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

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

■ Prior to job assignments, train employees how to prevent

your business, including developing and implementing a written

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

hazardous exposures and provide required personal protective

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

inspector may talk confidentially with a number of employees.

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

■ 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 three days. You cannot remove it

Firing or discriminating against any employee for filing a complaint

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

Upon request, foreign language support and formats for persons with

disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797.

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER

discrimination based on race, color, religion, sex, sexual orientation,

gender identity, or national origin, and requires affirmative action to

employees from discrimination based on inquiring about, disclosing, or

discussing their compensation or the compensation of other applicants

Section 503 of the Rehabilitation Act of 1973, as amended, protects

promotion, discharge, pay, fringe benefits, job training, classification,

physical or mental limitations of an otherwise qualified individual with

a disability who is an applicant or employee, barring undue hardship

take affirmative action to employ and advance in employment qualified

to the employer. Section 503 also requires that Federal contractors

individuals with disabilities at all levels of employment, including the

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND

ARMED FORCES SERVICE MEDAL VETERANS (PROTECTED

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 medal

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise

or affirmative action obligations under the authorities above should

Any person who believes a contractor has violated its nondiscrimination

The Office of Federal Contract Compliance Programs (OFCCP), U.S.

Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C.

20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP

may also be contacted by e-mail at OFCCP-Public@dol.gov, or by

calling an OFCCP regional or district office, listed in most telephone

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH

as amended, Title VI of the Civil Rights Act of 1964, as amended,

in programs or activities receiving Federal financial assistance.

Employment discrimination is covered by Title VI if the primary

prohibits discrimination on the basis of race, color or national origin

objective of the financial assistance is provision of employment, or

where employment discrimination causes or may cause discrimination

Amendments of 1972 prohibits employment discrimination on the basi

in providing services under such programs. Title IX of the Education

of sex in educational programs or activities which receive Federal

Section 503 of the Rehabilitation Act of 1973, as amended, protects

promotion, discharge, pay, fringe benefits, job training, classification,

referral, and other aspects of employment. Disability discrimination

physical or mental limitations of an otherwise qualified individual with

a disability who is an applicant or employee, barring undue hardship

take affirmative action to employ and advance in employment qualified

individuals with disabilities at all levels of employment, including the

to the employer. Section 503 also requires that Federal contractors

qualified individuals with disabilities from discrimination in hiring,

includes not making reasonable accommodation to the known

Programs or Activities Receiving Federal Financial Assistance

In addition to the protections of Title VII of the Civil Rights Act of 1964,

directories under U.S. Government, Department of Labor.

DISABILITIES

financial assistance

Employment Discrimination

• 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 Veteran or Military status • Retaliation for filing a whistleblower complaint with the state auditor • Retaliation for filing a nursing home

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS:

Discriminate in classification or referrals for employment
 Print or circulate any discriminatory statement, advertisement, or

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

• Refuse to hire you or discharge you from employment • Discriminate in compensation or other terms or conditions of employment • Print,

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

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

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

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

circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in

INDIVIDUALS WITH DISABILITIES

opposes discrimination under these Federal laws.

referral, and other aspects of employment. Disability discrimination

includes not making reasonable accommodation to the known

qualified individuals with disabilities from discrimination in hiring,

Executive Order 11246, as amended, prohibits employment

ensure equality of opportunity in all aspects of employment.

Executive Order 11246, as amended, protects applicants and

fix hazards, and risk management help to lower your

Division of Occupational Safety and Health

www.Lni.wa.gov/Safety 1-800-423-7233

www.Lni.wa.gov/RequiredPosters.

protect employees on the job.

Actions you must take:

responsibilities.

equipment at no cost.

until you correct the violation.

closing conference is illegal.

and Health (DOSH)

workers' compensation costs.

L&I is an equal opportunity employer.

PUBLICATION F416-081-909 [09-2015]

Federal Minimum Wage

\$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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees.

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime

Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If

an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must

requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee

has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free

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 eacl

willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations

of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto

• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to

know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Equal Employment Opportunity

IDENTITY, NATIONAL ORIGIN

INDIVIDUALS WITH DISABILITIES

PAY SECRECY

· Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or

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

Employees — Your employer must protect you

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 30 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.

Employers must report all deaths,

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

Where to report:

Any local L&I office or

■ 1-800-423-7233, press

1 (available 24/7)

from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

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

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

serious injury of any minor employee, and such assessments may be doubled when

Some state laws provide greater employee protections; employers must comply with both.

in-patient hospitalizations,

For any work-related death, in-patient hospitalization,

Employer contact person and phone number.

amputation or loss of an eye, you must report the following

eye to DOSH within 24 hours.

Address and location where the

work-related incident occurred

Employers subject to the

state minimum wage law are

obligated to pay the higher rate

participate in any proceeding under the FLSA.

certificates issued by the Department of Labor.

from discrimination on the following base:

employee, barring undue hardship.

employment.

SEX (WAGES)

same establishment.

RETALIATION

suspected:

www.eeoc.gov.

Protected Classes

AGENCY MAY NOT:

employment practice

GENETICS (GINA ACT)

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects

and correctly classified independent contractors are not.

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational

Institutions, Employment Agencies and Labor Organizations •

agencies and labor organizations are protected under Federal law

Applicants to and employees of most private employers, state

and local governments, educational institutions, employment

applicants and employees from discrimination in hiring, promotion,

and other aspects of employment, on the basis of race, color, religion,

sex (including pregnancy), or national origin. Religious discrimination

practices where the accommodation does not impose undue hardship.

includes failing to reasonably accommodate an employee's religious

Title I and Title V of the Americans with Disabilities Act of 1990,

as amended, protect qualified individuals from discrimination on

the basis of disability in hiring, promotion, discharge, pay, fringe

benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of an

The Age Discrimination in Employment Act of 1967, as amended,

protects applicants and employees 40 years of age or older from

benefits, job training, classification, referral, and other aspects of

In addition to sex discrimination prohibited by Title VII of the Civil

Rights Act, as amended, the Equal Pay Act of 1963, as amended,

prohibits sex discrimination in the payment of wages to women and

men performing substantially equal work, in jobs that require equal

Title II of the Genetic Information Nondiscrimination Act of 2008

protects applicants and employees from discrimination based on

skill, effort, and responsibility, under similar working conditions, in the

genetic information in hiring, promotion, discharge, pay, fringe benefits,

job training, classification, referral, and other aspects of employment.

GINA also restricts employers' acquisition of genetic information and

includes information about genetic tests of applicants, employees, or

family members (family medical history); and requests for or receipt of

genetic services by applicants, employees, or their family members.

All of these Federal laws prohibit covered entities from retaliating

in a discrimination proceeding, or otherwise opposes an unlawful

There are strict time limits for filing charges of employment

against a person who files a charge of discrimination, participates

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

discrimination. To preserve the ability of EEOC to act on your behalf

need to, you should contact EEOC promptly when discrimination is

The U.S. Equal Employment Opportunity Commission (EEOC),

and to protect your right to file a private lawsuit, should you ultimately

1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for

individuals with hearing impairments). EEOC field office information is

available at www.eeoc.gov or in most telephone directories in the U.S.

Government or Federal Government section. Additional information

about EEOC, including information about charge filing, is available at

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government

Washington State Law Prohibits Discrimination in Employment

abuse complaint • Retaliation for opposing an unfair practice

PROHIBITED UNFAIR EMPLOYMENT PRACTICES

FOR EXAMPLE, AN EMPLOYER CANNOT:

connection with prospective employment.

contract or subcontract are protected under Federal law from

discrimination on the following bases:

strictly limits disclosure of genetic information. Genetic information

their family members; the manifestation of diseases or disorders in

discrimination based on age in hiring, promotion, discharge, pay, fringe

otherwise qualified individual with a disability who is an applicant or

discharge, pay, fringe benefits, job training, classification, referral,

ADDITIONAL INFORMATION:

Date and time of the incident

Number of employees and

Brief description of what

Name of business.

their names.

CHILD LABOR:

make up the difference.

ENFORCEMENT:

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

about them and provide training.

may ask L&I to keep your name confidential.

You have the right to:

wages or benefits.

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.

Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees wer

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and othe

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies

functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees mus

for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is

EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under

the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement

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

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service

or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past

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: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under

Polygraph Protection

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

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

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 \$1,327 per week.

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 type

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

Unemployment Benefits

Public Accommodation

CANNOT:

discriminatory.

disabilities will be made

Payday Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

Emergency Notice

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT

FIRE-RESCUE:

HAZARDOUS MATERIAL

Refuse or withold entrance;

Prohibit entrance of a service animal.

refusal and shall not constitute an unfair practice.

may experience long wait times.

partial unemployment benefits.

for employees to read (see RCW 50.20.140).

the nearest office.

and many employers. The premium is 0.6% of your wage. You may pay about 73% of that total, and your employer (if they have 50 or more employees)

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

You 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,

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.

If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.

lie detector tests.

USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Justice

HEALTH INSURANCE PROTECTION

connected illnesses or injuries.

ENFORCEMENT

USERRA violations.

• If you leave your job to perform military service, you have the right to

elect to continue your existing employer-based health plan coverage fo

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 of

exclusions (e.g., pre-existing condition exclusions) except for service-

• The U.S. Department of Labor, Veterans Employment and Training

Service (VETS) is authorized to investigate and resolve complaints of

• For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

viewed at http://www.dol.gov/elaws/userra.htm.

an employer for violations of USERRA.

person has no service connection.

http://www.dol.gov/vets. An interactive online USERRA Advisor can be

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

may request that your case be referred to the Department of Justice or

· You may also bypass the VETS process and bring a civil action agains

In addition, an employer may not retaliate against anyone assisting in

statement in connection with a proceeding under USERRA, even if that

The law does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respect to

Where polygraph tests are permitted, they are subject to numerous strice

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

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

IT. 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE

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

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.

For more information, please refer to the Handbook for Unemployed

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

program. Auxiliary aids and services are available upon request to

PROHIBITED PRACTICES IN PUBLIC ACCOMMODATION:

individuals with disabilities. Language assistance services for limited

English proficient individuals are available free of charge. Washington

UNDER RCW 49.60.215, A PLACE OF PUBLIC ACCOMMODATION

Charge a different rate or offer different terms and conditions of

• Make any inquiry in connection with prospective employment that is

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

or actions constituting a risk to property or persons can be grounds for

IF YOU HAVE BEEN DISCRIMINATED AGAINST PLEASE CONTACT

1-800-233-3247 Voice or 1-800-300-7525 TTY www.hum.wa.gov

Language interpreters are available. Accommodations to people with

WASHINGTON STATE HUMAN RIGHTS COMMISSION

THE WASINGTON STATE HUMAN RIGHTS COMMISSION:

You must look for work each week that you claim benefits

to have test results disclosed to unauthorized persons.

also bring their own court actions.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

the enforcement of USERRA rights, including testifying or making a

the Office of Special Counsel, as applicable, for representation.

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give

30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

12-month period for the following reasons:

ntermittently or on a reduced schedule.

employment terms and conditions.

Have worked for the employer for at least 12 months;

that provides greater family or medical leave rights.

job to perform service in the uniformed service and:

discharge or under other than honorable conditions.

military service or, in some cases, a comparable job.

any benefit of employment because of this status.

are a past or present member of the uniformed service;

• have applied for membership in the uniformed service; or

services while with that particular employer;

REEMPLOYMENT RIGHTS

notice of your service;

conclusion of service; and

may not deny you:

reemployment;

promotion: or

rights under the Act.

retention in employment;

The employee must:

The birth of a child or placement of a child for adoption or foster care;

To bond with a child (leave must be taken within 1 year of the child's birth or placement);

single 12-month period to care for the servicemember with a serious injury or illness.

• Have at least 1,250 hours of service in the 12 months before taking leave;* and

*Special "hours of service" requirements apply to airline flight crew employees.

To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

incomplete, it must provide a written notice indicating what additional information is required.

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

You have the right to be reemployed in your civilian job if you leave that

you ensure that your employer receives advance written or verbal

you have five years or less of cumulative service in the uniformed

you have not been separated from service with a disqualifying

f you are eligible to be reemployed, you must be restored to the job

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are obligated to serve in the uniformed service; then an employer

The Employee Polygraph Protection Act prohibits most private

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

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

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.

or call the Ombuds' office at 844-395-6697.

Learn more and apply at paidleave.wa.gov

To apply for unemployment, you will need

You may be eligible for

if you lose your job

UNEMPLOYMENT BENEFITS

Your Social Security number.

•Reasons you left each job.

last 18 months)

on the following:

National Origin

• Public resorts;

AMBULANCE:

HOSPITAL

OSHA:

Color

Sex

Creed

Disability

Paid time off. Peace of mind.

certain employees of private firms who are reasonably suspected of

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

pays the rest. A calculator to estimate premiums is available on our website.

Visit www.esd.wa.gov to apply and click "Sign in or create an account"

•Your SF8 and SF50 (if you worked for the Federal Government in the

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

•Names and addresses of everyone you worked for in the last 18

•Dates you started and stopped working for each employer.

•Your alien registration number if you are not a U.S. citizen.

•Your Washington State ID or License, if applicable.

The fastest way to apply is online at esd.wa.gov

Honorably discharged veteran or military status

PLACES OF PUBLIC ACCOMMODATION INCLUDE,

• Places of accommodation, assemblage, or amusement;

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

PAYCHECKS ARE ISSUED ON THE

• Private institutions open to the public for an event or gathering;

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

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

HIV, AIDS, and Hepatitis C status

Sexual orientation or gender identity

Pregnancy or maternity

BUT ARE NOT LIMITED TO:

WorkSource center or your local library.

If you don't have a home computer, you can access one at a

If you can't apply online, try contacting us over the phone

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

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

Washington State Law Prohibits Discrimination in Places of Public

The law prohibits discrimination in public accommodations based

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

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

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

screening or during the course of employment.

employers from using lie detector tests either for pre-employment

and benefits you would have attained if you had not been absent due to

you return to work or apply for reemployment in a timely manner after

Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$12.32 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

Domestic Violence Resources

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

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

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

The Employment Security Department is an equal opportunity employer/ 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

Workplace posters available at esd.wa.gov

EMS 10427 . CC 7540-032-981. Rev 07/19 . UI-biz-poster-EN

Every worker is entitled to workers' compensation benefits. You cannot Accident (ROA). You can do this online with FileFast (www.Lni.wa.gov/

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

workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation

disease are covered by the workers' compensation program. **Disability income.** If your work-related medical condition prevents you

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.

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

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

Workers' Compensation Self-Insured

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).

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.) Qualified health-care providers include: medical, osteopathic, 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 in writing that your condition is work related

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

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

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?

Were there major changes to... Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

Your nonwage income (interest, dividend, capital gains, etc.)? Your tax credits?

information on this subject.

employees will see it. Please indicate where they can get forms and

It's the law!

Employers must post this notice where employees can read it.

Wage and Overtime Laws

 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.

for all hours worked over 40 in a fixed seven-day workweek. **Workers Need Meal and Rest Breaks**

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/restbreaks-meal-periods-and-schedules.

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

Pay Requirements

Regular Payday

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

deductions." **Equal Pay and Opportunities Act**

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.

• 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

Meal and rest breaks for teens

agricultural work, teens of any age get a meal period of 30 minutes if

at 1-888-373-7888, or the Washington State Office of Crime Victims

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

Questions about filing a worker rights complaint? Online: www.Lni.wa.gov/workers-rights

About required workplace posters

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

PRODUCT ID:

Relay Service: 711 **Employment Security Department** WASHINGTON STATE

Workers Compensation

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

1-800-547-8367. If a job injury occurs Your employer is insured through the Department of Labor & Industries'

benefits. Benefits include: Medical care. Medical expenses resulting from your workplace injury or

from working, you may be eligible for benefits to partially replace your

Pensions. Injuries that permanently keep you from returning to work may qualify you for a disability pension.

network providers at www.Lni.wa.gov/FindADoc .)

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

What you should do

YOU MAY NEED TO CHECK YOUR WITHHOLDING

independent third party to help 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

Washington State Department of Labor & Industries

Your Rights as a Worker

Workers must be paid the Washington minimum wage

Overtime pay is due when working more than 40 hours Most workers must be paid one and one-half times their regular rate of pay

The Employment Security Department is an equal opportunity employer • Most workers are entitled to a 10-minute paid rest break for each four

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

Teen Corner — Information for Workers Ages 14–17

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.

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 worked. To find out more about teens in the workplace: www.Lni.wa.gov/ TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

withholding. For more details, get Publication 919, How Do I Adjust

• A child with a health condition requiring treatment or supervision; • A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and

wa.gov/DVLeave.

Administered by other agencies Paid Family and Medical Leave: Administered by Washington Employment Security Department. Washington offers paid family and medical leave

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

Human trafficking is against the law

safety accommodations to victims. For more information, see www.Lni. Leave for military spouses during deployment 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. 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.

benefits to workers. This insurance program is funded by premiums paid 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 family, are struck by a serious illness or injury, need to take care of an ill

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.wa.gov or 1-800-233-3247

Contact L&I

Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov

Tell your health-care provider and your employer about your work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of

> **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 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

About required workplace posters

disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer

Helpful phone numbers:

PUBLICATION F242-191-909 [12-2012]

My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/

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:

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

Advocacy at 1-800-822-1067.

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

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

For additional information or help with a workers' compensation issue

If you can answer "yes"... To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form

individuals on the IRS website. Please poster or publish this Bulletin Board Poster so that your

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

or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more

within two years following the date you are advised by a health-care provider in writing that your condition is work related.

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

Report your injury to: (Your employer fills in this space.)

W-4 or call the IRS at 1-800-829-3676. Now is the time to check your

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 per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a

• Children 18 years and older with disabilities that make them incapable of • For more information, see www.Lni.wa.gov/workers-rights/leave/family-

Family and Medical Leave Act: Administered by the U.S. Department of Labor. Eligible employees can enforce their right to protected family and

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace

Upon request, foreign language support and formats for persons with an equal opportunity employer.

posters from L&I and other government agencies.

disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER. INC

information, see www.paidleave.wa.gov.

Need more information?

For victim assistance, call the National Human Trafficking Resource Center