NOTE: OSHA REQUIRES THAT REPI

All workers have the right to:

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative)

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

records, tests that measure hazards

in the workplace, and the workplace

participate) in an OSHA inspection and

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

injury and illness log.

District of Columbia & Federal Employment Notices

DATE POSTED:_ \star \star \star Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance. Il Rights Reserved. Unauthorized copies are ill

Employees who receive gratuities

\$3.89 per hour beginning July 1, 2018

\$4.45 per hour beginning July 1, 2019

\$5.00 per hour beginning July 1, 2020

\$5.05 per hour beginning July 1, 2021

\$5.35 per hour beginning July 1, 2022

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by employer or by law or pay the employee 15 cents per hour in addition to the

minimum wage (maximum required is \$6.00 per week) for washable uniforms. When the employer

purchases and the employee maintains washable uniforms, the additional payment required is 10

cents per hour. When the employer cleans and maintains but the employee purchases, the ad-

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work. a

maximum of one (1) meal deduction is allowed. For over four (4) hours of work, a maximum of two

(2) meal deductions is allowed. For employees that live on the employer's premises, no more than

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions

No employer shall make any deductions, except those specifically authorized by law or court order,

Every employer shall make and keep for at least three (3) years accurate time and payroll records

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

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

An employer who employs an employee who receives gratuities shall submit a quarterly wage report

1. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports

2. An employer shall submit its quarterly wage reports online unless the employer claims that online

reporting creates a hardship, in which case the employer shall submit its reports in hard-copy form 3. The Mayor shall provide reporting requirements training to educate employers about the reporting

within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the

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

for each employee, in addition to other detailed records required by the Act.

which would bring the wages below those required by the Act. An itemized wage statement showing

ditional payment required is 8 cents per hour

may be taken for lodging provided by the employer

all deductions must be provided with each pay check

the minimum wage, the employer must pay the difference

REPORTING OF THE QUARTERLY WAGE REPORT

and it is located at https://www.essp.does.dc.gov/.

requirements and use of the Internet-based portal.

INTERNET-BASED TIP PORTAL FOR ONLINE

\$6.36 per day can be deducted.

OTHER PROVISIONS

TIPPED EMPLOYEES

required minimum wage

DEDUCTIONS

RECORDS

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

State Minimum Wage

GOVERNMENT OF THE DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOF

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

THIS SUMMARY MUST REMAIN IN A

VISIBLE LOCATION WHERE EMPLOYEES MAY READ

MINIMUM WAGE RATES

MEALS

Protecting Pregnant Workers Fairness Act

Protecting Pregnant Workers Fairness Act - Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Breastfeeding The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties

The employer must engage in good faith and in a timely and interactive process to determine the

mployers must make all reasonable accommodations,* including but not limited to:

 Temporarily transferring the employee to a less strenuous or hazardous position; Purchasing or modifying work equipment, such as chairs;
Temporarily restructuring the employee's position to provide light duty or a modified work schedule:

 Relocating the employee's work area: or Providing private (non-bathroom) space for expressing breast milk.

Refuse an accommodation unless it would cause significant hardship or expense to the

Require an employee to take leave if a reasonable accommodation can be provided; or

• Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Office of Human Rights DISTRICT OF COLUMBI

Non-Discrimination

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

PRODUCT ID

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the

date the accommodation became or will become medically advisable; (2) an explanation of the

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

medical condition and need for a reasonable accommodation; and (3) the probable length of time

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

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

* A "reasonable accommodation" is one that does not require significant difficulty in the operation

applies to employees who have worked for the employer for one year without a break in service and who have worked at least 1000 hours during the last 12 months. Employers may have leave policies

which are more generous than those required by the Act. A COMPLAINT CONCERNING A DENIAL OF RIGHTS UNDER THIS ACT MUST BE FILED WITHIN ONE YEAR OF THE OCCURRENCE OR DISCOVERY OF THE VIOLATION.

If you feel you have been discriminated against in any of the above areas you may elect to either go directly to the court to file a complaint within one year of the alleged discrimination or you may report the act within 180 days to your departmental EEO counselor who has 21 days to resolve the matter. If you are not satisfied with the results, you have 15 days to file a formal complaint with the EEO Director at the Office of Human Rights. If you have any questions regarding this process you may contact the Intake Unit at the Office of Human Rights; Telephone number (202) 727-4559. *Source of income and place of residence or business are not protected categories in emp ne and place of residence or business are not protected categories in employment PARENTAL LEAVE ACT OF 1994

accordance with District of Columbia Law 10-146, effective August 17, 1994, an employee who is a parent shall be entitled to a total of 24 hours leave* during any 12 month period to attend or • "Parent" means natural mother or father of child;

A person who has legal custody of a child:

 A person who acts as a guardian of a child regardless of legal appointment; An aunt, uncle, or grandparent of a child; or
A person married to a person listed above.

• "School-related event" means an activity sponsored by either a school or an associated

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

family, vacation, personal, compensatory, or leave bank leave that has been provided by the employer. If you feel you have been discriminated against in any of the above areas you may elect to either go directly to the court to file a complaint within one year of the alleged discrimination or you may report the act within 180 days to your departmental EEO counselor who has 21 days to resolve the matter. If you are not satisfied with the results, you have 15 days to file a formal complaint with the EEO Director. If you have any questions regarding this process you may contact the Intake Unit at the Office of Human Rights; Telephone number (202)727-4559.

EEO Counselor Department Location Telephone

For answers to questions concerning the Act or to file a complaint under the Act, contact Government of the District of Columbia • Office of Human Rights 441 4th Street, N.W., 570N Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 www.ohr.dc.gov

Paid Family Leave

However, there is an exception for pregnant women who take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

by large experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave. dc.go\

Benefit Amounts Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. The current maximum weekly benefit amount is \$1,049.

Covered Workers To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you information about the Paid Family Leave program at these three (3) times: Employee Protection The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR). Under the Universal Paid Leave Act, the Office of Paid Family Leave is required to provide notice of the

ollowing: 1. That retaliation by a covered employer against a covered employee for requesting, applying for, or using paid-

Teace benefits is pronibiled; 2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job protection if he or she decides to take paid leave pursuant to this act; and 3. That employees have a right to file a complaint with OHR if they feel they have been retaliated against for requesting, applying for, or using paid leave.

s limited because of pregnancy, childbirth, breastfeeding, or a related medical condition

Types of Accommodations

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

Having the employee refrain from heavy lifting;

Prohibited Actions by Employers Employers may not:

Take adverse action against an employee for requesting an accommodation; Deny employment opportunities to the employee because of the request or need for an

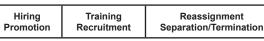
NOTICE OF NON-DISCRIMINATION DISTRICT OF COLUMBIA GOVERNMENT EMPLOYEES

In accordance with the District of Columbia Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived

Race Color Sex (Gender or sexual harassment) National Origin Religion	Age Marital Status Personal Appearance Sexual Orientation Gender Identity or Expression	Family Responsibilities Matriculation Political Affiliation Genetic Information Disability
--	--	--

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, arassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary

Equal Employment Opportunity Rules Governing Complaints of Discrimination in the District of Columbia Government, Title 4 DCMR Chapter 1 and Chapter 5 protects your job-related benefits which include but are not limited to:



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

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

omplaint with the EEO Director at the Office of Human Rights. For complaints of sexual harassment, you may file directly with the Office of

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

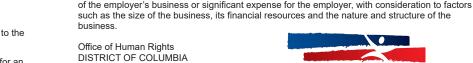
Human Rights; Telephone number (202) 727-4559.

s 'Rights Under the District of Columbia FAMILY AND MEDICAL LEAVE ACT OF 1990

weeks of unpaid family leave:

The District of Columbia Family and Medical Leave Act of 1990, D.C. Law 8-181, requires, effective April 1, 1991, all employers of 20 or more employees in the District of Columbia to provide up to 16 for the birth of a child, adoption or foster care
to care for a seriously ill family member And up to 16 weeks of unpaid medical leave:

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



Certification from Health Care Provide

the accommodation should be provided.

Filing a Complaint of a Violation

(OHR). To file a complaint, visit

• Online at ohr.dc.gov; or



ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20001

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

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

Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being

Employers must:

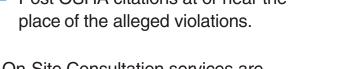
OSHA® Occupational Safety and Health Administration

Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.

Comply with all applicable OSHA standards.

- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

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



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 12-month period for the following reasons:

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);

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

Employees who do not receive gratuities

\$13.25 per hour beginning July 1, 2018

\$14.00 per hour beginning July 1, 2019

\$15.00 per hour beginning July 1, 2020

\$15.20 per hour beginning July 1, 2021

\$16.10 per hour beginning July 1, 2022

Consumer Price Index for both employees who do not receive gratuities and employees who receive

gratuities. Visit the Department of Employment Services website at <u>www.does.dc.gov</u> for the yearly

The minimum wage provision does not apply in instances where other laws or regulations establish

2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid

B. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.

Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.

. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult

earners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid

a. employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or

At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek

. In a bona fide executive, administrative, professional, computer, or outside sales capacity

3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half

times the minimum hourly rate applicable under the Act, and more than one-half of the employee's

compensation for a representative period (not less than one month) represents commissions on

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

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

mobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in

removed the overtime exception for employees of a car wash. Car wash employees are entitled to

overtime for all hours worked over a forty-hour workweek. The United States Department of Labor's

Home Care Rule, effective November 12, 2015, became applicable to direct care workers employed

care services, such as certified nursing assistants, home health aides, personal care aides, caregiv-

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd.

by agencies and other third-party employers. Direct care workers are workers who provide home

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

NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012,

5. Students employed by institutions of higher education may be paid the minimum wage estab-

he established District of Columbia minimum wage immediately upon hire.

b. engaged in the delivery of newspapers to the home of the consumer.

2. As a private household worker who lives on the premises of the employer;

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

the business of selling these vehicles to ultimate purchasers.

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER

DISTRICT LAW MAY BE ENTITLED UNDERFEDERAL LAW

7. The minimum wage provision does not apply to persons:

The overtime provision shall not apply to persons employed:

l. Handicapped workers may be paid le<mark>ss o</mark>nly when the employer has received an author<mark>iz</mark>ing

ninimum wage rates

pursuant to that Act.

OVERTIME PAY

OVERTIME EXCEPTIONS

goods and services

ers, and companions

UNIFORMS

home delivery

MINIMUM WAGE EXCEPTIONS

minimum wage rates for the following:

certificate from the U.S. Department of Labor.

lished by the United States government.

Beginning in 2021, the minimum wage will increase during each successive year pursuant to the

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

vment of a military r

All labor laws enforced within the District of Columbia can be found on www.does.dc.gov. FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT

DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE HOUR 4058 Minnesota Avenue, N.E. Washington, D.C. 20019 (202) 671-1880 | www.does.dc.gov

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR

Updated 2

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES NOTICE TO EMPLOYEES Information on Paid Family Leave in the District of Columbia Expanded benefits available October 2022

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employed time off from work for qualifying parental, family, medical, and prenatal events. For more information at the Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave do not lc.gov

Contact OSHA. We can help.



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

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

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.

OVERTIME PAY t least $1\frac{1}{2}$ times the regular rate of pay for all hours worked over 40 in a workweek

CHILD LABOR: n 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 nours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per nour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. NURSING MOTHERS:

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 ntrusion 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 each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed or violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such ssessments may be doubled when

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA ADDITIONAL INFORMATION:

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

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

Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless

exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

> 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

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from dis yment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help

Who is Protected? The Employees (current and former), including managers and temporary employees Job applicants • Union members and applicants for membership in a union

What Organizations are Covered? State and local governments (as employers) Educational institutions (as employers)

Staffing agencies What Types of Employment Discrimination are Illegal? nder the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

National origin Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older

edical history) Retallation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or

What Employment Practices can be Challenged as Discriminatory? harge, firing, or lay-off ng unwelcome verbal or physical conduct)

Hiring or promotion signment 'ay (unequal wages or cor colure to provide reason? ation for a disability or a sincerelyheld religious belief, obser

Job training Classificatior bitaining or disclosing genetic information of employees equesting of disclosing medical minormation of employees onduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation

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 o discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC 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)	
1-844-234-5122 (ASL video phone)	
Visit an EEOC field office (information at	
www.eeoc.gov/field-office)	
E-Mail info@eeoc.gov	

dditional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from disc about, disclosing, or discussing their compensation or the compensation of other applicants or employees ors from discrimination based on inquiring ection 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in iring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations on otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Sector 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with 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 veterans. Protected Veteran Status etallation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise pposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OECCP's authorities 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) 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://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as 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 on the basis of race, color or national origin in programs or activities receivir ation is covered by Title VI if the primary objective of the financial assistance ent, or where employment dis ation causes or may cause discrimination in provi

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmativ action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employe of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following base

activities which receive Federal financial assistance. ndividuals 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 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

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs of

the foreign deplo 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 single 12-month period to care for the servicemember with a

serious injury or illness. In employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

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 other employment terms and conditions. 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 practice made unlawful by the FMLA, or being involved in any

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months;

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

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

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. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave gualifies for FMLA protection. Sufficient information could include

nforming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must 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

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. 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 against an employer

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

illnesses or injuries.

against an employer for violations of USERRA.

even if that person has no service connection.

customarily place notices for employees.

ENFORCEMENT

rights, in

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • HEALTH INSURANCE PROTECTION YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT · 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

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

bu 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 onorable conditions.

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 service or, in some cases, a comparable job

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any penefit of employment because of this status.





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

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 <u>https://</u>

www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel,

as applicable, for representation. • You may also bypass the VETS process and bring a civil action

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/

programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they

luding testifying or making a statement in connection with a proceeding under USERRA,

waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected

Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Updated 8/1

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

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

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

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

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

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



DC Family Medical Leave Act

DC Family and Medical Leave Act-**Workplace Poste**

Work Leave for Family or Medical Purposes

e District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of family leave and 16 weeks of medical

receive benefits to bond with a new child for up to 12 weeks in a year;
 receive benefits to care for a family member for up to 12 weeks in a year;
 receive benefits for your own serious health condition for up to 42 weeks in a year;

at these three (3) times: 1. At the time you were hired; 2. At least once a year; and 3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

requesting, applying for, or using paid leave. For more information on OHR and job protections, please visit the following web address: ohr.dc.gov. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at

Maximum Leave Entitlement Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. depaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov. Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

ODIE DONALD II

dc paid 🕎

family leave

MURIEL BOWSER MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Employment Servic

Building Services



American Job Center – Southeast

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

Washington, DC 20032 (202) 741-7747

Updated 2/15

 $\star \star \star$

NOTICE OF NEW REGULATIONS D.C. Act 21-485 (Act), also known as the Building Service Employees Minimum Work Week Act of 2016. Under this Act, covered employees shall be scheduled to work the minimum work week of at least 30 hours

What is a Building Service Employee itorial services, building maintenance services, or other services in or around a covered location to maintain the repair, cleanliness, and overall guality of the covere

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

cation or place of business.

American Job Center – Headquarters

4058 Minnesota Avenue, N.E.

Washington, DC 20019

(202) 724-2337

36-524, JUNE 15, 1976)

hours in any one day.

DC Human Rights Act

National Origin

Sex (including pregnancy)

Race

Religion

(EMPLOYMENT OF MINORS, D.C. CODE, TITLE 36, CHAPTER 5, SECTION 36-501 THROUGH

NO MINOR UNDER 14 YEARS OF AGE SHALL BE EMPLOYED* in any gainful occupation with the exception that minors 10 years of age and over may be employed outside of school hours in

the distribution of newspapers and minors 12 years of age and over may be employed in the sale of

AGE REGULATIONS No minor under 12 years of age shall distribute, sell or expose or offer for sale any newspapers, magazines, periodicals or any other article of merchandise of any disposition or any description or

distribute handbills or circulars in any street or public place; except minors 10 years of age and over may engage in the distribution of newspapers, magazines or periodicals on fixed routes. This section

does not apply to the distribution or circulation of political literature or petitions or such other materials

This section does not apply to any duly approved vocational education program or training under the

No minor under 16 years of age shall be employed in the stuffing of newspapers (inserters), nor shall work of any minor 16 or 17 years of age employed stuffing newspapers exceed 40 hours in any one

No minor under 18 years of age shall be employed in connection with any gainful occupation more than six (6) consecutive days in any one week or more than 48 hours in any one week or more than 8

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

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

health plan coverage. The employee should not lose benefits such as seniority or group when applicable.

An employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months.

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

school-related events for his or her child.

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

Gender Identity or Expression

Age
 Marital Status

Personal Appearance

Sexual Orientation

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

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

auspices of the D.C. Board of Education or the Trustees of the University of The District of Columbia.

No minor under 18 years of age shall be employed:

at operating any freight or non-automatic elevator
 in any quarry, tunnel or excavation.

iminate on the basis of (actual or perceived):*

(1) in the operation of any machinery operated by power other than hand or foot power;
 (2) in oiling, wiping or cleaning machinery or assisting therein.

Updated 8/10

Update 6/2

Updated 8/16

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

 • A covered employer shall post and maintain the notice in a conspicuous place, which shall be prescribed by the Mayor and provided to each covered employer that shall include excerpts or summaries of the pertinent provisions of this Act and information about filing of a complaint pursuant to the Act.

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

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

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

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

American Job Center - Northwest

Frank D. Reeves Municipal Center

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

Washington, DC 20009

(202) 442-4577

Unemployment Insurance

NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

American Job Center – Northeast

CCDC - Bertie Backus Campus

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

Washington, DC 20017

(202) 576-3092

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

f you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the nerican Job Centers listed below

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

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

IMPORTANT: Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.

Child Labor Law

State Equal Employment Opportunity

Equal Employment Opportunity - Know Your Rights in the District of Columbia

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

hour shall be 9:00 PM.

OCCUPATION OF THE EMPLOYER

30 days or by both upon the discretion of the court

PERMITTED OR SUFFERED TO WORK.

Family Responsibilities

Matriculation Political Affiliation

Disability

Genetic Information

Right to B Under the District of Columbia Human Rights Act of 1977, as amended, A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child. A memployer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort. The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee. An employer is not required to provide break-time if it would create an undue hardship on the	 Breastfeed proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security. The employee must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements. The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation. If the employee feels as if she is being discriminated against under the Act, she may contact: THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS 	Medical Leave Eligible circumstances for medical leave under DCFMLA includ Leave under DCFMLA may be taken in blocks of time, intermitt The employer may require medical certification and reasonable Employee Eligibility	prior notice when applicable.	work.
operations of the employer. • An employer shall make reasonable efforts to provide a sanitary room or other location in close	441 4th Street, NW : Suite 570 North : Washington, DC 20001 [202] 727 / 4559 or <u>ohr.dc.gov</u>	Employer Posting Requirements The employer must post and maintain this notice in a conspicue post the notice.	bove eligibility requirements can be met by considering employment a bus place. An employer that willfully fails to post this notice may be ord	
Fair H In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2:000000000000000000000000000000000000	Act of 1977, Section 2-1402.21 of the D.C. Code, prohibits acts performed wholly or partially for a discriminatory reason: "To interrupt, or terminate, or refuse, or fail to initiate or conduct any transaction in real property; or to require different terms for such transaction; or to represent falsely that an interest in real property is not available for transaction;" Similar prohibitions apply to "blockbusting," "steering," and financing. COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH: Government of the District of Columbia The D.C. Office of Human Rights 41 4th Street N.W., Suite 570N Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 www.ohr.dc.gov	 Human Rights (OHR). To file a complaint, visit: Online at ohr.dc.gov; or In-Person at 441 4th Street NW, Suite 570N, Washington, DC Questions about the OHR process can also be answered by phohr.dc.gov phone: ¹ For family or medical leave that began prior to November 13, 2 worked at least 1,000 hours during the 12 month period immediation 		IN, Washington, DC 20010 the employer for at least one year without a break in service, and t did not need to have immediately preceded the request for leave. Updated 12
<text><text><text><text><text><text><text><list-item><list-item><list-item><list-item><list-item><list-item><list-item><text></text></list-item></list-item></list-item></list-item></list-item></list-item></list-item></text></text></text></text></text></text></text>	The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations. NAME OF INSURANCE COMPANY Address: Phone: NAME OF INSURANCE COMPANY Address: Phone: Representative:	In accordance with the D.C. Human Rights Act of 1977, as amend actual or perceived:	exual harassment) al Origin gion Personal Appearance Sexual Orientation Gender Identity or Expression bited by the Act. In addition, harassment based on any of the above protect hary action. Section 2-1402.41 makes it unlawful for an educational institu- ny program or activity, to any person otherwise qualified" OMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILEE Government of the District of Columbia Office of Human Rights 441 4th Street, N.W., 570N Washington, D.C. 20001 Telephone (202) 727-4559 • Fax (202) 727-9589 www.ohr.dc.gov	Familial Status Political Affiliation Disability Source of Income Actes and the second se
Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solution Solut	Hoolding 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 My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website. Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.	employees. ACCRUAL START DATE Paid leave accrues at the beginning of employment, provided that the ac employees prior to February 22, 2014. Paid leave accrues on an employ ACCESSING PAID LEAVE An employee must be allowed to use paid leave no later than after 90 da NUMBER OF HOURS ACCRUED Accrual of paid leave is determined by the type of business, the number	in the District of Columbia must provide paid leave to each employee, including er crual need not commence prior to November 13, 2008 and provided that an emplor er's established pay period. hys of service with the employer. An employee may use leave on short notice if the of employees an employer has, and the number of hours an employee works. For it one (1) hour per 43 hours worked, up to five (5) days per calendar year and be p Employees accrue at least	over need not allow accrual of paid leave for tipped restaurant or bar reason for leave is unforeseeable. tipped employees of restaurants or bars, regardless of the number of
		100 or more employees 25 to 99 employees	1 hour per 37 hours worked 1 hour per 43 hours worked	7 days per calendar year 5 days per calendar year

Emergency Notice		
AMBULANCE:	FIRE-RESCUE:	
HOSPITAL:	PHYSICIAN:	EN
ALTERNATE:	POLICE:	The res
OSHA:	HAZARDOUS MATERIAL:	TO To

Payday Notice PAYDAY IS ON

save during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act.

awarded if it is determined that a violation of the Act did occu ild, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave DC Family and Medical Leave Act Iness rendering the employee unable to work

The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave: for the birth of a child, an adoption or foster care; or
to care for a seriously ill family member. It also allows up to 16 weeks of unpaid medical leave: • to recover from a serious illness that left the employee unable to work for a total of 32 weeks

during a 24 month period

DC Parental Leave Act

A parent is defined as the:

biological mother or father of a child;

person who acts as a guardian of a child;
aunt, uncle, or grandparent of a child; or is a person married to a person listed above.

person who has legal custody of a child;

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

Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably fores

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

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

HOUR STANDARDS No minor between the ages of 14 and 18 years of age shall be employed in any gainful occupation

No minor between 12 and 18 years of age shall be employed in the sale of newspapers, magazines

EXCEPTION: MINORS BETWEEN 14 AND 18 YEARS OF AGE MAY BE EMPLOYEDWITHOUT AWORK PERMIT OUTSIDE OF SCHOOL HOURS IN IRREGULAR OR CASUALWORK USUAL

TO THE HOME OF THE EMPLOYER: PROVIDED. THAT SUCH EMPLOYMENT SHALL NOT BE

PENALTIES

Whoever employs any minor in violation of any of the provisions of the D.C. Child Labor Law or any

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

employed in violation of the provisions of this Act, shall for the first offense be punished by a fine of not less than \$25.00 nor more than \$100.00 or imprisonment of not less than 10 days nor more than

Credit Information

Status as a victim or family member of a

victim of Domestic Violence. Sexual

Offense or Stalking (DVSOS) • Homeless Status

*NOTE: THE TERM "EMPLOYED"WHEREVER USED SHALL INCLUDE EMPLOYED,

IN CONNECTION WITH NOR FORM A PART OF THE BUSINESS, TRADE PROFESSION OR

or any other articles or merchandise, in any street or public place unless he/she has procured and is

wearing in plain sight a street trades badge issued by the Work Permits Unit. No permit or badge shall be valid except for the employer named thereon and for the specific occupation designated.

unless he/she has obtained a work permit. The employer shall keep the work permit on file and accessible to any person authorized to enforce this Act.

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

Filing a Complaint of a Violation To file a complaint about a violation of these laws with the Office of Human Rights, visit: Online a companit about a violation of these laws with the Onlice of Human Rights, visit.
 Online at ohr.dc.gov; or
 In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.
 Questions can also be answered by phone at (202) 727-4559.
 * Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense. ** Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer. ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010

b. Information for employees on how they may participate

Wage-Hour Investigation
 Administrative Law Judge Hearing Civil Court Proceedings

Threats are now included as a form of retaliatio
It is illegal for any person to retaliate.

Rules against Retaliation The WTPAA extends the protection and it also gives the Mayor power to enforce this law.

Potential Penalties Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a)

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

the Living Wage Act are violated for each day the violation occurred or continued

shall be guilty of a misdemeanor and, upon conviction, shall be fined:

Section 7a – Wage Theft Prevention Fund • Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:

Any employer who willfully fails to comply with the provisions of this Act or the Living Wage Act

• For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more

In addition to and apart from any other penalties or remedies provided for in this Act or the Living Wage Act, the Mayor shall assess and collect administrative penalties as follows:
 For the first offense, \$50 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued.
 For any subsequent offense, \$100 for each employee or person whose rights under this Act or the Act or the Living Wage Act are violated for each day the violated for each day the violated for each day and the violated for act between the violated for act and the violated for each day and the violated for act and the violated for each day and the violated for act and the violate

This law protects employees even if their employer incorrectly believes they made a complaint.

Wage Theft Prevention Act

Procedural Options

than 90 days, or both.

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES Labor Standards Bureau • Office of Wage-Hour The Wage Theft Prevention Amendment Act of 2014

The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of February 26, 2015. The law includes provisions to enhance applicable remedies, fines, and administrative penalties when an employer fails to pay earned wages, to provide for suspension of business licenses of employers that are delinquent in paying wage judgments or agreements, to clarify administrative procedures and legal standards for adjudicating wage disputes, to require the employer to provide written notice to each employee of the terms of their employment, and to maintain appropriate employment records. Requirements

Written Employment Notice: As an employer of the District of Columbia, upon hire, you are required to provide a notice to employees of their employment. Also, within 90 days of the effective date of WTPAA, every employer shall furnish to each employee at the time of hiring a written notice in English in the form made available by the Mayor pursuant to subsection (e) of this section. If, pursuant to subsection (e) of this section, the Mayor has made available a translation of the sample template in a second language that is known by the employer to be the employee's primary language or that the language that is known by the employer also shall furnish written notice to the employee in that second language. The notice shall contain the following information: This notice must include:

 The name of the employer and any "doing business as" (DBA) names used by the employ er
 The physical address of the employer's main office or principal place of business, and a mailing address if different

a) The telephone number of the employer
 4) The employee's rate of pay and the basis of that rate, including:

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

allowances Overtime rate of pay or exemptions from overtime pay
 Living wage or exemptions from the living wage

f. Any applicable prevailing wages
5) The Mayor shall make available for temporary staffing firms a sample template of the notice required by section 9a(b) within 60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014. passed on 2nd reading on July 14, 2014 (Enrolled version of Bill 20-671). The Mayor also shall make available for employers a translation of the sample template in any language required for vital documents pursuant to the Language Access Act (D.C. Law 15-167, § 4; D.C. Code§ 2-1933). Wage Payment Liability:

• When the employer is a subcontractor and has failed to pay an employee any wages earned, the subcontractor and the general contractor shall be jointly and severally liable to the subcontractor's employees for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act.

• When a temporary staffing firm assigns an employee to perform work at or provide services for another organization, the temporary staffing firm shall furnish the employee a written notice in English, in the form of the sample template made available by the Mayor pursuant to subsection (c) of this section. of:

(c) of this section. of:
(1) The specific designated payday for the particular assignment;
(2) The actual rate of pay for the assignment and the benefits, if any to be provided;
(3) The overtime rate of pay the employee will receive or. if applicable.
inform the employee that the position is exempt from additional overtime compensation and the basis for the overtime exemption;
(4) The location and name of the client employer and the temporary staffing firm;

5) The anticipated length of the assignment; 5) Whether training or safety equipment is required and who is obligated to provide and pay for

the equipment: (7) The legal entity responsible for workers compensation should the employee be injured on the job; and

(8) Information about how to contact the designated enforcement agency for concerns about safety, wage and hour, or discrimination.
Every employer shall pay all wages earned to his employees on regular paydays designated

in advance by the employer and at least twice during each calendar month, except that all bona fide administrative, executive, and professional employees (as defined in 7 D.C.M.R. 999.1) shall be paid at least once per month;

Notice of Complaint For any employer alleged to be in non-compliance with the Act, The Mayor shall deliver two (2) notices to the employer.

- 1. Notice of Complaint that specifies:
- a. The alleged violation b. Potential damages, penalties, and other cost c. Rights and obligations of the parties
- d. Process for contesting the complaint
 2. Notice of Investigation that must be posted for all employees to see for a period of at least 30 davs that specifies:

a. An investigation is being conducted

The Mayor shall collect administrative penalties in the amounts set forth below for the following Five hundred dollars for failure to provide notice of investigation to employees Five hundred dollars for failure to post notice of violations to the public Accrued Sick and Safe Leave Act or the Minimum Wage Revision Act. No administrative penalty may be collected unless the Mayor has provided any person alleged to have violated any of the provisions of this section notification of the violation, notification of the amount of the administrative penalty to be imposed, and an opportunity to request a formal hearing held pursuant to the District of Columbia Administrative Procedure Act, approved

 October 21, 1968 (82 Stat 1203, D.C. Official Code § 2-501 et seq).
 The Mayor shall issue a final order following the hearing, containing a finding that a violation has or has not occurred. If a hearing is not requested, the person to whom notification of iolation was provided shall transmit to the Mayor the amount of the penalty within 15 days ollowing notification.

There is established as a special fund the Wage Theft Prevention Fund ("Fund"), which shall be inistered by the Department of Employment Services. The Fund shall be used to enforce provisions of this Act, the Minimum Wage Revision Act, the Accrued Sick and Safe Leave Act, and the Living Wage Act. The money deposited into the Fund, and interest earned, shall not revert to the unrestricted fund balance of the General Fund of the District of Columbia at the end of a fiscal year, or at any other time.
 Minimum Wage Penalties D.C. Official Code § 32-1011
 Any person who willfully or negligently violates any of the provisions of §32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or to imprisonment of not more than six (6) months or both

6) months, or both.

No person shall be imprisoned under this section except for an offense committed willfully after the conviction of that person for a prior offense under this section.
Prosecutions for violations of this subchapter shall be in the Superior Court of the District

 In addition to and apart from the penalties or remedies provided for in this section, the Mayorshall assess and collect administrative penalties as follows:

1.For the first violation, \$50 for each employee or person whose rights under this Act areviolated for each day that the violation occurred or continued; 2.For any subsequent violations, \$100 for each employee or person whose rights under this

Actare violated for each day that the violation occurred or continued; 3.\$500 for each failure to maintain payroll records or to retain payroll records for three (3)years or whatever the prevailing federal standard is, whichever is greater for each violation 4.\$500 for each failure to allow the Mayor to inspect payroll records or perform any

5.\$500 for each failure to provide each employee an itemized wage statement or the writtennotice as required by section 9(b) and (c); and 6.\$100 for each day that the employer fails to post notice as required under section 10(a).

ASSLA Penalties D.C. Official Code § 32-131.12 An employer who willfully violates the requirements of this Act shall be subject to a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor determines that an employer has violated any

provision of this Act, the Mayor shall order the employer to provide affirmative remedies including: compensatory damages, punitive damages, and additional damages as provided in the law. The administrative fines and penalties collected under this section shall be deposited in the Wage Theft Prevention Fund

DC Human Rights Act

Protected Traits in the DC Human Rights Act The DC Office of Human Rights enforces the DC Human Rights Act, which makes discrimination illegal based on 20 protected traits for people that live, visit or work in the District of Columbia. The DC Human Rights Act prohibits discrimination in housing, employment, public accommodations and educational institutions.

otected Traits for Housing, Employment, Public Accommodations and Educationa

in a college, university 15. Familial Status (applies to housing, public accommodations and educational institutions): a parent or guardian with children under 18 16. Source of Income (applies to housing, public accommodations and educational institutions): origination of a person's finances

17. Genetic information (applies to employment and public accommodations): Your DNA or family history which may provide information as to a person's predisposition or likely to come down with a disease or illness.

Public Accomodations

mination or resignation of employmen

& Safe Leave Act

If an employer has	Employees accrue at least	Not to exceed		
100 or more employees	1 hour per 37 hours worked	7 days per calendar year		
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year		
Less than 25 employees	1 hour per 87 hours worked	3 days per calendar year		

EMPLO

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

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

omplaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Ac

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



see it.		use the following chart:	
		If an employer has	Employees accrue at least
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If an employer has	Employees accrue at least	
100 or more employees	1 hour per 37 hours worked	

Less than 25 employees	1 nour per 87 nours worked	
ISED LEAVE er this Act, an employee's accrued paid sick leave carries over from year	to year. Employers do not have to pay employees for unused paid sick leave $\boldsymbol{\upsilon}$	upon term
PLOYEE PROTECTION er the Act, employees who assert their rights to receive paid sick leave or	provide information or assistance to help enforce the Act are protected from re-	etaliation.

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

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DISTRICT OF COLUMBIA PUBLIC ACCOMMODATIONS NOTICE OF NON-DISCRIMINATION n accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or p

Race	Marital Status	Matriculation
Color	Personal Appearance	Political Affiliation
Sex (Gender or sexual harassment)	Sexual Orientation	Genetic Information
National Origin	Gender Identity or Expression	Disability
Religion Age	Family Responsibilities	

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above categories is also prohibited by the Act. Discrir not be tolerated. Violators will be subject to disciplinary action. The D.C. Human Rights Act of 1977, Section 2-1402.31(a) of the D.C. Code, prohibits acts performed wholly or parti o deny, directly or indirectly, any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodations of accommodations of any place of public accommodations of any place of public accommodations of accommodations of any place of public accommod also apply to the denial of credit or insurance.



Government of the District of Columbia Office of Human Rights 441 4th Street, N.W., 570N Washington, D.C. 20001

Felephone (202) 727-4559 • Fax (202) 727-9589 <u>www.ohr.dc.go</u>

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Institutions include: ification or association based on a person's ancestry or ethnicity pigmentation or complexion belief system which may or may not include spirituality igin: the country or area where one's ancestor's are from on's gender; includes sexual harassment and a woman's right to breastfeed ars or older history. tus: married (same-sex or opposite-sex), single, in a domestic partnership arated, and widowed ppearance: outward appearance, but is subject to business requirements or ntation: homosexuality, heterosexuality, and bisexuality **tentity or expression:** your gender-related identity, behavior, appearance, behavior which is different from what you are assigned at birth sponsibilities: supporting a person in a dependent relationship, which includes, ed to, your children, grandchildren and parents filiation: belonging to or supporting a political party 13. Disability: a physical or mental impairment substantially limiting one or more major life activities (includes HIV/AIDS) Additional Traits Applicable to Some Areas include: 14. Matriculation (applies to housing, employment and public accommodations): being enrolled

18. Place of Residence or Business (applies to housing and public accommodations): geographical location of home or work 19. Status as a Victim of an Intrafamily Offense (applies to housing): a person who was subjected to domestic violence, sexual assault and stalking 20. Credit Information* (applies to employment): any written, verbal or other communication of information bearing on an employee's creditworthiness, credit standing, credit capacity or credit *Enforcement of this protected trait becomes effective October 1, 2017. Please note that these definitions are not exhaustive.

> Updated September 11, 2017. 441 4th Street NW. Suite 570N Washington, DC, 20010 Phone: (202) 727-4559 Fax: (202) 727-9589 ohr.dc.gov facebook.com/dcohr twitter.com/dchumanrights instagram.com/dchumanrights

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