

Minimum Wage

MINIMUM WAGE RATES

mployees who do not receive gratuities

\$13.25 per hour beginning July 1, 2018

\$14.00 per hour beginning July 1, 2019

DISTRICT OF COLUMBIA

Department of Employment Services, Office of Wage-Hour

Minimum Wage Poster

GOVERNMENT OF THE DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

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

UNIFORM

Labor Laws

the applicant.

O EMPLOYEES

Workers' Comp.

- Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, the form, mail it to the Office of Workers' Compensation at the above address, and to your employer.
- You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit http://does.dc.gov for information.
- exclusive remedy under the Workers' Compensation Law.
- injury, or within one (1) year after the last payment of benefits.
- at (202) 671-1000 or visit http://does.dc.gov

O EMPLOYER

- You are required to have Workers' Compensation insurance coverage if you have one (1) or more employees
- benefit to your employees
- the date of knowledge thereof.

Sick and Safe Leave

is poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective oruary 22, 2014) QUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR WILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENC SEXUAL ABUSE.
PLOYERS REQUIRED TO COMPLY WITH THE ACT
suant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each ployee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.
CRUAL START DATE
d leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 I provided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to ruary 22, 2014.
d leave accrues on an employer's established pay period.
CESSING PAID LEAVE
employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use ve on short notice if the reason for leave is unforeseeable.
MBER OF HOURS ACCRUED
rual of paid leave is determined by the type of business, the number of employees an employer bas, and the number of bours

- oyee must accrue at least one (1) nour per 43 nours worked, up to five (5) days per calendar year and be paid at ull District of Columbia's Minimum Wage. For all other employers, use the following chart:
- DCFMLA
- Work Leave for Family or Medical Purposes nonth period. for a child in foster care. Caring for a seriously ill family member is also eligible for family leave. the employee unable to work. re under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced hedule. Employees can also use any accrued time instead of unpaid leave. employer may require medical certification and reasonable prior notice when applicable.
- mployee Eligibility mployee is eligible under the Act if she or he has been employed by the employer for at least one year without a Office of Human Rights
- break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested eave. The one year of service requirement does not need to have immediately preceded the request for leave. he District government is considered a single employer. The above eligibility requirements can be met by considering mployment at more than one District agency.
- **Pregnancy Rights** commodations for Pregnancy, Childbirth and Breastfeeding ne Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable reastfeeding, or a related medical condition. he employer must engage in good faith and in a timely and interactive process to determine the accommodations. ypes of Accommodations yers must make all reasonable accommodations,* including but not limited t More frequent or longer breaks; Time off to recover from childbirth: Temporarily transferring the employee to a less strenuous or hazardous position: Purchasing or modifying work equipment, such rohibited Actions by Employers

- Refuse an accommodation unless it would cause significant hardship or expense to the business Take adverse action against an employee for requesting an accommodation:
- Require an employee to take leave if a reasonable accommodation can be provided; or

\$15.00 per hour beginning July 1, 2020 \$15.20 per hour beginning July 1, 2021 \$5.05 per hour beginning July 1, 2021 MEAL \$16.10 per hour beginning July 1, 2022 \$5.35 per hour beginning July 1, 2022 \$6.00 per hour beginning May 1, 2023 \$17.00 per hour beginning July 1, 2023 \$8.00 per hour beginning July 1, 2023 Beginning in 2021, the minimum wage will increase during each successive year in proportion to the Consumer Price OTHER PROVISIONS Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for nployment Services website at www.does.dc.gov for the yearly minimum wage rates. lodging provided by the employe

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

AINIMUM WAGE EXCEPTIONS

- The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following
- Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant
- to that Act. 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.
- Students employed by institutions of higher education may be paid the minimum wage established by the United States government The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a difference.
- minimum wage exception. Newly hired persons 18 years of age or older must be paid the established Distric of Columbia minimum wage immediately upon hire. The minimum wage provision does not apply to persons:
- employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; engaged in the delivery of newspapers to the home of the consumer.

OVERTIME PAY

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

OVERTIME EXCEPTIONS

- The overtime provision shall not apply to persons employed:
- In a bona fide executive, administrative, professional, computer, or outside sales capacity;
- As a private household worker who lives on the premises of the employer;
- In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;
- As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;
- By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees; or
- As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing a trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to ultimate purchasers.

NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of a car wash. Car wash employees are entitled 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 by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care aides,

caregivers, and companions. PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDERFEDERAL LAW

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

employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Office of Human Rights

Parental Leave Act

- Know Your Rights in the District of Columbia -

Employer Posting Requirements

Online at ohr.dc.gov; or

Office of Human Rights

District of Columbia

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an

Parental Leave Act

Work Leave for Parenting Purposes The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12 month period to attend school-related activities. School events include but are not limited to: parent- may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice. teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator. The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unusually difficult. Definition of Parent or Guardian

ployee is considered a parent or guardian for purposes of this Act if he or she is: biological mother or father of a child;

- person who has legal custody of a child;
- person who acts as a guardian of a child

Breastfeeding Righ

aunt, uncle, or grandparent of a child; or is a person married or in a domestic partnership to a person listed above.

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

for her child to maintain milk supply and comfort.

provided to the employee

Office of Human Rights

The Right to Breastfeed

- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements 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
 - 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 employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice

Filing a Complaint of a Violation

you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589

441 4th Street NW, Suite 570N, Washington, DC 20010

ne year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

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

estions about the OHR process can also be answered by phone at (202) 727-4559.

- THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
- 441 4th Street, NW, Suite 570 North WASHINGTON, DC 20001
- [202] 727 / 4559 OR **ohr.dc.gov**

An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk

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

other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.

An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer.

An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area.

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 \$6.36 per day can be deducted.

addition to other detailed records required by the Act

employee purchases, the additional payment required is 8 cents per hour.

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

DEDUCTIONS

No employer shall make any deductions, except those specifically authorized by law or court order, which would bring the wages below those required by the Act. An itemized wage statement showing all deductions must be provided with each pay check.

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

TIPPED EMPLOYEES Employers must pay a service rate per hour (please see the rate of current minimum wage in accordance with the regulations set forth in this document under tipped employees) to "tipped employees." If an employee's hourly tip earnings (averaged weekly) added to the service rate do not equal the minimum wage, the employer must pay the

INTERNET-BASED TIP PORTAL FOR ONLINE REPORTING OF THE OUARTERLY WAGE REPORT

An employer who employs an employee who receives gratuities shall submit a quarterly wage report within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the required minimum wage. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is

- located at https://www.essp.does.dc.gov/. An employer shall submit its quarterly wage reports online unless the employer claims that online reporting
- creates a hardship, in which case the employer shall submit its reports in hard-copy form. The Mayor shall provide reporting requirements training to educate employers about the reporting
- requirements and use of the Internet-based portal.

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR 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



GOVERNMENT OF THE

DISTRICT OF COLUMBI/ **MURIEL BOWSER, MAYOR**





DEPARTMENT OF EMPLOYMENT SERVICES LABOR STANDARDS BUREAU **OFFICE OF WORKERS' COMPENSATION**

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (202) 671-1000 • (202) 671-1929 (Fax)

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition. an insurer may deny insurance benefits if false information materially related to a claim was provided by

NOTICE OF COMPLIANCE

You are required by law to report promptly to your employer and the Office of Workers'

Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed

- You may not sue your employer as a result of a work-related injury or disease by reason of your
- In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your
- If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information, you may call the Office of Workers' Compensation
- The law gives you the right to legal representation if you so choose.
- You are required to display this poster at each worksite so that it will be of the greatest possible

You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' Compensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but no later than ten (10) working days after

Disease. Please provide your employee with Form No. 7 DCWC and direct them to complete it and return it to you and the Office of Workers' Compensation. Once you have received notice from the employee, you are required to send the employee a notice of his/her rights and obligations by certified mail, return receipt requested. You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.

Your employee must file Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational

- You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee.
- You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http://does.dc.gov.

IOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.

The undersigned employeer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations.

NAME OF INSURANCE COMPANY

PHONE: NAME OF EMPLOYER **EMPLOYER REPRESENTATIVE:**

EMPLOYER ID NUMBER (IF NUMBER UNKNOWN, EMPLOYER TO REQUEST FROM IRS) THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

FORM NO. 1 DCWC

REV. 03/2017

Department of Employment Services, Office of Wage-Hour Accrued Sick and Safe Leave Act of 2008 **OFFICIAL NOTICE** If an employer has. Employees accrue at least. Not to Exceed. (Post Where Employees Can Easily Read) 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 nd Safe Leave Amendment Act of 2013, effective Less than 25 employees 1 hour per 87 hours worked 3 days per calendar year TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR INUSED LEAVE IENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination or resignation of employment EMPLOYEE PROTECTION Il employers in the District of Columbia must provide paid leave to each

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

ENFORCEMENT The DC Department 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 result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates he requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offensi 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

ccrual of paid leave is determined by the type of business, the number of employees an employer has, and the number of hours 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 an employee works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019. Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed t post notice of the Act.

Office of Human Rights **DC Family and Medical Leave Act** - Know Your Rights in the District of Columbia

he District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of unpaid family leave *and* 16 weeks of unpaid medical leave during a 24 Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering

Office of Human Rights

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

Certification from Health Care Provide he employer may require an employee to provide certification from a health care provider indicating a reasonable

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

- Temporarily restructuring the employee's position to provide light duty or a modified work schedule:
- Having the employee refrain from heavy lifting:
- Relocating the employee's work area; or Providing private (non-bathroom) space for expressing

breast milk.

Deny employment opportunities to the employee because of the request or need for an accommodation

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

Employer Posting Requirements The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice. Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this tatute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a mplaint, visit: • **Online** at ohr.dc.gov; or • **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

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

accommodation is advisable. The certification must include: (1) the date the accommodation became or will become

medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the

Filing a Complaint of a Violation

you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against

DHR will perform the initial mediation and investigation. If probable cause exists, administrative law iudges at the

* A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589

441 4th Street NW, Suite 570N, Washington, DC 20001

or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources

you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a

omplaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit:

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

to be posted in place of employment; list of minors employed

bout, or in connection with any gainful occupation, except in agricultural work, or housework, or in the distribution or sale of newspapers, as prescribed in § 32-201, and except in newspaper stuffing, subject to the provisions of § 32-215, more than 6 or 17 years of age be employed, permitted, or suffered to work before 6:00 a.m. or after 10:00 p.m. of any day; nor shall any minor under 16 years of age be employed, permitted, or suffered to work before 7:00 a.m. or after 7:00 p.m. of any day. xcept during the summer (June 1 through Labor Day) when the evening hour shall be 9:00. Every employer shall post and eep conspicuously posted in the establishment, in or about which any minor is employed, permitted, or suffered to work, a printed notice, furnished by the official authorized to enforce this subchapter, setting forth the legal regulations governing he employment and hours of work of minors and occupations prohibited to minors in such establishments, and, in addition, shall keep accessible in the place of employment a list of minors under 18 employed, permitted, or suffered to work, and an ccurate time record showing the hours of beginning and ending work each day. The presence of any such minor in the place of work for a longer time in the day or week than stated in the printed regulation hours shall be prima facie evidence of a olation of the provisions of this section.

§ 32-203. Employment dangerous or prejudicial to life prohibited; Board of Education to prohibit such employment by general or special order

No minor shall be employed, permitted, or suffered to work in any place of employment, or at any employment, angerous or prejudicial to the life, health, safety, or welfare of such minor. It shall be the duty of the Board of Education of he District of Columbia and the said board shall have the power, jurisdiction and authority, after hearing duly held, to issue general or special orders prohibiting the employment of such minors in any employment or at any place of employment angerous or prejudicial to the life, health, safety, or welfare of such minors; provided, that no such order shall permit the mployment of any minor at any employment specified in §§ 32-204 through 32-206 at a lower age than the age therein specified; provided further, that no hearing shall be necessary for the issuance of an order prohibiting employment in any occupation found by the Secretary of Labor under the authority of the Fair Labor Standards Act to be particularly hazardous or minors under 18 years of age or detrimental to their health and well-being.

§ 32-204. Employment of minors under 16 years of age in certain occupations orohibited; exception

(a) No minor under 16 years of age shall be employed, permitted, or suffered to work at any of the following

- occupations: (1) In the operation of any machinery operated by power other than hand or foot power; or
- (2) In oiling, wiping, or cleaning machinery or assisting thereir
- This section does not apply to any duly approved vocational education program or training under the auspices of the Board of Education or the Trustees of the University.

§ 32-205. Employment of minors under 18 years of age in certain occupations

No minor under 18 years of age shall be employed, permitted, or suffered to work at operating any freight or nautomatic elevator, or in any guarry, tunnel, or excavation.

§ 32-206. Theatrical permits for minors under 18 years of age for performances and

professional sports activities (a) The Board of Education may issue a theatrical employment permit to a minor under 18 years of age permitting the minor to:

Minimum Work Wee

Department of Employment Services

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

Under this Act, covered employees shall be scheduled to work the minimum work week of at least 30 hours.

MURIEL BOWSE

MAYOR

What is a Building Service Employed

A covered employee who performs janitorial services, building maintenance services, or other services in or around a covered location to maintain the repair, cleanliness, and overall guality of the covered location or place of business.

<u>ertain exceptions apply</u>

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 10 part-time positions permitted per covered location.

<u>Posting Requirements</u>

- 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 Language Access Act

OFFICE OF WAGE HOUR

Unemployment In

Notice to Employees

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

American Job Center – Headquarters 4058 MINNESOTA AVENUE, N.E. WASHINGTON, DC 20019 (202) 724-2337 American Job Center – Northwest FRANK D. REEVES MUNICIPAL CENTER 2000 14th Street, N.W., 3rd Floor WASHINGTON, DC 20009 (202) 442-4577 **AMERICAN JOB CENTERS HOURS OF OPERATION:** Monday - Thursday 8:30 a.m. - 4:30 p.m. Friday 9:30 A.M. - 4:30 P.M.

> You may also apply for benefits through the Internet at www.dcnetworks.org. IMPORTANT: Employers must display this Notice To Employees prominently on the work premises.

WE ARE WASHINGTON DC

This poster is in compliance with state posting requirements.

and the nature and structure of the business.

Office of Human Rights

District of Columbia

probable length of time the accommodation should be provided.

Online at ohr.dc.gov; or

mmission on Human Rights will make a final determination.

REV. 01/03/2019

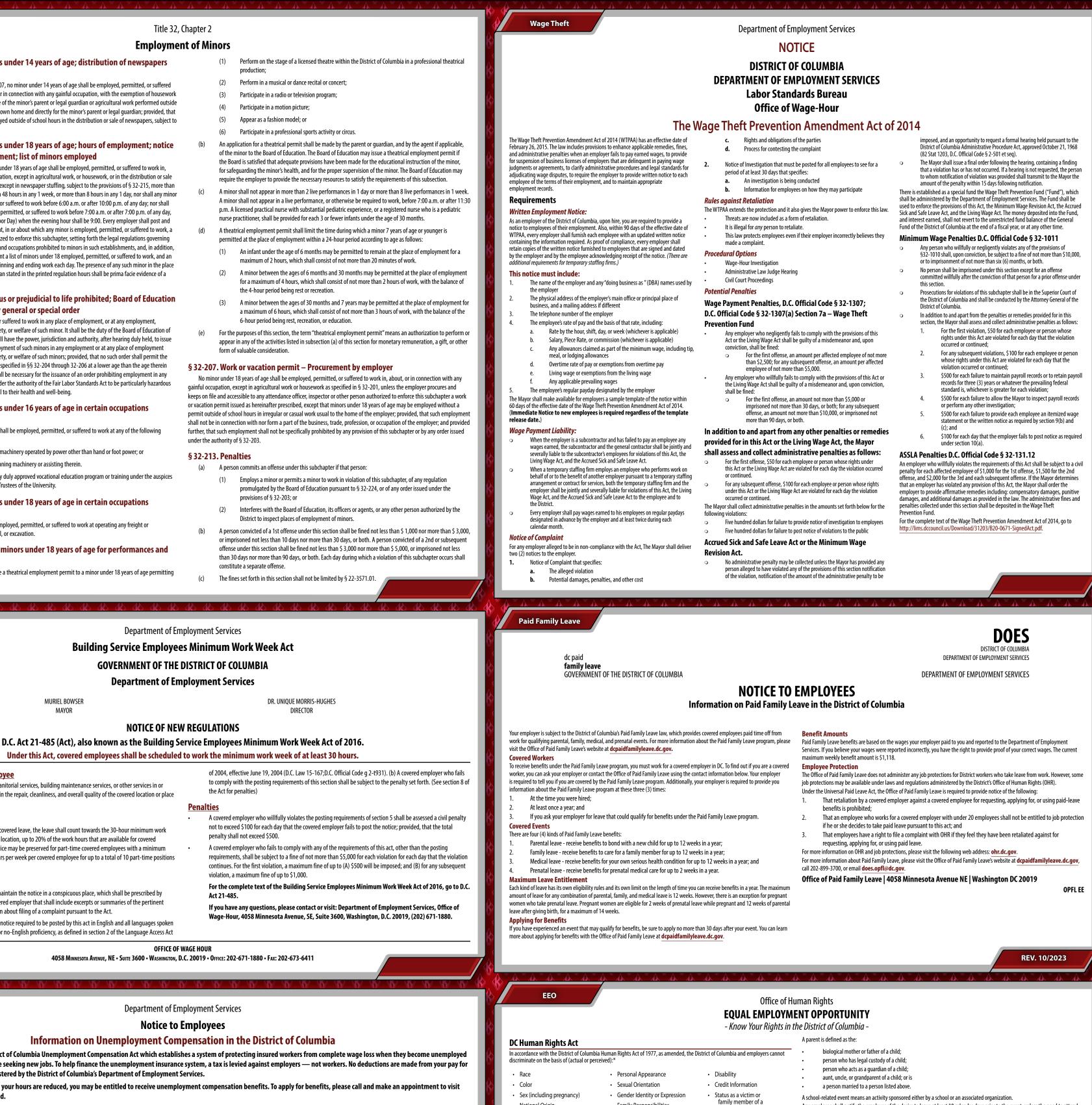
Child Labor

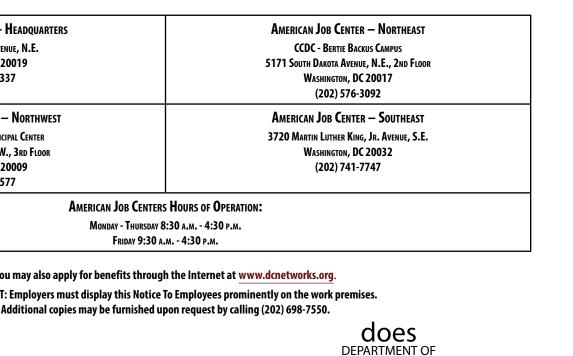
§ 32-201. Employment of minors under 14 years of age; distribution of newspaper

Except as provided in §§ 32-206 and 32-207, no minor under 14 years of age shall be employed, permitted, or suffered work in the District of Columbia, in, about, or in connection with any gainful occupation, with the exemption of housework erformed outside of school hours in the home of the minor's parent or legal guardian or agricultural work performed outsid f school hours in connection with the minor's own home and directly for the minor's parent or legal guardian; provided, that minors 10 years of age and over may be employed outside of school hours in the distribution or sale of newspapers, subject to the provisions of §§ 32-215 to 32-221.

§ 32-202. Employment of minors under 18 years of age; hours of employment; notice

Except as provided in § 32-206, no minor under 18 years of age shall be employed, permitted, or suffered to work in, consecutive days in any 1 week, or more than 48 hours in any 1 week, or more than 8 hours in any 1 day, nor shall any minor





EMPLOYMENT SERVICES

REV. 02/01/2015

TWO ways to verify poster compliance! **QR CODE** Scan with phone camera: Go to: JJKeller.com/LLPverify ONLINE

National Origin

Marital Status

C Family and Medical Leave Act

to care for a seriously ill family member.

Iso allows up to 16 weeks of unpaid medical leave:

)C Parental Leave Act

for the birth of a child, an adoption or foster care; or

quire medical certification and reasonable prior notice when applicable.

Reliaion

Family Responsibilities

Matriculation

xual harassment and harassment based on other protected categories is prohibited by the Ac

ring any 12 month period to attend or participate in school-related events for his or her child.

Political Affiliation

Genetic Information

u believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The

cess is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

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

to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24 month period.

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

n employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive

oths in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during

ccordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be entitled to a total of 24 hours leave*

Enter this code: **69340-012024**

victim of Domesti

Stalking (DVSOS)

Homeless Status

Violence, Sexual Offense or

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

the school-related event cannot be reasonably foreseen.

Online at ohr.dc.gov; or

the employe

Office of Human Rights

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

file a complaint about a violation of these laws with the Office of Human Rights, visit:

JAN2024 65732F DC-ENG

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 violation was provided shall transmit to the Mayor the amount of the penalty within 15 days following notification. There is established as a special fund the Wage Theft Prevention Fund ("Fund"), which shall be administered by the Department of Employment Services. The Fund shall be

used to enforce the 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. 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 Prosecutions for violations of this subchapter shall be in the Superior Court of the District of Columbia and shall be conducted by the Attorney General of the

In addition to and apart from the penalties or remedies provided for in this section, the Mayor shall assess and collect administrative penalties as follows For the first violation, \$50 for each employee or person whose rights under this Act are violated for each day that the violation

> For any subsequent violations, \$100 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued; \$500 for each failure to maintain payroll records or to retain payrol

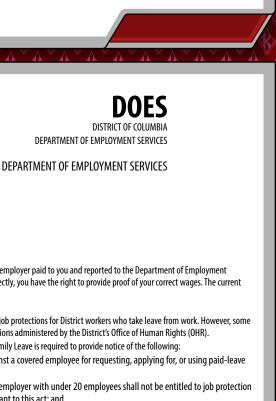
records for three (3) years or whatever the prevailing federal standard is, whichever is greater for each violation; \$500 for each failure to allow the Mayor to inspect payroll records

or perform any other investigation; \$500 for each failure to provide each employee an itemized wage statement or the written notice as required by section 9(b) an

\$100 for each day that the employer fails to post notice as required

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 ffense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor determine 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

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf.



OPFL EE

REV. 10/2023

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

Filing a Complaint of a Violation

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

Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed evictio 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

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

