leave** during any 12 month period to attend or participate in school-related events for his or her child.

DC FAMILY AND MEDICAL LEAVE ACT

- Workplace Poster -

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide

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

caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.

The employer may require medical certification and reasonable prior notice when applicable.

may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

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

Adaptaciones para el embarazo, el parto y la lactancia

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

Actos que tienen prohibido realizar los empleadores

Constancia de un prestador de servicios de salud

• tomar medidas en contra de una empleada por solicitar una adaptación;

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

441 4th Street NW, Suite 570N, Washington, DC 20010

Family Leave Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or

Medical Leave Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule.

An employee is eliqible under the Act if she or he has been employed by the employer for at least 12 consecutive or non-consecutive or no-consecutive or no-

months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these areas of the family or medical leave, and worked at least 1,000 hours during the seven years of the family or medical leave, and worked at least 1,000 hours during the seven years of the family or medical leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice

Filing a Complaint of a Violation

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

Ley de Protección de la Equidad para las Trabajadoras Embarazadas

- Conozca sus derechos en el Distrito de Columbia

La ley de Protección de la Equidad para las Trabajadoras Embarazadas (PPW, por sus siglas en inglés) exige

que los empleadores del Distrito de Columbia proporcionen adaptaciones razonables en el trabajo para

las empleadas cuya capacidad de desempeñar sus labores en el trabajo se vea limitada por motivo de un

El empleador debe participar de buena fe en un proceso oportuno e interactivo para determinar dichas

• adquirir o modificar equipo de

reestructurar temporalmente el

trabajo, tal como las sillas;

puesto de la empleada

para asignarle labores

ligeras o un horario de

· denegar una adaptación, a menos que ocasione dificultades o gastos significativos para el negocio;

• exigirle a una empleada que se ausente con permiso si se puede proporcionar una adaptación razonable; ni

El empleador puede exigir que la empleada proporcione la constancia de un prestador de servicios de salud

indicando que se recomienda hacer una adaptación razonable. La constancia debe incluir: 1) la fecha en que la

adaptación se hizo o se hará médicamente recomendable; 2) una explicación de la afección y de la necesidad

en el plazo de un año ante la Oficina de Derechos Humanos de DC (OHR). Para presentar una queja, visite:

exigirles a las empleadas aceptar una adaptación, a menos que sea necesaria para que cumpla con sus

trabajo modificado;

denegarle oportunidades laborales a la empleada por solicitar o necesitar una adaptación;

Los empleadores deben realizar toda adaptación razonable,* incluyendo, pero sin limitarse a:

ble employees with 16 weeks of family leave and 16 weeks of med

DC government employees, payment under the Paid Family Leave Act.

rendering the employee unable to work.

employment at more than one District agency.

Rights (OHR) To file a complaint visit

Online at ohr.dc.gov; or

Tipos de adaptaciones

· descansos más frecuentes

permiso para ausentarse y

• transferir temporalmente a la

empleada a un puesto menos

o más prolongados;

recuperarse del parto;

extenuante o peligroso

Los empleadores no pueden:

deberes en el trabajo.

fax: (202) 727-9589

1 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

Employer Posting Requirements

DISTRICT OF COLUMBIA MINIMUM WAGE

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

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ

MINIMUM WAGE RATES

Employees who do not receive gratuities	Employees who receive gratuities	
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018	
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019	
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020	
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021	
\$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 \$8.00 per hour beginning July 1, 2023	

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

MINIMUM WAGE EXCEPTIONS The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following:

1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor. 2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act. . Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.

4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act. 5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government. 6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.

7. The minimum wage provision does not apply to persons: a. employed in a bona fide executive, administrative, professional, computer, or outside sales

b. engaged in the delivery of newspapers to the home of the consumer.

At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

OVERTIME EXCEPTIONS The overtime provision shall not apply to persons employed:

GOVERNMENT OF THE DISTRICT OF COLUMBIA

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity;

2. As a private household worker who lives on the premises of the employer; 3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;

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

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

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit <u>www.dol.gov/whd</u>

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by employer or by law or pay the employee 15 cents per hour in addition to the minimun

wage (maximum required is \$6.00 per week) for washable uniforms. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour.

When the employer cleans and maintains but the employee purchases, the additional payment required Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For over four (4) hours of work, a maximum of two (2) meal

deductions is allowed. For employees that live on the employer's premises, no more than \$6.36 per day

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for lodging provided by the employer.

No employer shall make any deductions, except those specifically authorized by law or court order, which would bring the wages below those required by the Act. An itemized wage statement showing all deductions must be provided with each pay check.

Every employer shall make and keep for at least three (3) years accurate time and payroll records for each employee, in addition to other detailed records required by the Act.

TIPPED EMPLOYEES Employers must pay a service rate per hour (please see the rate of current minimum wage in accordance

with the regulations set forth in this document under tipped employees) to "tipped employees." If an employee's hourly tip earnings (averaged weekly) added to the service rate do not equal the minimum wage, the employer must pay the difference. INTERNET-BASED TIP PORTAL FOR ONLINE REPORTING OF THE QUARTERLY WAGE REPORT An employer who employs an employee who receives gratuities shall submit a guarterly wage report

within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the required 1. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is located at https://www.essp.does.dc.gov/.

. An employer shall submit its quarterly wage reports online unless the employer claims that online reporting creates a hardship, in which case the employer shall submit its reports in hard-copy form. . The Mayor shall provide reporting requirements training to educate employers about the reporting requirements and use of the Internet-based portal.

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR All labor laws enforced within the District of Columbia can be found on www.does.dc.gov.

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE HOUR 4058 Minnesota Avenue N.E. Washington, D.C. 20019

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

DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR

₩_E*_M* GOVERNMENT OF THE

DEPARTMENT OF EMPLOYMENT SERVICES

DISTRICT OF COLUMBIA PAID FAMILY LEAVE

NOTICE TO EMPLOYEES

Information on Paid Family Leave in the District of Columbia

employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more weeks of parental leave after giving birth, for a maximum of 14 weeks. nformation about the Paid Family Leave program, please visit the Office of Paid Family Leave's website at Applying for Benefits If you have experienced an event that may qualify for benefits, be sure to apply dcpaidfamilyleave.dc.gov. no more than 30 days after your event. You can learn more about applying for benefits with the Office of Covered Workers To receive benefits under the Paid Family Leave program, you must work for a covered Paid Family Leave at <u>dcpaidfamilyleave.dc.gov</u>. employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office

Benefit Amounts Paid Family Leave benefits are based on the wages your employer paid to you and of Paid Family Leave using the contact information below. Your employer is required to tell you if you are reported to the Department of Employment Services. If you believe your wages were reported incorrectly

information about the Paid Family Leave program at these three (3) times: At the time you were hired; 2. At least once a year; and 3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events There are four (4) kinds of Paid Family Leave benefits: . Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year; 2. Family leave - receive benefits to care for a family member for up to 12 weeks in a year;

3. Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and 4. Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year. Maximum Leave Entitlement Each kind of leave has its own eligibility rules and its own limit on the

length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant women who For more information on OHR and job protections, please visit the following web address: ohr.dc.gov OPFL EE Rev. 10/2023

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12

covered by the Paid Family Leave program. Additionally, your employer is required to provide you you have the right to provide proof of your correct wages. The current maximum weekly benefit amount **Employee Protection** The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR). Under the Universal Paid Leave

> Act, the Office of Paid Family Leave is required to provide notice of the following: 1. That retaliation by a covered employer against a covered employee for requesting, applying for, or using paid-leave benefits is prohibited: 2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job protection if he or she decides to take paid leave pursuant to this act; and That employees have a right to file a complaint with OHR if they feel they have been retaliated against

for requesting, applying for, or using paid leave. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

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

WAGE THEFT PREVENTION ACT

NOTICE

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES | LABOR STANDARDS BUREAU OFFICE OF WAGE-HOUR The Wage Theft Prevention Amendment Act of 2014

The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of February 26, 2015. The law includes provisions to enhance applicable remedies, fines, and administrative penalties when an employer fails to pay earned wages, to provide for suspension of business licenses of employers that are delinquent in paying wage judgments or agreements, to clarify administrative procedures and legal standards for adjudicating wage disputes, to require the employer to provide written notice to each employee of the terms of their employment, and to maintain appropriate employment records.

Requirements

Wage Payment Liability:

Written Employment Notice: As an employer of the District of Columbia, upon hire, you are required to provide a notice to employees of their employment Also, within 90 days of the effective date of WTPAA, every employer shall furnish each employee with an updated written notice containing the information required. As proof of compliance, every employer shall retain copies of the written notice furnished to employees that are signed and dated by the employer and by the employee acknowledging receipt of the notice. (There are additional requirements for temporary staffing firms.)

This notice must include: 1) The name of the employer and any "doing business as "(DBA)

names used by the employer 2) The physical address of the employer's main office or principal place of business, and a mailing address if different B) The telephone number of the employer 4) The employee's rate of pay and the basis of that rate, including:

a. Rate by the hour, shift, day, or week (whichever is applicable) b. Salary, Piece Rate, or commission (whichever is applicable) c. Any allowances claimed as part of the minimum wage, including tip, meal, or lodging allowances d. Overtime rate of pay or exemptions from overtime pay e. Living wage or exemptions from the living wage

f. Any applicable prevailing wages 5) The employee's regular pay day designated by the employer he Mayor shall make available for employers a sample template

of the notice within 60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014. mmediate Notice to new employees is required regardless of the template release date.)

 When the employer is a subcontractor and has failed to pay an employee any wages earned, the subcontractor and the general contractor shall be jointly and severally liable to the subcontractor's employees for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act. When a temporary staffing firm employs an employee who performs work on behalf of or to the benefit of another employer pursuant to a temporary staffing arrangement or contract for services, both the temporary staffing firm and the

employer shall be jointly and severally liable for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act to the employee and to the District. Every employer shall pay wages earned to his employees on regular paydays designated in advance by the employer and at least twice during each calendar month.

Notice of Complaint or any employer alleged to be in non-compliance with the Act, The Mayor shall deliver two (2) notices to the employer.

1. Notice of Complaint that specifies: Act, approved October 21, 1968 (82 Stat 1203, D.C. Official Code § 2-501 et seg).

a. The alleged violation b. Potential damages, penalties, and other cost c. Rights and obligations of the parties d. Process for contesting the complaint

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

b. Information for employees on how they may participate Rules against Retaliation The WTPAA extends the protection and it also gives the Mayor

see for a period of at least 30 days that specifies:

a. An investigation is being conducted

power to enforce this law Threats are now included as a form of retaliation.

It is illegal for any person to retaliate.

• This law protects employees even if their employer incorrectly believes they made a complaint.

Procedural Options Wage-Hour Investigation

 Administrative Law Judge Hearing Civil Court Proceedings Potential Penalties

Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a) Section 7a – Wage Theft Prevention

• Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined: For the first offense, an amount per affected employee of not

more than \$2,500; for any subsequent offense, an amount per affected employee of not more than \$5,000. Any employer who willfully fails to comply with the provisions of

this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined: For the first offense, an amount not more than \$5,000 or

imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more than 90 days, or both. In addition to and apart from any other penalties or remedies

provided for in this Act or the Living Wage Act, the Mayor shall assess and collect administrative penaltie For the first offense, \$50 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued.

• For any subsequent offense, \$100 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued. The Mayor shall collect administrative penalties in the amounts set forth below for the following violations:

• Five hundred dollars for failure to provide notice of investigation to employees • Five hundred dollars for failure to post notice of violations to the Accrued Sick and Safe Leave Act or the Minimum Wage Revision

 No administrative penalty may be collected unless the Mayor has provided any person alleged to have violated any of the provisions of this section notification of the violation, notification of the amount of the administrative penalty to be imposed, and an opportunity to request a formal hearing held pursuant to the District of Columbia Administrative Procedure

• The Mayor shall issue a final order following the hearing, containing a finding that a violation has or has not occurred. If a hearing is not requested, the person to whom notification of violation was provided shall transmit to the Mayor the amount of the penalty within 15 days following notification. There is established as a special fund the Wage Theft Prevention

Fund ("Fund"), which shall be administered by the Department of Employment Services. The Fund shall be used to enforce the provisions of this Act, the Minimum Wage Revision Act, the Accrued Sick and Safe Leave Act, and the Living Wage Act. The money deposited into the Fund, and interest earned, shall not revert to the unrestricted fund balance of the General Fund of the District of Columbia at the end of a fiscal year, or at any other time.

Minimum Wage Penalties D.C. Official Code § 32-1011 • Any person who willfully or negligently violates any of the provisions of §32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or to imprisonment of not more than six (6) months, or both. No person shall be imprisoned under this section except for an offense committed willfully after the conviction of that person

for a prior offense under this section. Prosecutions for violations of this subchapter shall be in the Superior Court of the District of Columbia and shall be conducted by the Attorney General of the District of Columbia.

 In addition to and apart from the penalties or remedies provided for in this section, the Mayor shall assess and collect administrative penalties as follows: 1. For the first violation, \$50 for each employee or person whose rights under this Act are violated for each day that the

violation occurred or continued; 2. For any subsequent violations, \$100 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued;

3. \$500 for each failure to maintain payroll records or to retain payroll records for three (3) years or whatever the prevailing federal standard is, whichever is greater for each violation; 4. \$500 for each failure to allow the Mayor to inspect payroll records or perform any other investigation: 5. \$500 for each failure to provide each employee an itemized wage statement or the written notice as required by section

6. \$100 for each day that the employer fails to post notice as required under section 10(a). ASSLA Penalties D.C. Official Code § 32-131.12 An employer who willfully violates the requirements of this Act shall be subject to a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor determines that an employer has violated any provision of this Act, the Mayor shall order the employer to provide affirmative remedies including: compensatory damages, punitive damages, and additional damages as provided in the law. The administrative fines and

penalties collected under this section shall be deposited in the

Wage Theft Prevention Fund.

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

1. Your employee must file Form No. 7 DCWC, Employee's Notice of Accidental Injury or

Occupational Disease. Please provide your employee with Form No. 7 DCWC and direct them

to complete it and return it to you and the Office of Workers' Compensation. Once you have

You are required to report to the Office of Workers' Compensation, and your insurer, any disability

of more than three (3) days which was not previously reported, as soon as possible, but no later

other remedial care or vocational rehabilitation, and various types of disability compensation, to an

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

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

received notice from the employee, you are required to send the employee a notice of his/her

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.

BREASTFEEDING RIGHTS & GUIDELINES

OHR WORKPLACE POSTERS:



THE RIGHT TO BREASTFEED Under the District of Columbia Human Rights Act of 1977, as amended,

• 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

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. express her breast milk in privacy and security. • An employer must provide reasonable daily unpaid break-time, as required by an employee so • The employer must create a policy for breastfeeding mothers and must post and maintain a she may express breast milk for her child to maintain milk supply and comfort. poster in a conspicuous place that sets forth these requirements · The break-time for expression of milk, if possible, may run concurrently with any break-time, • The employee must file within one (1) year of the occurrence or discovery of the violation of paid or unpaid, already provided to the employee.

the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation. • An employer is not required to provide break-time if it would create an undue hardship on the • 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

WORKERS' COMPENSATION NOTICE

Department of Employment Services LABOR STANDARDS BUREAU

operations of the employer.



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**

benefit to your employees.

injured or disabled employee.

website http://does.dc.gov.

Address

NAME OF EMPLOYER

days after the date of knowledge thereof.

rights and obligations by certified mail, return receipt requested.

than ten (10) working days after the date of knowledge thereof.

TO EMPLOYEES . You are required by law to report promptly to your employer and the Office of Workers' 2. You are required to display this poster at each worksite so that it will be of the greatest possible

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

• A woman has a right to breastfeed her child in any location, public or private, where she has

2. 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. i. 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

TO EMPLOYERS 1. You are required to have Workers' Compensation insurance coverage if you have one (1) or more

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

Employer ID Number (if number unknown employer to request from IRS) FORM NO. 1 DCWC Revised March, 2017 THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

EQUAL EMPLOYMENT OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY

- Know Your Rights in the District of Columbia -



does

ical leave during a 24-month period. However, th

DC Human Rights Act

of unpaid family leave

Office of Human Rights

n 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):* Sexual Orientation · Political Affiliation Color Age Genetic Information

· Status as a victim or family member • Gender Identity or Expression of a victim of Domestic Violence, • Sex (including pregnancy) Marital Status Family Responsibilities Disability Sexual Offense or Stalking (DVSOS) Homeless Status National Origin Personal Appearance Matriculation Credit Information 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 DC Family and Medical Leave Act

· 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.

DC Parental Leave Act The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks In accordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be entitled to a total of 24 hours

• for the birth of a child, an adoption or foster care; or to care for a seriously ill family member. t also allows up to 16 weeks of unpaid medical leave:

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

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 12 consecutive or non-Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event, unless the need consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least to attend the school-related event cannot be reasonably foreseen. 1,000 hours during these 12 months.

Filing a Complaint of a Violation To file a complaint about a violation of these laws with the Office of Human Rights, visit: • Online at ohr.dc.gov; or • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions can also be answered by phone at (202) 727-4559. * Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, and status as a victim of an intrafamily offense

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

UNEMPLOYMENT COMPENSATION NOTICE

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

NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers-- not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment

Services. If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

American Job Center – Northeast American Job Center - Northwest American Job Center - Headquarters American Job Center – Southeast CCDC - Bertie Backus Campus American Job Centers Hours of Operation: 4058 Minnesota Avenue, N.E. 3720 Martin Luther King, Jr. Avenue, S.E. 5171 South Dakota Avenue, N.E., 2nd Floor 2000 14th Street, N.W., 3rd Floor Monday - Thursday 8:30 a.m. - 4:30 p.m. Washington, DC 20019 (202) 724-2337 Washington, DC 20032 (202) 741-7747 Washington, DC 20009 Washington, DC 20017 Friday 9:30 a.m. - 4:30 p.m.

> You may also apply for benefits through the Internet at www.dcnetworks.org. IMPORTANT: Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.

PARENTAL LEAVE ACT & DC FAMILY AND MEDICAL LEAVE ACT

PARENTAL LEAVE ACT

- Know Your Rights in the District of Columbia -**Work Leave for Family or Medical Purposes Work Leave for Parenting Purposes**

to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator. The employee must notify the employer 10 days before the requested leave unless the school-related activity was not easonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave. The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement

The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12 month period to attend school-related activities. School events include but are not limited

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;

of production or service unusually difficult

· 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

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: • 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.

may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

phone: (202) 727-4559 ohr.dc.gov **Office of Human Rights**

Protecting Pregnant Workers Fairness Act

PROTECTING PREGNANT WORKERS FAIRNESS ACT

area; or

period immediately preceding the requested leave. The one year of service requirement did not need to have immediately preceded the request for leave.

- Know Your Rights in the District of Columbia Accommodations for Pregnancy, Childbirth and Breastfeeding

of pregnancy, childbirth, breastfeeding, or a related medical condition. The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide

reasonable workplace accommodations for employees whose ability to perform job duties is limited because

Types of Accommodations Employers must make all reasonable accommodations,* including but not limited to:

• Having the employee refrain More frequent or longer breaks; Purchasing or modifying work from heavy lifting: equipment, such as chairs; • Time off to recover from Relocating the employee's work

 Temporarily restructuring childbirth: the employee's position Temporarily transferring the to provide light duty or a employee to a less strenuous or modified work schedule; hazardous position;

• Take adverse action against an employee for requesting an accommodation;

 Providing private (non-bathroom) space for expressing breast milk. Prohibited Actions by Employers

Refuse an accommodation unless it would cause significant hardship or expense to the business;

Employers may not:

* * *

DISTRICT OF COLUMBIA

Race

National Origin

Marital Status

These prohibitions also apply to the denial of credit or insurance.

EMPLOYERS REQUIRED TO COMPLY WITH THE ACT

restaurant or bar employees prior to February 22, 2014.

notice if the reason for leave is unforeseeable.

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

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

part-time employees.

ACCRUAL START DATE

ACCESSING PAID LEAVE

NUMBER OF HOURS ACCRUED

Gender Identity or Expression

 Deny employment opportunities to the employee because of the request or need for an accommodation; Require an employee to take leave if a reasonable accommodation can be provided; or · Require employees to accept an accommodation unless it's necessary for the employee to perform her

Prohibited Actions by Employers The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided.

Filing a Complaint of a Violation If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a complaint vithin one year with the DC 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. OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination. f A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's

business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.

phone: (202) 727-4559

Color

Religion

de recibir una adaptación razonable; y 3) la duración probable por la cual deberá proporcionarse la adaptación. Cómo presentar una queja sobre una violación Si cree que un empleador le ha negado erróneamente una adaptación razonable o le ha discriminado debido a su embarazo, parto, necesidad de amamantar o una afección médica relacionada, puede presentar una queja

• En línea en ohr.dc.gov; o • Personalmente en el 441 4th Street NW, Suite 570N, Washington, DC 20001. La OHR realizará la mediación inicial y la investigación. Si existe una causa probable, los jueces de derecho administrativo

de la Comisión de Derechos Humanos tomarán una decisión final. * Una "adaptación razonable" es aquella que no ocasiona gastos considerables ni dificultades significativas para el

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

441 4th Street NW, Suite 570N, Washington, DC 20001

NON-DISCRIMINATION IN PUBLIC ACCOMMODATIONS

PUBLIC ACCOMMODATIONS NOTICE OF NON-DISCRIMINATION In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived:

fax: (202) 727-9589

Source of Income

Personal Appearance Sex (Gender or sexual harassment) **Genetic Information** Disability **Familial Status Place of Residence or Business Political Affiliation** Sexual Orientation **Family Responsibilities**

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..."

> **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

ACCRUED SICK AND SAFE LEAVE ACT

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)

in the District of Columbia must provide paid leave to each employee, Wage. For all other employers, use the following chart: including employees of restaurants, bars, temporary, staffing firms and UNUSED LEAVE Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid order payment of paid sick leave unlawfully withheld, and impose 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 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

EMPLOYEE PROTECTION

Under the Act, employees who assert their rights to receive paid sick of employees an employer has, and the number of hours an employee leave or provide information or assistance to help enforce the Act are works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must protected from retaliation.

the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, fifteen hundred dollars (\$1,500) for the second offense, and two thousand dollars (\$2,000) for the third and

call the Office of Wage Hour at (202) 671-1880, or visit at 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

• hacer que la empleada se abstenga

• reubicar el área de trabajo de la

• ofrecer un espacio privado (que

no sea el baño) para sacarse la

de levantar cosas pesadas;

empleada; u

leche materna.

REVISED 01/03/19

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

OFFICIAL NOTICE (Post Where Employees Can Easily Read)

ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE. accrue at least one (1) hour per 43 hours worked, up to five (5) days per **ENFORCEMENT** calendar year and be paid at the full District of Columbia's Minimum The DC Department of Employment Services, Office of Wage and Hour Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers

sick leave upon termination or resignation of employment.		
If an employer has	Employees accrue at least	Not to exceed
100 or more employees	1 hour per 37 hours worked	7 days per calendar year
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25	1 hour per	3 days per

any subsequent offenses. TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does.dc.gov,

DC-1123

the Act.

can investigate possible violations, access employer records, enforce

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