ninatory? All aspects of employment, including:

Discharge, firing, or lay-off

physical conduct)

Harassment (including unwelcome verbal or

condition; or a sincerely-held religious belief,

Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical

Pay (unequal wages or compensation)

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. • Retaliation for filing a charge, reasonably opposing Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising Job applicants Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered? What Employment Practices can be Challenged as Most private employers

Know Your Rights: Workplace Discrimination is Illegal

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

ReligionNational origin observance or practice • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Classification Age (40 and older) Referral Obtaining or disclosing genetic information · Genetic information (including employer requests for,

or purchase, use, or disclosure of genetic tests, genetic Requesting or disclosing medical information services, or family medical history) **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes offirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability Section 503 of the Rehabilitation Act of 1973,

as amended, protects qualified individuals with disabilities from discrimination in hiring promotion, discharge, pay, fringe benefits, job training, classification, referral, and other undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in most telephone disabilities at all levels of employment, including the executive level.

veterans, recently separated veterans (i.e., within three years of discharge or release The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by affirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact

Conduct that might reasonably discourage someone

Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise rights, regarding disability discrimination (including

accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has
Occurred? Contact the EEOC promptly if you suspect

limits for filing a charge of discrimination (180 or 300

Submit an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

the EEOC in any of the following ways:

1-800-669-4000 (toll free)

Visit an EEOC field office (information at

Additional information about the EEOC.

including information about filing a charge

of discrimination, is available at www.eeoc.gov

1-800-669-6820 (TTY)

E-Mail info@eeoc.gov

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach

1–800–609–6020 (117)
1–844–234–5122 (ASL video phone)
an EEOC field office (information at www.eeoc.gov/field-office)
ail info@eeoc.gov
itional information about the EEOC,

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, Rights Act of 1964, as amended. Title VI of the Civil Rights Act of 1964, as amended, prohibits prohibits employment discrimination on the basis of disability in any program or ination on the basis of race, color or national origin in programs or activities receiving activity which receives Federal financial assistance. Discrimination is prohibited in Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you on causes or may cause discrimination in providing services under such programs. believe you have been discriminated against in a program of any institution which Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

(Revised 6/27/2023)

DISCRIMINATION

Washington State Law Prohibits Discrimination in Employment PROHIBITED UNFAIR EMPLOYMENT PRACTICES: **Protected Classes:**

 Race Color National Origin Sex

 Creed Disability—Sensory, Mental or Physical • HIV, AIDS, and Hepatitis C Age (40 yrs old and older) Marital Status

 Pregnancy or maternity Sexual Orientation or Gender Identity · Use of a service animal by a person with a disability Honorably discharged Veteran or Military status Retaliation for filing a whistleblower

complaint with the state auditor Retaliation for filing a nursing home abuse Retaliation for opposing an unfair practice

April 2015

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A **PROTECTED CLASS:** FOR EXAMPLE, AN EMPLOYER CANNOT Refuse to hire you or discharge you from employment

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, A LABOR UNION CANNOT: Deny membership or membership rights and privileges • Expel from membership

• Discriminate in classification or referrals for employment • Print or circulate any discriminatory statement, advertisement, or publication • Use discriminatory employment application forms, or make discriminatory inquiries in connection with

> If you have been discriminated against, please call or go to: 1-800-233-3247 or www.hum.wa.gov

Washington State Human Rights Commission

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a

test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, ezzlement, etc.) that resulted in economic loss to the employer. The law does not

The Employee Polygraph Protection Act prohibits most private employers from preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. individuals engaged in national security-related activities. The Act permits polygraph (a THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND

JOB APPLICANTS CAN READILY SEE IT. UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 WH1462 REV 02/22

PAID FAMILY AND MEDICAL LEAVE

Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.



events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again. percent of your typical pay, capped at \$1,542 per week.



cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is **0.92%** of your wage. You may pay about **71.52%** of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website. To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273.

governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Learn more and apply at paidleave.wa.gov



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

calendar day of employment. Employers must provide employees with

a statement that includes their accrued, used and available hours of this

your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick

leave to the following year. For details on authorized use, accrual details,

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

Employees are entitled to use their choice of any employer provided

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

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

■ Children 18 years and older with disabilities that make them

■ For more information, see www.Lni.wa.gov/FamilyCareAct.

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable

leave from work for legal or law enforcement assistance, medical

treatment, counseling, relocation, meetings with their crime victim

advocate, or to protect their safety. Employers are also required to

Spouses or registered domestic partners of military personnel who

receive notice to deploy or who are on leave from deployment during

times of military conflict may take a total of 15 days unpaid leave per

Your employer may not fire or retaliate against you for exercising

Paid Family and Medical Leave: Administered by Washington

Employment Security Department. Washington offers paid

family and medical leave benefits to workers. This insurance

program is funded by premiums paid by both employees and

needed, when they welcome a new child into their family, are

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

ailing relative, and for certain military connected events.

many employers. Workers are allowed to take up to 12 weeks, as

your rights or filing a complaint related to minimum wage,

provide reasonable safety accommodations to victims. For more

information, see www.Lni.wa.gov/DVLeave.

overtime, paid sick leave or protected leave.

Administered by other agencies

Leave for military spouses during deployment

leave at least once per month. This information may be provided on

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

and eligibility, see www.Lni.wa.gov/SickLeave.

condition or an emergency health condition; and

Your Rights as a Worker

Employers must post this notice where employees can read it

Wage and Overtime Laws

the minimum wage for all hours worked.

Overtime pay is due when working more than 40 hours

Workers Need Meal and Rest Breaks Meal period Most workers are entitled to a 30-minute unpaid meal period if working

www.Lni.wa.gov/MealAndRestBreaks.

without a break

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

For more information regarding authorized deductions, go to

www.Lni.wa.gov/Wages and click on "Paycheck deductions."

Equal Pay and Opportunities Act

pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other

also are prohibited from requesting a job applicant's wage or salary history, except under certain circumstances, and cannot require an applicant's wage or salary history meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15

Teen Corner — Information for Workers Ages 14–17

■ The minimum age for work is generally 14, with different rules for ages 14–15 and ages 16–17.

Employers must have a minor work permit to employ teens. This requirement applies to family members except on family farms. Teens do not need a work permit. ■ Teens are required to have authorization forms signed before

they begin working. For summer employment, parents must sign the Parent Authorization for Summer Work form. If you work during the school year, a parent and a school official must sign the Parent/School Authorization form. ■ Many jobs are not allowed for anyone under 18 because they are

not safe. Work hours are limited for teens, with more restrictions on work

hours during school weeks. Meal and rest breaks for teens

TeenSafety@Lni.wa.gov.

■ In agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four hours worked.

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

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

• Discriminate in compensation or other terms or conditions of employment Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective employment

• Fail to represent a person in the collective bargaining unit

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

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

Nearly every Washington worker—whether you work full time or part time in a small to large business—is



You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the





WASHINGTON SUMMARY OF WORKPLACE RIGHTS

Washington State Department of **Labor & Industries**

paid time off) to care for:

incapable of self-care.

It's the law!

Workers must be paid the Washington minimum wage ■ Most workers who are 16 years of age or older must be paid at least

See www.Lni.wa.gov/MinWage. ■ Workers who are 14 or 15 may be paid 85% of the minimum wage. ■ Tips cannot be counted as part of the minimum wage. Employers must pay all tips to employees.

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

more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at

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

four hours worked and must not work more than three hours Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.

If you are under 18, see "Teen Corner" at right.

payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

Under this law, your employer is prohibited from providing unequal

protected rights under the Equal Pay and Opportunities Act. Employers

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law or more employees. For more information or to file a complaint, go to Against Discrimination (WLAD). www.hum.wa.gov or www.Lni.wa.gov/EqualPay. 1-800-233-3247

Family and Medical Leave Act: Administered by the U.S. Department of Labor. Eligible employees can enforce their right to protected family and medical leave under the FMLA by contacting the Department of Labor at www.dol.gov/whd/fmla or 1-866-487-9243.

For more information or assistance

Contact L&I

www.paidleave.wa.gov.



Call: 1-866-219-7321, toll-free Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov

www.Lni.wa.gov/workers-rights

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

Human trafficking is against the law For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

PUBLICATION F700-074-000 [09-2023]

WORKERS' COMPENSATION



It's the law! Employers must post this notice where employees can read it. What you should do

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

If a job injury occurs Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers'

compensation benefits. **Benefits include:** Medical care. Medical expenses resulting from your workplace injury or disease will be paid by the workers' compensation program.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially **Vocational assistance.** Under certain conditions, you may be eligible for help in returning to work. Partial disability benefits. You may be eligible for a monetary award

to compensate for the loss of body functions. **Pensions.** Injuries that permanently keep you from returning to work may qualify you for a disability pension. **Death benefits for survivors.** If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a

About required workplace posters Go to www.Posters.Lni.wa.gov to learn more about workplace

posters from L&I and other government agencies.

On the Web: www.Lni.wa.gov Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

PUBLICATION F242-191-909 [12-2012]

Notice to Employees

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

the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.) Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners. Tell your health-care provider and your employer about your work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of Accident (ROA). You can do this online with FastFast (www.

doctor's office. Filing online or by phone speeds the claim and reduces hassle. **File your claim as soon as possible.** For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care provider in writing that your condition is work related.

FileFast.Lni.wa.gov), by phone at 1-877-561-FILE, or on paper in your

REPORT YOUR INJURY TO: (Your employer fills in this space.) **HELPFUL PHONE NUMBERS** Ambulance

Notice to Employees

SELF-INSURED WORKERS' COMPENSATION



It's the law! Employers must post this notice where employees can read it. Revised Code of Washington 51.14.100).

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

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster. Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.) Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic

and podiatric physicians; dentists; optometrists; ophthalmologists:

physician assistants; and advanced registered nurse practitioners.

File your claim as soon as possible. For an on-the-job injury, you must file a claim with your employer within one year after the day the injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider in writing that your condition is work related.

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

TO REPORT YOUR INJURY:

For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

Other formats for person with disabilities are available on request. Call 1-800-547-8367. TDD users. call 360-902-5797. L&I is an equal opportunity

Everyone

deserves

a healthy

relationship

Employment Security Depai

Bi-Weekly

Marry or divorce?

Your tax credits?

new form W-4

Change your name?

Gain or lose a dependent?

If you can answer "YES"...

MIRS

Department of the Treasury

Were there major changes to...

www.irs.gov/individuals on the IRS web site.

Internal Revenue Service www.irs.gov

wage, the employer must make up the difference.

participate in any proceeding under the FLSA.

Islands, and the Commonwealth of Puerto Rico.

classified independent contractors are not.

FEDERAL MINIMUM WAGE

work hours restrictions. Different rules apply in agricultural employment.

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

On the Web: www.Lni.wa.gov

Self-Insurance Section Department of Labor & Industries PO Box 44890 Olympia, WA 98504-4890

PUBLICATION F207-037-909 [12-2012]

DOMESTIC VIOLENCE RESOURCES No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power and control over another. These behaviors can include isolation, emotional abuse, monitoring, controlling finances, or physical and sexual assault.

you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgement. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY).

Everyone should be free to make their own choices in relationships. If

www.thehotline.org

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name)

Shall be as follows:

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

To any of these questions or you owed extra tax when you filed your last return, you may need to file a

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18

to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may

work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage

credit based on tips received by their employees. Employers must pay tipped employees a cash wage of

at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's

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

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee

to express breast milk for their nursing child for one year after the child's birth each time the employee

needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded

from view and free from intrusion from coworkers and the public, which may be used by the employee

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated

damages in instances of minimum wage, overtime, and other violations. The Department may litigate

and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each

willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money

penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money

penalties may be assessed for each child labor violation that results in the death or serious injury of any

minor employee, and such assessments may be doubled when the violations are determined to be willful

or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or

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

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

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less

WAGE AND HOUR DIVISION

1-866-487-9243

www.dol.gov/agencies/whd

JNITED STATES DEPARTMENT OF LABOR

WH1088 REV 04/23

provisions. Certain narrow exemptions also apply to the pump at work requirements.

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

than the minimum wage under special certificates issued by the Department of Labor.

The law requires employers to display this poster where employees can readily see it.

Since you last filed form W-4 with your employer did you...

Your nonwage income (interest, dividends, capital gains, etc.)?

Your family wage income (you or your spouse started or ended a job)?

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at

Now is the time to check your withholding. For more details, get Publication 919,

see it. Please indicate where they can get forms and information on this subject.

Employer: Please post or publish this Bulletin Board Poster so that your employees will

You can also find a program in your area that can help. Find out more about what kind of help is available at wscadv.org/get-help-now.

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

Publication 213

(Rev. 8-2009) Cat. No. 11047P

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

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

'hat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that rovides eligible employees with **job-protected leave** for qualifying family and medical easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. ligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. n eligible employee who is the spouse, child, parent or next of kin of a covered vicemember with a serious injury or illness <u>may</u> take up to 26 workweeks of FMLA eave in a single 12-month period to care for the servicemen You have the right to use FMLA leave in **one block of time.** When it is medically ecessary or otherwise permitted, you may take FMLA leave **intermittently in separaté blocks of time, or on a reduced schedule** by working less hours each day or week. ead Fact Sheet #28M(c) for more information FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the eason for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an eligible employee if all of the following You work for a covered employer, You have worked for your employer at least 12 months You have at least 1,250 hours of service for your employer during the 12 months before You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, ou work for an elementary or public or private secondary school, or ou work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of

Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. ou work for a **covered employer** if **one** of the following applies: w do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or

f advance notice is not possible, give notice as soon as possible

You do <u>not</u> have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides eater family or medical leave rights State employees may be subject to certain limitations in pursuit of direct lawsuits of the U.S. Office of Personnel Management or Congress. Vhat does my employer need to do? If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason

regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify About your FMLA rights and responsibilities, and How much of your requested leave, SCAN ME if any, will be FMLA-protected leave.

Call 1-866-487-9243 or visit dol.gov/ rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against WAGE AND HOUR DIVISION your employer in court. Scan the OR code to learn about our WHD **UNITED STATES** DEPARTMENT OF LABOR

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee.

The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact:

The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at **800-255-7688**.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of you have five years or less of cumulative service in the uniformed services while with that particular employer you return to work or apply for reemployment in a timely manner after conclusion you have not been separated from service with a disqualifying discharge or under

the uniformed services.

other than honorable conditions.

BENEFITS

account"

if you lose your job

Visit **www.esd.wa.gov** to apply

and click "Sign in or create an

you would have attained if you had not been absent due to military service or, in ome cases, a comparable job. GHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f you: • are a past or present member of the uniformed service; • have applied for embership in the uniformed service; or • are obligated to serve in the uniformed ervice; then an employer may not deny you: • initial employment; • reemployment; retention in employment; • promotion; or • any benefit of employment, because addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a

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

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. · Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation You may also bypass the VETS process and bring a civil action against an employer Publication Date — May 2022

neet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590 Office of Special Counsel

UNEMPLOYMENT INSURANCE

You may be eligible for · Your Social Security number. UNEMPLOYMENT • Names and addresses of everyone you worked for in the last 18 months. · Dates you started and stopped working for each employer. Reasons you left each job.

> Call 800-318-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Monday through Friday 8 a.m. to 4 p.m., except on state holidays. You may experience long wait times. You must look for work each week that you claim benefits

> If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits. If you have been unemployed due to a work-related injury or non-work-related illness or injury and are now able to work again, you may be eligible for Temporary Total Disability

mployers are legally required to post this notice in a place convenient for employees to read The Employment Security Department is an equal opportunity employer/program. Auxiliary



Washington State Department of Labor & Industries Job Safety And Health Law

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

Employees — Your employer must protect you

about them and provide training.

You have the right to: ■ Notify your employer or L&I about workplace hazards.

You may ask L&I to keep your name confidential. ■ Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an

inspection, without loss of wages or benefits. Get copies of your medical records, including records of

against you because you filed a safety complaint, participated in an inspection or any other safety-related activity. Appeal a violation correction date if you believe the time

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

Employers must report all deaths,

8 hours.

in-patient hospitalizations, amputations or loss of an eye.

Report any work-related non-hospitalized amputation or loss of an eye to DOSH within 24 hours. For any work-related death, in-patient hospitalization,

■ Employer contact person and phone number. Name of business. ■ Address and location where the work-related incident

■ Any local L&I office or Brief description of what ■ 1-800-423-7233, press happened.

All workers have the right to a safe and healthy workplace. **Employers** — You have a legal obligation to protect

> **Actions you must take:** ■ Comply with all workplace safety and health rules that apply to your business, including developing and

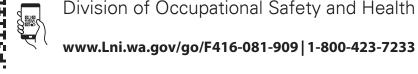
■ Post this notice to inform your employees of their rights and responsibilities.

■ Allow an employee representative to participate in an L&I safety/health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.

violations have been corrected. Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation,

■ Training and resources to promote safe workplaces.





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

National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is • For assistance in filing a complaint, or for any other information on USERRA contact VETS at 1-866-4-USA-DOL or visit its website at

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may

To apply for unemployment, you will need

If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 member 4 or higher).

Visit WorkSource to find all the FREE resources you need to find a job. listings. Log onto WorkSourceWA.com to find the nearest office.

(TTD) unemployment benefits. For more information, please refer to the Handbook for Unemployed Workers at ESD.WA.GOV

OCCUPATIONAL SAFETY AND HEALTH PROTECTION

from hazards you encounter on the job, tell you

exposures to toxic and harmful substances or conditions. ■ File a complaint with L&I within 90 days if you believe your employer fired you, or retaliated or discriminated

allowed on the citation is not reasonable.

Report any work-related death or in-patient hospitalization to

L&I's Division of Occupational Safety and Health (DOSH) within

amputation or loss of an eye, you must report the following information to DOSH:

Date and time of the incident. Number of employees and Where to report: their names.

1 (available 24/7)

or opening or closing conference is illegal.

and fix hazards, and risk management help to lower your workers' compensation costs.



weekends and holidays. It must remain posted until all

www.Lni.wa.gov/RequiredPosters. Free assistance from the Division of Occupational

Department

employees on the job. **Employers must provide workplaces free from recognized**

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

Upon request, foreign language support and formats for persons with disabilities

The fastest way to apply is online at esd.wa.gov If you don't have a home computer, you can access one at a WorkSource center or your local library. If you can't apply online, try contacting us over the phone

These include workshops, computers, copiers, phones, fax machines, Internet access, and job

■ Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective equipment at no cost.

• Your alien registration number if you are not a U.S. citizen. Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months). Your Washington State ID or License, if applicable.

aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay

hazards that could cause employees serious harm or death.

On-site consultations to help employers identify

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prominently display the citation at or near the place of the violation for a minimum of seven working days, excluding

Safety and Health (DOSH)

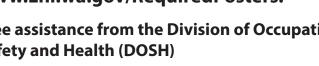
Division of Occupational Safety and Health

EMS 9874 . CC 7540-032-407. Rev 10/17 . UI-biz-poster-EN

(Chapter 49.17 RCW)

This poster is available free from L&I at





■ If you are cited for safety and/or health violations, you must

WA-0125-F04