**Employers** — You have a legal obligation to

that could cause employees serious harm or death.

**Employers must provide workplaces free from recognized hazards** 

Comply with all workplace safety and health rules that apply to

your business, including developing and implementing a writter

accident prevention plan (also called an APP or safety program)

• Post this notice to inform your employees of their rights and

hazardous exposures and provide required personal protective

■ Allow an employee representative to participate in an L&I safety/

health inspection, without loss of wages or benefits. The L&I

inspector may talk confidentially with a number of employees.

■ If you are cited for safety and/or health violations, you must

prominently display the citation at or near the place of the

violation for a minimum of seven working days, excluding

Firing or discriminating against any employee for filing a complaint

weekends and holidays. It must remain posted until all

or participating in an inspection, investigation, or opening or

This poster is available free from L&I at

Free assistance from the Division of Occupational Safety

Training and resources to promote safe workplaces.

On-site consultations to help employers identify and

fix hazards, and risk management help to lower your

www.Lni.wa.gov/RequiredPosters.

■ Prior to job assignments, train employees how to prevent

protect employees on the job.

**Actions you must take:** 

responsibilities.

equipment at no cost.

violations have been corrected.

closing conference is illegal.

and Health (DOSH)

workers' compensation costs.

**Family Medical Leave Act** 

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT** 

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for

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

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

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

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

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

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against

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** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

JSERRA 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

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

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military

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

n the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

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 congressiona

Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.84 per hour. For more information about Washington's minimum wage law, see the required workplace poster Your Rights as a Worker or visit www.Lni.

wa.gov/workers-rights. Who must be paid minimum wage? The wage applies to workers in both agricultural and non-agricultural jobs. Although there are some exemptions, most workers must be paid

the minimum wage for all "hours worked" as required by state law. "Hours worked" includes opening and closing the business, and required meetings and training. Any time spent by an employee in the performance of these duties must be recorded and paid.

Can a business count workers' tips when making sure they get at least minimum wage?

No. Businesses may not use tips as credit toward minimum wages owed to a worker.

What is the difference between the state and federal minimum wage? The federal Department of Labor minimum wage is \$7.25 an hour. In states that set rates that differ from federal law, the higher rate applies. Most Washington employers are subject to both federal and state minimum wage and overtime laws. The effect of this dual coverage is that the

employer must follow the higher standard, meaning the one most beneficial to the employee, when there are differing requirements in the laws.

You can also find a program in your area that can help. Find out more

## **Domestic Violence Resources**

Everyone deserves a healthy relationship No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power and control over another. These behaviors can include isolation, emotional abuse, monitoring, controlling finances, or physical and sexual assault.

Everyone should be free to make their own choices in relationships. If you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the

support you deserve. No names, no fees, and no judgement. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY).

www.thehotline.org

Workplace posters available at esd.wa.gov EMS 10427 . CC 7540-032-981. Rev 07/19 . UI-biz-poster-EN

**Employment Security Department** 

WASHINGTON STATE

Relay Service: 711

Accident (ROA). You can do this online with FileFast (www.Lni.wa.gov/

**FileFast**), by phone at 1-877-561-FILE, or on paper in your doctor's

office. Filing online or by phone speeds the claim and reduces hassle

about what kind of help is available at wscadv.org/get-help-now.

program. Auxiliary aids and services are available upon request to

individuals with disabilities. Language assistance services for limited

English proficient individuals are available free of charge. Washington

The Employment Security Department is an equal opportunity employer/

## **Workers Compensation**

It's the law! Employers must post this notice where employees can Tell your health-care provider and your employer about your read it. work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of Every worker is entitled to workers' compensation benefits. You cannot

1-800-547-8367. Your employer is insured through the Department of Labor & Industries'

workers' compensation program. If you are injured on the job or develop

an occupational disease, you are entitled to workers' compensation

be penalized or discriminated against for filing a claim. For more

benefits. Benefits include: Medical care. Medical expenses resulting from your workplace injury or disease are covered by the workers' compensation program.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your Vocational assistance. Under certain conditions, you may be eligible

for help in returning to work. Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body functions.

may qualify you for a disability pension. **Death benefits for survivors.** If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a pension.

**Pensions.** Injuries that permanently keep you from returning to work

Report your injury. If you are injured, no matter how minor the injury

seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.Lni.wa.gov/FindADoc .)

chiropractic, naturopathic and podiatric physicians; dentists: optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

Qualified health-care providers include: medical, osteopathic,

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies. On the Web: www.Lni.wa.gov Upon request, foreign language support and formats for persons with

provider in writing that your condition is work related.

disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-

About required workplace posters

5797. L&I is an equal opportunity employer Report your injury to:

If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person

For additional information or help with a workers' compensation issue

you can contact the Ombudsman for Self-Insured Injured Workers at

(Your employer fills in this space.)

Helpful phone numbers:

PUBLICATION F242-191-909 [12-2012]

**Workers' Compensation Self-Insured** 

## To report an injury:

It's the law! Employers must post this notice where employees can read it (Revised Code of Washington 51.14.100).

If a job injury occurs Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers' compensation (industrial insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulated by the Department of Labor & Industries (L&I).

What you should do **Report your injury.** If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing Upon request, foreign language support and formats for persons with care, you must be treated by a doctor in the L&I medical network. (Find disabilities are available. Call 1-800-547-8367. TDD users, call 360-902network providers at www.Lni.wa.gov/FindADoc.) Qualified health-care providers include: medical, osteopathic,

5797. L&I is an equal opportunity employer. chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

File your claim as soon as possible. For an on-the-job injury, you must file a claim with your employer within one year after the day the

injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider

About required workplace posters Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

Self-Insurance Section Department of Labor & Industries P.O. Box 44890

Olympia WA 98504-4890 On the Web: www.Lni.wa.gov

### YOU MAY NEED TO CHECK YOUR WITHHOLDING If you can answer "yes"... To any of these or you owed extra tax when you filed your last return, you

**IRS Withholding** 

Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

in writing that your condition is work related

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?

Were there major changes to...

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.

# Washington State Department of Labor & Industries

It's the law! Employers must post this notice where employees can read it.

Wage and Overtime Laws

Workers must be paid the Washington minimum wage

Your Rights as a Worker

 Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked. See www.Lni.wa.gov/MinWage. • Workers who are 14 or 15 may be paid 85% of the minimum wage. • Tips cannot be counted as part of the minimum wage. Employers must pay all tips to employees.

Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed seven-day workweek. **Workers Need Meal and Rest Breaks** 

Overtime pay is due when working more than 40 hours

breaks-meal-periods-and-schedules.

Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/workers-rights/workplace-policies/rest-

• Most workers are entitled to a 10-minute paid rest break for each four hours worked and must not work more than three hours without a break. Agricultural workers must have a 10-minute paid rest break within each four-

hour period of work. • If you are under 18, see "Teen Corner" at right.

**Pay Requirements** 

Regular Payday Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number

of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken. For more information regarding authorized deductions, go to www. Lni.wa.gov/workers-rights/wages/getting-paid and click on "Paycheck

**Equal Pay and Opportunities Act** 

deductions." Under this law, your employer is prohibited from providing unequal pay or

career advancement opportunities based on gender. You also have the

right to disclose, compare, or discuss your wages or the wages of other

employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers also are prohibited from requesting a job applicant's wage or salary history, except under certain circumstances, and cannot require an applicant's wage or salary

history meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15 or more employees. For more information or to file a complaint, go to www.Lni.wa.gov/EqualPay. Teen Corner — Information for Workers Ages 14–17

 The minimum age for work is generally 14, with different rules for ages 14-15 and ages 16-17. Employers must have a minor work permit to employ teens. This requirement applies to family members except on family farms. Teens do not need a work permit.

Teens are required to have authorization forms signed before they begin working. For summer employment, parents must sign the Parent Authorization for Summer Work form. If you work during the school year, a parent and a school official must sign the Parent/School Authorization form.

• Many jobs are not allowed for anyone under 18 because they are not safe.

 Work hours are limited for teens, with more restrictions on work hours during school weeks. Meal and rest breaks for teens agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four

• In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three

• Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours

Human trafficking is against the law

For victim assistance, call the National Human Trafficking Resource Center

at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067. Upon request, foreign language support and formats for persons with

wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. 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 and the public, which may be used by the employee to express breast milk.

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

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 Department of Labor.

> 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

**Pregnant Workers Fairness Act (PWFA)** The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accomm to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer

> Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunit The ADA which prohibits employment discrimination based on disability nforced by the EEOC) The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S The PUMP Act which provides nursing mothers a time and private place to

Learn more at www.EEOC.gov/Pregnancy-Discrimination

Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative

action commitments of companies doing business with the Federal Government. If

you are applying for a job with, or are an employee of, a company with a Federal

**Equal Employment Opportunity** 

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 inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

fringe benefits, job training, classification, referral, and other aspects of employmer 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 requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities a all levels of employment, including the executive level. The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service

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

Washington, D.C. 20210 If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1

Federal contractors under these Federal laws.

to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol. gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment

which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

· Public resorts; • Places of accommodation, assemblage, or amusement; • Private institutions open to the public for an event or gathering;

on the following:

National Origin

Color

Sex

Creed

Disability

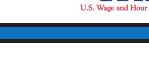
• Places of patronage, including government offices, stores, shopping

Use of a guide dog or service animal by a person with a disability

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY **PAY SCHEDULE IS** 

**Emergency Notice** AMBULANCE: FIRE-RESCUE:

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.



# **Paid Leave**

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters. Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,456 per week.

you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273. ou may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to nelp workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Learn more and apply at paidleave.wa.gov Washington Paid Family & Medical Leave Employment Security Department WASHINGTON STATE

# Monday through Friday 8 a.m. to 4 p.m., except on state holidays. You

UNEMPLOYMENT BENEFITS if you lose your job Visit www.esd.wa.gov to apply and click "Sign in or create an account" To apply for unemployment, you will need

•Dates you started and stopped working for each employer. •Reasons you left each job. •Your alien registration number if you are not a U.S. citizen.

You may be eligible for

If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 member

Call 800-318-6022. Persons with hearing or speaking impairments

The law prohibits discrimination in public accommodations based

Honorably discharged veteran or military status

PLACES OF PUBLIC ACCOMMODATION INCLUDE.

malls, theaters, libraries, hospitals, and transit facilities.

• HIV, AIDS, and Hepatitis C status

Sexual orientation or gender identity

Pregnancy or maternity

**BUT ARE NOT LIMITED TO:** 

The fastest way to apply is online at esd.wa.gov If you don't have a home computer, you can access one at a WorkSource center or your local library. If you can't apply online, try contacting us over the phone

For more information, please refer to the Handbook for Unemployed

for employees to read (see RCW 50.20.140). The Employment Security Department is an equal opportunity employer

can call Washington Relay Service 711. We are available to help you **Public Accommodation** 

may experience long wait times.

partial unemployment benefits.

### Washington State Law Prohibits Discrimination in Places of Public PROHIBITED PRACTICES IN PUBLIC ACCOMMODATION: UNDER RCW 49.60.215, A PLACE OF PUBLIC ACCOMMODATION CANNOT:

 Charge a different rate or offer different terms and conditions of Prohibit entrance of a service animal. • Make any inquiry in connection with prospective employment that is

Refuse or withold entrance;

or actions constituting a risk to property or persons can be grounds for refusal and shall not constitute an unfair practice. IF YOU HAVE BEEN DISCRIMINATED AGAINST PLEASE CONTACT

Language interpreters are available. Accommodations to people with disabilities will be made

**WASHINGTON STATE HUMAN RIGHTS COMMISSION** 

# ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ ☐

HOSPITAL

PAYCHECKS ARE ISSUED ON THE

HAZARDOUS MATERIAL

OSHA: TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.CO MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT

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-Division of Occupational Safety and Health existing condition exclusions) except for service-connected illnesses or injuries. www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233 **ENFORCEMENT**  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

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employ

PUBLICATION F416-081-909 [07-2022]

**Federal Minimum Wage** 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 employees can readily see it.

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

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 The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

 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 · 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

Being excused from strenuous activities and/or exposure to chemicals not safe WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT an "undue hardship." An undue hardship is defined as causing significant Other laws that apply to workers affected by pregnancy, childbirth, or related medical difficulty or expense "Reasonable accommodations" are changes to the work environment or the way things are usually done at work.

Being able to sit or drink water Receiving closer parking Having flexible hours Receiving appropriately sized uniforms and safety apparel pump at work (enforced by the U.S. Department of Labor) Receiving additional break time to use the bathroom, eat, and rest Taking leave or time off to recover from childbirth

> contract or subcontract, you are protected under Federal law from discrimination or the following bases:

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay,

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where

discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS **Employment Discrimination** 

## Veteran or Military status • Retaliation for filing a whistleblower complaint with the state auditor • Retaliation for filing a nursing home abuse complaint • Retaliation for opposing an unfair practice PROHIBITED UNFAIR EMPLOYMENT PRACTICES

• Race • Color • National Origin • Sex • Creed • Disability—Sensory, Mental or Physical • HIV, AIDS, and Hepatitis C • Age (40 yrs old and older) • Marital

Status • Pregnancy or maternity • Sexual Orientation or Gender Identity • Use of a service animal by a person with a disability • Honorably discharged

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS: • Refuse to hire you or discharge you from employment • Discriminate in compensation or other terms or conditions of employment • Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYMENT AGENCY

· Deny membership or membership rights and privileges · Expel from membership · Fail to represent a person in the collective bargaining unit.

• Discriminate in classification or referrals for employment • Print or circulate any discriminatory statement, advertisement, or publication • Use discriminatory employment application forms, or make discriminatory inquiries in connection with prospective employment. If you have been discriminated against, please call or go to: 1-800-233-3247 or www.hum.wa.gov **WASHINGTON STATE HUMAN RIGHTS COMMISSION** 



### 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 J.S. Department of Labor'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: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and · Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, o

on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

health care provider to verify medical leave and may request certification of a qualifying exigency.

your employer determines that you are eligible, your employer must notify you in writing:

your employer in court. Scan the QR code to learn about our WHD complaint process

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

Federal, State and local governments are not affected by the law. Also,

certain private individuals engaged in national security-related activities.

the law does not apply to tests given by the Federal Government to

administered in the private sector, subject to restrictions, to certain

prospective employees of security service firms (armored car, alarm,

and guard), and of pharmaceutical manufacturers, distributors and

The Act also permits polygraph testing, subject to restrictions, of

resulted in economic loss to the employer.

certain employees of private firms who are reasonably suspected of

involvement in a workplace incident (theft, embezzlement, etc.) that

The Act permits polygraph (a kind of lie detector) tests to be

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year

employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

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

and present members of the uniformed services, and applicants to the uniformed services.

Am I eligible to take FMLA leave?

How do I request FMLA leave?

Generally, to request FMLA leave you must:

ou are an eligible employee if all of the following apply

You have worked for your employer at least 12 months,

Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements

ou work for a covered employer if one of the following applies:

Follow your employer's normal policies for requesting leave

If you are eligible for FMLA leave, your **employer must**:

About your FMLA rights and responsibilities, and

service or, in some cases, a comparable job.

any benefit of employment because of this status.

rights under the Act.

Where can I find more information?

Give notice at least 30 days before your need for FMLA leave, o

If advance notice is not possible, give notice as soon as possible

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

How much of your requested leave, if any, will be FMLA-protected leave.

requesting FMLA leave or cooperating with a WHD investigation.

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 against an employer for n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statemen n 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 The law does not preempt any provision of any State or local law or any employers from using lie detector tests either for pre-employment collective bargaining agreement which is more restrictive with respect to screening or during the course of employment. lie detector tests. **EXAMINEE RIGHTS** Employers are generally prohibited from requiring or requesting

Where polygraph tests are permitted, they are subject to numerous strice any employee or job applicant to take a lie detector test, and from standards concerning the conduct and length of the test. Examinees discharging, disciplining, or discriminating against an employee or have a number of specific rights, including the right to a written notice prospective employee for refusing to take a test or for exercising other before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

> 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**

If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is **0.74%** of your wage. You may pay about **71%** of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is

events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when

**Unemployment Benefits** 

 Your Social Security number. •Names and addresses of everyone you worked for in the last 18

•Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months) •Your Washington State ID or License, if applicable.

Employers are legally required to post this notice in a place convenient

program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington

You must look for work each week that you claim benefits

Visit WorkSource to find all the FREE resources you need to find a job.

These include workshops, computers, copiers, phones, fax machines,

Internet access, and job listings. Log onto WorkSourceWA.com to find

If your work hours have been reduced to part-time, you may qualify for

If you have been unemployed due to a work-related injury or non-work-

related illness or injury and are now able to work again, you may be

eligible for Temporary Total Disability (TTD) unemployment benefits.

discriminatory. The Washington Law Against Discrimination does not require structural changes, modifications, or additions to make any place accessible to a person with a disability except as otherwise required by law. Behavior

THE WASINGTON STATE HUMAN RIGHTS COMMISSION: 1-800-233-3247 Voice or 1-800-300-7525 TTY www.hum.wa.gov

**Payday Notice** 

TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

worked.

To find out more about teens in the workplace: www.Lni.wa.gov/

disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

**File your claim as soon as possible.** For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care

amputations or loss of an eye. Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours. Report any work-related non-hospitalized amputation or loss of an eve to DOSH within 24 hours.

Employers must report all deaths,

in-patient hospitalizations,

**Employees** — Your employer must protect you

about them and provide training.

may ask L&I to keep your name confidential.

You have the right to:

from hazards you encounter on the job, tell you

■ Notify your employer or L&I about workplace hazards. You

■ Request an L&I inspection of the place you work if you believe

representative may participate in an inspection, without loss of

unsafe or unhealthy conditions exist. You or your employee

Get copies of your medical records, including records of

exposures to toxic and harmful substances or conditions.

■ File a complaint with L&I within 90 days if you believe your

employer fired you, or retaliated or discriminated against

Appeal a violation correction date if you believe the time

inspection or any other safety-related activity.

that apply to your own actions and conduct on the job.

allowed on the citation is not reasonable.

you because you filed a safety complaint, participated in an

The law requires you to follow workplace safety and health rules

OTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POIN

Washington State Department of Labor & Industries

Job Safety and Health Law

It's the law! Employers must post this notice where employees can read it.

(Chapter 49.17 RCW)

All workers have the right to a safe and healthy workplace.

For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH: Employer contact person and phone number. Name of business.

Address and location where the

Date and time of the incident.

work-related incident occurred.

Where to report: Number of employees and their names. ■ Any local L&I office or Brief description of what ■ 1-800-423-7233, press happened 1 (available 24/7)

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal

• Employees (current and former), including managers and temporary employees

Under the EEOC's laws, an employer may not discriminate against you, regardless

· Sex (including pregnancy and related conditions, sexual orientation, or gender

· Genetic information (including employer requests for, or purchase, use, or

· Retaliation for filing a charge, reasonably opposing discrimination, or participating

• Interference, coercion, or threats related to exercising rights regarding disability

Failure to provide reasonable accommodation for a disability or a sincerelyheld

· Conduct that might reasonably discourage someone from opposing discrimination,

Conduct that coerces, intimidates, threatens, or interferes with someone exercising

rights, regarding disability discrimination (including accommodation) or pregnancy

Contact the EEOC promptly if you suspect discrimination. Do not delay, because

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

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

Additional information about the EEOC, including information about filing a charge of

Washington State Law Prohibits Discrimination in Employment

there are strict time limits for filing a charge of discrimination (180 or 300 days,

their rights, or someone assisting or encouraging someone else to exercise

disclosure of genetic tests, genetic services, or family medical history)

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

filing a charge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

in a discrimination lawsuit, investigation, or proceeding.

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

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.

**Employers subject to the** state minimum wage law are obligated to pay the higher rate

TIP CREDIT:

**OVERTIME PAY:** 

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

WORKERS?

Job applicants

What Organizations are Covered?

State and local governments (as employers)

Educational institutions (as employers)

of your immigration status, on the bases of

Most private employers

Staffing agencies

Religion

National origin

· Age (40 and older)

discrimination or pregnancy

Discharge, firing, or lay-off

Hiring or promotion

Job training

Classification

Portal/Login.aspx

**Call** 1–800–669–4000 (toll free)

Visit an EEOC field office

E-Mail info@eeoc.gov

-844-234-5122 (ASL video phone)

nformation at www.eeoc.gov/field-office)

discrimination, is available at www.eeoc.gov.

The Department of Labor's Office of Federal Contract

All aspects of employment, including:

Pay (unequal wages or compensation)

religious belief, observance or practice

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.

**Rights As A Worker** 

minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni. Washington Family Care Act: Use of paid leave to care for sick family Employees are entitled to use their choice of any employer provided paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for: • A child with a health condition requiring treatment or supervision;

• A spouse, parent, parent-in-law, or grandparent with a serious health

• Children 18 years and older with disabilities that make them incapable of

• For more information, see www.Lni.wa.gov/workers-rights/leave/family-

condition or an emergency health condition; and

Leave for military spouses during deployment

Administered by other agencies

Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning on the 90th calendar day

of employment. Employers must provide employees with a statement that

includes their accrued, used and available hours of this leave at least once

or as a separate notification. Workers must be allowed to carry over a

per month. This information may be provided on your regular pay statement

Leave for victims of domestic violence, sexual assault or stalking Victims and their family members are allowed to take reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.

Your employer may not fire or retaliate against you for exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

Security Department. Washington offers paid family and medical leave

by both employees and many employers. Workers are allowed to take

up to 12 weeks, as needed, when they welcome a new child into their

benefits to workers. This insurance program is funded by premiums paid

Paid Family and Medical Leave: Administered by Washington Employment

Spouses or registered domestic partners of military personnel who receive

notice to deploy or who are on leave from deployment during times of

military conflict may take a total of 15 days unpaid leave per deployment.

family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information, see www.paidleave.wa.gov. **Pregnancy disability leave:** Enforced by the Washington State Human

Rights Commission under the Washington State Law Against Discrimination

Family and Medical Leave Act: Administered by the U.S. Department of

Labor. Eligible employees can enforce their right to protected family and

medical leave under the FMLA by contacting the Department of Labor at www.dol.gov/whd/fmla or 1-866-487-9243. Contact L&I

Email: ESgeneral@Lni.wa.gov About required workplace posters Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace

posters from L&I and other government agencies.

Online: www.Lni.wa.gov/workers-rights

Questions about filing a worker rights complaint?

Need more information?

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

(WLAD). www.hum.wa.gov or 1-800-233-3247

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