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 were

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

USERRA

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

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.

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.

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

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

Employment Security Department WASHINGTON STATE

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

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more 1-800-547-8367.

benefits. Benefits include:

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

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

network providers at www.Lni.wa.gov/FindADoc .) Qualified health-care providers include: medical, osteopathic,

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

On the Web: www.Lni.wa.gov

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

Report your injury to:

Workers' Compensation Self-Insured

read it (Revised Code of Washington 51.14.100).

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

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

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing 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,

injury occurred. For an occupational disease, you must file a claim within

For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at

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

Self-Insurance Section

Department of Labor & Industries P.O. Box 44890

Olympia WA 98504-4890

On the Web: www.Lni.wa.gov

IRS Withholding

Gain or lose a dependent?

Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

Your tax credits?

My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/ individuals on the IRS website.

Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Most workers earn a minimum of one hour of paid sick leave for every 40

hours worked. This leave may be used beginning on the 90th calendar day

of employment. Employers must provide employees with a statement that

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

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

minimum of 40 hours of any unused paid sick leave to the following year.

For details on authorized use, accrual details, and eligibility, see www.Lni.

Washington Family Care Act: Use of paid leave to care for sick family

Employees are entitled to use their choice of any employer provided paid

• A child with a health condition requiring treatment or supervision;

condition or an emergency health condition; and

Leave for military spouses during deployment

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

leave (sick, vacation, certain short-term disability plans, or other paid time

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

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

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave

from work for legal or law enforcement assistance, medical treatment,

counseling, relocation, meetings with their crime victim advocate, or to

protect their safety. Employers are also required to provide reasonable

safety accommodations to victims. For more information, see www.Lni.

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

Paid Family and Medical Leave: Administered by Washington Employment

Security Department. Washington offers paid family and medical leave

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

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

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

family, are struck by a serious illness or injury, need to take care of an ill

or ailing relative, and for certain military connected events. As directed by

the Legislature, premium assessment started on Jan. 1, 2019. For more

Pregnancy disability leave: Enforced by the Washington State Human

Rights Commission under the Washington State Law Against Discrimination

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

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

medical leave under the FMLA by contacting the Department of Labor at

or filing a complaint related to minimum wage, overtime, paid sick leave or

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

Rights As A Worker Leave Laws

off) to care for:

wa.gov/DVLeave.

protected leave.

Contact L&I

Need more information?

Administered by other agencies

information, see www.paidleave.wa.gov.

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

www.dol.gov/whd/fmla or 1-866-487-9243.

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

Questions about filing a worker rights complaint?

Your Rights as a Worker It's the law! Employers must post this notice where employees can read it.

Wage and Overtime Laws

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

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

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.

payday. Your employer must give you a pay statement showing the number

of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

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

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 Authorization for Summer Work form. If you work during the school year, a

parent and a school official must sign the Parent/School Authorization form. • Many jobs are not allowed for anyone under 18 because they are not safe.

 Work hours are limited for teens, with more restrictions on work hours during school weeks. Meal and rest breaks for teens

agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four • In all other industries, teens who are 16 or 17 must have a 30-minute

meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three • Teens who are 14 or 15 must have a 30-minute meal period no later than

For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Crime Victims

Washington's minimum wage will be \$15.74 per hour beginning Jan. 1, 2023.

Who must be paid minimum wage?

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

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

English proficient individuals are available free of charge. Washington Relay Service: 711

Workplace posters available at esd.wa.gov

Workers Compensation

It's the law! Employers must post this notice where employees can Tell your health-care provider and your employer about your work-related injury or condition. The first step in filing a workers'

workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation Medical care. Medical expenses resulting from your workplace injury or

Your employer is insured through the Department of Labor & Industries'

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

compensate for the loss of body functions. **Pensions.** Injuries that permanently keep you from returning to work

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster. Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find

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

It's the law! Employers must post this notice where employees can To report an injury: If you should become injured on the job or develop an occupational

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

in writing that your condition is work related

two years following the date you are advised by a health-care provider

of Labor & Industries (L&I).

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce?

Change your name?

Washington State Department of Labor & Industries

Overtime pay is due when working more than 40 hours

Workers Need Meal and Rest Breaks

Most workers are entitled to a 30-minute unpaid meal period if working more

• Most workers are entitled to a 10-minute paid rest break for each four

Pay Requirements

Regular Payday Workers must be paid at least once a month on a regularly scheduled

For more information regarding authorized deductions, go to www. Lni.wa.gov/workers-rights/wages/getting-paid and click on "Paycheck deductions."

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

Teen Corner — Information for Workers Ages 14–17

begin working. For summer employment, parents must sign the Parent

worked.

the end of the fourth hour, and a 10-minute paid break for every two hours To find out more about teens in the workplace: www.Lni.wa.gov/ TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

compensation (industrial insurance) claim is to fill out a Report of Accident (ROA). You can do this online with FileFast (www.Lni.wa.gov/

workplace posters from L&I and other government agencies.

About required workplace posters

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

(Your employer fills in this space.) Helpful phone numbers:

PUBLICATION F242-191-909 [12-2012]

disease, immediately report your injury or condition to the person

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

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 W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust

 Most private employers State and local governments (as employers) Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you,

 Age (40 and older) Disability · Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability or a

What can You Do if You Believe Discrimination has Occurred?

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

because there are strict time limits for filing a charge of discrimination (180

or 300 days, depending on where you live/work). You can reach the EÈOC

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

 Job training Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or

in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal. eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) 1_800_669_6820 (TTY)

discrimination on the following bases:

FOR EXAMPLE, AN EMPLOYER CANNOT:

Protected Classes

AGENCY MAY NOT:

-844-234-5122 (ASL video phone) **Visit** an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Programs (OFCCP) enforces the nondiscrimination and affirmative action

commitments of companies doing business with the Federal Government.

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

Federal contract or subcontract, you are protected under Federal law from

Washington State Law Prohibits Discrimination in Employment

The Department of Labor's Office of Federal Contract Compliance

accident prevention plan (also called an APP or safety program) ■ Post this notice to inform your employees of their rights and

that could cause employees serious harm or death.

Employers must provide workplaces free from recognized hazards

Employers — You have a legal obligation to

protect employees on the job.

Actions you must take:

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.

Employees — Your employer must protect you

about them and provide training.

may ask L&I to keep your name confidential

You have the right to:

wages or benefits.

from hazards you encounter on the job, tell you

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

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

representative may participate in an inspection, without loss of

unsafe or unhealthy conditions exist. You or your employee

Get copies of your medical records, including records of

exposures to toxic and harmful substances or conditions.

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

employer fired you, or retaliated or discriminated against

Appeal a violation correction date if you believe the time

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:

1 (available 24/7)

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

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

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

Any local L&I office or

■ 1-800-423-7233, press

in-patient hospitalizations,

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

Employer contact person and phone number.

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.

Know Your Rights: Workplace Discrimination is Illegal

• Union members and applicants for membership in a union

regardless of your immigration status, on the bases of:

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

Federal laws that protect you from discrimination in employment. If you

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

believe you've been discriminated against at work or in applying for a job,

ADDITIONAL INFORMATION:

the EEOC may be able to help.

What Organizations are Covered?

All aspects of employment, including:

Pay (unequal wages or compensation)

sincerelyheld religious belief, observance or practice

Discharge, firing, or lav-off

Hiring or promotion

Assianment

Benefits

Who is Protected?

Job applicants

Color

Religion

National origin

gender identity

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

eye to DOSH within 24 hours.

Address and location where the

Date and time of the incident.

Number of employees and

Brief description of what

work-related incident occurred.

Name of business.

their names.

happened.

CHILD LABOR:

make up the difference.

inspection or any other safety-related activity.

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

allowed on the citation is not reasonable

you because you filed a safety complaint, participated in an

The law requires you to follow workplace safety and health rules

 Comply with all workplace safety and health rules that apply to your business, including developing and implementing a writte

responsibilities. ■ Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective

equipment at no cost. Allow an employee representative to participate in an L&I safety 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 seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.

This poster is available free from L&I at www.Lni.wa.gov/RequiredPosters. Free assistance from the Division of Occupational Safety

and Health (DOSH) Training and resources to promote safe workplaces.

On-site consultations to help employers identify and

fix hazards, and risk management help to lower your

Division of Occupational Safety and Health www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233

workers' compensation costs.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employ PUBLICATION F416-081-909 [07-2022]

Federal Minimum Wage \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it. At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime 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 from intrusion from coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT:** 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

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

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

executive level.

Protected Veteran Status

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

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

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.

· Some state laws provide greater employee protections; employers must comply with both. • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

> **National Origin** by Federal contractors based on race, color, religion, sex, sexual

applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring. promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disabilit discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors

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 veterans.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as

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)

agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

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

ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office

listed in most telephone directories under U.S. Government, Department

of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/

discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. **Individuals with Disabilities**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities

Employment Discrimination

Race, Color, National Origin, Sex

• 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 abuse complaint • Retaliation for opposing an unfair practice PROHIBITED UNFAIR EMPLOYMENT PRACTICES

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

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

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

connection with prospective employment. 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**

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, Executive Order 11246, as amended, prohibits employment discrimination orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees

disclosing, or discussing their compensation or the compensation of other

of Federal contractors from discrimination based on inquiring about,

take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise oppose

Any person who believes a contractor has violated its nondiscrimination

or affirmative action obligations under OFCCP's authorities should contact

discrimination by Federal contractors under these Federal laws.

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

who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should

immediately contact the Federal agency providing such assistance. **BUT ARE NOT LIMITED TO:** • Public resorts;

> • Private institutions open to the public for an event or gathering; • Places of patronage, including government offices, stores, shopping malls, theaters, libraries, hospitals, and transit facilities.

PAYCHECKS ARE ISSUED ON THE

• Places of accommodation, assemblage, or amusement;

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

Emergency Notice AMBULANCE: FIRE-RESCUE:

HAZARDOUS MATERIAL

Polygraph Protection

lie detector tests.

Where polygraph tests are permitted, they are subject to numerous stric 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 does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respect to

Updated 6/22

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION **UNITED STATES DEPARTMENT OF LABOR**

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or

also bring their own court actions.

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

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

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov 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, 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 or call the Ombuds' office at 844-395-6697.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such

as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The

You may be eligible for UNEMPLOYMENT BENEFITS if you lose your job Visit www.esd.wa.gov to apply and click "Sign in or create an account"

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

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

•Reasons you left each job.

on the following:

Race

Sex

last 18 months) •Your Washington State ID or License, if applicable. 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

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

Public Accommodation Washington State Law Prohibits Discrimination in Places of Public

CANNOT:

Refuse or withold entrance;

refusal and shall not constitute an unfair practice. IF YOU HAVE BEEN DISCRIMINATED AGAINST PLEASE CONTACT THE WASINGTON STATE HUMAN RIGHTS COMMISSION: 1-800-233-3247 Voice or 1-800-300-7525 TTY www.hum.wa.gov

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

may experience long wait times.

If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits. If you have been unemployed due to a work-related injury or non-workrelated 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

You must look for work each week that you claim benefits

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

PROHIBITED PRACTICES IN PUBLIC ACCOMMODATION: UNDER RCW 49.60.215, A PLACE OF PUBLIC ACCOMMODATION

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

Charge a different rate or offer different terms and conditions of

for employees to read (see RCW 50.20.140). 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

• Make any inquiry in connection with prospective employment that is discriminatory. The Washington Law Against Discrimination does not require structural

Language interpreters are available. Accommodations to people with disabilities will be made **WASHINGTON STATE HUMAN RIGHTS COMMISSION**

Advocacy at 1-800-822-1067.

an equal opportunity employer.

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

Call: 1-866-219-7321, toll-free Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov About required workplace posters Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies. Human trafficking is against the law

functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees mus inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. 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 responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. inspector may talk confidentially with a number of employees. 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 that provides greater family or medical leave rights. 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 • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

service or, in some cases, a comparable job.

HEALTH INSURANCE PROTECTION

any benefit of employment because of this status.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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;

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.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of

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

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website

at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you

file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office

n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statemen

Γhe 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

of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for

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

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve

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



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

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.

certain employees of private firms who are reasonably suspected of

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

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

screening or during the course of employment.

employers from using lie detector tests either for pre-employment

n connection with a proceeding under USERRA, even if that person has no service connection.

discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be

Paid Leave Paid time off. for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical

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

premium is 0.8% of your wage. You may pay about 73% of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums

Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines, To apply for unemployment, you will need Internet access, and job listings. Log onto WorkSourceWA.com to find Your Social Security number. •Names and addresses of everyone you worked for in the last 18 •Dates you started and stopped working for each employer.

If you don't have a home computer, you can access one at a WorkSource center or your local library. If you can't apply online, try contacting us over the phone Call 800-318-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you

 Color National Origin Creed Disability Honorably discharged veteran or military status HIV, AIDS, and Hepatitis C status Pregnancy or maternity Sexual orientation or gender identity • Use of a guide dog or service animal by a person with a disability PLACES OF PUBLIC ACCOMMODATION INCLUDE,

The law prohibits discrimination in public accommodations based

Payday Notice

Prohibit entrance of a service animal.

Upon request, foreign language support and formats for persons with

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