Your Employee Rights Under the **Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a

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 12-month period to care

schedule by working less hours each day or week. Read Fact Sheet 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

You have the right to use FMLA leave in one block of time. When it

is medically necessary or otherwise permitted, you may take FMLA

leave intermittently in separate blocks of time, or on a reduced

employer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

lef.: 29 CFR §825.300

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your

How do I request FMLA leave?

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

Your employer may request certification from a health care provided

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

by the law but are subject to the jurisdiction of the U.S. Office of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

same reason when requesting additional leave.

Personnel Management or Congress.

- You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees
- during at least 20 workweeks in the current or previous calendar You work for an elementary or public or private secondary school, 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

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 Generally, to request FMLA leave you must: may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer Follow your employer's normal policies for requesting leave. determines that you are eligible, your employer must notify you in · 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

> About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD



If you are eligible for FMLA leave, your **employer** <u>must</u>: Allow you to take job-protected time off work for a qualifying Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

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 Allow you to return to the same job, or a virtually identical job with 5. You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the the same pay, benefits and other working conditions, including shift and location, at the end of your leave . In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of Your employer cannot interfere with your FMLA rights or threater further information, you may call the Office of Workers' Compensation at (202) 671-1000 or visit http://does.do

NAME OF EMPLOYER

Ref.: 7 DCMR §205.4

TO EMPLOYEES

ted to a claim was provided by the applicant

Department of Employment Services

6. 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 employees ensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.

LABOR STANDARDS BUREAU OCES

OFFICE OF WORKERS' COMPENSATION

person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially

NOTICE OF COMPLIANCE

or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be

obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation at the above address, and to your employer.

. You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' 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 which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge

rights and obligations by certified mail, return receipt requested.
You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http://does.dc.gov.

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 an

NAME OF INSURANCE COMPANY

Employer ID Number (if number unknown, employer to request from IRS) THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN

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

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

ship on the operations of the employer

[202] 727 / 4559 or ohr.dc.gov

Ref.: 4 DCMR §518.2

days of the occurrence or discovery of the violation.

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

441 4th Street, NW : Suite 570 North : Washington, DC 20001

A woman has a right to breastfeed her child in any location, public or private, where

she has the right to be with her child, without respect to whether the mother's brea

or any part of it is uncovered during or incidental to the breastfeeding of her child.

An employer must provide reasonable daily unpaid break-time, as required by an employee

An employer is not required to provide break-time if it would create an undue hard-

so she may express breast milk for her child to maintain milk supply and comfort.

The break-time for expression of milk, if possible, may run concurrently with any

An employer shall make reasonable efforts to provide a sanitary room or other

where an employee can express her breast milk in privacy and security.

location in close proximity to the work area, other than a bathroom or toilet stall,

The employer must create a policy for breastfeeding mothers and must post and

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

maintain a poster in a conspicuous place that sets forth these requirements.

If the employee feels as if she is being discriminated against under the Act,

WH1420 REV 04/23

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT 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.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

employees of security service firms (armored car, alarm, and guard), and of

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

ENFORCEMENT

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.

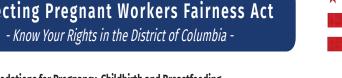
The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER







The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable

Adaptaciones para el embarazo, el parto y la lactancia Accommodations for Pregnancy, Childbirth and Breastfeeding

heavy lifting:

Relocating the employee's work

Providing private (non-bathroom)

space for expressing breast milk.

workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth,

preastfeeding, or a related medical condition. The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

Types of Accommodations

Employers must make all reasonable accommodations,* including but not limited to: Having the employee refrain from More frequent or longer breaks; Purchasing or modifying work

 Time off to recover from equipment, such as chairs: Temporarily restructuring the Temporarily transferring the employee's position to provide

employee to a less strenuous or light duty or a modified work hazardous position:

Prohibited Actions by Employers Refuse an accommodation unless it would cause significant hardship or expense to the business;

Take adverse action against an employee for requesting an accommodation; Deny employment opportunities to the employee because of the request or need for an accommodation; Require an employee to take leave if a reasonable accommodation can be provided; or • Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Certification from Health Care Provider

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

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you

can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit: • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business or ignificant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative

participate) in an OSHA inspection and

speak in private to the inspector.

• File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

30 days (by phone, online or by mail)

if you have been retaliated against for

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

injury and illness log.

your employer.



Ref.: DC Act 20-458 (2014) §5(a)

sus labores en el trabajo se vea limitada por motivo de un embarazo, el parto, la lactancia o una afección relacionada. El empleador debe participar de buena fe en un proceso oportuno e interactivo para determinar dichas adaptaciones.

Los empleadores deben realizar toda adaptación razonable,* incluyendo, pero sin limitarse a:

Tipos de adaptaciones

descansos más frecuentes o más · adquirir o modificar equipo de

prolongados; permiso para ausentarse y recuperarse del parto; transferir temporalmente a la

extenuante o peligroso; Actos que tienen prohibido realizar los empleadores

• tomar medidas en contra de una empleada por solicitar una adaptación: denegarle oportunidades laborales a la empleada por solicitar o necesitar una adaptación

· denegar una adaptación, a menos que ocasione dificultades o gastos significativos para el negocio;

• exigirle a una empleada que se ausente con permiso si se puede proporcionar una adaptación razonable; ni

recomienda hacer una adaptación razonable. La constancia debe incluir: 1) la fecha en que la adaptación se hizo o se hará médicamente recomendable; 2) una explicación de la afección y de la necesidad de recibir una adaptación razonable; y 3) la duración probable por la cual deberá proporcionarse la adaptación.

Si cree que un empleador le ha negado injustamente una adaptación razonable o que la ha discriminado debido a su embarazo, al parto, a la necesidad de amamantar o a una afección médica relacionada, usted tiene un año para presentar una queja ante la Oficina de Derechos Humanos del Distrito de Columbia (OHR, por sus siglas en inglés). Para presentar una queja, visite:

• en persona, el 441 de la calle 4 noroeste, oficina 570N, en Washington, DC 20001. La Oficina de Derechos Humanos (OHR) realizará la mediación inicial y la investigación. Si existe una causa

Una "adaptación razonable" es aquella que no ocasiona gastos considerables ni dificultades significativas para el funcionamiento de la empresa del

Office of Human Rights

also bring their own court actions. WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

de levantar cosas pesadas

• reubicar el área de trabajo de la

Ley de Protección de la Equidad para las Trabajadoras Embarazadas - Conozca sus derechos en el Distrito de Columbia -

La ley de Protección de la Equidad para las Trabajadoras Embarazadas (PPW, por sus siglas en inglés) exige que los empleadores

del Distrito de Columbia proporcionen adaptaciones razonables en el trabajo para las empleadas cuya capacidad de desempeñar

trabaio, tal como las sillas: reestructurar temporalmente el empleada a un puesto menos

puesto de la empleada para empleada; u asignarle labores ligeras o un ofrecer un espacio privado (que no horario de trabajo modificado; sea el baño) para sacarse la leche

 exigirles a las empleadas aceptar una adaptación, a menos que sea necesaria para que cumpla con sus deberes en Constancia de un prestador de servicios de salud

El empleador puede exigir que la empleada proporcione la constancia de un prestador de servicios de salud indicando que se

Cómo presentar una queja por alguna Violación a esta Ley

• en línea, ohr.dc.gov; o

probable. los jueces de derecho administrativo de la Comisión de Derechos Humanos tomarán una decisión final

empleador, tenjendo en consideración factores tales como el tamaño de la empresa y sus recursos financieros, así como su naturaleza y estructura. ohr.dc.gov teléfono: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010



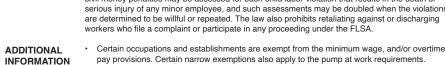
Ref.: DC Act 20-458 (2014) §5(a)

FEDERAL LABORLAW

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it. civil money penalties may be assessed for each child labor violation that results in the death or



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 Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime Certain full-time students, student learners, apprentices, and workers with disabilities may be



GOVERNMENT OF THE DISTRICT OF COLUMBIA

NOTICE TO EMPLOYEES Information on Paid Family Leave in the **District of Columbia**

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

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 mawork outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit

of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

based on tips received by their employees. Employers must pay tipped employees a cash wage

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equa

breast milk for their nursing child for one year after the child's birth each time the employee needs

o express breast milk. Employers must provide a place, other than a bathroom, that is shielded

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

from view and free from intrusion from coworkers and the public, which may be used by the

certain work hours restrictions. Different rules apply in agricultural employment.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages

the minimum hourly wage, the employer must make up the difference

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 the Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers To receive benefits under the Paid Family Leave program, you must work

The Right to

fice of Human Rights

Breastfeed

CHILD LABOR

for a covered employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you information about the Paid Family Leave program at these three (3) times:

1. At the time you were hired; 2. At least once a year; and

to 12 weeks in a year;

3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

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

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

2. Family leave - receive benefits to care for a family member for up

3. Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year: and 4. Prenatal leave - receive benefits for prenatal medical care for up

to 2 weeks in a year. **Maximum Leave Entitlement**

length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, 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 weeks.

Each kind of leave has its own eligibility rules and its own limit on the

Applying for Benefits

If you have experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov. **Benefit Amounts**

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

amount is \$1,118. **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

provide proof of your correct wages. The current maximum weekly benefit

the District's Office of Human Rights (OHR). Under the Universal Paid Leave Act, the Office of Paid Family Leave is

protections may be available under laws and regulations administered by

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 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.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at <u>dcpaidfamilyleave.dc.gov</u>, call 202-899-3700, or email does.opfl@dc.gov.

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

Ref.: D.C. Law 21-264 § 106(i)(3) OPFL EE Rev. 10/2023

* * * * GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ

MINIMUM WAGE RATES

Employees who do not receive gratuities	Employees who receive gratuities
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022
	\$6.00 per hour beginning May 1, 2023
\$17.00 per hour beginning July 1, 2023	\$8.00 per hour beginning July 1, 2023

PERSONS NOT ENTITLED TO OVERTIME PAY

For more information, call the U.S. Department of

UNDER DISTRICT LAW MAY BE ENTITLED

UNDER FEDERAL LAW

www.dol.gov/whd/.

cents per hour.

Labor, Wage-Hour Division, or visit

Employers must pay the cost of purchase

maintenance, and cleaning of uniforms and

the employer purchases and the employee

maintains washable uniforms, the additional

protective 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

payment required is 10 cents per hour. When the

employer cleans and maintains but the employee

purchases, the additional payment required is 8

available. For four (4) hours or less of work, a

maximum of one (1) meal deduction is allowed

(2) meal deductions is allowed. For employees

that live on the employer's premises, no more

those specifically authorized by law or court

showing all deductions must be provided with

Employers must pay a service rate per hour

(please see the rate of current minimum wage in

ccordance with the regulations set forth in this

employees." If an employee's hourly tip earnings

(averaged weekly) added to the service rate do

not equal the minimum wage, the employer must

INTERNET-BASED TIP PORTAL FOR ONLINE

REPORTING OF THE QUARTERLY WAGE

An employer who employs an employee who

receives gratuities shall submit a quarterly wage

the Mayor certifying that the employee was paid

report within 30 days of the end of each quarter to

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/.

An employer shall submit its quarterly

wage reports online unless the employe

claims that online reporting creates a

hardship, in which case the employer

shall submit its reports in hard-copy

The Mayor shall provide reporting

requirements and use of the Internet

employers about the reporting

ADDITIONAL LAWS ADMINISTERED BY THE

records required by the Act

TIPPED EMPLOYEES

pay the difference.

the required minimum wage.

order, which would bring the wages below those

required by the Act. An itemized wage statement

For over four (4) hours of work, a maximum of two

Beginning in 2021, the minimum wage will inrease during each successive year in proportion to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at www.does.dc.gov for the yearly minimum wage rates.

The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following: Handicapped workers may be paid less

IINIMUM WAGE EXCEPTIONS

only when the employer has received an authorizing certificate from the U.S. Department of Labor. Persons employed under provisions of the Workforce Innovation and

Opportunity Act shall be paid pursuant to Persons employed under provisions of the Youth Employment Act shall be paid ursuant to that Act

Persons employed under provisions of the Older Americans Act shall be paid Students employed by institutions of higher education may be paid the minimum wage established by the

than \$6.36 per day can be deducted. OTHER PROVISIONS The Wage Theft Prevention Amendment Additional wages are due to employees for Act of 2014, effective February 26, 2015, emoved adult learners as a minimum split shifts, travel expenses, and tools. Other wage exception. Newly hired persons deductions may be taken for lodging provided by 18 years of age or older must be paid the employer. the established District of Columbia ninimum wage immediately upon hire. No employer shall make any deductions, except The minimum wage provision does not

each pay check. capacity; or engaged in the delivery of newspapers to the home of the 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

employed in a bona fide executive

administrative, professional.

computer, or outside sales

OVERTIME EXCEPTIONS The overtime provision shall not apply to persons

At least 1 ½ times the regular rate of pay for all

nours worked over 40 hours in a workweek

apply to persons:

professional, computer, or outside sales As a private household worker who lives on the premises of the employer; In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employee's

compensation for a representative period

(not less than one month) represents

In a bona fide executive, administrative

mmissions on goods and services: As a seaman, by a railroad, as an attendant in a parking lot or parking arage, or in newspaper home delivery By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to

these employees; or

As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing 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 All labor laws enforced within the District of o overtime for all hours worked over a forty-hour Columbia can be found on www.does.dc.gov. workweek. The United States Department of FOR A COMPLETE TEXT OF EACH LAW OR _abor's Home Care Rule, effective November 12 2015, became applicable to direct care workers TO FILE A COMPLAINT CONTACT employed by agencies and other third-party DEPARTMENT OF EMPLOYMENT SERVICES employers. Direct care workers are workers who OFFICE OF WAGE HOUR 4058 Minnesota Avenue, N.E.

nursing assistants, home health aides, personal Washington, D.C. 20019 care aides, caregivers, and companions. (202) 671-1880 I www.does.dc.gov

DISTRICT OF COLUMBIA



Credit Information

member of a victim of

Homeless Status

DC Parental Leave Act

A parent is defined as the:

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.

biological mother or father of a child;

· person who has legal custody of a child;

person who acts as a guardian of a child;

• aunt, uncle, or grandparent of a child; or is

• a person married to a person listed above.

school or an associated organization.

A school-related event means an activity sponsored either by a

to attend the school-related event cannot be reasonably

Domestic Violence, Sexual

Offense or Stalking (DVSOS)

. Status as a victim or family

Accrued Sick and Safe Leave Act of 2008 This poster includes provisions of the Earned Sick and Safe Leave Amendmen 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'

OFFICIAL NOTICE

(Post Where Employees Can Easily Read)

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

ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES

ACCRUAL START DATE 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. ACCESSING PAID LEAVE

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

Accrual 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

100 or more employees

25 to 99 employees

of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employers, use the following chart: If an employer has... Employees accrue at least... Not to Exceed...

1 hour per 37 hours worked 7 days per calendar year

5 days per calendar year

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

1 hour per 43 hours worked

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

The DC Department of Employment Services, Office of Labor Law and Enforcement can investigate possible violations, access employer records, enforce the paid sick

leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully

withheld, and impose penalties. An employer who willfully violates the requiremen

of the Act shall be assessed a civil penalty in the amount of one thousand dollars

(\$1,000) for the first offense, fifteen hundred dollars (\$1,500) for the second offense,

and two thousand dollars (\$2,000) for the third and any subsequent offenses.

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does. dc.gov, call the Office of Labor Law and Enforcement at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019.

Complaints shall be filed within three (3) years after the event on which the complaint

is based unless the employer has failed to post notice of the Act.

Ref.: 7 DCMR §3213.2

DC Human Rights Act

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot

 Family Responsibilities Marital Status • Sex (including pregnancy) Political Affiliation • Personal Appearance Genetic Information National Origin Sexual Orientation Disability Gender Identity or Expression

Sexual harassment and harassment based on other protected categories is prohibited by the Act

DC Family and Medical Leave Act The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16

• 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 during a 24

The employer may require medical certification and reasonable prior notice when applicable

An employee is eligible under the Act if they have been Any employee shall notify the employer of the desire to leave employed by the employer for at least 12 consecutive or at least 10 calendar days prior to the event, unless the need 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.

Filing a Complaint of a Violation To file a complaint about a violation of these laws with the Office of Human Rights, visit: Online at ohr.dc.gov; or • In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

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

Questions can also be answered by phone at (202) 727-4559.

What Organizations are Covered?

Discharge, firing, or lay-off

Ref.: D.C. Code §2-1402.51, §32-511, §32-1206

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, becaus here are strict time limits for filing a charge of discrimination (180 or 300 days, lepending on where you live/work). You can reach the EEOC in any of the Asking About, Disclosing, or Discussing Pay cutive Order 11246, as amended, protects applicants and employees of tractors from discrimination based on inquiring about, disclosing, or dis r compensation or the compensation of other applicants or employees.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

Know Your Rights: Workplace Discrimination is Illegal

pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not make the contractors of the contractors.

WWW.COMPLIANCEPOSTER.COM

Race, Color, National Origin, Sex

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-

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

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE

Job Safety and Health IT'S THE LAW!

- with OSHA, or reporting a work-related
- Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization,
- understand. Prominently display this poster in the

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



Employers must:

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

Provide employees a workplace free from

- amputation, or loss of an eye. Provide required training to all workers in a language and vocabulary they can
- workplace. Post OSHA citations at or near the

place of the alleged violations.

NOTICE TO EMPLOYEES

Information on Unemployment Compensation

in the District of Columbia

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

appointment to visit one of the American Job Centers listed below. American Job Center – Headquarters 4058 Minnesota Avenue, N.E.

American Job Center – Northeast **CCDC - Bertie Backus Campus** Washington, DC 20019 5171 South Dakota Avenue, N.E., 2nd Floor (202) 724-2337 Washington, DC 20017 (202) 576-3092 **American Job Center – Southeast** American Job Center – Northwest Frank D. Reeves Municipal Center 3720 Martin Luther King, Jr. Avenue, S.E. 2000 14th Street, N.W., 3rd Floor Washington, DC 20032 Washington, DC 20009 (202) 741-7747

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.

EMERGENCY NUMBERS CALL 911

AMBULANCE: PHYSICIAN: **HOSPITAL**: FIRE DEPARTMENT:

PAY DAY NOTICE PAY DAY IS ON: ■ MONDAY ☐ FRIDAY ☐ TUESDAY ■ SATURDAY

PAYCHECKS ARE ISSUED ON THE:

If you should become unemployed or your hours are reduced, you may be entitled to receive

unemployment compensation benefits. To apply for benefits, please call and make an

(202) 442-4577 **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.

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

POLICE:

OSHA:

POISON CONTROL:

PAY SCHEDULE IS:

■ WEEKLY

□ BIWEEKLY

Ref.: 7 DCMR § 302.2



■ WEDNESDAY □ SUNDAY ☐ THURSDAY

■ SEMI MONTHLY

☐ MONTHLY



required to provide notice of the following:

discriminate on the basis of (actual or perceived): Color

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

weeks of unpaid family leave: • for the birth of a child, an adoption or foster care; or

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage.

* Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense. ** Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.

an EEOC field office (information at www.eeoc.gov/field-office) **EMPLOYERS HOLDING FEDERAL CONTRACTS**

TO REORDER CALL: 1-800-817-7678

83748 Compliance Poster Company™ 012024

