**DISTRICT OF COLUMBIA & FEDERAL LABOR LAW POSTER** 

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FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act



#### **EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL**

#### Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

| <ul> <li>Who is Protected?</li> <li>Employees (current and former), including managers<br/>and temporary employees</li> <li>Job applicants</li> <li>Union members and applicants for membership in a union</li> <li>What Organizations are Covered?</li> <li>Most private employers</li> <li>State and local governments (as employers)</li> <li>Educational institutions (as employers)</li> <li>Unions</li> <li>Staffing agencies</li> <li>What Types of Employment Discrimination are Illegal?</li> <li>Under the EEOC's laws, an employer may not discriminate<br/>against you, regardless of your immigration status, on the<br/>bases of:</li> <li>Race</li> <li>Color</li> <li>Religion</li> <li>National origin</li> <li>Sex (including pregnancy, childbirth, and related medical<br/>conditions, sexual orientation, or gender identity)</li> <li>Age (40 and older)</li> <li>Disability</li> <li>Genetic information (including employer requests for,<br/>or purchase, use, or disclosure of genetic tests, genetic<br/>services, or family medical history)</li> </ul> | <ul> <li>Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding</li> <li>Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation</li> <li>What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including:</li> <li>Discharge, fring, or lay-off</li> <li>Harassment (including unwelcome verbal or physical conduct)</li> <li>Hiring or promotion</li> <li>Assignment</li> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice</li> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> <li>Obtaining or disclosing genetic information of employees</li> <li>Requesting or disclosing medical information of employees</li> </ul> | <ul> <li>Conduct that might reafrom opposing discrimparticipating in an investigation of the correspondence of the correspondenc</li></ul> |
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nination, filing a charge, or estigation or proceeding itimidates, threatens, or interferes ng their rights, or someone ig someone else to exercise ility discrimination (including regnancy accommodation lieve Discrimination has EEOC promptly if you suspect delay, because there are strict time e of discriminatior ding on where you live/work). C in any of the following ways: ough the EEOC's public portal: c.gov/Portal/Login.aspx 0 (toll free) (TTY)2 (ASL video phone) ce (information at ld-office) about the EEOC.

easonably discourage someone

about filing a charge vailable at www.eeoc.gov.

#### EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: **Race, Color, Religion**, **Sex, Sexual Orientation, Gender Identity, National Origin** Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color religion cover convolution of the contractor color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) at https://www.dol.gov/agencies/ofccp/contact

#### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of disability in any program or activity prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable Title VI if the primary objective of the financial assistance is provision of employment, accommodation, can perform the essential functions of the job. If you believe you or where employment discrimination causes or may cause discrimination in providing 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. which receive Federal financial assistance

#### DISTRICT OF COLUMBIA MINIMUM WAGE

## GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

#### DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

#### **MINIMUM WAGE RATES**

DOES

| Employees who do not receive gratuities | Employees who receive gratuities  |
|---|---|
| \$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  |
| \$16.10 per hour beginning July 1, 2022 | \$5.35 per hour beginning July 1, 2022  |
| \$17.00 per hour beginning July 1, 2023 | \$6.00 per hour beginning May 1, 2023<br>\$8.00 per hour beginning July 1, 2023 |
| \$17.50 per hour beginning July 1, 2024 | \$10.00 per hour beginning July 1, 2024   |

## BREASTFEEDING RIGHTS & GUIDELINES

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#### **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

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• 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.

• 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.

• 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

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

#### YOUR RIGHTS UNDER USERRA

uniformed services.

## THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the



Descansos más

Certificación del Proveedor de Atención Médica

adaptación razonable. La certificación debe incluir:

2. Una explicación de la condición médica y la necesidad de una adaptación

3. El tiempo probable durante el cual se deberá proporcionar la adaptación.

Si cree que un empleador le ha negado injustamente una adaptación razonable

o le ha discriminado debido a su embarazo, parto, necesidad de amamantar o

año ante la Oficina de Derechos Humanos de DC (OHR, por sús siglas en inglés)

Para presentar una queja, visite: La OHR realizará la mediación y la investigación

una condición médica relacionada, puede presentar una queia dentro de un

Presentación de una Denuncia por Violación de la Norma

FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced **must**: • Allow you to take job-protected time off work for a qualifying reason, • Continue vers the reason for which you need FMLA leave.

apply: • You work for a covered employer, • You have worked for your employer at least requirements. You work for a **covered employer** if **one** of the following applies: • You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, • You work for an elementary or public or private **where can I find more information**? secondary school, or • You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management. Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint

ow do I request FMLA leave? Generally, to request FMLA leave you must: • Follow with WHD or file a private lawsuit against your your employer's normal policies for requesting leave, • Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as **about our WHD complaint process.** possible. You do not have to share a medical diagnosis but must provide enough

nat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides information to your employer so they can determine whether the leave qualifies fo eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: • The birth, adoption or foster placement of a child with you, • Your serious mental or physical health condition that makes you unable to work, • To care for your spouse, child federal or state law prohibiting discrimination or supersede any state or local law or or parent with a serious mental or physical health condition, and • Certain qualifying reasons collective bargaining agreement that provides greater family or medical leave rights. related to the foreign deployment of your spouse, child or parent who is a military State employees may be subject to certain limitations in pursuit of direct lawsuits servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of congressional employees are also covered by the law but are subject to the jurisdiction

schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more your group health plan coverage while you are on leave on the same basis as if you had information. FMLA leave is not paid leave, but you may choose, or be required by your not taken leave, and Allow you to return to the same iob, or a virtually identical iob with employer, to use any employer-provided paid leave if your employer's paid leave policy the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your employer cannot interfere with your FMLA rights or threaten

12 months, • You have at least 1,250 hours of service for your employer during the 12 nonths before your leave, and • Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" investigation. After becoming aware that your need for leave is for a reason that may ualify under the FMLA, your **employer** <u>must</u> confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer** 

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| T OF LABOR      | WH1420 REV 04/23 |

| <b>REEMPLOYMENT RIGHTS</b><br>You have the right to be reemployed in your civilian job if you leave that job to perform connection.  | DISTRICT OF COLUMBIA PAID FAMILY LEAVE  |
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| service in the uniformed service and:<br>• you ensure that your employer receives advance written or verbal notice of your<br>service;<br>• you have five years or less of cumulative service in the uniformed services while with<br>• you have five years or less of cumulative service in the uniformed services while with   | GOVERNMENT OF THE DISTRICT OF COLUMBIA       NOTICE TO EMPLOYEES         dc paid ?       Information on Paid Family Leave in the District of Columbia   |
| <ul> <li>You have hive years of less of cumulative service in the uniformed services while w</li></ul> | <ul> <li>Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about the Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.</li> <li>Covered Workers To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC. To find out if you are a covered workey out an a styour employer is required to provide you information about the Paid Family Leave program. You can ask your employer is required to provide you information about the Paid Family Leave program at these three (3) times: <ol> <li>At the firme you were hired:</li> <li>At least once a year; and</li> <li>If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.</li> </ol> </li> <li>Covered Events There are four (4) kinds of Paid Family Leave benefits: <ol> <li>Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prental leave - receive benefits for prenatal medical care for up to 2 weeks in a year; and</li> <li>Prentat leave - receive benefits in a year. The maximum amountof is 12 weeks. However, there is an exception for pregnant women who take prenatal leave. Pregnant women are</li> </ol></li></ul> |
| PAYDAY NOTICE  | Office of Paid Family Leave   4058 Minnesota Avenue NE   Washington DC 20019 OPFL EE Rev. 11/2024   |
| Regular Paydays for Employees of   | EQUAL EMPLOYMENT OPPORTUNITY  |
| (Company Name)<br>Shall be as follows:   | Equal Employment Opportunity (EEO) Workplace Poster       Updated: May 17, 2024       Know Your Rights in the District of Columbia         DC Human Right Act       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 or perceived): <sup>1</sup>  |
| Weekly Bi-Weekly Monthly Other   | • Race• Age• Family Responsibilities• Credit Information• Color• Marital Status• Matriculation• Status as a victim or family member of a• Sex (including pregnancy)• Personal Appearance• Political Affiliationvictim of Domestic Violence, Sexual• National Origin• Sexual Orientation• Genetic InformationOffense or Stalking (DVSOS)   |

Office of Human Rights

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 an attorney. Damages can be awarded if it is determined that a violation of the Act did occur. Medical certification and reasonable prior notice when applicable.

Disability

DC Family and Medical Leave Act

DC Parental Leave Act

| \$17.00 per hour beginning July 1, 2023   | \$6.00 per hour beg<br>\$8.00 per hour beg  | ginning May 1, 2023<br>ginning July 1, 2023   |   |   | PROTEC   | TING PREGNANT  | WORKERS  |
|---|---|---|---|---|--|--|--|
| \$17.50 per hour beginning July 1, 2024   |   | ginning July 1, 2024  |   |   | ant Workers Fairne   | ess Act  |  |
| The minimum wage increases each year in proportion to the Consumer Price Index<br>MINIMUM WAGE EXCEPTIONS<br>The minimum wage provision does not apply in instances where other laws or regulations   | <b>UNIFORMS</b><br>Employers must pay the cost of purc  | chase, maintenance, and clean   | ning of uniforms and  | Workplace Poste<br>Updated: October 30<br>Know Your Rights in   |  |  | <b>ce of Human Rights</b><br>District of Columbia  |
| <ul> <li>establish minimum wage rates for the following: <ol> <li>Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor.</li> <li>Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.</li> <li>Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.</li> <li>Students employed by institutions of higher education may be paid the minimum wage established by the United States government.</li> <li>The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, ended the exception for adult learners. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.</li> <li>The minimum wage provision does not apply to persons: <ul> <li>employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or</li> <li>b. engaged in the delivery of newspapers to the homes of consumers.</li> </ul> </li> <li><b>OVENTIME ENC COVENTIME ENC The minimum wark exet</b>. <b>OVENTIME ENC Covertine Provision</b> does not apply to persons employed: <ol> <li>na employees must be paid at least 11/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.</li> </ol> </li> <li><b>OVENTIME ENC</b></li> <li>By an air carrier employee who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees.</li> <li>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 final purchasers.</li> </ol></li></ul> <b>DITE:</b> The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of acar wash. Car wash employees   | <ul> <li>Sc.00 per week) for washable uniforms maintains washable uniforms, the ac When the employer cleans and main additional payment required is 8 cent.</li> <li>MEALS</li> <li>Employers may deduct \$2.12 for each work, a maximum of one (1) meal dec employer's premises, no more than \$6</li> <li>ON-CALL TIME</li> <li>An employee who is required to stay a An employee who is required to rema or within a 2-hour drive of the works is he can be reached, is usually not wor OTHER PROVISIONS</li> <li>Additional wages are due to employe deductions may be taken for housing DEDUCTIONS</li> <li>No employer shall make any deductic court order, which would bring wages statement showing all deductions must pay a service rate per tips (averaged weekly) added to the set tipped employees, the employer must pay a service rate per tips (averaged weekly) added to the set tipped employees, the employer must pay one.)</li> <li>INTERNET-BASED TIP PORTAL FOOL ONLINE</li> <li>Employers who hire a tipped worker days of the end of each quarter to the and show of the intermet based por and use of the intermet based por DITIONAL LAWS ADMINISTERED All labor laws enforced within the Dist FOR A COMPLETE TEXT OF EACH LAWS</li> <li>SERVICES OFFICE OF WAGE-HOUR n, D.C. 20019 (202) 671-1880 [does.dc.com</li> </ul> | tion to the minimum wage (n<br>is. When the employer purchas<br>idditional payment required is<br>its when the employer purchas<br>idditional payment required is<br>its per hour.<br>In meal made available. For four<br>duction is allowed. For emplo<br>6.36 per day can be deducted.<br>at the employer's premises wh<br>ain in a specified geographic a<br>ite, or who is allowed to leave a<br>while on call.<br>ees for split shifts, travel expen-<br>g provided by the employer.<br>ions, except those specifically is<br>selow those required by the A<br>ist be provided with each paych<br>for at least three (3) years accun<br>in to other detailed records required<br>to other detailed records required<br>the other detailed records required<br>the other detailed records required<br>the other detailed records required<br>the submit a quarterly wa<br>is shall submit a quarterly wa<br>is wage reports online unless onl<br>ployer shall submit reports in the<br>ducte employers about the reports<br>and ployer shall submit reports in the<br>duct of Columbia can be found<br><b>AW OR TO FILE A COMPLAINT</b> | naximum required is<br>les and the employee<br>s 10 cents per hour.<br>loyee purchases, the<br>ur (4) hours or less of<br>than four (4) hours of<br>pyees who live on the<br>lile on call is working.<br>trea, such as at home<br>a message where he/<br>nees, and tools. Other<br>authorized by law or<br>tct. An itemized wage<br>neck.<br>arate time and payroll<br>ired by the Act.<br>an employee's hourly<br>nimum wage for non-<br>nimum wage for non-<br>nimum wage rates on<br><b>CY WAGE REPORTS</b><br>age report within 30<br>ployee was paid the<br>arterly wage reports<br>line reporting creates<br>nard-copy form.<br>corting requirements<br><b>OUR</b><br>d on <u>does.dc.gov</u> . | The Protecting Pregnar<br>Columbia employers to<br>employees whose abili<br>childbirth, chest/breast<br>The employer must energy<br>process to determine the<br><b>Types of Accommodar</b><br>Employers must make a<br>limited to:<br>• More frequent or<br>longer breaks;<br>• Time off to recover<br>from childbirth;<br>• Temporarily<br>transferring the<br>employee to a<br>less strenuous<br>or hazardous<br>position;<br><b>Prohibited Actions by</b><br>Employers may not:<br>• Refuse an accommon<br>expense to the busir<br>• Take adverse action a<br>• Deny employment o<br>need for an accommon<br>Require an employee<br>provided; or<br>• Require employees to<br>employee to perform<br><b>Certification from Hea</b><br>The employer may require<br>care provider indication<br>certification <b>must inclue</b><br>1. The date the accom<br>2. An explanation of the<br>accommodation, ar<br>3. The probable length<br><b>Filing a Complaint of</b><br>If you believe an employ<br>accommodation or has<br>childbirth, need to chee<br>a complaint, visit: OHR<br>probable cause exists, a<br>Rights will make a final<br>• <b>Online</b> at ohr.dc.gov | ty to perform job duties is<br>feeding, or a related medi<br>gage in good faith and in a<br>he accommodations.<br>tions<br>all reasonable accommodat<br>• Purchasing or<br>modifying work<br>equipment, such as<br>chairs;<br>• Temporarily<br>restructuring the<br>employee's position<br>to provide light duty<br>or a modified work<br>schedule;<br>• Employers<br>dation unless it would cau<br>less;<br>against an employee for re<br>portunities to the emplo<br>odation;<br>to take leave if a reasonal<br>o accept an accommodation<br>her job duties.<br>alth Care Provider<br>Jire an employee to provic<br>g a reasonable accommod<br>ad<br>n of time the accommodate<br>ad<br>modation became or will l<br>he medical condition and in<br>ad<br>n of time the accommodate<br>discriminated against you<br>st/breastfeed or a related r<br>year with the DC Office of<br>will perform the initial me<br>administrative law judges a<br>determination. | <ul> <li>W) requires District of <sup>2</sup> place accommodations for limited because of pregnancy, cal condition.</li> <li>a timely and interactive</li> <li>ations,<sup>1</sup> including by not <ul> <li>Having the employee refrain from heavy lifting;</li> <li>Relocating the employee's work area; or</li> <li>Providing private (non-bathroom) space for expressing breast/chest milk.</li> </ul> </li> <li>se significant hardship or equesting an accommodation; yee because of the request or ble accommodation can be on unless it's necessary for the de certification from a health ation is advisable. The become medically advisable; need for a reasonable tion should be provided.</li> <li>Hyou a reasonable of your pregnancy, medical condition, you can file fluman Rights (OHR). To file diation and investigation. If at the Commission on Human</li> </ul> | <ul> <li>Adaptaciones para La Ley de Equidad por sus siglas en i proporcionen ada empleadas cuya de empleadar cuya de lembarazo, part empleadar debe para determinar l</li> <li>Tipos de adaptad Los empleadores entre otras:         <ul> <li>Descansos m frecuentes o prolongado:</li> <li>Tiempo libre recuperarse</li> <li>Transferir temporalme empleada a menos exter peligroso;</li> </ul> </li> <li>Acciones Prohibit Los empleadores per empleado por</li> <li>Negar oportun necesidad de u</li> <li>Exigir que un e adaptación raz</li> <li>Requerir que la necesaria para</li> <li>Certificación del El empleador por da ataptación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 2. Una explicación razona 1. La fecha en que 3. El tiempo protector de ataptación razona 1. La fecha en que 3. El tiempo protector de ataptación razona 1. La fecha en que 3. El tiempo protector de ataptación razona 2. En línea en ohr en persona en complexes de la oficina. Para presentar una condición métaño ante la oficina. Para presentar una condición métaño ant</li></ul> |
| ANTI-DISCRIMI   | INATION NOTICE  |   |   |   |  | ot require significant difficulty in   | <sup>1</sup> Una "adaptación ı   |
| It is illegal to discriminate against work-authorized individuals. Em<br>employee. The refusal to hire an individual because the documents h  | have a future expiration date ma  | ay also constitute illega   | l discrimination.   | the operation of the en<br>with consideration to far<br>and the nature and struct<br>GOVERNMENT OF THE<br>DISTRICT OF COLUMBIA  | ctors such as the size of the  | icant expense for the employer,<br>business, its financial resources   | la operación del n<br>teniendo en cuent<br>la naturaleza y estr<br>Marion S. I   |
| For information, please contact The Office of Special Counsel for Imn   | с т,  | yment Practices Office a  | at 800-255-7688.  | MURIEL BOWSER, MA   | AYOR   |  | ohr.dc.gov   Ei  |
| WITHHOLD<br>YOU MAY NEED TO CHE   | ING STATUS  | NG  |   |   | NON-DIS  | CRIMINATION IN   | PUBLIC AC  |
| Since you last filed form W-4 with your employer •Your itemized deductions?   | Withho  | olding?, or use the Withho  |   | * * *   |  | PUBLIC ACCO  | OMMODATIC  |
| Change your name? you filed your last return, you filed you have been you have be | or you owed extra tax when<br>You may need to file a new Poster   | irs.gov/individuals on the IRS<br>over: Please post or publish<br>so that your employees will s<br>they can get forms and inform  | this Bulletin Board<br>ee it. Please indicate   |   | ne D.C. Human Rights A   | ct of 1977, as amended, D.C.   | N-DISCRIMINATIC  |
| gains, etc.)? at 1-800-829-3676.<br>• Your family wage income (you or your spouse started or Now is the time to check   | py of Form W-4 or call the IRS<br>your withholding. For more  | IRS<br>ent of the Treasury<br>Revenue Service www.irs.gov   | Publication 213<br>(Rev. 8-2009)<br>Cat. No. 11047P   | not discriminate on t<br>Race<br>Color<br>Sex (Gender or  | the basis of actual or pe<br>National Origi<br>Religion<br>Age   |  | Matricu  |

## UNIVERSAL WAGE LAW



# GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

## **EMPLOYEE RIGHTS IN THE DISTRICT OF COLUMBIA:**

Do you know your rights as an employee working in Washington, DC? **Employees have the right:** 

#### iniciales. Si existe causa probable, los jueces de derecho administrativo de la Comisión de Derechos Humanos tomarán una determinación final. En línea en ohr.dc.gov; o • En persona en 441 4th Street NW, Suite 570N, Washington, DC 20001. Las preguntas sobre el proceso de la OHR también se pueden responder por teléfono llamando al (202) 727-4559. difficulty in 1 Una "adaptación razonable" es aquella que no requiere dificultades significativas en he employer, la operación del negocio del empleador ni gastos significativos para el empleador, eniendo en cuenta factores como el tamaño del negocio, sus recursos financieros y ial resources la naturaleza y estructura del negocio. Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North Washington, DC 20001 ohr.dc.gov | Email: ohr@dc.gov | Phone: (202) 727-4559 | Fax: (202) 727-9589 | TTY: 771

## I IN PUBLIC ACCOMMODATIONS

#### IC ACCOMMODATIONS

#### CE OF NON-DISCRIMINATION

ended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does

| Race               | National Origin | Personal Appearance           | Family Responsibilities | Disability         |
|--------------------|-----------------|-------------------------------|-------------------------|--------------------|
| Color              | Religion        | Sexual Orientation            | Matriculation           | Source of Income   |
| Sex (Gender or     | Age             | Gender Identity or Expression | Political Affiliation   | Place of Residence |
| sexual harassment) | Marital Status  | Familial Status               | Genetic Information     | or Business        |

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.

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

## WORKERS' COMPENSATION NOTICE

 Religion The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more Embarazadas Póster para el Lugar de Trabajo employees to provide up to 16 weeks of unpaid family leave: • for the birth of a child, an adoption or foster care; or Actualizado: 30 de octubre de 2024 to care for a seriously ill family member. Conozca sus derechos en el Distrito de Columbia It also allows up to 16 weeks of unpaid medical leave: Adaptaciones para el embarazo, el parto y la lactancia materna • to recover from a serious illness that left the employee unable to work for a total of 32 La Ley de Equidad para la Protección de las Trabajadoras Embarazadas (PPW) weeks during a 24 month period. por sús siglas en inglés) exige que los empleadores del Distrito de Columbia During the period of leave, an employee should not lose benefits such as seniority or group proporcionen adaptaciones razonables en el lugar de trabajo para las mpleadas cuya capacidad para realizar tareas laborales está limitada debido al embarazo, parto, lactancia materna o una condición médica relacionada. El notice when applicable empleador debe participar de buena fe y en un proceso interactivo y oportuno para determinar las adaptaciones. Tipos de adaptaciones Los empleadores deben hacer todas las adaptaciones razonables.<sup>1</sup> incluvendo. Filing a Complaint of a Violation Comprar o modificar
 Hacer que la equipos de trabajo, empleada se como sillas: abstenga de levantar objetos pesados; Tiempo libre para Reestructurar Reubicación del temporalmente recuperarse del parto; área de trabajo de la el puesto de la empleada; o empleada para temporalmente a la Proporcionar un proporcionarle C MURIEL BOWSER, MAYOR empleada a un puesto tareas livianas o un espacio privado (que menos extenuante o horario de trabajo no sea un baño) modificado; para extraer leche materna. Acciones Prohibidas por Parte de los Empleadores Los empleadores no podrán Parental Leave Act Workplace Poster Rechazar una adaptación a menos que cause dificultades o gastos importantes para la empresa; • Tomar medidas adversas contra un Updated: May 17, 2024 empleado por solicitar una adaptación Negar oportunidades de empleo al empleado debido a la solicitud o necesidad de una adaptación: Exigir que un empleado tome licencia si se puede proporcionar una adaptación razonable; o • Requerir que los empleados acepten una adaptación a menos que sea necesaria para que el empleado realice sus tareas laborales.

Work Leave for Parenting Purposes. The District of Columbia Parental Leave Act allows employees who are parents or quardians 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. El empleador puede exigir que un empleado proporcione una certificación de un proveedor de atención médica que indique que es aconsejable realizar una not a spectator. The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave . La fecha en que la adaptación se volvió o será médicamente aconsejable

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: • biological mother or father of a child;

• 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 person married or in a domestic partnership to a person listed above.

Employer Posting Requirements The employer must post and maintain this notice in a conspicuous place. An employer 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. This document s a factsheet and guidance provided by the D.C. Office of Human Rights (OHR) regarding legislative changes made to the D.C. Human Rights Act of 1977 (DCHRA) and the Office of Human Rights Establishment Act of 1999 (HREA). This document may be used for educational purposes only and not as legal advice to apply to a particular situation. Any person or entity in need of legal advice should consult an attorney.

Filing a Complaint of a Violation If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the ncident with the Office of Human Rights (OHR). To file a complaint, visit: Questions about the OHR process can also be answered by phone at (202) 727-4559

 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

Questions about the OHR process can also be answered by phone at (202) 727-4559

<sup>1</sup> For family or medical leave that began prior to November 13, 2021, an employee is eligible under the Act if she or he was 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 did not need to have immediately preceded the request for leave.

• Online at ohr.dc.gov; or

MURIEL BOWSER, MAYOR

## FEDERAL MINIMUM WAGE

#### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

#### \$7.25 PER HOUR BEGINNING JULY 24, 2009 FEDERAL MINIMUM WAGE

VERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 penalties may be assessed for each child labor violation that results in the death or serious in a workweek

:HILD LABOR An employee must be at least 16 years old to work in most non-farm jobs are determined to be willful or repeated. The law also prohibits retaliating against or and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. discharging workers who file a complaint or participate in any proceeding under the FLSA. 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 🔹 Certain occupations and establishments are exempt from the minimum wage, and/or

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 minimum 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 over must make up the difference.

**PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's pirth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from oworkers and the public, which may be used by the employee to express breast milk. NFORCEMENT 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. mployers may be assessed civil money penalties for each willful or repeated violation of mum wage or overtime pay provisions of the law. Civil money penalties may also

The law requires employers to display this poster where employees can readily see it. be assessed for violations of the FLSA's child labor provisions. Heightened civil money injury of any minor employee, and such assessments may be doubled when the violations ADDITIONAL INFORMATION

> overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

• 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 of Labor.



WH1088 SPA

• In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

more than one District agency. **Employer Posting Requirements** The employer must post and maintain this notice in a conspicuous place. An employer 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. Filing a Complaint of a Violation 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 Human Rights (OHR). To file a complaint, visit: Questions about the OHR process can also be answered by phone at (202) 727-4559

Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North Washington, DC 20001

ohr.dc.gov | Email: ohr@dc.gov | Phone: (202) 727-4559 | Fax: (202) 727-9589 | TTY: 771

and reasonable prior notice when applicable. employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months<sup>1</sup>. The District government is considered a single

employer. The above eligibility requirements can be met by considering employment at

recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. The employer may require medical certification Employee Eligibility An employee is eligible under the Act if she or he has been

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

**Work Leave for Family or Medical Purposes** The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of family leave and 16 weeks of medical leave during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act. Family Leave Eligible circumstances for family leave under DCFMLA include the

PARENTAL LEAVE ACT & DC FAMILY AND MEDICAL LEAVE ACT **DC Family Medical Leave Act Workplace Poster** Updated: May 17, 2024 Know Your Rights in the District of Columbia

12 consecutive or non-consecutive months in the seven years immediately preceding the start days prior to the event, unless the need to attend the school-related event of the family or medical leave, and worked at least 1,000 hours during these 12 months. cannot be reasonably foreseen. 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:

 Online at ohr.dc.gov; or • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Gender Identity or Expression

<sup>1</sup> Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offer

Office of Human Rights

Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer

Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North Washington, DC 20001 ohr.dc.gov | Email: ohr@dc.gov | Phone: (202) 727-4559 | Fax: (202) 727-9589 | TTY: 771

#### In accordance with the DC Parental Leave Act of 1994, an employee who is parent shall be entitled to a total of 24 hours leave<sup>2</sup> during any 12-month period to attend or participate in school-related events for his or her child. A parent is defined as the biological mother or father of a child • 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 person married to a person listed above. health plan coverage. The employer may require medical certification and reasonable prior A school-related event means an activity sponsored either by a school or an associated organization An employee is eligible under the Act if they have been employed by the employer for at least Any employee shall notify the employer of the desire to leave at least 10 calendar

Homeless Status

| • To be paid at least the minimum wage                                     | <ul> <li>To remain free from discrimination</li> </ul>  |
|--|---|
| • To be paid on time   | • To be accommodated in the workplace during pregnan    |
| <ul> <li>To receive a detailed pay stub</li> </ul>                         | • To remain free from employer retaliation for          |
| <ul> <li>To accrue and use paid sick and safe leave</li> </ul>             | discussing or exercising any of these rights            |
| <ul> <li>To request time off to attend a child's school-related</li> </ul> |   |
| activities   | • To file a complaint for violation of workplace rights |
| <ul> <li>To qualify for unpaid family and medical leave</li> </ul>         | with the Department of Employment Services              |
| • To be compensated for work-related illness or injury                     | (DOES) or the Office of Human Rights (OHR)              |

## EFFECTIVE JULY 1, 2024, THE MINIMUM WAGE IS \$17.50 PER HOUR, AND THE TIPPED MINIMUM WAGE IS \$10.00 PER HOUR.

#### This notice does not create, expand, or limit any rights under District or Federal law, including:

• The amount of sick and safe leave that a worker may accrue annually

Current hourly minimum wage

 Current hourly tipped minimum wage To learn about these workplace rights, visit the websites below. This notice does not create, expand, or limit any rights under District or federal law.

#### **OFFICE OF WAGE-HOUR**

The Office of Wage-Hour conducts compliance audits and works to recover unpaid wages for employees who have not been paid pursuant to DC wage laws, either administratively or through court action. Wage-Hour compliance involves ensuring adherence to the wage laws of the District of Columbia by holding employers accountable to the laws.

| - 国际计学学科 |  |
|----------|--|

Wage-Hour Phone Number: 202-671-1880 Wage-Hour Website: does.dc.gov/service/office-wage-hour-compliance-0

File a Wage-Hour Claim: does.dc.gov/page/office-wage-hour-employees

#### **OFFICE OF HUMAN RIGHTS**

The Office of Human Rights (OHR) was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in, work, or visit the District of Columbia. To that end, OHR provides administrative relief for violations of human rights laws that occur in the District of Columbia.



Office of Human Rights Phone Number: 202-727-4559 Office of Human Rights Website: ohr.dc.gov

File a Human Rights Claim: ohr.dc.gov/page/tipped-wage-workers-fairness-act

#### Office of the Attorney General

Office of the Attorney General website: <u>oag.dc.gov/worker-rights</u> Phone Number: 202-727-3400

Scan here for more information regarding your employment and labor rights.



An employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use leave on short notice if the reason

Accrual of paid leave is determined by the type of business, the number o

employees an employer has, and the number of hours an employee works. For pped employees of restaurants or bars, regardless of the number of employees

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

Columbia's Minimum Wage. For all other employers, use the following chart:

Not to exceed...

7 days per calendar year

5 days per calendar year

3 days per calendar year

his QR Code

shall: Not collect

analyze, or sell

ny personally

ntifiable

## ACCRUED SICK AND SAFE LEAVE ACT

# 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.

ACCESSING PAID LEAVE

for leave is unforeseeable NUMBER OF HOURS ACCRUED

#### **EMPLOYERS REQUIRED TO COMPLY WITH THE ACT**

Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees ACCRUAL START DATE

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 need not allow accrual of paid leave for tipped restaurant or bar employees prior to February 22, 2014.

Paid leave accrues on an employer's established pay period.

If an employer has...

25 to 99 employees

100 or more employees

Less than 25 employees

## **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.

#### TO EMPLOYEES

Address

Phone:

1. You are required by law to report promptly to your employer and the 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. . 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 for information.

3. 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

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

6. 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 of the Workers' Compensation Law and Administrative Regulations.

| NAME OF INSURANCE COMPANY | NAME OF EMPLOYER |
|---------------------------|------------------|
|                           | Address:         |
|                           | Phone            |

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

FORM NO. 1 DCWC Revised March, 201 THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

## **UNEMPLOYMENT COMPENSATION NOTICE**

## **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 mployment 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<br>- HeadquartersAmerican Job Center<br>- Northwest4058 Minnesota Avenue,N.E.<br>Washington, DC 20019<br>(202) 724-2337Frank D. Reeves Municipal Center<br>2000 14th Street, N.W.,<br>3rd Floor<br>Washington, DC 20009<br>(202) 442-4577 |  | American Job Center<br>– Northeast<br>CCDC - Bertie Backus Campus<br>5171 South Dakota Avenue, N.E.,<br>2nd Floor<br>Washington, DC 20017<br>(202) 576-3092 | American Job Center<br>– Southeast<br>3720 Martin Luther King,<br>Jr. Avenue, S.E.<br>Washington, DC 20032<br>(202) 741-7747 | American Job Centers<br>Hours of Operation:<br>Monday - Thursday<br>8:30 a.m 4:30 p.m.<br>Friday<br>9:30 a.m 4:30 p.m. |
|---|--|---|--|--|
|   |  |   |  |  |

## **EMPLOYEE POLYGRAPH PROTECTION ACT**

#### EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from does not preempt any provision of any State or local law or any collective bargaining using lie detector tests either for pre-employment screening or during the agreement which is more restrictive with respect to lie detector tests. course of employment.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any numerous strict standards concerning the conduct and length of the test. Examinees or job applicant to take a lie detector test, and from discharging nave a number of specific rights, including the right to a v disciplining, or discriminating against an employee or prospective employee for the right to refuse or discontinue a test, and the right not to have test results disclosed refusing to take a test or for exercising other rights under the Act. to unauthorized persons. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations the law does not apply to tests given by the Federal Government to certain private and assess civil penalties against violators. Employees or job applicants may also bring individuals engaged in national security-related activities. The Act permits polygraph their own court actions. (a kind of lie detector) tests to be administered in the private sector, subject to THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES restrictions, to certain prospective employees of security service firms (armored car, AND JOB APPLICANTS CAN READILY SEE IT. alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of WAGE AND HOUR DIVISION ED STATES DEPARTMENT OF LABOR private firms who are reasonably suspected of involvement in a workplace incident 1-866-487-9243 WH1462 REV 02/22 (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law





A safe workplace.

All workers have the right to:

Raise a safety or health concern with

related injury or illness, without being

your employer or OSHA, or report a work-

# **Job Safety and Health** IT'S THE LAW!

## **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate 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 illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



retaliated against. 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) working days after the date of knowledge thereof. Receive information and training on 6. You are required to furnish, or cause to be furnished, reasonable medical job hazards, including all hazardous and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled substances in your workplace.

**Office of Human Rights** 

\* \* \*

does

employee. 7. You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http:// does.dc.gov

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

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

3. 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

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.

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

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

 Request a confidential OSHA inspection 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

> > File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

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

**UNUSED LEAVE** a result of asserting rights to paid sick leave, order payment of paid sick leave Under this Act, an employee's accrued paid sick leave carries over from year to year. unlawfully withheld, and impose penalties. An employer who willfully violates Employers do not have to pay employees for unused paid sick leave upon termination 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) or resignation of employment. for the second offense, and two thousand dollars (\$2,000) for the third and any EMPLOYEE PROTECTION subsequent offenses. 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. TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION ENFORCEMENT 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. 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.

Employees accrue at least..

1 hour per 37 hours worked

1 hour per 43 hours worked

1 hour per 87 hours worked

