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. • Retaliation for filing a charge, reasonably opposing from opposing discrimination, filing a charge, or

Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information

· Requesting or disclosing medical information

observance or practice

Job training

of employees

Referral

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

 Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising Job applicants Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered? What Employment Practices can be Challenged as Most private employers • State and local governments (as employers) ninatory? All aspects of employment, including: Educational institutions (as employers) Discharge, firing, or lay-off Harassment (including unwelcome verbal or Staffing agencies physical conduct) Hiring or promotion Under the EEOC's laws, an employer may not discriminate

 Religion National origin • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or

of employment, including the executive level.

gender identity)
• Age (40 and older) · Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic

against you, regardless of your immigration status, on the

• Conduct that might reasonably discourage someone services, or family medical history) Federal law from discrimination on the following bases:

equires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, has violated its nondiscrimination or affirmative action obligations under OFCCP's protects applicants and employees of Federal contractors from discrimination based on authorities should contact immediately: inquiring about, disclosing, or discussing their compensation or the compensation of **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 making reasonable. If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access accommodation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting individual with a disability who is an applicant or employee, barring undue hardship to a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by the employer. Section 503 also requires that Federal contractors take affirmative action calling an OFCCP regional or district office, listed in most telephone directories

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 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 an requires affirmative action to recruit, employ, and advance in employment, disabled employee of, a company with a Federal contract or subcontract, you are protected under veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service Race Color Religion, Sex Sexual Orientation, Gender Identity, National Origin Executive medal veterans Order 11246, as amended, prohibits employment discrimination by Federal contractors Retaliation Retaliation is prohibited against a person who files a complaint of based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination

E-Mail info@eeoc.gov

participating in an investigation or proceeding

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

rights, regarding disability discrimination (including

accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has

(180 or 300 days, depending on where you live/work).

**Submit** an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

**Call** 1–800–669–4000 (toll free)

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

Additional information about the EEOC,

including information about filing a charge

of discrimination, is available at www.eeoc.gov

Visit an EEOC field office (information at

You can reach the EEOC in any of the following ways:

limits for filing a charge of discrimination

curred? Contact the EEOC promptly if you suspect

discrimination. Do not delay, because there are strict time

Conduct that coerces, intimidates, threatens, or interfere

by Federal contractors under these Federal laws. Any person who believes a contractor The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210

o employ and advance in employment qualified individuals with disabilities at all levels under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <a href="https://www.dol.gov/agencies/ofccp/contact">https://www.dol.gov/agencies/ofccp/contact</a>.

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 discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment accommodation, can perform the essential functions of the job. If you believe you discrimination causes or may cause discrimination in providing services under such programs. have been discriminated against in a program of any institution which receives Title IX of the Education Amendments of 1972 prohibits employment discrimination on the Federal financial assistance, you should immediately contact the Federal agency pasis of sex in educational programs or activities which receive Federal financial assistance. providing such assistance.

#### EARNED INCOME TAX CREDIT



Life's a little easier with **EITC** 

EITC provides a boost to help pay your bills or save for a rainy day. EITC is for people who work for someone else or own or run a business or a farm.

To qualify, you must have low to mid income and meet the following rules. To qualify, you and your spouse (if filing a joint return):

• Generally must be a U.S. citizen or resident alien all year • Must have earned income

• Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions) • Cannot have investment income, such as interest income, over a certain amount

 Must have a qualifying child and meet other requirements if you are married but not filing a joint return • May not be a qualifying child of another person

• May not file Form 2555 (related to foreign earned income) You must also have a qualifying child or if you do not have a qualifying child:

• You or your spouse (if filing a joint return) must be at least age 25 but under age 65,

• You and your spouse (if filing a joint return) must live in the United States\* for more than half the year, and • You and your spouse (if filing a joint return) must not qualify as a dependent of another person.

To claim the EITC, you have to file a federal tax return even if you owe no tax and are not required to file. File your tax return as soon as you have all the information you need about how much you earned. However, refunds for returns claiming the EITC can't be issued before

mid-February. This delay applies to the entire refund, not just the portion associated with the EITC.

Do you want help with the EITC? • Go to www.irs.gov/eitc for free information and to check out the interactive EITC Assistant to see if you qualify for the credit and

estimate the amount of your EITC. • Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation. Go to www.irs.gov/VITA or call 1-800-906-9887

• Use FreeFile at www.irs.gov/FreeFile for free online filing through commercially available tax preparation software.

Errors on the tax return can cause a delay in processing your claim for the tax credits.

\*U.S. military personnel on extended active duty outside the United States are considered to live in the United States while on active duty.

### Just imagine what you could do with the EITC.

El EITC es para las personas que trabajan para alguien más o son dueñas o dirigen un negocio o una granja. Para tener derecho, usted debe tener ingresos bajos a medios y cumplir con las siguientes reglas.

El EITC proporciona un incentivo para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles.

Para calificar, usted y su cónyuge (si presentan una declaración conjunta): • Por lo general, tienen que ser ciudadanos estadounidenses o extranjeros residentes de los Estados Unidos todo el año

• Tienen que tener ingresos de trabajo • Tienen que tener un número de Seguro Social válido para el empleo, emitido en la fecha de vencimiento de la declaración (incluidas las prórrogas), o antes

• No pueden tener ingresos de inversión, como ingresos de intereses, que superen cierta cantidad • Deben tener un hijo calificado y cumplir otros requisitos si están casados pero no presentan una declaración conjunta

• No pueden ser un hijo calificado de otra persona • No pueden presentar el Formulario 2555 (relacionado con los ingresos ganados en el extranjero)

Usted también tiene que tener un hijo calificado o si no tiene un hijo calificado:

• Usted o su cónyuge (si presentan una declaración conjunta) deben tener al menos 25 años de edad, pero menos de 65 años de edad al final del año, • Su vivienda y la de su cónyuge (si presentan una declaración conjunta) debe haber estado en los Estados Unidos\* por más de la mitad del año y • Usted no puede ser el dependiente o hijo calificado de otra persona.

Para reclamar el EITC, usted tiene que presentar una declaración del impuesto federal, aún si no adeuda impuestos y no tiene el requisito de presentar una declaración. Presente su declaración de impuestos tan pronto como tenga toda la información que necesita sobre cuánto ganó. No obstante, los reembolsos de las declaraciones en las que se reclama el EITC no se pueden emitir antes de mediados de febrero. Esta demora se aplica al reembolso total, no sólo a la parte asociada al EITC.

¿Desea ayuda con el EITC?

• Visite **www.irs.gov/eitc** para obtener información gratuita y consultar el asistente EITC interactivo para ver si califica para el crédito y estimar la cantidad de su EITC.

• Visite un sitio de Asistencia Voluntaria al Contribuyente con los Impuestos sobre los Ingresos (VITA, por sus siglas en inglés). Visite www.irs.gov/VITA o llame al 1-800-906-9887 para encontrar un sitio. • Utilice FreeFile en www.irs.gov/FreeFile para la presentación gratuita en línea a través de software de preparación de impuestos,

disponible comercialmente.

Los errores en la declaración de impuestos pueden causar un retraso en el trámite de su reclamación de los créditos tributarios. \*El personal militar de los EE. UU. en servicio activo prolongado fuera de los Estados Unidos se considera que vive en los Estados Unidos mientras está en servicio activo.

Sólo imagine lo que podría hacer con el EITC.

Publication 962 (en-sp) (Rev. 1-2025) Catalog Number 34506V Department of the Treasury Internal Revenue Service www.irs.gov

## **DISCRIMINATION VIRGINIA HUMAN RIGHTS ACT**

# Code of Virginia - Title 2.2, Chapter 39

unlawful discrimination.

discrimination because of race, color, religion, ethnic or national origin, governing discrimination is an unlawful discriminatory practice under sex, sexual orientation, gender identity, marital status, pregnancy, the Virginia Human Rights Act. childbirth or related medical conditions, age, military status, or disability in employment, places of public accommodation, including educational institutions, in real estate transactions; preserve the public safety, health and general welfare; and further the interests, rights and privileges of individuals within the Commonwealth; and protect

citizens of the Commonwealth against unfounded charges of

**Unlawful Discriminatory Practice Defined** 

Safeguard all individuals within the Commonwealth from unlawful Conduct that violates any Virginia or federal statute or regulation

Complaints may be filed with: OFFICE OF THE ATTORNEY GENERAL Division of Human Rights 202 North 9th Street

3/

Richmond, Virginia 23219 www.oag.state.va.us • CivilRights@oag.state.va.us P: (804) 225-2292 F: (804) 225-3294

# FMLA - FAMILY AND MEDICAL LEAVE ACT

**Your Employee Rights Under the Family and Medical Leave Act** What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that

provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month

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 or parent with a serious mental or physical health Certain qualifying reasons related to the foreign deployment of your spouse,

child or parent who is a military 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 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 schedule by working less hours each

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave Am I eligible to take FMLA leave? You are an eligible employee if all of the

 You work for a covered employer, You have worked for your employer at least 12 months. You have at least 1,250 hours of service for your employer during the 12 months

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" requirements. ou 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 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. How do I request FMLA leave? Generally, to request FMLA leave you must: · Follow 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 possible.

You do <u>not</u> have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leav qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain ngressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. What does my employer need to do? If you are eligible for FMLA leave, your

• Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of

Your **employer** cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify 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 <u>must</u> notify you in writing: About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information? 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 with WHD or file a private lawsuit against Scan the QR code to learn



**SCAN ME** 

#### complaint process. WAGE AND HOUR DIVISION

about our WHD

COVENANTS NOT TO COMPETE NOTICE

Code of Virginia Title 40.1. Labor and Employment

Chapter 3. Protection of Employees Article 1. General Provisions

§ 40.1-28.7:8. Covenants not to compete prohibited as to low-wage

employees; civil penalty

"Covenant not to compete" means a covenant or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer. A "covenant not to compete" shall not restrict an employee from providing a service to a customer or client of the employer if the employee

does not initiate contact with or solicit the customer or client. "Low-wage employee" means an employee whose average weekly earnings, calculated by dividing the employee's earnings during the period of 52 weeks immediately preceding the date of termination of employment by 52, or if an employee worked fewer than 52 weeks, by the number of weeks that the employee was actually paid during the 52-week period, are less than the average weekly wage of the Commonwealth as determined pursuant to subsection B of . "Low-wage employee" includes interns, students, apprentices, or G. Every employer shall post a copy of this section or a summary approved by trainees employed, with or without pay, at a trade or occupation in order to gain the Department in the same location where other employee notices required work or educational experience. "Low-wage employee" also includes an individual by state or federal law are posted. An employer that fails to post a copy of this who has independently contracted with another person to perform services section or an approved summary of this section shall be issued by the independent of an employment relationship and who is compensated for such Department a written warning for the first violation, shall be subject to a civil services by such person at an hourly rate that is less than the median hourly wage penalty not to exceed \$250 for a second violation, and shall be subject to a civil the Bureau of Labor Statistics of the U.S. Department of Labor. For the purposes determined by the Commissioner. Civil penalties owed under this subsection of this section, "low-wage employee" shall not include any employee whose shall be paid to the Commissioner for deposit in the general fund.

incentives, or bonuses paid to the employee by the employer. to compete with any low-wage employee. nondisclosure agreements intended to prohibit the taking, misappropriating, 2020, cc. 948, 949, § 40.1-28.7:7.

jurisdiction against any former employer or other person that attempts to enforce a covenant not to compete against such employee in violation of this section. An action under this section shall be brought within two years of the latter of (i) the date the covenant not to compete was signed, (ii) the date the low-wage employee learns of the covenant not to compete, (iii) the date the employment relationship is terminated, or (iv) the date the employer takes any step to enforce the covenant not to compete. The court shall have jurisdiction to void any covenant not to compete with a low-wage employee and to order all appropriate relief, including enjoining the conduct of any person or employer, ordering payment of liquidated damages, and awarding lost compensation,

damages, and reasonable attorney fees and costs. No employer may discharge, threaten, or otherwise discriminate or retaliate against a low-wage employee for bringing a civil action pursuant to this section. . Any employer that violates the provisions of subsection B as determined by the Commissioner shall be subject to a civil penalty of \$10,000 for each violation. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund. F. If the court finds a violation of the provisions of this section, the plaintiff shall be entitled to recover reasonable costs, including costs and reasonable fees for

expert witnesses, and attorney fees from the former employer or other person

who attempts to enforce a covenant not to compete against such plaintiff.

ealth for all occupations as reported, for the preceding year, by  $\,\,$  penalty not to exceed \$1,000 for  $\,$  a third and each subsequent violation  $\,$  a earnings are derived, in whole or in predominant part, from sales commissions, The Commissioner shall prescribe procedures for the payment of proposed assessments of penalties that are not contested by employers. Such procedures

B. No employer shall enter into, enforce, or threaten to enforce a covenant not shall include provisions for an employer to consent to abatement of the alleged violation and to pay a proposed penalty or a negotiated sum in lieu of such C. Nothing in this section shall serve to limit the creation or application of penalty without admission of any civil liability arising from such alleged violation.

threating to misappropriate, or sharing of certain information, including trade

The chapters of the acts of assembly referenced in the historical citation at the secrets, as defined in § 59.1-336, and proprietary or confidential information. D. A low-wage employee may bring a civil action in a court of competent and may exclude chapters whose provisions have expired. 8/5/2021 12:00:00

VIRGINIA EARNED INCOME TAX CREDIT

Did you know Virginia has an income tax credit for



Could you be eligible?



Two ways to increase your income: The Federal Earned Income

The Virginia Credit for Low Income Individuals

Call the **Virginia Department of Taxation** at: (804) 367-8031, PAY-VTAX at: (804) 339-1307 or visit: www.tax.virginia.gov

### **ANTI-DISCRIMINATION NOTICE**

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

## FEDERAL MINIMUM WAGE

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

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

up the difference.

**OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours ABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural 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 employer must make

**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 birth 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 coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be

The law requires employers to display this poster where employees can assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharge who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also

apply to the pump at work requirements.

Special provisions apply to workers in American Samoa, the nonwealth 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.



### PAYDAY NOTICE **Regular Paydays for Employees of**

Shall be as follows: Weekly Bi-Weekly Monthly Other

## **UNEMPLOYMENT COMPENSATION**

**NOTICE TO WORKERS** Unemployment Insurance (UI) benefits are available to workers who are

unemployed and who meet the requirements of Virginia UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced

YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF: · You are totally unemployed. You are working reduced wages or hours.

YOU WILL NEED TO PROVIDE: Your full legal name

**REDUCED HOURS:** 

online at www.vawc.virginia.gov.

 Your Social Security Number • Your authorization to work (if you are not a US Citizen or resident) IF TOTALLY UNEMPLOYED, ON A TEMPORARY LAYOFF, OR IF WORKING

The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at **www.vec.virginia.gov** or by calling our Customer Contact Center at 1-866-832-2363. Register for work

• File a claim with the Virginia Employment Commission. Have earned sufficient wages from employers who are subject to the Virginia Unemployment Compensation Act or any other State within

TO BE ELIGIBLE FOR BENEFITS, THE LAW REQUIRES THAT YOU:

You cannot be paid unemployment benefits until you have filed your claim and have met all eligibility requirements. You should file your claim as soon as you become unemployed, or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit website www.vec.virginia.gov or call our Customer Contact Center at 1-866-832-2363.

searching for work.

Commission.

Must be able and available for work and actively

• Continue to report as instructed by the Virginia Employment

VISIBLE TO All WORKERS. EFFECTIVE MARCH, 14, 2024, EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM **EMPLOYMENT** (42 USC, §1103 (h)(2)). An Equal Opportunity Employer/Program

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE

Auxiliary aids and services are available upon request to individuals with disabilities. Please call 866-832-2363 or Email: translation@vec.virginia.gov for Language Access/Assistance. This notice is available in Spanish. Direct requests to: **Employer Accounts** P.O. Box 26441 Richmond, VA 23261-6441

# Must be unemployed through no fault of your own.

EMPLOYEE POLYGRAPH PROTECTION ACT

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most etc.) that resulted in economic loss to the employer. The law private employers from using lie detector tests either does not preempt any provision of any State or local law or for pre-employment screening or during the course of any collective bargaining agreement which is more BITIONS Employers are generally prohibited from RIGHTS Where polygraph tests are permitted, they are requiring or requesting any employee or job applicant to subject to numerous strict standards concerning the take a lie detector test, and from discharging, disciplining, or  $\;\;\;$  conduct and length of the test. Examinees have a number of discriminating against an employee or prospective employee specific rights, including the right to a written notice before for refusing to take a test or for exercising other rights under testing, the right to refuse or discontinue a test, and the right the Act. **EXEMPTIONS** Federal, State and local governments onto to have test results disclosed to unauthorized persons. are not affected by the law. Also, the law does not apply to **ENFORCEMENT** The Secretary of Labor may bring court tests given by the Federal Government to certain private actions to restrain violations and assess civil penalties against ndividuals engaged in national security-related activities. violators. Employees or job applicants may also bring their The Act permits polygraph (a kind of lie detector) tests to be own court actions.

restrictive with respect to lie detector tests. **EXAMINEE** (armored car, alarm, and guard), and of pharmaceutical permits polygraph testing, subject to restrictions, of certain

administered in the private sector, subject to restrictions, to certain prospective employees of security service firms

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN

# 1-866-487-9243

## employees of private firms who are reasonably suspected of vement in a workplace incident (theft, embezzlement,

## DISABILITY ACCOMMODATIONS **VIRGINIA HUMAN RIGHTS ACT REASONABLE**

Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer. "Person with a disability" means any person who has a physical or mental impairment that substantially limits one or more of her major life activities or who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability: take adverse actions against an employees

Protections from Discrimination – Va. Code § 2.2-3905.1

**ACCOMMODATIONS FOR DISABILITY** 

deny employment or promotions; or require an employee to take leave if another reasonable accommodation can be provided. Reasonable Accommodation Examples of reasonable accommodations include modifying work policies, permitting the use of leave, reassignment to a vacant position, acquisition or modification of equipment, assistance with manual labor, job restructuring, a modified work schedule, and light duty assignments.

When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided Any person who believes they were discriminated against on this basis may file a complaint with the Office of

Interactive Process

OFFICE OF THE ATTORNEY GENERAL Office of Civil Rights

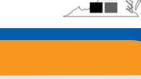
202 North 9th Street, Richmond, Virginia 23219 www.ag.virginia.gov civilrights@oag.state.va.us P: (804) 225-2292; F: (804) 225-3294

Marry or divorce?

ended a iob)?

Your tax credits?

If you can answer "YES"...



# WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did See your employer for a copy of Form W-4 or call the IRS at Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at **www.irs.gov/individuals**  Gain or lose a dependent on the IRS web site **Employer:** Please post or publish this Bulletin Board Poster Your nonwage income (interest, dividends, capital gains, so that your employees will see it. Please indicate where • Your family wage income (you or your spouse started or they can get forms and information on this subject. Publication 213 Your itemized deductions?

any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. Internal Revenue Service www.irs.gov

# **WORKERS' COMPENSATION**

**WORKERS' COMPENSATION NOTICE** 

The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by

accident or notice of an occupational disease: . Immediately give notice to the employer, in writing, of the injury or occupational disease and the date

of accident or notice of the occupational disease. 2. Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their 3. In case of failure to reach an agreement with the employer in regard to compensation under the act,

first communication of the diagnosis of an occupational disease.

has been entered, the employee should file a claim with the Commission within two years from the NOTE: The employer's report of accident is not the filing of a claim for the employee. The voluntary payment of wages or compensation during disability, or of medical expenses, does not affect the running of the time limitation for filing claims. An award based on a voluntary agreement must be entered or a claim filed within two years; one year in death cases. THE EMPLOYER SHOULD:

file application with the Commission for a hearing within two years of the date of accidental injury or

1. If medical treatment is anticipated for more than two years from the date of the accident and no award

1. At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician. 2. Report the injury to the Commission through your carrier or directly to the Commission. Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc. Questions may be answered by contacting the Commission. A booklet explaining the Workers'

**Compensation Act is available without cost from:** THE VIRGINIA WORKERS' COMPENSATION COMMISSION 333 E. Franklin St Richmond, Virginia 23219 1-877-664-2566 www.workcomp.virginia.gov

Every employer within the operation of the Virginia Workers' Compensation Act

MUST POST THIS NOTICE IN A CONSPICUOUS PLACE

in his place of business.

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

YOUR RIGHTS UNDER USERRA

perform service in the uniformed service and:

while with that particular employer;

under other than honorable conditions.

service or, in some cases, a comparable job.

mployment, because of this status.

conclusion of service; and

you ensure that your employer receives advance written or verbal notice of

reemployment; • retention in employment; • promotion; or • any benefit of

IGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. You have the right to be reemployed in your civilian job if you leave that job to • If you leave your job to perform military service, you have the right to elect

you have five years or less of cumulative service in the uniformed services you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions you return to work or apply for reemployment in a timely manner after (e.g., pre-existing condition exclusions) except for service-connected you have not been separated from service with a disqualifying discharge or •The U.S. Department of Labor, Veterans Employment and Training you are eligible to be reemployed, you must be restored to the job and Service (VETS) is authorized to investigate and resolve complaints of penefits you would have attained if you had not been absent due to military **USERRA** violations • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor f you: • are a past or present member of the uniformed service; • have applied membership in the uniformed service; or • are obligated to serve in the can be viewed at https://webapps.dol.gov/elaws/vets/userra uniformed service; then an employer may not deny you: • initial employment;

your dependents for up to 24 months while in the military.

to continue your existing employer-based health plan coverage for you and

Even if you don't elect to continue coverage during your military service,

• You may also bypass the VETS process and bring a civil action against an

addition, an employer may not retaliate against anyone assisting in the employer for violations of USERRA. enforcement of USERRA rights, including testifying or making a statement n connection with a proceeding under USERRA, even if that person has no The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers

# **VIRGINIA HUMAN RIGHTS ACT**

2020, employers with five or more employees for a 20-week period in the breast milk, acquisition or modification of equipment or access to or current or preceding year must provide reasonable accommodations for modification of employee seating, a temporary transfer to a less strenuous or pregnancy, childbirth or related medical conditions, including lactation, unless hazardous position, assistance with manual labor, job restructuring, a modified the accommodation would impose an undue hardship. Employers also may work schedule, light duty assignments, and leave to recover from childbirth. not, in response to a request for a reasonable accommodation for pregnancy:

➤ deny employment or promotions; or require an employee to take leave if another reasonable accommodation

> take adverse actions against an employee; can be provided

employers must engage in a timely, good faith interactive process with the

not, discuss alternative reasonable accommodations that may be provided. **Complaints** Any person who believes they were discriminated against on this basis may file a complaint with the Division of Human Rights or seek relief by Reasonable Accommodations Examples of reasonable accommodations filing a civil action in state court.

**Seizure** First Aid

**STAY** with the person until they

✓ **Time** the seizure ✓ Remain **calm** ✓ Check for medical ID

Keep the person **SAFE** 

✓ Move or guide away from harm

Turn the person onto their **SIDE** if they are not awake and aware. ✓ Keep airway clear

Seizure lasts longer than 5 minutes

Person does not return to their usual state

Person is injured, pregnant, or sick X Do **NOT** restrain.

Learn more: epilepsy.com/firstaid

Ihis publication was created by the Epilepsy Foundation, an ation wide network organization, and is part of our END EPILEPSY @awareness campaign. This publication was created by the Epilepsy of the Epilepis made possible with funding from the Centers for Disease Control and Prevention (CDC) under cooperative grant agreement number 1NU58DP006256-04-00. Its contents are solely the responsibility of the Epilepsy Foundation and do not necessarily represent the views of the CDC. EFA440/PAB0220 Rev. 02/2020 ©2020 Epilepsy Foundation of America, Inc.



# Job Safety and

Virginia Department of Labor and Industr THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: <a href="https://doli.virginia.gov/regulatory">https://doli.virginia.gov/regulatory</a> information/. YOU MAY ALSO CONTACT THE DEPARTMENT OF LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS AND OBTAIN THE NAMES OF PUBLISHERS OF THE FEDERAL IDENTICAL

### **Employers** Each employer shall furnish to each of his employees employment and a place of

employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Law that apply to his own actions and conduct on the job.

#### Inspection The Law requires that a representative of the employer and a representative

authorized by the employees be given an opportunity to accompany the VOSH inspector for the purpose of aiding the inspection. Where there is no authorized employee representative, the VOSH inspector must consult with a reasonable number of employees concerning safety and health

If upon inspection VOSH believes an employer has violated the Law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected. The VOSH citation must be prominently displayed at or near the place of alleged violation for three days or until the violation is corrected, whichever is later, to warn

# **Proposed Penalty**

The Law provides for mandatory penalties against private sector employers of up to \$15,875 for each serious violation and for optional penalties of up to \$15,875 for each other-than-serious violation. Penalties of up to \$15,875 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$158,725 for each such violation. Public Sector employers, all departments, agencies, institutions or other political

16VAC 25-60-260. Criminal penalties are also provided for in the Law. Any willful violation resulting in the death of an employee is punishable, upon conviction, by a fine of not more

than \$70,000 or by imprisonment for not more than six months, or by both. Subsequent conviction of an employer after a first conviction doubles these maximum penalties. OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS VIRGINIA DEPARTMENT OF

#### **Brookfield Place** 6606 West Broad Street, Suite 500 Richmond, Virginia 23230

VOICE (804) 371-2327

FAX (804) 371-6524

Form VWC1

**U.S. Department of Labor OSHA Regional Administrator The Curtis** 

# subdivisions of the Commonwealth, are subject to the penalty provisions of

**LABOR AND INDUSTRY** Headquarters **Brookfield Place** (804) 371-2327

> North Run Business Park 1570 East Parham Road Richmond, VA 23228 (804) 371-3104

(703) 392-0900 Tidewater/Norfolk

Northern Virginia/Manassas

9400 Innovation Drive, Suite 120,

6363 Center Drive Building 6, Suite 101 Norfolk, VA 23502 (757) 455-0891 Southwest/Roanoke Brammer Village

Suite B Verona P.O. Box 772

Lynchburg, VA 24501

**HEALTH CODES BOARD** 

VIRGINIA DEPARTMENT OF

**LABOR AND INDUSTRY** 

Gary G. Pan

**Commissioner** 

EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK.

Revised August, 2024 VA-1024-F04

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

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

## REASONABLE ACCOMMODATIONS FOR PREGNANCY

# REASONABLE ACCOMMODATIONS FOR PREGNANCY

Protections from Discrimination – Va. Code § 2.2-3909 Effective July 1, milk, access to a private location other than a bathroom for the expression of

employee to determine if the requested accommodation is reasonable and, if

include more frequent or longer bathroom breaks, breaks to express breast

# SEIZURE FIRST AID POSTER

How to help someone having a seizure

are awake and alert after the seizure.



✓ **Loosen tight clothes** around neck ✓ Put **something small and soft** under the head

> First time seizure Difficulty breathing

> Do **NOT** put any objects in their mouth. ✓ **Rescue medicines can be given** if prescribed by a health care professional



24/7 Helpline: 1-800-332-1000

#### nearest VOSH office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. VOSH will withhold, on request, names of

reporting a work-related injury or illness.

the State Safety and Health Program.

employees filing complaints. Complaints may be made at the Department of Labor and Industry addresses shown below. **Discrimination** It is illegal to retaliate against an employee for using any of their right under the

law, including raising a safety or health concern with the employer or VOSH, or

**CASPA** 

Complaints about State Plan Administration: Any person may complain to the

Regional Administrator of OSHA (address below) concerning the Administration of

Complaint

Employees or their representatives have the right to file a complaint with the

An employee who believes they have been discriminated against for exercising their rights under the Law, may file a complaint with the Commissioner of the Virginia Department of Labor and Industry within 60 days of the alleged discrimination.

# State Coverage

The VOSH program shall apply to all public and private sector businesses in the

State except for Federal agencies, businesses under the Atomic Energy Act, railroad rolling stock and tracks, certain Federal enclaves, and businesses covered by the Federal Maritime jurisdiction. **Voluntary Activity** 

#### Voluntary efforts by the employer to assure its workplace is in compliance with the Law are encouraged. Voluntary Safety and Health Consultation and Training Programs exist to assist employers. These services may be obtained by contacting

Recordkeeping

Employers now have a new system for tracking workplace injuries and illnesses.

OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using

a question and answer format, the revised recordkeeping rule provides guidance

for recording occupational injuries and illnesses and explains how to classify specific cases. Smaller employers (10 or fewer employees) are exempt from most

the Virginia Department of Labor and Industry addresses

requirements. To see if your industry is partially exempt, visit the OSHA Website at www.osha.gov/recordkeeping/ pub3169text.html. **Accident Reporting** All fatalities must be reported to VOSH within eight (8) hours. All injuries or illnesses that result in an in-patient hospitalization, amputation or loss of an eye must be

#### reported to VOSH within twenty-four (24) hours. Failure to report may result in significant monetary penalties.

468 East Main Street, Suite 114,

(276) 676-5465 Lynchburg 3704 Old Forest Road

The Johnson Center

Abingdon, VA 24210

201 Lee Highway

**VIRGINIA SAFETY AND** 

Interactive Process When an employee requests an accommodation,

OFFICE OF THE ATTORNEY GENERAL Division of Human Rights 202 North 9th Street. Richmond, Virginia 23219 www.ag.virginia.gov | human\_rights@oag.state.va.us | P: (804) 225-2292; | F: (804) 225-3294





Seizure occurs in water

Repeated seizures

epilepsy.com

**OCCUPATIONAL SAFETY AND HEALTH PROTECTION** 

**Health Protection** 

Call

911

Do

**NOT** 

and health standards issued under the law. **Employees** 

conditions in the workplace.

Citation

# employees of dangers that may exist there.

Central Virginia/Richmond www.doli.virginia.gov

(215) 861-4900

Center, STE 740 West 170 South **Independence Mall West** Philadelphia, PA 19106-3309

#### 6606 West Broad Street, Suite Manassas, VA 20110. 500 Richmond, Virginia 23230

3013 Peters Creek Road Roanoke, VA 24019

(540) 562-3580

Verona, VA 24482

(540) 248-9280

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