

### NOTICE TO EMPLOYEES

## Information on Unemployment Compensation in the District of Columbia

You are eligible for unemployment benefits if you have been laid off from your job. You must have been working for an employer who has paid unemployment taxes on your behalf. You must also have been laid off through no fault of your own. You must have been earning wages for at least 12 weeks during the last 52 weeks before you were laid off. You must also have been laid off through no fault of your own. You must have been earning wages for at least 12 weeks during the last 52 weeks before you were laid off. You must also have been laid off through no fault of your own. You must have been earning wages for at least 12 weeks during the last 52 weeks before you were laid off.

- American Job Center - Headquarters: 4050 Minnesota Avenue, N.E., Washington, DC 20019
- American Job Center - Southwest: 3700 Massachusetts Avenue, S.W., Washington, DC 20007
- American Job Center - North: 5175 South Dakota Avenue, N.W., Washington, DC 20017
- American Job Center - Northeast: 3700 Massachusetts Avenue, S.W., Washington, DC 20007

You may apply for benefits through the Internet at [www.doeshs.com](http://www.doeshs.com). Information on how to apply for unemployment benefits is available on the website. For more information, call 1-800-234-5678 or visit our website.

### Protecting Pregnant Workers' Fairness Act Workplace Poster

This poster outlines the rights of pregnant workers under the Pregnant Workers Fairness Act. It covers topics such as reasonable accommodations, leave, and anti-discrimination. Employers are required to provide reasonable accommodations for pregnant workers, including modifications to work schedules, job duties, or physical demands. Pregnant workers are also entitled to leave for prenatal care, childbirth, and recovery. The Act prohibits discrimination against pregnant workers based on their pregnancy, childbirth, or related medical conditions.

### THE RIGHT TO BREASTFEED

Under the District of Columbia Human Rights Act of 1997, as amended, an employer may not discriminate against an employee on the basis of the employee's sex or pregnancy. This includes the right to breastfeed. Employers are required to provide a reasonable accommodation for employees who need to breastfeed their infants. This may include providing a private, non-bathroom space for breastfeeding. Employers are also prohibited from discriminating against employees based on their sex or pregnancy.

### OFFICE OF WORKERS' COMPENSATION

4050 MINNIESOTA AVENUE, N.E., WASHINGTON, DC 20019  
(202) 671-1000 / (800) 671-1929 (Toll Free)

### NOTICE OF COMPLIANCE

This notice informs employees of their rights under various laws, including the Equal Employment Opportunity Act, the Fair Labor Standards Act, and the Family and Medical Leave Act. It also includes information about the Department of Employment Services and the Office of Workers' Compensation. Employees are encouraged to report any violations of these laws to the appropriate authorities. The notice also provides contact information for the Department of Employment Services and the Office of Workers' Compensation.

NAME OF BUSINESS COMPANY: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Employee Representative: \_\_\_\_\_

If number of Employer: \_\_\_\_\_

If number of Employer, employee representative: \_\_\_\_\_

THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT EMPLOYER'S PLACE(S) OF BUSINESS

### INFORMATION ON PAID FAMILY LEAVE IN THE DISTRICT OF COLUMBIA

Employers with 15 or more employees are required to provide paid family leave to their employees. This leave is used for the care of a family member who has a serious health condition or for the employee's own family care needs. The law provides for 12 weeks of paid family leave per year. Employees are eligible for this leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages during that period.

Employers must provide written notice of the family leave policy to their employees. The notice must include information about the employee's rights and the employer's obligations. Employees should be aware of the conditions for using family leave and the process for requesting it. Employers are prohibited from discriminating against employees who use family leave.

### DC Family Medical Leave Act Workplace Poster

This poster provides information about the DC Family Medical Leave Act. It covers topics such as eligibility, duration of leave, and employer obligations. Employees are eligible for family medical leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. The leave is available for the care of a family member with a serious health condition or for the employee's own family care needs. Employers are required to provide written notice of the family medical leave policy to their employees.

### Parental Leave Act Workplace Poster

The Parental Leave Act provides eligible employees with up to 12 weeks of unpaid leave per year to care for a newborn child or to bond with a newborn child. Employees are eligible for parental leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. The leave is available for the care of a newborn child or for the purpose of bonding with a newborn child. Employers are required to provide written notice of the parental leave policy to their employees.

### DC Family Medical Leave Act Workplace Poster

This poster provides information about the DC Family Medical Leave Act. It covers topics such as eligibility, duration of leave, and employer obligations. Employees are eligible for family medical leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. The leave is available for the care of a family member with a serious health condition or for the employee's own family care needs. Employers are required to provide written notice of the family medical leave policy to their employees.

### EMPLOYEE RIGHTS IN THE DISTRICT OF COLUMBIA

Employees have certain rights under the law, including the right to a safe and healthy workplace, the right to be free from discrimination, and the right to be paid for their work. Employers are required to provide a safe and healthy workplace and to provide equal opportunities for all employees. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their workplace.

### OFFICE OF HUMAN RIGHTS

The Office of Human Rights is responsible for enforcing the laws that prohibit discrimination on the basis of race, sex, religion, and other protected characteristics. The office provides information and support for individuals who have experienced discrimination. Employees who have been discriminated against should contact the Office of Human Rights for assistance. The office can help with filing a complaint and representing the employee in court.

### OFFICE OF THE ATTORNEY GENERAL

The Office of the Attorney General is the chief legal officer of the District of Columbia. The office provides legal advice to the government and represents the government in court. The office is also responsible for enforcing the laws that prohibit discrimination. Employees who have been discriminated against should contact the Office of the Attorney General for assistance. The office can help with filing a complaint and representing the employee in court.

### OFFICIAL NOTICE

## ACCURED SICK AND SAFE LEAVE ACT OF 2008

This Act provides for the accrual of sick leave and safe leave for employees. Sick leave is accrued at a rate of 1.3333 hours per month. Safe leave is accrued at a rate of 0.1667 hours per month. Employees are eligible for sick leave and safe leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. The leave is available for the care of a family member with a serious health condition or for the employee's own family care needs. Employers are required to provide written notice of the sick and safe leave policy to their employees.

### EMPLOYMENT OPPORTUNITY (EOE) Workplace Poster

This poster provides information about the Equal Employment Opportunity Act. It covers topics such as anti-discrimination, equal pay, and the Family and Medical Leave Act. Employees are protected from discrimination based on race, sex, religion, and other protected characteristics. Employees are also protected from unequal pay for equal work. Employees are eligible for family and medical leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. Employers are required to provide written notice of the EOE policy to their employees.

### FAMILY PROTECTIONS & RESOURCES

This section provides information about family leave and other resources. It covers topics such as parental leave, family medical leave, and the Family and Medical Leave Act. Employees are eligible for family leave if they have worked for the employer for at least 12 weeks and have earned at least \$1,500 in wages. The leave is available for the care of a family member with a serious health condition or for the employee's own family care needs. Employers are required to provide written notice of the family leave policy to their employees.

NAME OF BUSINESS COMPANY: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Employee Representative: \_\_\_\_\_

If number of Employer: \_\_\_\_\_

If number of Employer, employee representative: \_\_\_\_\_

### DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

Effective July 1, 2021
\$15.00 per hour beginning July 1, 2021
\$15.20 per hour beginning July 1, 2021
\$16.10 per hour beginning July 1, 2021
\$17.00 per hour beginning July 1, 2021
\$17.50 per hour beginning July 1, 2024

Effective July 1, 2021
\$5.00 per hour beginning July 1, 2021
\$5.05 per hour beginning July 1, 2021
\$5.35 per hour beginning July 1, 2021
\$6.00 per hour beginning July 1, 2021
\$7.00 per hour beginning July 1, 2021

The minimum wage increases each year. The minimum wage is the lowest amount an employer can pay an employee for their work. Employers are required to pay the minimum wage to all employees who are not receiving tips and are not exempt from the minimum wage law. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their wages.

### MINIMUM WAGE EXEMPTIONS

There are several exemptions to the minimum wage law. These include exemptions for tipped employees, seasonal workers, and certain agricultural workers. Tipped employees are those who receive a significant portion of their income from tips. Seasonal workers are those who are employed for a limited period of time. Agricultural workers are those who are employed in the agricultural industry. Employers are required to provide written notice of the minimum wage policy to their employees. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their wages.

### OVERTIME EXCEPTIONS

There are several exceptions to the overtime law. These include exemptions for executive, administrative, professional, and certain sales employees. Executive employees are those who have a significant managerial role. Administrative employees are those who perform office or clerical duties. Professional employees are those who are employed in a profession. Sales employees are those who are employed in the sales industry. Employers are required to provide written notice of the overtime policy to their employees. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their overtime pay.

### MEALS

Employers are required to provide a meal break for employees who work more than 6 hours per day. The meal break must be at least 30 minutes long. Employees are not entitled to pay for the meal break. Employers are also required to provide a rest break for employees who work more than 6 hours per day. The rest break must be at least 10 minutes long. Employees are not entitled to pay for the rest break. Employers are required to provide written notice of the meal and rest break policy to their employees. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their meal and rest breaks.

### ON-CALL TIME

Employers are required to pay employees for on-call time if the on-call time is substantial and interferes with the employee's personal life. On-call time is time when the employee is required to remain available for work during their off-hours. Employees are not entitled to pay for on-call time if the on-call time is minimal and does not interfere with the employee's personal life. Employers are required to provide written notice of the on-call time policy to their employees. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their on-call time.

### ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF HUMAN RIGHTS

The Office of Human Rights administers several laws that protect employees from discrimination and harassment. These include the laws that prohibit discrimination based on race, sex, religion, and other protected characteristics. Employees who have been discriminated against should contact the Office of Human Rights for assistance. The office can help with filing a complaint and representing the employee in court. Employees should be aware of their rights and the process for reporting violations. The Department of Employment Services provides information and support for employees who have concerns about their workplace.

### Notice to Employees / Employees

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