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 an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. 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.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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

Federal Minimum Wage state minimum wage law are obligated to pay the higher rate

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009
The law requires employers to display this poster where employee OVERTIME PAY east 11/2 times the regular rate of pay for all hours worked over 40 in a workwee eclared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various on-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural

TIP CREDIT: Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. NURSING MOTHERS (PUMP AT WORK): The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

which may be used by the employee to express breast milk

What Organizations are Covered?

State and local governments (as emp Educational institutions (as employers

Staffing agencies

ENFORCEMENT:

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimur wage, overtime, and other violations. The Department may littigate and/or recommend criminal prosecution. Employers me be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or 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. Certain narrow exemptions also apply to the pump at work requirements. • Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the

Pregnant Workers Fairness Act (PWFA)

employers to provide "reasonable accommodations" to a qualified worker's known limitations related to regnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer n "undue hardship." An undue hardship is defined as causing significant difficulty or expense. easonable accommodations" are changes to the work environment or the way things are usually done at work. WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Receiving closer parking Having flexible hours Receiving appropriately sized uniforms and safety apparel Receiving additional break time to use the bathroom, eat, and rest WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include:

Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC) The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and bond with a new child (enforced by the U.S Department of Labor)

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiria about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also require that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated reterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed

etaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise posses discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccpheipdesk.doj.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

ohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assis applyment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employme applyment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Ec nendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which rec

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you

ontact Us" webpage at https://www.dol.gov/agencies/ofccp/conta PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

is' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination

ns of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amende

Learn more at www.EEOC.gov/Pregnancy-Discrimination Updated 6/2

Equal Employment Opportunity

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 rrent and former), including managers and temporary employees nion members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

roceeding. Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy What Employment Practices can be Challenged as Discriminatory?

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

Inder the District of Columbia Human Rights Act of 1977, as amended

Right to Breastfeed

· A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with

· An employer must provide reasonable daily unpaid break-time, as required by an employee so she may The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee. An employer is not required to provide break-time if it would create an undue hardship on the operations of the • 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 The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements. • The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the

> THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
> 441 4th Street, NW : Suite 570 North : Washington, DC 20001 [202] 727 / 4559 or ohr.dc.gov

any person to practice discrimination in the rental or sale of housing accommodations and commercial

Fair Housing

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 Source of Income Marital Status mily Responsibiliti lace of Residence or Busine Personal Appearance Matriculation Victim of an Intra-Family Sexual Orientation Political Affiliation Offense Gender Identity or Express (Domestic violence)

space in the District of Columbia on the basis of the above categories. The D.C. Human Rights Act of 1977, Section 2-1402.21 of the D.C. Code, prohibits acts performed wholly or partially for a scriminatory reason: "To interrupt, or terminate, or refuse, or fail to initiate or conduct any transacti in real property; or to require different terms for such transaction; or to represent falsely that an interest in real property is not available for transaction;..." Similar prohibitions apply to "blockbusting, COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:

ernment of the District of Columbia The D.C. Office of Human Rights 441 4th Street N.W., Suite 570N

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

Workers' Compensation

ABOR 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) //ARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny nsurance benefits if false information materially related to a claim was provided by the applicant.

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. It is unlawful for

NOTICE OF COMPLIANCE
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 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.

2. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit http://does.dc.gov for information.

3. You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.

4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7 A DCWC. Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.

5. 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 visit http://does.dc.gov 5. The law gives you the right to legal representation if you so choose.

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

You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office f Workers' Compensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or isease, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.

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 disable 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.go NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.

The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations. NAME OF INSURANCE COMPANY

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

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you.. Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to ..

Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

NAME OF INSURANCE COMPANY

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster 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

Emergency Notice

AMBULANCE:	FIRE-RESCUE:
HOSPITAL:	PHYSICIAN:
ALTERNATE:	POLICE:
OSHA:	HAZARDOUS MATERIAL:

Payday Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY PAY SCHEDULE IS ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

PAYCHECKS ARE ISSUED ON THE



TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER, COM



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

MINIMUM WAGE RATES

State Minimum Wage

Employees who do not receive gratuities	Employees who receive gratuities	
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019	
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020	
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021	
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022	
\$17.00 per hour beginning July 1, 2023	\$8.00 per hour beginning July 1, 2023	
Beginning in 2021, the minimum wage will increase during each successive year pursuant to the	Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective	

Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at <u>www.does.dc.gov</u> for the yearly ditional payment required is 8 cents per hour

The minimum wage provision does not ap<mark>ply</mark> in instances where other laws or regulat<mark>io</mark>ns establish ninimum wage rates for the following: l. Handicapped workers may be paid less only when the employer has received an author<mark>iz</mark>ing certificate from the U.S. Department of Labor. 2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid

pursuant to that Act. 3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act. I. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act. . Students employed by institutions of higher education may be paid the minimum wage established by the United States government. . The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult earners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid ne 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 o. 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: In a bona fide executive, administrative, professional, computer, or outside sales capacity 2. As a private household worker who lives on the premises of the employer; 3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half imes 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

4. As a seaman, by a railroad, as an attendant in a parking lot or parking garage, <mark>or in newspaper</mark>

6. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing auto-

5. By an air carrier who voluntarily exchanges workdays with another employee for the primar

ourpose of utilizing air travel benefits available to these employees; or

nome delivery

mobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in 2. An employer shall submit its quarterly wage reports online unless the employer claims that online the business of selling these vehicles to ultimate purchasers. NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012. removed the overtime exception for employees of a car wash. Car wash employees are entitled to overtime for all hours worked over a forty-hour workweek. The United States Department of Labor's Home Care Rule, effective November 12, 2015, became applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care aides, caregiv-

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.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT Generally, to request FMLA leave you must

 The birth, adoption or foster placement of a child with you, our serious mental or physical health condition that makes y To care for your spouse, child or parent with a serious mental or physical health condition, and • Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care

employer-provided paid leave if your employer's paid leave policy covers the reason for which you need You are an **eligible employee if all** of the following apply: You work for a covered employer, You have at least 1.250 hours of service for your employer during the 12 months before your leave, and

• You work for a private employer that had at least 50 employees during at least 20 workweeks in the You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

clothing required by employer or by law or pay the employee 15 cents per hour in addition to the minimum wage (maximum required is \$6.00 per week) for washable uniforms. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour. When the employer cleans and maintains but the employee purchases, the ad-

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work. a maximum of one (1) meal deduction is allowed. For over four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees that live on the employer's premises, no more than \$6.36 per day can be deducted.

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

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

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

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

ees." If an employee's hourly tip earnings (averaged weekly) added to the service rate do not equal

dance with the regulations set forth in this document under tipped employees) to "tipped employ-

the minimum wage, the employer must pay the difference

REPORTING OF THE QUARTERLY WAGE REPORT An employer who employs an employee who receives gratuities shall submit a quarterly wage repo within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the 1. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is located at https://www.essp.does.dc.gov/.

reporting creates a hardship, in which case the employer shall submit its reports in hard-copy form 3. The Mayor shall provide reporting requirements training to educate employers about the reporting requirements and use of the Internet-based portal. ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR All labor laws enforced within the District of Columbia can be found on www.does.dc.gov

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE HOUR

4058 Minnesota Avenue, N.E. Washington, D.C. 20019 (202) 671-1880 | www.does.dc.gov

Family Medical Leave Act

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible

employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of abor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

ou have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced

Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer if one** of the following applies:

Follow your employer's normal policies for requesting leave · Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible

If you are eligible for FMLA leave, your employer must

· Allow you to take job-protected time off work for a qualifying reasor

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your** employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to verify medic leave and may request certification of a qualifying exigency The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer

• Continue your group health plan coverage while you are on leave on the same basis as if you had not

determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information? Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more. If you believe yo<mark>ur rig</mark>hts under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

Scan the QR code to learn about our WHD complaint process. For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

USERRA

HEALTH INSURANCE PROTECTION

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. REEMPLOYMENT RIGHTS

FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

u have the right to be reemployed in your civilian job if you leave that job to perform service in the you ensure that your employer receives advance written or verbal notice of your service: • you have five years or less of cumulative service in the uniformed services while with 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 If you are eligible to be reemployed, you must be restored to the job and benefits you would have 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

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

• The U.S. Department of Labor, Veterans Employment and Training Service (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/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps dol.gov/elaws/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA luding testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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.



Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. 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 refusing to take a test or for exercising other rights under the Act. 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

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 quard), 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 The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. 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.

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 EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

DC Family Medical Leave Act DC Family and Medical Leave Act-

Work Leave for Family or Medical Purposes e 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 eave 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. igible 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 Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

he 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

The employer may require medical certification and reasonable prior notice when applicable n 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 requirements can be met by considering employment at more than one District agency.

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

iling a Complaint of a Violation 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 luman 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 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.

Equality of Education

DISTRICT OF COLUMBIA FOLIALITY IN EDUCTION In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01, it is unlawful for any person to practice discrimination in educational institutions on the basis of actual or perceived:

Race	Age	Familial Status
Color	Marital Status	Family Responsibilities
Sex (Gender or sexual harassment)	Personal Appearance	Political Affiliation
National Origin	Sexual Orientation	Disability
Religion	Gender Identity or Expression	Source of Income

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Section 2-1402.41 makes it unlawful for an educational institution "To deny or restrict, or to abridge or condition the use of, or access to, any of its facilities, services, programs or benefits of any program or activity, to any person otherwise qualified ... COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH: Government of the District of Columbia Office of Human Rights Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 www.ohr.dc.gov

Accrued Sick & Safe Leave Act

ACCRUED SICK AIRD SHEEL LEAVE ACL OF 2006

(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. Tursuant 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

Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to February 22, 2014. Paid leave accrues on an employer's established pay period. 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 for leave is unforeseeable. Accrue

Accrue of paid leave is determined by the type of business, the number of 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 the employees the employee 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:

If an employer has Employees accrue at least.. Not to exceed 100 or more employees 1 hour per 37 hours worked 7 davs per calendar vear 25 to 99 employees 1 hour per 43 hours worked 5 days per calendar year 1 hour per 87 hours worked UNUSED LEAVE
Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination 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

e DC Department of Employment Services, Office of Wage Hour can investigate possible violations, access employer records, enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a suit of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of the third and any subsequent offense, iffteen hundred dollars (\$1,500) for the second offense, and two thousand dollars (\$2,000) for the third and any subsequent offenses.

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION To request full text of the Act, to obtain a copy of the rules associated with visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 2001 ed with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or 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 Ac

Public Accomodations

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

o 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 accom

n 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

DISTRICT OF COLUMBIA PUBLIC ACCOMMODATIONS NOTICE OF NON-DISCRIMINATION

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

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

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

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:



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 rovide reasonable workplace accommodations for employees whose ability to perform job duties

Temporarily transferring the employee to a less strenuous or hazardous position

More frequent or longer breaks;
Time off to recover from childbirth;

Sex (Gender or sexual

National Origin

Religion

omplaint with the EEO Director at the

FAMILY AND MEDICAL LEAVE ACT OF 1990

• for the birth of a child, adoption or foster care • to care for a seriously ill family member

And up to 16 weeks of unpaid medical leave:

What is a Building Service Employee

nerican Job Centers listed below

American Job Center – Headquarters

4058 Minnesota Avenue, N.E.

Washington, DC 20019

(202) 724-2337

Telephone number (202) 727-4559.

weeks of unpaid family leave:

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

Purchasing or modifying work equipment, such as chairs; Temporarily restructuring the employee's position to provide light duty or a modified work Having the employee refrain from heavy lifting; Relocating the employee's work area; or Providing private (non-bathroom) space for expressing breast milk. Prohibited Actions by Employers

Refuse an accommodation unless it would cause significant hardship or expense to the Take adverse action against an employee for requesting an accommodation Require an employee to take leave if a reasonable accommodation can be provided; or Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

NOTICE OF NON-DISCRIMINATION DISTRICT OF COLUMBIA GOVERNMENT EMPLOYEES

In accordance with the District of Columbia Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01

et seq.. (Act) the District of Columbia does not discriminate on the basis of actual or perceived

Age Marital Status

Personal Appearance

Gender Identity o

Expression

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition,

Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary

Equal Employment Opportunity Rules Governing Complaints of Discrimination in the District of

If you feel you have been discriminated against in any of the above areas you may elect to either go directly to the court to file a complaint

within one year of the alleged discrimination or you may report the act within 180 days to your departmental EEO counselor who has 21 days to resolve the matter. If you are not satisfied with the results, you have 15 days to file a formal

If you have any questions regarding this process you may contact the Intake Unit at the Office of

The District of Columbia Family and Medical Leave Act of 1990, D.C. Law 8-181, requires, effective April 1, 1991, all employers of 20 or more employees in the District of Columbia to provide up to 16

Columbia Government, Title 4 DCMR Chapter 1 and Chapter 5 protects your job-related benefits which include but are not limited to:

Recruitment

Family Responsibilities

Matriculation

Political Affiliation

Genetic Information

Disability

Reassignment

Separation/Termination

441 4th Street NW. Suite 570 N. Washington, DC 20001 **Non-Discrimination**

ohr.dc.gov

(OHR). To file a complaint, visit:

• Online at ohr.dc.gov; or

Office of Human Rights

phone: (202) 727-4559

fax: (202) 727-9589

DISTRICT OF COLUMBIA Office of Human Rights

During the period of leave, an employee shall not lose any employment benefits such as seniority or The employer may require medical certification and reasonable prior notice when applicable. The Ac applies to employees who have worked for the employer for one year without a break in service and who have worked at least 1000 hours during the last 12 months. Employers may have leave policies which are more generous than those required by the Act.

A COMPLAINT CONCERNING A DENIAL OF RIGHTS UNDER THIS ACT MUST BE FILED WITHIN ONE YEAR OF THE OCCURRENCE OR DISCOVERY OF THE VIOLATION. If you feel you have been discriminated against in any of the above areas you may elect to either do

ontact the Intake Unit at the Office of Human Rights; Telephone number (202) 727-4559. PARENTAL LEAVE ACT OF 1994 In accordance with District of Columbia Law 10-146, effective August 17, 1994, an employee who is a parent shall be entitled to a total of 24 hours leave* during any 12 month period to attend or participate in school-related events for his or her child.

• "Parent" means natural mother or father of child; · A person who has legal custody of a child; · A person who acts as a guardian of a child regardless of legal appointment; · An aunt, uncle, or grandparent of a child; or · A person married to a person listed above. · "School-related event" means an activity sponsored by either a school or an associated

family, vacation, personal, compensatory, or leave bank leave that has been provided by the employer. If you feel you have been discriminated within one year of the alleged discrimination or you may report the act within 180 days to your departmental EEO counselor who has 21 days to resolve the matter. If you are not satisfied with the results, you have 15 days to file a formal complaint with the EEO Director. If you have any questions

EEO Counselor Location Telephone

For answers to questions concerning the Act or to file a complaint under the Act, contact Government of the District of Columbia • Office of Human Rights 441 4th Street, N.W., 570N

NOTICE TO EMPLOYEES

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about t Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov. it tiles e tillee (3) tilles. . At the time you were hired; . At least once a year; and s. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program

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

Derental leave - receive benefits to bond with a new child for up to 12 weeks in a year;

The pare for a family member for up to 12 weeks in a year. ach kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. owever, there is an exception for pregnant women who take prenatal leave. Pregnant women are eligible for 2

weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 f 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 benefits with the Office of Paid Family Leave at dcpaidfamilyleave. Paid Family Leave benefits are based on the wages your employer paid 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 current maximum weekly benefit amount is \$1,118.

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

Building Services

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Certain exceptions apply

• When a covered employee is taking covered leave, the leave shall count towards the 30-hour minimum work week; provided that at each covered location, up to 20% of the work hours that are available for

pertinent provisions of this Act and information about filing of a complaint pursuant to the Act. A covered employer shall post every notice required to be posted by this act in English and all languages spoken by covered employees with limited or no-English proficiency, as defined in section 2 of the anguage Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167;D.C. Official Code g 2-1931). (b) A covered employer who fails to comply with the posting requirements of this section shall be subject t he penalty set forth. (See section 8 of the Act for penalties) Penalties

• A covered employer who willfully violates the posting requirements of section 5 shall be assessed a civil penalty not to exceed \$100 for each day that the covered employer fails to post the notice; provided that the total penalty shall not exceed \$500. of the total periods of the second source.

A covered employer who fails to comply with any of the requirements of this act, other than the posting requirements, shall be subject to a fine of not more than \$5,000 for each violation for each day that the violation continues. For the first violation, a maximum fine of up to (A) \$500 will be imposed; and (B) for any subsequent violation, a maximum fine of up to \$1,000.

Unemployment Insurance NOTICE TO EMPLOYEES

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

(EMPLOYMENT OF MINORS, D.C. CODE, TITLE 36, CHAPTER 5, SECTION 36-501 THROUGH NO MINOR UNDER 14 YEARS OF AGE SHALL BE EMPLOYED* in any gainful occupation with the exception that minors 10 years of age and over may be employed outside of school hours in the distribution of newspapers and minors 12 years of age and over may be employed in the sale of AGE REGULATIONS No minor under 12 years of age shall distribute, sell or expose or offer for sale any newspapers, magazines, periodicals or any other article of merchandise of any disposition or any description or

(1) in the operation of any machinery operated by power other than hand or foot power; (2) in oiling, wiping or cleaning machinery or assisting therein. This section does not apply to any duly approved vocational education program or training under the auspices of the D.C. Board of Education or the Trustees of the University of The District of Columbia. No minor under 18 years of age shall be employed: at operating any freight or non-automatic elévator
 in any quarry, tunnel or excavation. No minor under 16 years of age shall be employed in the stuffing of newspapers (inserters), nor shal work of any minor 16 or 17 years of age employed stuffing newspapers exceed 40 hours in any one

No minor under 16 years of age shall be employed at any of the following occupations

week nor shall such minor be employed on more than one night in any week.

Sex (including pregnancy)

A parent is defined as the:

c) of this section, of:

Protected Traits in the DC Human Rights Act

accommodations and educational institutions.

piological mother or father of a child;

IN CONNECTION WITH NOR FORM A PART OF THE BUSINESS, TRADE PROFESSION OR OCCUPATION OF THE EMPLOYER employed in violation of the provisions of this Act, shall for the first offense be punished by a fine of not less than \$25.00 nor more than \$100.00 or imprisonment of not less than 10 days nor more than

Equal Employment Opportunity

Offense or Stalking (DVSOS)

• Homeless Status 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 person who has legal custody of a child: person who acts as a guardian of a child;
aunt, uncle, or grandparent of a child; or is a person married to a person listed above. A school-related event means an activity sponsored either by a school or an associated

Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event junless the need to attend the school-related event cannot be reasonably fores To file a complaint about a violation of these laws with the Office of Human Rights, visit: • Online at contraint about a violation of these laws with the Onlice of Human Rights, visit.
• Online at ohr.dc.gov; or
• In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.
Questions can also be answered by phone at (202) 727-4559.

* Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place An employee is eligible under the Act if they have 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. of residence or business, sealed eviction record, and status as a victim of an intrafamily offense.

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES Labor Standards Bureau • Office of Wage-Hour The Wage Theft Prevention Amendment Act of 2014 The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of February 26, 2015. The law includes provisions to enhance applicable remedies, fines, and administrative penalties when an employer fails to pay earned wages, to provide for suspension of business licenses of employers that are delinquent in paying wage judgments or agreements, to clarify administrative procedures and legal standards for adjudicating wage disputes, to require the employer to provide written notice to each employee of the terms of their employment, and to Written Employment Notice:
As an employer of the District of Columbia, upon hire, you are required to provide a notice to employees of their employment. Also, within 90 days of the effective date of WTPAA, every employer shall furnish to each employee at the time of hiring a written notice in English in the form

In accordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be

entitled to a total of 24 hours leave** during any 12 month period to attend or participate in school-related events for his or her child.

made available by the Mayor pursuant to subsection (e) of this section. If, pursuant to subsection (e) of this section, the Mayor has made available a translation of the sample template in a second language that is known by the employer to be the employee's primary language or that the employee requests, the employer also shall furnish written notice to the employee in that second language. The notice shall contain the following information: This notice must include: The name of the employer and any "doing business as" (DBA) names used by the employ er
 The physical address of the employer's main office or principal place of business, and a mailing address if different 3) The telephone number of the employer
4) The employee's rate of pay and the basis of that rate, including:

b. Salary, Piece Rate, or commission (whichever is applicable)
c. Any allowances claimed as part of the minimum wage, including tip, meal, or lodging

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

 d. Overtime rate of pay or exemptions from overtime pay
 e. Living wage or exemptions from the living wage f. Any applicable prevailing wages
5) The Mayor shall make available for temporary staffing firms a sample template of the notice required by section 9a(b) within 60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014. passed on 2nd reading on July 14, 2014 (Enrolled version of Bill 20-671). The Mayor also shall make available for employers a translation of the sample template in any language required for vital documents pursuant to the Language Access Act (D.C. Law 15-167, § 4; D.C. Code§ 2-1933). • When the employer is a subcontractor and has failed to pay an employee any wages earned, the subcontractor and the general contractor shall be jointly and severally liable to the subcontractor's employees for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act. When a temporary staffing firm assigns an employee to perform work at or provide services for another organization, the temporary staffing firm shall furnish the employee a written notice in English, in the form of the sample template made available by the Mayor pursuant to subsection

(1) The specific designated payday for the particular assignment;
(2) The actual rate of pay for the assignment and the benefits, if any to be provided;
(3) The overtime rate of pay the employee will receive or. if applicable. inform the employee that the position is exempt from additional overtime compensation and the basis for the overtime exemption; (4) The location and name of the client employer and the temporary staffing firm; 5) The anticipated length of the assignment; 6) Whether training or safety equipment is required and who is obligated to provide and pay for (7) The legal entity responsible for workers compensation should the employee be injured on the job; and (8) Information about how to contact the designated enforcement agency for concerns about safety, wage and hour, or discrimination.

• Every employer shall pay all wages earned to his employees on regular paydays designated. in advance by the employer and at least twice during each calendar month, except that all bona fide administrative, executive, and professional employees (as defined in 7 D.C.M.R. 999.1) shall be paid at least once per month;

Notice of Complaint

For any employer alleged to be in non-compliance with the Act, The Mayor shall deliver two (2) notices to the employer. Notice of Complaint that specifies: a. The alleged violation
b. Potential damages, penalties, and other cost c. Rights and obligations of the parties d. Process for contesting the complaint

2. Notice of Investigation that must be posted for all employees to see for a period of at least 30 a. An investigation is being conducted

Columbia. The DC Human Rights Act prohibits discrimination in housing, employment, public

10. Gender identity or expression: your gender-related identity, behavior, appearance, expression or behavior which is different from what you are assigned at birth

but is not limited to, your children, grandchildren and parents.

12. **Political affiliation:** belonging to or supporting a political party

11. Family responsibilities: supporting a person in a dependent relationship, which includes,

14. Matriculation (applies to housing, employment and public accommodations): being enrolled

13. Disability: a physical or mental impairment substantially limiting one or more major life

activities (includes HIV/AIDS) Additional Traits Applicable to Some Areas include:

17. **Genetic information** (applies to employment and public accommodations): Your DNA or family history which may provide information as to a person's predisposition or likely to come down with a disease or illness. geographical location of home or work subjected to domestic violence, sexual assault and stalking

> Updated September 11, 2017. 441 4th Street NW. Suite 570N Washington, DC, 20010 Phone: (202) 727-4559

> > facebook.com/dcohr twitter.com/dchumanrights instagram.com/dchumanrights

Fax: (202) 727-9589 ohr.dc.gov

he employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medica condition and need for a reasonable accommodation; and (3) the probable length of time the commodation should be provided. If you believe an employer has wrongfully denied you a reasonable accommodation or has

discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related

OHR will perform the initial mediation and investigation. If probable cause exists, administrative

* 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

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

law judges at the Commission on Human Rights will make a final determination.

edical condition, you can file a complaint within one year with the DC Office of Human Rights

If you are not satisfied with the results, you have 15 days to file a formal complaint with the EEO Director at the Office of Human Rights. If you have any questions regarding this process you may Source of income and place of residence or business are not protected categories in employmen

the act within 180 days to your departmental EEO counselor who has 21 days to resolve the matte

ainst in any of the above areas you may elect to either go directly to the court to file a complaint

• to recover from a serious illness rendering the employee unable to work for a total of 32 weeks during a 24-month period

Paid Family Leave

Employee Protection
The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR).
Under the Universal Paid Leave Act, the Office of Paid Family Leave is required to provide notice of the following:
1. That retaliation by a covered employer against a covered employee for requesting, applying for, or using paid-leave benefits is prohibited:
2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job. leave benefits is prohibited;

2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job protection if he or she decides to take paid leave pursuant to this act; and

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.

For more information on OHR and job protections, please visit the following web address: ohr.dc.gov.

DIRECTOR

American Job Center - Southeast

3720 Martin Luther King, Jr. Avenue, S.E.

Washington, DC 20032 (202) 741-7747

When a covered employee is taking covered leave, the leave shall count towards the 30-hour minimum work week; provided that at each covered location, up to 20% of the work hours that are available for covered employees engaged in cleaning service may be preserved for part-time covered employees with a minimum shift of 4 hours per night and 20 hours per week per covered employee for up to a total of 1 art-time positions permitted per covered location. Posting Requirements

• A covered employer shall post and maintain the notice in a conspicuous place, which shall be prescribed by the Mayor and provided to each covered employer that shall include excerpts or summaries of the

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

Information on Unemployment Compensation in the District of Columbia

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.

hour shall be 9:00 PM.

American Job Center - Northeast

CCDC - Bertie Backus Campus

5171 South Dakota Avenue, N.E., 2nd Floor

HOUR STANDARDS

No minor between the ages of 14 and 18 years of age shall be employed in any gainful occupation unless he/she has obtained a work permit. The employer shall keep the work permit on file and accessible to any person authorized to enforce this Act. No minor between 12 and 18 years of age shall be employed in the sale of newspapers, magazines or any other articles or merchandise, in any street or public place unless he/she has procured and is distribute handbills or circulars in any street or public place; except minors 10 years of age and over may engage in the distribution of newspapers, magazines or periodicals on fixed routes. This section wearing in plain sight a street trades badge issued by the Work Permits Unit. No permit or badge shall be valid except for the employer named thereon and for the specific occupation designated. does not apply to the distribution or circulation of political literature or petitions or such other materials

10:00 PM, and no minor 14 or 15 years of age shall be employed before the hours of 7:00 AM nor

after the hour of 7:00 PM, except during the summer (June 1 through Labor Day) when the evening

Whoever employs any minor in violation of any of the provisions of the D.C. Child Labor Law or any order issued under the Act or interferes with or obstructs or hinders the enforcement of the D.C. Child Labor Law and whoever having under his/her control or custody any minor permits him/her to be

State Equal Employment Opportunity

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):* Age
 Marital Status

· National Origin Gender Identity or Expression Sexual harassment and harassment based on other protected categories is prohibited by the 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. It also allows up to 16 weeks of unpaid medical leave: • to recover from a serious illness that left the employee unable to work for a total of 32 weeks

Rules against Retaliation

The WTPAA extends the protection and it also gives the Mayor power to enforce this law. Threats are now included as a form of retaliation
 It is illegal for any person to retaliate. This law protects employees even if their employer incorrectly believes they made a complaint Wage-Hour Investigation
 Administrative Law Judge Hearing Civil Court Proceedings Potential Penalties
Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a)

> shall be guilty of a misdemeanor and, upon conviction, shall be fined: • Five hundred dollars for failure to provide notice of investigation to employees 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. 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

has or has not occurred. If a hearing is not requested, the person to whom notification of violation was provided shall transmit to the Mayor the amount of the penalty within 15 days following notification. There is established as a special fund the Wage Theft Prevention Fund ("Fund"), which shall be dministered by the Department of Employment Services. The Fund shall be used to enforce e 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 Act, and the Living wage Act. The money deposited into the Fund, and interest earned, shall not revert to the unrestricted fund balance of the General Fund of the District of Columbia at the end of a fiscal year, or at any other time.

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

Any person who willfully or negligently violates any of the provisions of §32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or to imprisonment of not more than six (6) months, or both No person shall be imprisoned under this section except for an offense committed willfully afterthe conviction of that person for a prior offense under this section.
 Prosecutions for violations of this subchapter shall be in the Superior Court of the District ofColumbia and shall be conducted by the Attorney General of the District of Columbia.

In addition to and apart from the penalties or remedies provided for in this section, the Mayorshall assess and collect administrative penalties as follows: 1. For the first violation, \$50 for each employee or person whose rights under this Act areviolated for each day that the violation occurred or continued; 2.For any subsequent violations, \$100 for each employee or person whose rights under this Actare violated for each day that the violation occurred or continued;
3.\$500 for each failure to maintain payroll records or to retain payroll records for three (3)years or whatever the prevailing federal standard is, whichever is greater for each violation 4.\$500 for each failure to allow the Mayor to inspect payroll records or perform any 5.\$500 for each failure to provide each employee an itemized wage statement or the

October 21, 1968 (82 Stat 1203, D.C. Official Code § 2-501 et seq).

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

DC Human Rights Act in a college, university 15. Familial Status (applies to housing, public accommodations and The DC Office of Human Rights enforces the DC Human Rights Act, which makes discrimination educational institutions): a parent or guardian with children under 18 16. Source of Income illegal based on 20 protected traits for people that live, visit or work in the District of (applies to housing, public accommodations and educational institutions): origination of a

Institutions include: 18. Place of Residence or Business (applies to housing and public accommodations): . Race: classification or association based on a person's ancestry or ethnicity 19. Status as a Victim of an Intrafamily Offense (applies to housing): a person who was . Color: skin pigmentation or complexion Religion: a belief system which may or may not include spirituality National origin: the country or area where one's ancestor's are from 5. Sex: a person's gender; includes sexual harassment and a woman's right to breastfeed . Marital status: married (same-sex or opposite-sex), single, in a domestic partnership divorced, separated, and widowed 8. Personal appearance: outward appearance, but is subject to business requirements or Please note that these definitions are not exhaustive. 9. **Sexual orientation:** homosexuality, heterosexuality, and bisexuality

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The leave provided by this Act may consist of unpaid leave unless the parent elects to use any paid

regarding this process you may contact the Intake Unit at the Office of Human Rights; Telephone number (202)727-4559.

Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 www.ohr.dc.gov

NOTICE OF NEW REGULATIONS D.C. Act 21-485 (Act), also known as the Building Service Employees Minimum Work Week Act of 2016. itorial services, building maintenance services, or other services in or around a covered location to maintain the repair, cleanliness, and overall quality of the covere

For the complete text of the Building Service Employees Minimum Work Week Act of 2016, go to D.C. Act 21-485. If you have any questions, please contact or visit: Department of Employment Services, Office of Wage-Hour, 4058 Minnesota Avenue, SE, Suite 3600, Washington, D.C. 20019, (202) 671-1880.

American Job Centers Hours of Operation: Monday - Thursday 8:30 a.m. - 4:30 p.m. | Friday 9:30 a.m. - 4:30 p.m

Child Labor Law No minor 16 or 17 years of age shall be employed before the hour of 6:00 AM nor after the hour of

American Job Center - Northwest

2000 14th Street, N.W., 3rd Floor

(202) 442-4577

EXCEPTION: MINORS BETWEEN 14 AND 18 YEARS OF AGE MAY BE EMPLOYEDWITHOUT AWORK PERMIT OUTSIDE OF SCHOOL HOURS IN IRREGULAR OR CASUALWORK USUAL TO THE HOME OF THE EMPLOYER; PROVIDED, THAT SUCH EMPLOYMENT SHALL NOT BE

No minor under 18 years of age shall be employed in connection with any gainful occupation more than six (6) consecutive days in any one week or more than 8 30 days or by both upon the discretion of the court. *NOTE: THE TERM "EMPLOYED" WHEREVER USED SHALL INCLUDE EMPLOYED, PERMITTED OR SUFFERED TO WORK.

Matriculation Political Affiliation Status as a victim or family member of a Personal Appearance ictim of Domestic Violence. Sexual Sexual Orientation Genetic Information

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

** 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,

Wage Theft Prevention Act

for any subsequent offense, an amount per affected employee of not more than \$5,000.

Any employer who willfully fails to comply with the provisions of this Act or the Living Wage Act • For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more than \$10,000, or imprisoned not more In addition to and apart from any other penalties or remedies provided for in this Act or the Living Wage Act, the Mayor shall assess and collect administrative penalties as follows: For the first offense, \$50 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued.

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

Section 7a – Wage Theft Prevention Fund

• Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:

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

writtennotice as required by section 9(b) and (c); and 6.\$100 for each day that the employer fails to post notice as required under section 10(a). ASSLA Penalties D.C. Official Code § 32-131.12 An employer who willfully violates the requirements of this Act shall be subject to a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor determines that an employer has violated any provision of this Act, the Mayor shall order the employer to provide affirmative remedies including compensatory damages, punitive damages, and additional damages as provided in the law. The administrative fines and penalties collected under this section shall be deposited in the Wage Theft

information bearing on an employee's creditworthiness, credit standing, credit capacity or credit Enforcement of this protected trait becomes effective October 1, 2017

20. Credit Information* (applies to employment): any written, verbal or other communication of