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 Conduct that might reasonably discourage someone • Employees (current and former), including managers discrimination, or participating in a discrimination from opposing discrimination, filing a charge, or participating in an investigation or proceeding and temporary employees lawsuit, investigation, or proceeding Job applicants Interference, coercion, or threats related to exercising · Conduct that coerces, intimidates, threatens, or interferes · Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy with someone exercising their rights, or someone What Organizations are Covered? assisting or encouraging someone else to exercise What Employment Practices can be Challenged as rights, regarding disability discrimination (including Most private employers • State and local governments (as employers) accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has inatory? All aspects of employment, including:

observance or practice

 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 against you, regardless of your immigration status, on the • 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,

• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) • Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other

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

disabilities at all levels of employment, including the executive level.

ReligionNational origin

services, or family medical history)

 Classification Referral Obtaining or disclosing genetic information Requesting or disclosing medical information

including information about filing a charge 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) 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 requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a mended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes offirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under sing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring,

E-Mail info@eeoc.gov

Occurred? Contact the EEOC promptly if you suspect

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

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

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

imits for filing a charge of discrimination

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

(call 1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

Visit an EEOC field office (information at

Additional information about the EEOC.

discrimination. Do not delay, because there are strict time

U.S. Department of Labor Washington, D.C. 20210 1-800-397-6251 (toll-free ment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by

undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with 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 employment discrimination on the basis of disability in any program or activity prohibits discrimination on the basis of race, color or national origin in programs or which receives Federal financial assistance. Discrimination is prohibited in all aspect activities receiving Federal financial assistance. Employment discrimination is covered by of employment against persons with disabilities who, with or without reasonable Title VI if the primary objective of the financial assistance is provision of employment, accommodation, can perform the essential functions of the job. If you believe you

protective clothing required by the employer or by law, or employers must pay the

\$6.00 per week) for washable uniforms. When the employer purchases and the employee

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

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

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

n employee who is required to stay at the employer's premises while on call is working.

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

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

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

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

mployers must pay a service rate per hour to tipped employees. If an employee's hourly

tips (averaged weekly) added to the service rate do not equal the minimum wage for non-

tipped employees, the employer must pay the difference. (See the minimum wage rates on

INTERNET-BASED TIP PORTAL FOR SUBMITTING QUARTERLY WAGE REPORTS

Employers who hire a tipped worker shall submit a quarterly wage report within 30

days of the end of each quarter to the Mayor certifying that the employee was paid the

The Mayor has created an Internet-based portal for online quarterly wage reports

Employers shall submit quarterly wage reports online unless online reporting creates

a hardship, in which case the employer shall submit reports in hard-copy form.

All labor laws enforced within the District of Columbia can be found on does.dc.gov.

• To be accommodated in the workplace during pregnancy

• To remain free from employer retaliation for

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR

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

The Mayor provides training to educate employers about the reporting requirements

where they can get forms and information on this subject.

Publication 213

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

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

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

deductions may be taken for housing provided by the employer

statement showing all deductions must be provided with each paycheck.

OTHER PROVISIONS

TIPPED EMPLOYEES

located at essp.does.dc.gov.

and use of the Internet-based portal.

or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits financial assistance, you should immediately contact the Federal agency providing such

### DISTRICT OF COLUMBIA MINIMUM WAGE

### DEPARTMENT OF EMPLOYMENT SERVICES

GOVERNMENT OF THE DISTRICT OF COLUMBIA

#### DISTRICT OF COLUMBIA MINIMUM WAGE POSTER **MINIMUM WAGE RATES**

| Employees who do not receive gratuities | Employees who receive gratuities  |
|---|---|
| \$15.00 per hour beginning July 1, 2020 | \$5.00 per hour beginning July 1, 2020  |
| \$15.20 per hour beginning July 1, 2021 | \$5.05 per hour beginning July 1, 2021  |
| \$16.10 per hour beginning July 1, 2022 | \$5.35 per hour beginning July 1, 2022  |
| \$17.00 per hour beginning July 1, 2023 | \$6.00 per hour beginning May 1, 2023<br>\$8.00 per hour beginning July 1, 2023 |
| \$17.50 per hour beginning July 1, 2024 | \$10.00 per hour beginning July 1, 2024   |

The minimum wage increases each year in proportion to the Consumer Price Index for both employees who do not receive tips and for employees who do receive tips. The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following: employee 15 cents per hour in addition to the minimum wage (maximum required is 1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor. 2. Persons employed under provisions of the Workforce Innovation and Opportunity When the employer cleans and maintains uniforms that the employee purchases, the 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 vage established by the United States gove 6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, ended the exception for adult learners. Newly hired persons 18 years of age or older An employee who is required to remain in a specified geographic area, such as at home or within a 2-hour drive of the worksite, or who is allowed to leave a message where he/ must be paid the established District of Columbia minimum wage immediately upon she can be reached, is usually not working while on call. 7. The minimum wage provision does not apply to persons:

a. employed in a bona fide executive, administrative, professional, computer, or b. engaged in the delivery of newspapers to the homes of consumers. mployees must be paid at least 1 1/2 times the regular rate of pay for all hours worked

over 40 hours in a workweek. The overtime provision does not apply to persons employed: 1. In a bona fide executive, administrative, professional, computer, or outside sales

2. As a seaman, railroad worker, or newspaper carrier. 3. By an air carrier employee who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees. 4. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or

servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to final purchasers. NOTES: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31 2012, removed the overtime exception for employees of a car wash. Car wash employees re 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, is applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such s certified nursing assistants, home health aides, personal care aides, caregivers,

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd.

DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE-HOUR 4058 Minnesota Avenue, NE Washington, D.C. 20019 (202) 671-1880 | does.dc.gov

# DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

## 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.

**ANTI-DISCRIMINATION NOTICE** 

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer Your itemized deductions? Withholding?, or use the Withholding Calculator a Your tax credits? www.irs.gov/individuals on the IRS web site. did you... Marry or divorce? Employer: Please post or publish this Bulletin Board To any of these questions or you owed extra tax when Gain or lose a dependent? Poster so that your employees will see it. Please indicate

#### 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

UNIVERSAL WAGE LAW

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

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

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

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

form W-4.

• To be paid on time • To receive a detailed pay stub

Change your name?

gains, etc.)?

Were there major changes to...

Your nonwage income (interest, dividends, capital

Your family wage income (you or your spouse started or

• To accrue and use paid sick and safe leave • To request time off to attend a child's school-related

• To qualify for unpaid family and medical leave

To be compensated for work-related illness or injury

discussing or exercising any of these rights • To file a complaint for violation of workplace rights

with the Department of Employment Services (DOES) or the Office of Human Rights (OHR)

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

#### MINIMUM WAGE IS \$10.00 PER HOUR. This notice does not create, expand, or limit any rights under District or Federal law, including:

• The amount of sick and safe leave that a worker may accrue annually · Current hourly minimum wage

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

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

holding employers accountable to the laws.

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

**OFFICE OF HUMAN RIGHTS** 

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



Office of Human Rights Phone Number: 202-727-4559 Office of Human Rights Website: ohr.dc.gov File a Human Rights Claim: ohr.dc.gov/page/tipped-wage-workers-fairness-act

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

Office of the Attorney General Office of the Attorney General website: <a href="mailto:oag.dc.gov/worker-rights">oag.dc.gov/worker-rights</a>

Phone Number: 202-727-3400



MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.



# **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

**EMPLOYERS REQUIRED TO COMPLY WITH THE ACT** Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees

for leave is unforeseeable NUMBER OF HOURS ACCRUED 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 pped 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 Columbia's Minimum Wage. For all other employers, use the following chart: Paid leave accrues on an employer's established pay period. If an employer has... **Employees accrue at least..** 100 or more employees 1 hour per 37 hours worked 25 to 99 employees 1 hour per 43 hours worked

Less than 25 employees 1 hour per 87 hours worked **UNUSED LEAVE** Under this Act, an employee's accrued paid sick leave carries over from year to year. unlawfully withheld, and impose penalties. An employer who willfully violates Employers do not have to pay employees for unused paid sick leave upon termination the requirements of the Act shall be assessed a civil penalty in the amount of one

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** 

a result of asserting rights to paid sick leave, order payment of paid sick leave 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 subsequent offenses.

Not to exceed...

7 days per calendar year

5 days per calendar year

3 days per calendar year

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

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION To request full text of the Act, to obtain a copy of the rules associated with this The DC Department of Employment Services, Office of Wage and Hour can Act, to receive the Act translated into other languages, or to file a complaint, visit investigate possible violations, access employer records, enforce the paid sick www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at leave requirements, order reinstatement of employees who are terminated, as 4058 Minnesota Avenue, N.E., Suite 4300, Washington, D.C. 20019. Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act.

### **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 supply

• The break-time for expression of milk, if possible, may run concurrently with any break<mark>-time,</mark> paid or unpaid, already provided to the employee. · An employer is not required to provide break-time if it would create an undue hardshi<mark>p on t</mark>he op<mark>eration</mark>s 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 employee must file within one (1) year of the occurrence or discovery of the viola<mark>tio</mark>n of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation. If the employee feels as if she is being discriminated against under the Act, she may contact: THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS Office of Human Right 441 4th Street, NW: Suite 570 North: Washington, DC 20001: [202] 727 - 4559 or ohr.dc.gov

## USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

### YOUR RIGHTS UNDER USERRA 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 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 with 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 unde other than honorable conditions. lf you are eligible to be reemployed, you must be restored to the job and benefits you 🕠 The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is would have attained if you had not been absent due to military service or, in some

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If 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 of employment, because of In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in

connection with a proceeding under USERRA, even if that person has no service HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

 Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. ENFORCEMENT 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/agencies/vets/. An interactive online USERRA Advisor can be

• If you file a complaint with VETS and VETS is unable to resolve it, you may request that

Embarazadas Póster para el Lugar de Trabajo

Conozca sus derechos en el Distrito de Columbia

Comprar o modificar
 Hacer que la

Adaptaciones para el embarazo, el parto y la lactancia materna

La Ley de Equidad para la Protección de las Trabajadoras Embarazadas (PPW

por sús siglas en inglés) exige que los empleadores del Distrito de Columbia

empleadas cuya capacidad para realizar tareas laborales está limitada debido

al embarazo, parto, lactancia materna o una condición médica relacionada. El

empleador debe participar de buena fe y en un proceso interactivo y oportuno

Los empleadores deben hacer todas las adaptaciones razonables, incluyendo,

como sillas:

Reestructurar

temporalmente

el puesto de la

empleada para

proporcionarle

modificado;

Rechazar una adaptación a menos que cause dificultades o gastos

Negar oportunidades de empleo al empleado debido a la solicitud o

Requerir que los empleados acepten una adaptación a menos que sea

El empleador puede exigir que un empleado proporcione una certificación de

un proveedor de atención médica que indique que es aconseiable realizar una

La fecha en que la adaptación se volvió o será médicamente aconsejable;

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

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

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

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

Las preguntas sobre el proceso de la OHR también se pueden responder por

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

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

iniciales. Si existe causa probable, los iueces de derecho administrativo de la

• En persona en 441 4th Street NW, Suite 570N, Washington, DC 20001.

Comisión de Derechos Humanos tomarán una determinación final.

Exigir que un empleado tome licencia si se puede proporcionar una

necesaria para que el empleado realice sus tareas laborales.

Presentación de una Denuncia por Violación de la Norma

Acciones Prohibidas por Parte de los Empleadores

tareas livianas o un

horario de trabajo

equipos de trabajo,

proporcionen adaptaciones razonables en el lugar de trabajo para las

Actualizado: 30 de octubre de 2024

empleada se

abstenga de levanta

área de trabajo de la

espacio privado (que

objetos pesados;

Reubicación del

Proporcionar un

no sea un baño)

para extraer leche

Tomar medidas adversas contra un

empleada; o

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 USERRA. Publication Date — May 2022

viewed at https://webapps.dol.gov/elaws/vets/userra

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 nent 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

## PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name) Shall be as follows: Weekl Bi-Weekl Other

### PROTECTING PREGNANT WORKERS FAIRNESS ACT

Office of Human Rights

para determinar las adaptaciones.

Tipos de adaptaciones

Descansos más

frecuentes o

prolongados;

Transferir

peligroso;

Tiempo libre para

recuperarse del parto;

empleada a un puesto

importantes para la empresa; •

necesidad de una adaptación:

empleado por solicitar una adaptación;

Certificación del Proveedor de Atención Médica

adaptación razonable. La certificación debe incluir:

menos extenuante o

temporalmente a la

Los empleadores no podrán

Workplace Poster Updated: October 30, 2024 **Know Your Rights in the District of Columbia** 

The Protecting Pregnant Workers Fairness Act (PPW) requires District of olumbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, chest/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 ployers must make all reasonable accommodations, including by not

Accommodations for Pregnancy, Childbirth and Chest/Breastfeeding

 More frequent or Purchasing or modifying work longer breaks; refrain from heavy equipment, such as Time off to recover from childbirth: Relocating the Temporarily employee's work Temporarily restructuring the transferring the area; or employee's position Providing private employee to a to provide light duty (non-bathroom) less strenuous or a modified work or hazardous space for expressing schedule: breast/chest milk. position;

**Prohibited Actions by Employers** 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 Require an employee to take leave if a reasonable accommodation can be Require employees to accept an accommodation unless it's necessary for the mployee to perform her job duties. Certification from Health Care Provider

The date the accommodation became or will become medically advisable; 2. An explanation of the medical condition and need for a reasonable 3. The probable length of time the accommodation should be provided. Filing a Complaint of a Violation If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to chest/breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file

a complaint, visit: OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The

In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001 Questions about the OHR process can also be answered by phone at

Rights will make a final determination.

and the nature and structure of the business.

A "reasonable accommodation" is one that does not require significant difficulty in <sup>1</sup> Una "adaptación razonable" es aquella que no requiere dificultades significativas en the operation of the employer's business or significant expense for the employer, la operación del negocio del empleador ni gastos significativos para el empleador, with consideration to factors such as the size of the business, its financial resources niendo en cuenta factores como el tamaño del negocio, sus recursos financieros y la naturaleza y estructura del negocio.

teléfonő llamando al (202) 727-4559.

• En línea en ohr.dc.gov: o

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

# NON-DISCRIMINATION IN PUBLIC ACCOMMODATIONS

**PUBLIC ACCOMMODATIONS** DISTRICT OF COLUMBIA **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:

Disability **National Origin** Personal Appearance Family Responsibilities Color Religion **Sexual Orientation** Matriculation Source of Income Gender Identity or Expression Political Affiliation Sex (Gender or **Place of Residence Genetic Information** Marital Status Familial Status Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above categories is also

prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The D.C. Human Rights Act of 1977, Section 2-1402.31(a) of the D.C. Code, prohibits acts performed wholly or partially for a discriminatory reason: "To deny, directly or indirectly, any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation..." These prohibitions also apply to the denial of credit or insurance. COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:

**Government of the District of Columbia - Office of Human Rights** 441 4th Street, N.W., 570N, Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 • www.ohr.dc.gov

does

# WORKERS' COMPENSATION NOTICE

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** 

# **LABOR STANDARDS BUREAU**

**Department of Employment Services** 

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

TO EMPLOYEES 1. You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office

Compensation at the above address, and to your employer. . You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit http://does. dc.gov for information. 3. You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers'

Compensation Law 4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC,

Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits. . If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information,

you may call the Office of Workers' Compensation at (202) 671-1000 or visit http://does.dc.gov 6. The law gives you the right to legal representation if you so choose.

**NOTICE:** Violation of the various provisions of the Workers' Compensation law provides for civil penalties. The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative

Regulations.

NAME OF INSURANCE COMPANY

Headquarters

4058 Minnesota Avenue, N.E

Washington, DC 20019 (202) 724-2337

refusing to take a test or for exercising other rights under the Act.

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

1. You are required to have Workers' Compensation insurance coverage if you have one (1) or more employees. 2. You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.

of Workers' Compensation, must be used for that purpose. After you 3. You must file an Employer's First Report of Injury or Occupational Disease, have completed and signed the form, mail it to the Office of Workers' 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 knowledge thereof.

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 and obligations by certified mail, return receipt requested. 5. You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days which was not previously reported, as soon as possible, but no later than ten (10)

working days after the date of knowledge thereof. 6. You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee. 7. You are required to obtain from the insurer identified below a

supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http:// does.dc.gov

Employer ID Number (if number unknown employer to request from IRS) THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

#### **UNEMPLOYMENT COMPENSATION NOTICE NOTICE TO EMPLOYEES**

#### Information on Unemployment Compensation in the District of Columbia Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage

Northwest

2000 14th Street, N.W.,

3rd Floor

Frank D. Reeves Municipal Center

loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers-- not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of mployment Services. If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below **American Job Center American Job Center American Job Center** American Job Center American Job Centers Southeast **Hours of Operation:** 

Northeast

CCDC - Bertie Backus Campus

5171 South Dakota Avenue, N.E.,

2nd Floor

Washington, DC 20009 (202) 442-4577 (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 EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from does not preempt any provision of any State or local law or any collective bargaining using lie detector tests either for pre-employment screening or during the agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to PROHIBITIONS Employers are generally prohibited from requiring or requesting any numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a w disciplining, or discriminating against an employee or prospective employee for the right to refuse or discontinue a test, and the right not to have test results disclosed

**EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations

to unauthorized persons.

the law does not apply to tests given by the Federal Government to certain private and assess civil penalties against violators. Employees or job applicants may also bring individuals engaged in national security-related activities. The Act permits polygraph their own court actions. (a kind of lie detector) tests to be administered in the private sector, subject to

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES restrictions, to certain prospective employees of security service firms (armored car,

AND JOB APPLICANTS CAN READILY SEE IT. alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of **WH**★

1-866-487-9243

3720 Martin Luther King,

Jr. Avenue, S.E.

Washington, DC 20032

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

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

does

Your Employee Rights Under the Family and Medical Leave Act

FMLA - FAMILY AND MEDICAL LEAVE ACT

FMLA leave in a single 12-month period to care for the servicemember. You have the right to of the U.S. Office of Personnel Management or Congress. vers the reason for which you need FMLA leave. work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, • You work for an elementary or public or private where can I find more information? n the current or previous calendar year, • You work for an elementary or public or private econdary school, or • You work for a public agency, such as a local, state or federal Call 1-866-487-9243 or visit dol.gov/fmla to government agency. Most federal employees are covered by Title II of the FMLA, learn more. If you believe your rights under the FMLA have been violated, you may file a complaint ow do I request FMLA leave? Generally, to request FMLA leave you must: Follow with WHD or file a private lawsuit against your

ossible. You do <u>not</u> have to share a medical diagnosis but must provide enough

the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

**Covered Events** There are four (4) kinds of Paid Family Leave benefits

there is an exception for pregnant women who take prenatal leave. Pregnant women are

GOVERNMENT OF THE DISTRICT OF COLUMBIA

\_eave program at these three (3) times:

. At the time you were hired;

At least once a year: and

Leave program.

in a vear; and

/hat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides information to your employer so they can determine whether the leave qualifies fo eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most **taken** or approved for the same reason when requesting additional leave. Your employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month employer may request certification from a health care provider to verify medical leave period for: •The birth, adoption or foster placement of a child with you, • Your serious mental and may request certification of a qualifying exigency. The FMLA does not affect any or physical health condition that makes you unable to work. To care for your spouse, child federal or state law prohibiting discrimination or supersede any state or local law or or parent with a serious mental or physical health condition, and • Certain qualifying reasons collective bargaining agreement that provides greater family or medical leave rights. related to the foreign deployment of your spouse, child or parent who is a military. State employees may be subject to certain limitations in pursuit of direct lawsuits. servicemember. An eligible employee who is the spouse, child, parent or next of kin of a regarding leave for their own serious health conditions. Most federal and certain overed servicemember with a serious injury or illness may take up to 26 workweeks of congressional employees are also covered by the law but are subject to the jurisdiction use FMLA leave in one block of time. When it is medically necessary or otherwise permitted. What does my employer need to do? If you are eligible for FMLA leave, your employer you may take FMLA leave intermittently in separate blocks of time, or on a reduced must: Allow you to take job-protected time off work for a qualifying reason, Continue schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more your group health plan coverage while you are on leave on the same basis as if you had information. FMLA leave is not paid leave, but you may choose, or be required by your not taken leave, and Allow you to return to the same iob, or a virtually identical iob with employer, to use any empl<del>oyer-</del>provided paid léave if your employer's paid leave policy the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your **employer** cannot interfere with your FMLA rights or threaten Am I eligible to take FMLA leave? You are an eligible employee if <u>all</u> of the following apply: • You work for a covered employer, • You have worked for your employer at least cannot retaliate against you for requesting FMLA leave or cooperating with a WHD 2 months, • You have at least 1,250 hours of service for your employer during the 12 investigation. After becoming aware that your need for leave is for a reason that may nonths before your leave, and • Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" eligible for FMLA leave. If your employer determines that you are eligible, your employer rements. You work for a covered employer if one of the following applies: You must notify you in writing: About your FMLA rights and responsibilities, and How

your employer's normal policies for requesting leave. • Give notice at least 30 days before employer in court. Scan the OR code to learn your need for FMLA leave, or • If advance notice is not possible, give notice as soon as about our WHD complaint process.

WH1420 REV 04/23

DEPARTMENT OF EMPLOYMENT SERVICES

covered employees paid time off from work for qualifying parental, family, medical, and giving birth, for a maximum of 14 weeks. prenatal events. For more information about the Paid Family Leave program, please visit Applying for Benefits If you have experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn more about applying for Covered Workers To receive benefits under the Paid Family Leave program, you must work benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov. for a covered employer in DC. To find out if you are a covered worker, you can ask your Benefit Amounts Paid Family Leave benefits are based on the wages your employer paid employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. 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 Additionally, your employer is required to provide you information about the Paid Family current maximum weekly benefit amount is \$1,153. Employee Protection The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR). Under the Universal Paid Leave Act, the Office of Paid Family Leave is required

If you ask your employer for leave that could qualify for benefits under the Paid Family o provide notice of the following: That retaliation by a covered employer against a covered employee for requesting, Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year; applying for, or using paid-leave benefits is prohibited; Family leave - receive benefits to care for a family member for up to 12 weeks in a year; That an employee who works for a covered employer with under 20 employees shall Medical leave - receive benefits for your own serious health condition for up to 12 weeks not be entitled to job protection if he or she decides to take paid leave pursuant to this Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year. . That employees have a right to file a complaint with OHR if they feel they have been laximum Leave Entitlement Each kind of leave has its own eligibility rules and its own retaliated against for requesting, applying for, or using paid leave For more information on OHR and job protections, please visit the following web address: mit on the length of time you can receive benefits in a year. The maximum amount of eave 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. Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

### EQUAL EMPLOYMENT OPPORTUNITY

DISTRICT OF COLUMBIA PAID FAMILY LEAVE

**NOTICE TO EMPLOYEES** 

Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental leave after

**Equal Employment Opportunity (EEO) Workplace Poster** Updated: May 17, 2024 **Know Your Rights in the District of Columbia DC Human Right Act** 

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual or perceived):1 Family Responsibilities Credit Information Marital Status Matriculation Sex (including pregnancy) Personal Appearance Political Affiliation National Origin Sexual Orientation Genetic Information Religion Homeless Status Gender Identity or Expression Disability

**DC Family and Medical Leave Act** The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave: • for the birth of a child, an adoption or foster care; or to care for a seriously ill family member.

• to recover from a serious illness that left the employee unable to work for a total of 32

weeks during a 24 month period. During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior A school-related event means an activity sponsored either by a school or an 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 12 consecutive or non-consecutive months in the seven years immediately preceding the start days prior to the event, unless the need to attend the school-related event of the family or medical leave, and worked at least 1,000 hours during these 12 months.

It also allows up to 16 weeks of unpaid medical leave:

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit: • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001. Online at ohr.dc.gov; or Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense

Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer PARENTAL LEAVE ACT & DC FAMILY AND MEDICAL LEAVE ACT

Work Leave for Parenting Purposes. The District of Columbia Parental Leave Act allows employees who are parents or quardians to take 24 hours of leave (paid or unpaid) during a 12 month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event not a spectator. The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave. The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unusually difficult. Definition of Parent or Guardian

Parental Leave Act Workplace Poster

Updated: May 17, 2024

 biological mother or father of a child: · person who has legal custody of a child person who acts as a guardian of a child; aunt, uncle, or grandparent of a child; or is • a person married or in a domestic partnership to a person listed above. Employer Posting Requirements The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to

pay a fine of up to \$100 for each day the employer fails to post the notice. This documen s a factsheet and guidance provided by the D.C. Office of Human Rights (OHR) regarding legislative changes made to the D.C. Human Rights Act of 1977 (DCHRA) and the Office of Human Rights Establishment Act of 1999 (HREA). This document may be used for educational purposes only and not as legal advice to apply to a particular situation. Any person or entity in need of legal advice should consult an attorney. Filing a Complaint of a Violation If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the ncident with the Office of Human Rights (OHR). To file a complaint, visit: Questions about the OHR process can also be answered by phone at (202) 727-4559

 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

<sup>1</sup> For family or medical leave that began prior to November 13, 2021, an employee is eligible under the Act if she or he was employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested leave. The one year of service requirement did not need to have immediately preceded the request for leave. Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North Washington, DC 20001 ohr.dc.gov | Email: ohr@dc.gov | Phone: (202) 727-4559 | Fax: (202) 727-9589 | TTY: 771

### FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

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

HILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing. on-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay ripped 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 nployer must make up the difference. UMP AT WORK The FLSA requires employers to provide reasonable break time for a oursing employee to express breast milk for their nursing child for one year after the child's pirth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from oworkers and the public, which may be used by the employee to express breast milk. NFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other iolations. The Department may litigate and/or recommend criminal prosecution.

penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. ADDITIONAL INFORMATION • Certain occupations and establishments are exempt from the minimum wage, and/or vertime pay provisions. Certain narrow exemptions also apply to the pump at work · Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

# **OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT**



Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

health and safety concern with you or with

OSHA, or reporting a work-related injury or

rights under the law, including raising a

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the place

On-Site Consultation services are available

without citation or penalty, through OSHA-

supported consultation programs in every

to small and medium-sized employers,

any work-related inpatient hospitalization,

Comply with all applicable OSHA

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

of the alleged violations.

# All workers have the right to:

- retaliated against. Receive information and training on job hazards, including all hazardous
- 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.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

employer. Request copies of your medical records, tests that measure hazards in the

This poster is available free from OSHA.

Contact OSHA. We can help.

Office of Human Rights Status as a victim or family member of a victim of Domestic Violence, Sexual Offense or Stalking (DVSOS) Sexual harassment and harassment based on other protected categories is prohibited by the Act. If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur. Medical certification and reasonable prior notice when applicable. **DC Parental Leave Act** In accordance with the DC Parental Leave Act of 1994, an emp parent shall be entitled to a total of 24 hours leave<sup>2</sup> during any 12-month period to attend or participate in school-related events for his or her child. A parent is defined as the: biological mother or father of a child person who has legal custody of a child; · person who acts as a guardian of a child; aunt, uncle, or grandparent of a child; or in a person married to a person listed above. associated organization. cannot be reasonably foreseen. Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North Washington, DC 20001 ohr.dc.gov | Email: ohr@dc.gov | Phone: (202) 727-4559 | Fax: (202) 727-9589 | TTY: 771

> **DC Family Medical Leave Act Workplace Poster** Office of Human Rights Updated: May 17, 2024 **Know Your Rights in the District of Columbia** Work Leave for Family or Medical Purposes\_The District of Columbia Family and

eligible employees with 16 weeks of family leave and 16 weeks of medical leave during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act. Family Leave Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave. Medical Leave Eligible circumstances for medical leave under DCFMLA includes An employee is considered a parent or guardian for purposes of this Act if he or she is: recovering from a serious illness rendering the employee unable to work. Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. The employer may require medical certification and reasonable prior notice when applicable. **Employee Eligibility** 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<sup>1</sup>. The District government is considered a single

Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide

employer. The above eligibility requirements can be met by considering employment at nore than one District agency. **Employer Posting Requirements** The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice. Filing a Complaint of a Violation\_If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit: Questions about the OHR process can also be answered by phone at (202) 727-4559

· 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

The law requires employers to display this poster where employees can readily see it. be assessed for violations of the FLSA's child labor provisions. Heightened civil money **DIVISIÓN DE HORAS Y SALARIOS** 

imployers may be assessed civil money penalties for each willful or repeated violation of num wage or overtime nay provisions of the law Civil money penalties may also

**Employers must:** 

illness.

standards.

understand.

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

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- substances in your workplace.
- Participate (or have your representative participate) in an OSHA inspection and
- See any OSHA citations issued to your
- workplace, and the workplace injury and illness log.

### 1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov DC-1224-F04

state.