## DISTRICT OF COLUMBIA

Labor Laws

Minimum Wage

Department of Employment Services, Office of Wage-Hour

MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

Employees who do not receive gratuities **Employees who receive gratuities** \$3.89 per hour beginning July 1, 2018 \$13.25 per hour beginning July 1, 2018 \$14.00 per hour beginning July 1, 2019 \$4.45 per hour beginning July 1, 2019 \$15.00 per hour beginning July 1, 2020 \$5.00 per hour beginning July 1, 2020 \$15.20 per hour beginning July 1, 2021 \$5.05 per hour beginning July 1, 2021

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

### MINIMUM WAGE EXCEPTIONS

rates for the following

the U.S. Department of Labor

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

The minimum wage provision does not apply to persons:

(a) 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 EXCEPTIONS

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

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

As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;

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,

**UNDERFEDERAL LAW** 

Parental Leave Act

subject of the event, not a spectator

production or service unusually difficult.

Definition of Parent or Guardian

biological mother or father of a child;

person who has legal custody of a child;

person who acts as a guardian of a child

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

Work Leave for Parenting Purposes

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.

The District of Columbia Parental Leave Act allows employees who are parents or quardians to take 24 hours of leave (paid

teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the

The employee must notify the employer 10 days before the requested leave unless the school-related activity was not

n employee is considered a parent or guardian for purposes of this Act if he or she is:

a person married or in a domestic partnership to a person listed above.

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

MINIMUM WAGE RATES

\$16.10 per hour beginning July 1, 2022 \$5.35 per hour beginning July 1, 2022

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

Handicapped workers may be paid less only when the employer has received an authorizing certificate from

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

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

United States government.

The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a of Columbia minimum wage immediately upon hire

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

The overtime provision shall not apply to persons employed:

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

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;

By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees; or

As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers or trucks if employed by a non-manufacturing establishment primarily engaged in the business of

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED

Minimum Wage Poster

**GOVERNMENT OF THE DISTRICT OF COLUMBIA** 

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

**UNIFORMS** 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 additional payment required is 8 cents per hour.

> 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

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for lodging provided by the employer.

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 addition to other detailed records required by the Act.

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 minimum wage exception. Newly hired persons 18 years of age or older must be paid the established District 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 QUARTERLY WAGE REPORT An employer who employs an employee who receives gratuities shall submit a quarterly wage report within 30 days

end of each quarter to the Mayor certifying that the employee was paid the required minimum wage.

1. 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

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES





# **MURIEL BOWSER, MAYOR**

## Office of Human Rights

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

ull District of Columbia's Minimum Wage. For all other employers, use the following chart:

provide eligible employees with 16 weeks of unpaid family leave *and* 16 weeks of unpaid medical leave during a 24

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.

break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice eave. The one year of service requirement does not need to have immediately preceded the request for leave. 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. he District government is considered a single employer. The above eligibility requirements can be met by considering

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 ne year of the incident with the Office of 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 20001. estions 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

Office of Human Rights

Office of Human Rights The Right to Breastfeed

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

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Office of Human Rights

**Parental Leave Act** 

- Know Your Rights in the District of Columbia

without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of

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

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 provimity to the work area

nder 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.

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

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

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

**TO EMPLOYEES** 

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)

Your employee must file Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational Disease. Please provide your employee with Form No. 7 DCWC and direct them to complete it and an insurer may deny insurance benefits if false information materially related to a claim was provided by 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. Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC,

> 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

You are required to furnish, or cause to be furnished, reasonable medical and hospital services,

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

NAME OF INSURANCE COMPANY

http://does.dc.gov.

NAME OF EMPLOYER

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

You are required to have Workers' Compensation insurance coverage if you have one (1) or

**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,

NOTICE OF COMPLIANCE

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 are entitled, if required, to the services of a physician or hospital of your choice and lost wages.

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

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

the form, mail it to the Office of Workers' Compensation at the above address, and to

Call (202) 671-1000 or visit http://does.dc.gov for information.

injury, or within one (1) year after the last payment of benefits.

The law gives you the right to legal representation if you so choose.

exclusive remedy under the Workers' Compensation Law.

at (202) 671-1000 or visit http://does.dc.gov

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

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

OFFICIAL NOTICE

his poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective ebruary 22, 2014) REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR AMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE

(Post Where Employees Can Easily Read)

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

aid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008

n employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use

and provided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to aid leave accrues on an employer's established pay period.

eave on short notice if the reason for leave is unforeseeable. Accrual 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.

**Accrued Sick and Safe Leave Act of 2008** 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

> 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

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation. The DC Department of Employment Services, Office of 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 TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

post notice of the Act.

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 Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed t

DCFMLA

Sick and Safe Leave

Nork Leave for Family or Medical Purposes he District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to

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

employee 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** 

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

atute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a 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

**Pregnancy Rights** 

mployment at more than one District agency.

Office of Human Rights **Protecting Pregnant Workers Fairness Act** 

- Know Your Rights in the District of Columbia -

commodations for Pregnancy, Childbirth and Breastfeeding ne Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable orkplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, 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 Accommodation:

strenuous or hazardous position:

ers must make all reasonable accommodations,\* including but not limited to Temporarily restructuring the employee's position to More frequent or longer breaks; provide light duty or a modified work schedule: Time off to recover from childbirth: Having the employee refrain from heavy lifting: Temporarily transferring the employee to a less

rohibited Actions by Employers

Purchasing or modifying work equipment, such

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

Relocating the employee's work area; or

breast milk.

Providing private (non-bathroom) space for expressing

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

Filing a Complaint of a Violation you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a omplaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit:

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

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

• In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001. DHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the mmission on Human Rights will make a final determination. \* A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business

441 4th Street NW, Suite 570N, Washington, DC 20001 Office of Human Rights

and the nature and structure of the business.

REV. 01/03/2019

Title 32, Chapter 2

Perform in a musical or dance recital or concert

(6) Participate in a professional sports activity or circus.

the 4-hour period being rest or recreation

form of valuable consideration

under the authority of § 32-203.

§ 32-213. Penalties

6-hour period being rest, recreation, or education.

§ 32-207. Work or vacation permit — Procurement by employer

(a) A person commits an offense under this subchapter if that person:

District to inspect places of employment of minors.

The fines set forth in this section shall not be limited by § 22-3571.01.

DR. UNIQUE MORRIS-HUGHES

DIRECTOR

of 2004, effective June 19, 2004 (D.C. Law 15-167:D.C. Official Code g 2-t931), (b) A covered employer who fails

A covered employer who willfully violates the posting requirements of section 5 shall be assessed a civil penalty

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

For the complete text of the Building Service Employees Minimum Work Week Act of 2016, go to D.C.

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.

not to exceed \$100 for each day that the covered employer fails to post the notice; provided, that the total

to comply with the posting requirements of this section shall be subject to the penalty set forth. (See section 8 of

provisions of § 32-203; or

constitute a separate offense.

An application for a theatrical permit shall be made by the parent or quardian, and by the agent if applicable.

of the minor to the Board of Education. The Board of Education may issue a theatrical employment permit if

the Board is satisfied that adequate provisions have been made for the educational instruction of the minor,

for safeguarding the minor's health, and for the proper supervision of the minor. The Board of Education may

A minor shall not appear in more than 2 live performances in 1 day or more than 8 live performances in 1 week.

A minor shall not appear in a live performance, or otherwise be required to work, before 7:00 a.m. or after 11:30

An infant under the age of 6 months may be permitted to remain at the place of employment for a

A minor between the ages of 6 months and 30 months may be permitted at the place of employment

for a maximum of 4 hours, which shall consist of not more than 2 hours of work, with the balance of

A minor between the ages of 30 months and 7 years may be permitted at the place of employment for

For the purposes of this section, the term "theatrical employment permit" means an authorization to perform or

appear in any of the activities listed in subsection (a) of this section for monetary remuneration, a gift, or other

No minor under 18 years of age shall be employed, permitted, or suffered to work in, about, or in connection with any

painful occupation, except in agricultural work or housework as specified in § 32-201, unless the employer procures and

keeps on file and accessible to any attendance officer, inspector or other person authorized to enforce this subchapter a work

or vacation permit issued as hereinafter prescribed, except that minors under 18 years of age may be employed without a

permit outside of school hours in irregular or casual work usual to the home of the employer; provided, that such employment

shall not be in connection with nor form a part of the business, trade, profession, or occupation of the employer; and provided

Employs a minor or permits a minor to work in violation of this subchapter, of any regulation

promulgated by the Board of Education pursuant to § 32-224, or of any order issued under the

Interferes with the Board of Education, its officers or agents, or any other person authorized by the

A person convicted of a 1st offense under this section shall be fined not less than \$1,000 nor more than \$3,000,

or imprisoned not less than 10 days nor more than 30 days, or both. A person convicted of a 2nd or subsequent

offense under this section shall be fined not less than \$ 3,000 nor more than \$ 5,000, or imprisoned not less

than 30 days nor more than 90 days, or both. Each day during which a violation of this subchapter occurs shall

further, that such employment shall not be specifically prohibited by any provision of this subchapter or by any order issued

a maximum of 6 hours, which shall consist of not more than 3 hours of work, with the balance of the

p.m. A licensed practical nurse with substantial pediatric experience, or a registered nurse who is a pediatric

require the employer to provide the necessary resources to satisfy the requirements of this subsection.

A theatrical employment permit shall limit the time during which a minor 7 years of age or younger is

maximum of 2 hours, which shall consist of not more than 20 minutes of work.

nurse practitioner, shall be provided for each 3 or fewer infants under the age of 30 months.

permitted at the place of employment within a 24-hour period according to age as follows:

Participate in a motion picture;

**Employment of Minors** Perform on the stage of a licensed theatre within the District of Columbia in a professional theatrical § 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 (3) Participate in a radio or television program erformed outside of school hours in the home of the minor's parent or legal quardian 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 (5) Appear as a fashion model; or

§ 32-202. Employment of minors under 18 years of age; hours of employment; notice to be posted in place of employment; list of minors employed

the provisions of §§ 32-215 to 32-221.

Except as provided in § 32-206, no minor under 18 years of age shall be employed, permitted, or suffered to work in, 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 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 l 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 eneral 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 (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 therein 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.

nautomatic elevator, or in any quarry, tunnel, or excavation.

§ 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

§ 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

Department of Employment Services **Building Service Employees Minimum Work Week Act** 

the Act for penalties)

violation, a maximum fine of up to \$1,000.

**Department of Employment Services** 

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**NOTICE OF NEW REGULATIONS** 

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 quality of the covered location or place

What is a Building Service Employed

**Minimum Work Weel** 

ertain 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 10 part-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 Language Access Act

this purpose. This program is administered by the District of Columbia's Department of Employment Services.

DC

OFFICE OF WAGE HOUR 4058 Minnesota Avenue, NE · Suite 3600 · Washington, D.C. 20019 · Office: 202-671-1880 · Fax: 202-673-6411

**Department of Employment Services** 

Information on Unemployment Compensation in the District of Columbia Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed 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

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

AMERICAN JOB CENTER — NORTHEAST AMERICAN JOB CENTER — HEADQUARTERS 4058 MINNESOTA AVENUE, N.E. CCDC - BERTIE BACKUS CAMPUS

Washington, DC 20019 5171 South Dakota Avenue, N.E., 2nd Floor Washington, DC 20017 (202) 724-2337 (202) 576-3092 AMERICAN JOB CENTER — NORTHWEST AMERICAN JOB CENTER — SOUTHEAST FRANK D. REEVES MUNICIPAL CENTER 3720 MARTIN LUTHER KING, JR. AVENUE, S.E. 2000 14th Street, N.W., 3rd Floor Washington, DC 20032 Washington, DC 20009 (202) 741-7747 (202) 442-4577 **AMERICAN JOB CENTERS HOURS OF OPERATION:** Monday - Thursday 8:30 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.

ime Off to Vote: Employers must post a notice, developed by the Board of Elections, explaining an employee's right to take up to two hours of paid leave for voting. This posting is updated for each election. Visit the Board of Elections website for the most

Wage Theft

Vritten Employment Notice:

nis notice must include

Vaae Pavment Liabilitv

business, and a mailing address if different

Any applicable prevailing wages

The telephone number of the employer

e Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of

ebruary 26, 2015. The law includes provisions to enhance applicable remedies, fine

s an employer of the District of Columbia, upon hire, you are required to provide

ice to employees of their employment. Also, within 90 days of the effective date of

Rate by the hour, shift, day, or week (whichever is applicable)

Overtime rate of pay or exemptions from overtime pay

Living wage or exemptions from the living wage

he employee's regular payday designated by the employer

e Mayor shall make available for employers a sample template of the notice withi

ediate Notice to new employees is required regardless of the template

When the employer is a subcontractor and has failed to pay an employee an

ages earned, the subcontractor and the general contractor shall be jointly

severally liable to the subcontractor's employees for violations of this Act, the

When a temporary staffing firm employs an employee who performs work on

behalf of or to the benefit of another employer pursuant to a temporary staffing

rrangement or contract for services, both the temporary staffing firm and the  $\dot{}$ 

employer shall he inintly and severally liable for violations of this Act, the Living

Vage Act, and the Accrued Sick and Safe Leave Act to the employee and to

or any employer alleged to be in non-compliance with the Act. The Mayor shall deliver

family leave

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

Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and

nount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant

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

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 unpaic

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

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

Disability

Credit Information

Status as a victim or

family member of a

victim of Domesti

Stalking (DVSOS)

Homeless Status

Violence, Sexual Offense or

Personal Appearance

Family Responsibilities

Matriculation

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

Political Affiliation

Genetic Information

Sexual Orientation

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

Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

Family leave - receive benefits to care for a family member for up to 12 weeks in a year;

Potential damages, penalties, and other cost

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

mation about the Paid Family Leave program at these three (3) times:

At the time you were hired:

ere are four (4) kinds of Paid Family Leave benefits

At least once a year; and

Maximum Leave Entitlement

DC Human Rights Act

Sex (including pregnancy

criminate on the basis of (actual or perceived):

C Family and Medical Leave Act

Notice of Complaint that specifie

Paid Family Leave

The alleged violation

days of the effective date of the Wage Theft Prevention Amendment Act of 2019

iving Wage Act, and the Accrued Sick and Safe Leave Act.

Department of Employment Services

DISTRICT OF COLUMBIA **DEPARTMENT OF EMPLOYMENT SERVICES Labor Standards Bureau** 

## The Wage Theft Prevention Amendment Act of 2014

Rights and obligations of the parties

Process for contesting the complaint ld administrative penalties when an employer fails to pay earned wages, to provide Notice of Investigation that must be posted for all employees to see for a doments or agreements, to clarify administrative procedures and legal standards for period of at least 30 days that specifies: adjudicating wage disputes, to require the employer to provide written notice to each

It is illegal for *any* person to retaliate.

Information for employees on how they may participate Rules against Retaliation The WTPAA extends the protection and it also gives the Mayor power to enforce this law Threats are now included as a form of retaliation.

An investigation is being conducted

WTPAA, every employer shall furnish each employee with an updated written notice This law protects employees even if their employer incorrectly believes they ing the information required. As proof of compliance, every employer shal made a complaint. ain copies of the written notice furnished to employees that are signed and date rocedural Options v the employer and by the employee acknowledging receipt of the notice. (There are

Wage-Hour Investigation Administrative Law Judge Hearing Civil Court Proceedings The name of the employer and any "doing business as " (DBA) names used by

The physical address of the employer's main office or principal place of Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a) Section 7a – Wage Theft he employee's rate of pay and the basis of that rate, including:

Salary, Piece Rate, or commission (whichever is applicable) Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined: Any allowances claimed as part of the minimum wage, including tip, For the first offense, an amount per affected employee of not mor than \$2,500; for any subsequent offense, an amount per affected employee of not more than \$5,000. Any employer who willfully fails to comply with the provisions of this Act or

ne Living Wage Act shall be guilty of a misdemeanor and, upon conviction, For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent ffense, an amount not more than \$10,000, or imprisoned not more than 90 days, or both.

Any employer who negligently fails to comply with the provisions of thi

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

occurred or continued

Revision Act

he Mayor shall collect administrative penalties in the amounts set forth below for the Every employer shall pay wages earned to his employees on regular paydays signated in advance by the employer and at least twice during each 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

NOTICE

Office of Wage-Hour

(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

imposed, and an opportunity to request a formal hearing held pursuant to the

District of Columbia Administrative Procedure Act, approved October 21, 1968

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

For the first violation, \$50 for each employee or person whose

rights under this Act are violated for each day that the violation

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:

occurred or continued; 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 payroll

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

In addition to and apart from any other penalties or remedies \$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

For any subsequent offense, \$100 for each employee or person whose rights that an employer has violated any provision of this Act, the Mayor shall order the under this Act or the Living Wage Act are violated for each day the violation 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

http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf.

Accrued Sick and Safe Leave Act or the Minimum Wage

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES **NOTICE TO EMPLOYEES** 

Expanded benefits available October 2022 our employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from women who take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental k for qualifying parental, family, medical, and prenatal events. For more

Information on Paid Family Leave in the District of Columbia

Applying for Benefits

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 more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov. vorker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer Benefit Amounts quired to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you 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.

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

benefits is prohibited: 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 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. 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

or 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 dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

REV. 10/2022

Office of Human Rights

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

**EQUAL EMPLOYMENT OPPORTUNITY** 

- Know Your Rights in the District of Columbia biological mother or father of a child person who has legal custody of a child person who acts as a quardian of a child

the school-related event cannot be reasonably foreseen.

Online at ohr.dc.gov; or

aunt, uncle, or grandparent of a child; or is a person married to a person listed above A school-related event means an activity sponsored either by a school or an associated organization. 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 file a complaint about a violation of these laws with the Office of Human Rights, visit:

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 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 n employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive 441 4th Street NW, Suite 570N, Washington, DC 20010 iths in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during Office of Human Rights

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for the birth of a child, an adoption or foster care; or to care for a seriously ill family member. lso allows up to 16 weeks of unpaid medical leave:

quire medical certification and reasonable prior notice when applicable.

C Parental Leave Act 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<sup>2</sup>

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

800-327-6868



**Notice to Employees** 

one of the American Job Centers listed.

Friday 9:30 a.m. - 4:30 p.m.

DEPARTMENT OF

EMPLOYMENT SERVICES

REV. 02/01/2015

Go to: JJKeller.com/LLPverify

ONLINE

TWO ways to verify poster compliance! QR CODE) Scan with phone camera:

Enter this code: 62774-112022

JJKeller.com/laborlaw

To update your labor law posters contact

statement or the written notice as required by section 9(b) an

An employer who willfully violates the requirements of this Act shall be subject to a civi 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

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to

No administrative penalty may be collected unless the Mayor has provided any person alleged to have violated any of the provisions of this section notificati of the violation, notification of the amount of the administrative penalty to be

DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES

you have experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn