EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

All aspects of employment, including:

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. Genetic information (including employer requests for, Requesting or disclosing medical information of employees • Employees (current and former), including managers and or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Job applicants Retaliation for filing a charge, reasonably opposing Union members and applicants for membership in a union discrimination, or participating in a discrimination What Organizations are Covered? What Employment Practices can be Challenged as Most private employers State and local govérnments (as employers)

 Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical Staffing agencies What Types of Employment Discrimination are Illegal? conduct) Under the EEOC's laws, an employer may not discriminate Hiring or promotion against you, regardless of your immigration status, on the • Pay (unequal wages or compensation) · Failure to provide reasonable accommodation for a Race disability or a sincerely held religious belief, observance Religion

 National origin • Sex (including pregnancy and related conditions, sexual Age (40 and older)

Educational institutions (as employers)

 Benefits Classification Referral • Obtaining or disclosing genetic information of employees of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces to employ and advance in employment qualified individuals with disabilities at all levels the nondiscrimination and affirmative action commitments of companies doing business with of employment, including the executive level. Protected Veteran Status The Vietnam the Federal Government. If you are applying for a job with, or are an employee of, a company Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, advance in employment, disabled veterans, recently separated veterans (i.e., within three years National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or or Armed Forces service medal veterans. Retaliation Retaliation is prohibited against a national origin, and requires affirmative action to ensure equality of opportunity in all aspects person who files a complaint of discrimination, participates in an OFCCP proceeding of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as or otherwise opposes discrimination by Federal contractors under these Federal law mended, protects applicants and employees of Federal contractors from discrimination. Any person who believes a contractor has violated its nondiscrimination or affirmative

employment discrimination on the basis of sex in educational programs or activities—agency providing such assistance.

pased on inquiring about, disclosing, or discussing their compensation or the compensation action obligations under OFCCP's authorities should contact immediately. The Office of of other applicants or employees. Disability Section 503 of the Rehabilitation Act of 1973, Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitutio 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 services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk reasonable accommodation to the known physical or mental limitations of an otherwise at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's to the employer. Section 503 also requires that Federal contractors take affirmative action "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

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

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

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

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

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

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

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

Additional wages are due to employees for split shifts, travel expenses, and tools.

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

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

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

INTERNET-BASED TIP PORTAL FOR ONLINE REPORTING OF THE QUARTERLY

An employer who employs an employee who receives gratuities shall submit a

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

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

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

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

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

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

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR

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

DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE HOUR

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

Me^{*}∧p^{*} GOVERNMENT OF THE

TENT OF MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA

Withholding?, or use the Withholding Calculator at

Employer: Please post or publish this Bulletin Board

Poster so that your employees will see it. Please indicate

where they can get forms and information on this subject.

(Rev. 8-2009)

Cat. No. 11047F

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

• 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:

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

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

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

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

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

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

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

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

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

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

certifying that the employee was paid the required minimum wage.

submit its reports in hard-copy form.

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

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

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

the employer's premises, no more than \$6.36 per day can be deducted.

Other deductions may be taken for lodging provided by the employer

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

following ways:

Call 1–800–669–4000 (toll free)

E-Mail info@eeoc.gov

• Conduct that might reasonably discourage someone

participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has

Contact the EEOC promptly if you suspect discrimination

a charge of discrimination (180 or 300 days, depending of

Do not delay, because there are strict time limits for filing

where you live/work). You can reach the EEOC in any of the

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

1–844–234–5122 (ASL video phone)

Visit an EEOC field office (information at

Additional information about the EEOC,

including information about filing a charge

www.eeoc.gov/field-office)

from opposing discrimination, filing a charge, or

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended. Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance ctivities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilitie Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal

DISTRICT OF COLUMBIA MINIMUM WAGE

★ ★ ★ GOVERNMENT OF THE DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR

required is 8 cents per hour.

OTHER PROVISIONS

must pay the difference.

Washington, D.C. 20019

ANTI-DISCRIMINATION NOTICE

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

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

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

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

To any of these questions or you owed extra tax when

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

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

Now is the time to check your withholding. For more

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

WAGE THEFT PREVENTION ACT

NOTICE

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

The Wage Theft Prevention Amendment Act of 2014

than \$5,000.

or continued.

occurred or continued.

the following violations:

this section

administrative penalties as follows:

Your tax credits?

at 1-800-829-3676.

orm W-4.

If you can answer "YES"..

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

WAGE REPORT

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

MINIMUM WAGE RATES

Beginnii

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

employe MINIMUM WAGE EXCEPTIONS The minimum wage provision does not apply in instances where other laws or Employers must pay the cost of purchase, maintenance, and cleaning of uniforms regulations establish minimum wage rates for the following: Handicapped workers may be paid less only when the employer has received an

authorizing certificate from the U.S. Department of Labor. $2. \ \ Persons \, employed \, under \, provisions \, of \, the \, Work force \, Innovation \, and \, Opportunity$ Act shall be paid pursuant to that Act. 3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act 4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act. 5. Students employed by institutions of higher education may be paid the minimum

wage established by the United States governme 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 capacity; or b. engaged in the delivery of newspapers to the home of the consumer. OVERTIME PAY At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a

workweek The overtime provision shall not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales 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 salesperson, parts salesperson, or mechanic primarily engaged in selling or

servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of a car wash. Car wash emplovees 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 UNDERFEDERAL LAW For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd.

Since you last filed form W-4 with your employer

Your nonwage income (interest, dividends, capital

Your family wage income (you or your spouse started or

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

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

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

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

paying wage judgments or agreements, to clarify administrative procedures and

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

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

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

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

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

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

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

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

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

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

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

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

Immediate Notice to new employees is required regardless of the template

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Overtime rate of pay or exemptions from overtime pay

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

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

e. Living wage or exemptions from the living wage

There are additional requirements for temporary staffing firms.)

business, and a mailing address if different

3) The telephone number of the employer

f. Any applicable prevailing wages

Marry or divorce?

Change your name?

gains, etc.)?

ended a job)?

Gain or lose a dependent?

Were there major changes to...

appropriate employment records.

This notice must include:

the employer

lodging allowances

Wage Payment Liability:

release date.)

the District.

Notice of Complain

a. The alleged violation

Rules against Retaliation

made a complaint.

Wage-Hour Investigation

Civil Court Proceedings

Procedural Options

leliver two (2) notices to the employer

c. Rights and obligations of the parties

d. Process for contesting the complaint

a. An investigation is being conducted

· It is illegal for any person to retaliate.

Administrative Law Judge Hearing

b. Potential damages, penalties, and other cost

Threats are now included as a form of retaliation.

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

b. Information for employees on how they may participate

. Notice of Complaint that specifies:

of at least 30 days that specifies:

Requirements

BREASTFEEDING RIGHTS & GUIDELINES

OHR WORKPLACE POSTERS: THE RIGHT TO BREASTFEED Under the District of Columbia Human Rights Act of 1977, as amended, A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child. An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk

any break-time, paid or unpaid, already provided to the employee.

VOTE

applicants to the uniformed services.

hardship on the operations of the employer An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security. The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements. The <mark>employee m</mark>ust file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government The break-time for expression of milk, if possible, may run concurrently with must file within 180 days of the occurrence or discovery of the violation. • If the employee feels as if she is being discriminated against under the Act, she may contact: An employer is not required to provide break-time if it would create an undue THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

TIME OFF TO VOTE

441 4th Street, NW: Suite 570 North: Washington, DC 20001: [202] 727 - 4559 or ohr.dc.gov

EMPLOYEES: Time Off to Vote in the November 8, 2022 General Election District of Columbia law requires employers to post this notice, which advises employees of provisions for taking paid administrative leave to

vote in elections held in the District of Columbia and in other places where their employees are eligible to vote. This notice must be posted

Dates and Times of Voting: EARLY VOTING: Monday, October 31, 2022 through Sunday, November 6, 2022 Vote Centers are open from 8:30 A.M. to 7:00 P.M. **ELECTION DAY:** Tuesday, November 8, 2022 ote Centers are open from 7:00 A.M. to 8:00 P.M.

eave from your scheduled working shift to vote

District of Columbia law (D.C. Official Code 1-1001.07a) allows you upon your request to your employer, to take up to two hours paid in an election held in the District if you are eligible to vote in the in an election held in the jurisdiction in which you are eligible to vote

conspicuously at all sites where employees report to work and on the employers' website, if applicable. Your Employer May: • require you to submit your request for paid leave to vote a reasonable time in advance of the date you wish to vote; and specify the hours during which you may take paid leave to vote, including requiring you to: • vote during the early voting period instead of on Election Day; or vote at the beginning or end of your working shift, whether during early voting or on Election Day

> Your Employer May Not: • interfere with, restrain, or deny any attempt you make to take paid leave to vote under the applicable law; or retaliate against you for taking paid leave to vote under the

For more information, call the DC Board of Elections at (202) 727-2194

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

You have the right to be reemployed in your civilian job if you leave that job to service connection. perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your you have five years or less of cumulative service in the uniformed services while vith that particular employer you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits

• The U.S. Department of Labor, Veterans Employment and Training Service you would have attained if you had not been absent due to military service or, in ime cases, a comparable job.

IGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment reemployment; • retention in employment; • promotion; or • any benefit o employment, because of this status. n addition, an employer may not retaliate against anyone assisting in the rcement of USERRA rights, including testifying or making a statement

• If you leave your job to perform military service, you have the right to elect to tinue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/ webapps.dol.gov/elaws/vets/userra

agencies/vets/. An interactive online USERRA Advisor can be viewed at https:// If you file a complaint with VETS and VETS is unable to resolve it, you may equest that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation · You may also bypass the VETS process and bring a civil action against an employer for violations of USFRRA 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 may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

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

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

Los empleadores deben realizar toda adaptación razonable,

adquirir o modificar

empleada se

cosas pesadas:

reubicar el área

de trabajo de la

ofrecer un espacio

privado (que no sea e

baño) para sacarse la

empleada; u

abstenga de levantar

equipo de trabajo,

tal como las sillas:

temporalmente

el puesto de la

ligeras o un

modificado:

Actos que tienen prohibido realizar los empleadores

proporcionar una adaptación razonable; ni

Constancia de un prestador de servicios de salud

empleada para

asignarle labores

horario de trabajo

denegar una adaptación, a menos que ocasione dificultades o gastos

tomarmedidasen contrade una empleada por solicitar una adaptación

denegarle oportunidades laborales a la empleada por solicitar o

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

exigirles a las empleadas aceptar una adaptación, a menos que sea

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

adaptaciónsehizooseharámédicamenterecomendable;2)unaexplicación

de la afección y de la necesidad de recibir una adaptación razonable; y 3)

la duración probable por la cual deberá proporcionarse la adaptación.

Adaptaciones para el embarazo, el parto y la lactancia

interactivo para determinar dichas adaptaciones.

Employer Support Of The Guard And Reserve 1-800-336-4590 of Labor 1-866-487-2365

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name, Shall be as follows:

Tipos de adaptaciones

frecuentes o más

recuperarse del parto;

temporalmente a la

empleada a un puesto

Los empleadores no pueden:

significativos para el negocio;

necesitar una adaptación;

menos extenuante o

prolongados;

permiso para

ausentarse y

peligroso;

incluyendo, pero sin limitarse a:

PROTECTING PREGNANT WORKERS FAIRNESS ACT

Protecting Pregnant Workers Fairness Act

- Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Breastfeeding The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of

Providing private (non-

bathroom) space for

expressing breast milk.

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

provide light duty or a

modified work schedule

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

less strenuous or hazardous position; **Prohibited Actions by Employers**

transferring the

employee to a

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

can be provided; or Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties. Certification from Health Care Provider The employer may require an employee to provide certification from

Require an employee to take leave if a reasonable accommodation

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.

If you believe an employer has wrongfully denied you a reasonable

ccommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file 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.

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

necesaria para que cumpla con sus deberes en el trabajo.

Si cree que un empleador le ha negado erróneamente una adaptación razonable o le ha discriminado debido a su embarazo, parto, necesidad de amamantar o una afección médica relacionada, puede presentar una queja en el plazo de un año antela Oficina de Derechos Humanos de DC (OHR). Para presentar una queja, visite:

• En línea ean 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 n

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

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.

NON-DISCRIMINATION IN PUBLIC ACCOMMODATIONS

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

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: Family Responsibilities **National Origin Personal Appearance** Disability Sex (Gender or sexual **Gender Identity or Expression** Political Affiliation **Marital Status**

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 this Act or the Living Wage Act are violated for each day the violation occurred 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 For any subsequent offense, \$100 for each employee or person whose righ accommodations of any place of public accommodation..." under this Act or the Living Wage Act are violated for each day the violation These prohibitions also apply to the denial of credit or insurance. The Mayor shall collect administrative penalties in the amounts set forth below for COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH Government of the District of Columbia - Office of Human Rights

Office of Human Rights

WORKERS' COMPENSATION NOTICE

441 4th Street, N.W., 570N, Washington, D.C. 20001

Telephone (202) 727-4559 • Fax (202) 727-9589 • www.ohr.dc.gov

Department of Employment Services

coes

LABOR STANDARDS BUREAU

OFFICE OF WORKERS' COMPENSATION

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (202) 671-1000 • (202) 671-1929 (Fax) WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include

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

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

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

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

as soon as possible, but no later than ten (10) working days after the date of

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

Injury or Occupational Disease. Please provide your employee with Form

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

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

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

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

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

7. You are required to obtain from the insurer identified below a supply of all

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

notice mentioned above at our website http://does.dc.gov.

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

insurer, any disability of more than three (3) days which was not previously

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

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

required Workers' Compensation Forms, or you may download the forms and

and obligations by certified mail, return receipt requested.

imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant. **NOTICE OF COMPLIANCE TO EMPLOYERS** You are required by law to report promptly to your employer and the Office of 1. You are required to have Workers' Compensation insurance coverage if you

NAME OF EMPLOYER

UNEMPLOYMENT COMPENSATION NOTICE

NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

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

American Job Center

Northeast

CCDC - Bertie Backus Campus

5171 South Dakota Avenue, N.E.,

2nd Floor

(202) 576-3092

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

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

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

Rev. 02.01.2015

Washington, DC 20017

unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

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

of Columbia's Department of Employment Services. If you should become unemployed or your hours are reduced, you may be entitled to receive

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

FORM NO. 1 DCWC Revised March, 201

have one (1) or more employees.

knowledge thereof.

date of knowledge thereof.

greatest possible benefit to your employees

Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation at the above address, and to your employer. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit http://does.dc.gov for

You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after

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; the last payment of benefits. 2. For any subsequent violations, \$100 for each employee or person whose If you need information regarding your rights and obligations prescribed by rights under this Act are violated for each day that the violation occurred 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:// 3. \$500 for each failure to maintain payroll records or to retain payroll records does.dc.gov The law gives you the right to legal representation if you so choose.

American Job Center

Headquarters

4058 Minnesota Avenue, N.E.

Washington, DC 20019 (202) 724-2337

for three (3)years or whatever the prevailing federal standard is, whichever is NOTICE: Violation of the various provisions of the Workers' Compensation law greater for each violation 4. \$500 for each failure to allow the Mayor to inspect payroll records or perform provides for civil penalties. he undersigned employer hereby gives notice of compliance with all provisions any other investigation: of the Workers' Compensation Law and Administrative Regulations 5. \$500 for each failure to provide each employee an itemized wage statement or the written notice as required by section 9(b) and (c); and NAME OF INSURANCE COMPANY 6. \$100 for each day that the employer fails to post notice as required under

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.

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to Any employer who negligently fails to comply with the provisions of this Act or http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf.

ACCRUED SICK AND SAFE LEAVE ACT

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

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

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

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

100 or more employees 1 hour per 37 hours worked 7 days per calendar year 25 to 99 employees 1 hour per 43 hours worked 5 days per calendar year 1 hour per 87 hours worked Less than 25 employees 3 davs per calendar vear a result of asserting rights to paid sick leave, order payment of paid sick leave Under this Act, an employee's accrued paid sick leave carries over from year to year. unlawfully withheld, and impose penalties. An employer who willfully violates Employers do not have to pay employees for unused paid sick leave upon termination

leave requirements, order reinstatement of employees who are terminated, as 4058 Minnesota Avenue, N.E., Suite 4300, Washington, D.C. 20019.

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

or resignation of employment **EMPLOYEE PROTECTION** Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation. **ENFORCEMENT**

the requirements of the Act shall be assessed a civil penalty in the amount of one TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

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 any To request full text of the Act, to obtain a copy of the rules associated with this The DC Department of Employment Services, Office of Wage and Hour can Act, to receive the Act translated into other languages, or to file a complaint, visit investigate possible violations, access employer records, enforce the paid sick www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at

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

American Job Center

Northwest

2000 14th Street, N.W.,

3rd Floor

(202) 442-4577

Washington, DC 20009

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

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

American Job Center

Southeast

3720 Martin Luther King,

Jr. Avenue, S.E.

Washington, DC 20032

(202) 741-7747

EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. WAGE AND HOUR DIVISION **₩H**★ UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 TTY: 1-877-889-5627 WH1462 REV 07/16

American Job Centers

Hours of Operation:

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

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

©OCS

FMLA - FAMILY AND MEDICAL LEAVE ACT

any practice made unlawful by the FMLA, or being involved in any proceeding under or agreement that provides greater family or medical leave rights. elated to the FMLA. **ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The ployee must: • Have worked for the employer for at least 12 months; • Have at least ,250 hours of service in the 12 months before taking leave;* and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's orksite. *Special "hours of service" requirements apply to airline flight crew employees

EQUESTING LEAVE Generally, employees must give 30-days' advance notice of the

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION .EAVE ENTITLEMENTS Eligible employees who work for a covered employer can take need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: •The birth of a child or placement of a child for adoption or foster care; •To bond Employees do not have to share a medical diagnosis, but must provide enough with a child (leave must be taken within 1 year of the child's birth or placement); To care information to the employer so it can determine if the leave qualifies for FMLA or the employee's spouse, child, or parent who has a qualifying serious health condition; protection. Sufficient information could include informing an employer that the For the employee's own qualifying serious health condition that makes the employee employee is or will be unable to perform his or her job functions, that a family member nable to perform the employee's job; • For qualifying exigencies related to the foreign cannot perform daily activities, or that hospitalization or continuing medical treatment deployment of a military member who is the employee's spouse, child, or parent. An is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification y also take up to 26 weeks of FMLA leave in a single 12-month period to care for the or periodic recertification supporting the need for leave. If the employer determines that rvicemember with a serious injury or illness. An employee does not need to use leave the certification is incomplete, it must provide a written notice indicating what additional one block. When it is medically necessary or otherwise permitted, employees may take information is required. EMPLOYER RESPONSIBILITIES Once an employer becomes ave intermittently or on a reduced schedule. Employees may choose, or an employer aware that an employee's need for leave is for a reason that may qualify under the FMLA, may require, use of accrued paid leave while taking FMLA leave. If an employee the employer must notify the employee if he or she is eligible for FMLA leave and, if substitutes accrued paid leave for FMLA leave, the employee must comply with the eligible, must also provide a notice of rights and responsibilities under the FMLA. If the mployer's normal paid leave policies. BENEFITS & PROTECTIONS While employees are employee is not eligible, the employer must provide a reason for ineligibility. Employers on FMLA leave, employers must continue health insurance coverage as if the employees must notify its employees if leave will be designated as FMLA leave, and if so, how much were not on leave. Upon return from FMLA leave, most employees must be restored to leave will be designated as FMLA leave. ENFORCEMENT Employees may file a complaint the same job or one nearly identical to it with equivalent pay, benefits, and other with the U.S. Department of Labor, Wage and Hour Division, or may bring a private nployment terms and conditions. An employer may not interfere with an individual's lawsuit against an employer. The FMLA does not affect any federal or state law MLA rights or retaliate against someone for using or trying to use FMLA leave, opposing prohibiting discrimination or supersede any state or local law or collective bargaining 1-866-4-USWAGE

WHX WWW.WAGEHOUR.DOL.GOV

Employee Protection The Office of Paid Family Leave does not administer any job

otections 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

1. That retaliation by a covered employer against a covered employee for requesting,

That an employee who works for a covered employer with under 20 employees shall not

victim of Domestic Violence, Sexual

Offense or Stalking (DVSOS)

DEPARTMENT OF EMPLOYMENT SERVICES

DOES

DISTRICT OF COLUMBIA PAID FAMILY LEAVE

GOVERNMENT OF THE DISTRICT OF COLUMBIA NOTICE TO EMPLOYEES Information on Paid Family Leave in the District of Columbia benefits available October 2022

our employer is subject to the District of Columbia's Paid Family Leave law, which provides there is an exception for pregnant women who take prenatal leave. Pregnant women are covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about the Paid Family Leave program, please visit giving birth, for a maximum of 14 weeks. he Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov. Applying for Benefits If you have experienced an event that may qualify for benefits, be overed Workers To receive benefits under the Paid Family Leave program, you must work sure to apply no more than 30 days after your event. You can learn more about applying for or a covered employer in DC. To find out if you are a covered worker, you can ask your benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov. mployer or contact the Office of Paid Family Leave using the contact information below. Benefit Amounts Paid Family Leave benefits are based on the wages your employer paid Your employer is required to tell you if you are covered by the Paid Family Leave program.

Additionally, your employer is required to provide you information about the Paid Family

Benefit Amounts Paid Family Leave prefer to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. The

Leave program at these three (3) times: 1. At the time you were hired; If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program. vered 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; Family leave - receive benefits to care for a family member for up to 12 weeks in a year;

Medical leave - receive benefits for your own serious health condition for up to 12 weeks Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

laximum Leave Entitlement Each kind of leave has its own eligibility rules and its own

be entitled to job protection if he or she decides to take paid leave pursuant to this act; and 3. 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. limit on the length of time you can receive benefits in a year. The maximum amount of For more information on OHR and job protections, please visit the following web address: leave for any combination of parental, family, and medical leave is 12 weeks. However, ohr.dc.gov. 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. OPFL EE Rev. 10/2022

current maximum weekly benefit amount is \$1,049.

applying for, or using paid-leave benefits is prohibited;

provide notice of the following:

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

EQUAL EMPLOYMENT OPPORTUNITY

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

DC Human Rights Act

Color

National Origin

<u>Work Leave for Parenting Purposes</u>

or perceived):*

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 Family Responsibilities Credit Information • Status as a victim or family member of a Marital Status Matriculation • Sex (including pregnancy)

Political Affiliation

Genetic Information

 Gender Identity or Expression Religion Disability Homeless Status Sexual harassment and harassment based on other protected categories is prohibited by the Act. If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur. **DC Family and Medical Leave Act DC Parental Leave Act**

 Personal Appearance Sexual Orientation

he DC Family and Medical Leave Act of 1990 requires all employers with 20 or more In accordance with the DC Parental Leave Act of 1994, an employee who is a parer shall be entitled to a total of 24 hours leave** during any 12 month period to attend or employees to provide up to 16 weeks of unpaid family leave: participate in school-related events for his or her child. • for the birth of a child, an adoption or foster care; or • to care for a seriously ill family member. A parent is defined as the: · biological mother or father of a child; It also allows up to 16 weeks of unpaid medical leave:

 person who has legal custody of a child • to recover from a serious illness that left the employee unable to work for a total of · person who acts as a guardian of a child; · aunt, uncle, or grandparent of a child; or i a person married to a person listed above. 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 A school-related event means an activity sponsored either by a school or an associated

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

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

Work Leave for Family or Medical Purposes

payment under the Paid Family Leave Act.

family member is also eligible for family leave

and reasonable prior notice when applicable.

Employer Posting Requirements

day the employer fails to post the notice.

Employee Eligibility

- Workplace Poster -

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers

with 20 or more employees to provide eligible employees with 16 weeks of family leave

and 16 weeks of medical leave during a 24-month period. However, the law does not

require employers to specifically pay for leave under DCFMLA, except that employees

may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private

sector, payment under the Universal Paid Leave Act, and for DC government employees,

Family Leave Eligible circumstances for family leave under DCFMLA include the birth

<u>Medical Leave</u> Eligible circumstances for medical leave under DCFMLA includes

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain

circumstances, at a reduced schedule. The employer may require medical certification

An employee is eligible under the Act if she or he has been employed by the employer for at

least 12 consecutive or non-consecutive months in the seven years immediately preceding

the start of the family or medical leave, and worked at least 1,000 hours during these

12 months. The District government is considered a single employer. The above eligibility

ne employer must post and maintain this notice in a conspicuous place. An employer

that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each

requirements can be met by considering employment at more than one District agency.

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

of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill

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

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

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

PARENTAL LEAVE ACT & DC FAMILY AND MEDICAL LEAVE ACT DC FAMILY AND MEDICAL LEAVE ACT

PARENTAL LEAVE ACT - Know Your Rights in the District of Columbia -

The District of Columbia Parental Leave Act allows employees who are parents or quardians to take 24 hours of leave (paid or unpaid) during a 12 month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator. The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid

The employer may deny the leave if granting the leave would disrupt the employer?

pusiness and make the achievement of production or service unusually difficult. <u>Definition of Parent or Guardian</u> 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;

family, vacation, personal, compensatory or leave bank leave.

 person who has legal custody of a child; person who acts as a guardian of a child; aunt, uncle, or grandparent of a child; or is a person married or in a domestic partnership to a person listed above

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

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 uman 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.

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010 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 period immediately preceding the requested leave. The one year of service requirement did not need to have immediately preceded the request for leave

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

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

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

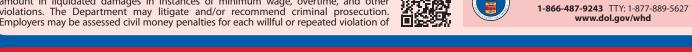
OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in be assessed for violations of the FLSA's child labor provisions. Heightened civil money CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs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

apply in agricultural employment. tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against neir minimum wage obligation. If an employee's tips combined with the employer' cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. URSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion

n coworkers and the public, which may be used by the employee to express breast milk. ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other

penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. 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

WAGE AND HOUR DIVISION



OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

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

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

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

 Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.

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

See any OSHA citations issued to your employer. Request copies of your medical records,

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

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or

Provide employees a workplace free from

 Comply with all applicable OSHA standards.

 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

 Provide required training to all workers in a language and vocabulary they can understand.

 Prominently display this poster in the workplace.

 Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



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

DC-1222-F03

in connection with a proceeding under USERRA, even if that person has no HEALTH INSURANCE PROTECTION