assault.

Employment Security Depo

Other

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

Your nonwage income (interest, dividends, capital gains, etc.)?

Were there major changes to...

 Your family wage income (you or your spouse started or ended a job)? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919,

Department of the Treasury

Internal Revenue Service www.irs.gov

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

FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** FEDERAL MINIMUM WAGE \$7.25 BEGINNING JULY 24.201

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a

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.

Youths 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 TIP 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 their inimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount n liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money 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.

ADDITIONAL INFORMATION

WAGE AND HOUR DIVISION JNITED STATES DEPARTMENT OF LABOR **1-866-487-9243** TTY: 1-877-889-5627 www.dol.gov/whd

Address and location where the

1 (available 24/7)

## ■ 1-800-423-7233, press

for violations of USERRA. Publication Date — April 2017

## To apply for unemployment, you will need

Reasons you left each job.

Call 800-318-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Monday through Friday 8 a.m. to 4 p.m., except on state

injury and are now able to work again, you may be eligible for Temporary Total Disability

### services for limited English proficient individuals are available free of charge. Washington Relay Department

Washington State Department of Labor & Industries Job Safety And Health Law

(Chapter 49.17 RCW)

■ Appeal a violation correction date if you believe the

The law requires you to follow workplace safety and

Division of Occupational Safety and Health (DOSH) within 8 hours. Report any work-related non-hospitalized amputation or loss

 Names and addresses of everyone you worked for in the last 18 months. · Dates you started and stopped working for each employer.

listings. Log onto WorkSourceWA.com to find the nearest office.

**Employers must provide workplaces free from recognized** hazards that could cause employees serious harm or death.

implementing a written accident prevention plan (also called an APP or safety program). ■ Post this notice to inform your employees of their rights and responsibilities.

■ If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the

www.Lni.wa.gov/RequiredPosters.



or opening or closing conference is illegal.

Division of Occupational Safety and Health

WA-1221-F02

complaint or participating in an inspection, investigation,

Upon request, foreign language support and formats for persons with

Safety and Health (DOSH)

How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at 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.

Publication 213

(Rev. 8-2009) Cat. No. 11047P



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 from coworkers and the public, which may be used by the employee to express breast milk.

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. Some employers incorrectly classify workers as "independent contractors" when they 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 Department

Certain occupations and establishments are exempt from the minimum wage, and/or

**Employers must report all deaths,** 

amputation or loss of an eye, you must report the following

■ Any local L&I office or ■ Brief description of what happened.