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LaborLawCenter.com I-800-745-9970 • Product ID: WA50



EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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Know Your Rights: Workplace Discrimination is Illegal

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.

WASHINGTON

 Who is Protected? Employees (current and former), including managers and temporary employees Job applicants Union members and applicants for membership in a union What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers) Unions 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 bases of: Race Color Religion National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) 	 Retaliation for filing a charg discrimination, or participal lawsuit, investigation, or pre- lawsuit, investigation, or pre- rights regarding disability di accommodation What Employment Practice Discriminatory? All aspects Discharge, firing, or lay-off Harassment (including unw physical conduct) Hiring or promotion Assignment Pay (unequal wages or com Failure to provide reasonab disability; pregnancy, childl condition; or a sincerely-hel observance or practice Benefits Job training Classification Referral Obtaining or disclosing gen of employees Requesting or disclosing rm of employees
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e, reasonably opposing · Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or ting in a discriminatior participating in an investigation or proceeding reats related to exercising Conduct that coerces, intimidates, threatens, or interferes liscrimination or pregnancy with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including s can be Challenged as accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has of employment, including: Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict tim imits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: pensation) le accommodation for a **Submit** an inquiry through the EEOC's public portal: pirth, or related medical https://publicportal.eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) -800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at <u>www.eeoc.gov/field-office</u>) E-Mail info@eeoc.gov Additional information about the EEOC,

including information about filing a charge

of discrimination, is available at www.eeoc.gov.

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 inforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected veterans, recently separated veterans (i.e., within three years of discharge or release inder Federal law from discrimination on the following bases: Race, Color, Religion, from active duty), active duty wartime or campaign badge veterans, or Armed Forces Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, olor, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative 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 aspects of employment by Federal contractors. Disability discrimination includes not aking 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 <u>https://ofccphelpdesk.dol.gov/s/</u>, or by undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in most telephone directories ffirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage disabilities at all levels of employment, including the executive level.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of disability in any program or activities receiving activity which receives Federal financial assistance. Discrimination is prohibited in ederal financial assistance. Employment discrimination is covered by Title VI if the primary all aspects of employment against persons with disabilities who, with or without objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amedments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. (Revised 6/27/2023)

1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and discrimination by Federal contractors under these Federal laws. Any person who believes The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W Washington, D.C. 20210 1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting at https://www.dol.gov/agencies/ofccp/contact.

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,

DISCRIMINATION

Washington State Law Prohibits Discrimination in Employment

Protected Classes:

 Race Color National Origin Sex

PROHIBITED UNFAIR EMPLOYMENT PRACTICES: 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

• Discriminate in compensation or other terms or conditions of employment

WORKERS' COMPENSATION

Nashington State Department of Labor & Industries

benefits. You cannot be penalized or discriminated

against for filing a claim. For more information, call

on the job or develop an occupational disease, you are

Medical care. Medical expenses resulting from your

award to compensate for the loss of body functions.

to work may qualify you for a disability pension.

workplace injury or disease will be paid by the workers'

Disability income. If your work-related medical condition

Vocational assistance. Under certain conditions, you may

Pensions. Injuries that permanently keep you from returning

Death benefits for survivors. If a worker dies, the surviving

workplace posters from L&I and other government agencies.

spouse or registered domestic partner and/or dependents

Go to www.Posters.Lni.wa.gov to learn more about

Other formats for persons with disabilities are available on

request. Call 1-800-547-8367. TDD users, call 360-902-5797.

entitled to workers' compensation benefits.

toll-free 1-800-547-8367.

If a job injury occurs

Benefits include:

compensation program.

may receive a pension.

to partially replace your wages.

be eligible for help in returning to work.

About required workplace posters

On the Web: www.Lni.wa.gov

L&I is an equal opportunity employer.

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Notice to Employees

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

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

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.

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

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

PUBLICATION F242-191-909 [12-2012]

SELF-INSURED WORKERS' COMPENSATION

Washington State Department of Labor & Industries

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

If a job injury occurs

Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers'

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 n within two vears following the date you are

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough information provides eligible employees with **job-protected leave** for qualifying family and medical to your employer so they can determine whether the leave qualifies for FMLA protection. easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the You must also inform your employer if FMLA leave was previously taken or MLA for most employees. approved for the same reason when requesting additional leave Your employer may request certification from a health care provider to verify medical

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, leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or

To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered

servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the se You have the right to use FMLA leave in one block of time. When it is medically

necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read 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 reason for which you need FMLA leave. m 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 your leave, and

our employer has at least 50 employees within 75 miles of your work location. virline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if <u>one</u> of the following applies:

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most ederal employees are covered by Title II of the FMLA, administered by the Office of

Personnel Management ow 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 If advance notice is not possible, give notice as soon as possible.

supersede any state or local law or collective bargaining agreement that provides reater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain ssional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress What does my employer need to do? If you are eligible for FMLA leave, you employer must:

Allow you to take job-protected time off work for a qualifying reason, 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 leave.

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. ter becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify

you in writing: • About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave. can I find mor Call 1-866-487-9243 or visit dol.gov/ fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR GE AND HOUR DIVISIO code to learn about our WHD



Publication Date — May 2022

Employer Support Of The Guard And Reserve 1-800-336-4590

ANTI-DISCRIMINATION NOTICE

complaint process.

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

YOUR RIGHTS UNDER USERRA

8 0 8 8 6 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 National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

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

your service; you have five years or less of cumulative service in the uniformed services while with that particular employer;

you return to work or apply for reemployment in a timely manner after conclusion of service; and

you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

nembership in the uniformed service; or • are obligated to serve in the uniformed

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION you: • are a past or present member of the uniformed service; • have ap HEALTH INSURANCE PROTECTION

• 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 or injuries. ENFORCEMENT

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

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

Police

Notice to Employees

the L&I medical network. (Find network providers at Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured

Tell your health-care provider and your employer about

prevents you from working, you may be eligible for benefits

(L&I) must receive it within one year after the day the injury Partial disability benefits. You may be eligible for a monetary occurred. For an occupational disease, you must file a claim

 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 complaint • Retaliation for opposing an unfair practice

April 2015

Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective 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 • 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:

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 prospective employment.

> 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

of employment.

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, r 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 ndividuals engaged in national security-related activities. The Act permits polygraph (a THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND kind of lie detector) tests to be administered in the private sector, subject to restrictions, JOB APPLICANTS CAN READILY SEE IT. to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course which is more restrictive with respect to lie detector tests. EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous

strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.



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.

Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks How it works of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical 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.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,427 per week.

If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. Your rights



If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also 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 **0.8%** of your wage. You may pay about 73% 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. You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the 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**

WASHINGTON SUMMARY OF WORKPLACE RIGHTS

Washington State Department of Labor & Industries	our Rights as a Worker
It's the law!	Leave Laws
Employers must post this notice where employees can read it	Paid sick leave

ve Laws d sick leave

Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning on the 90th Workers must be paid the Washington minimum wage calendar day of employment. Employers must provide employees with

ipensation (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).

What you should do

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.

condition to the person designated below:

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.

Name:

Phone:

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 employer.

About required workplace posters Self-Insurance Section Department of Labor & Industries Go to www.Posters.Lni.wa.gov to learn more about workplace posters from L&I PO Box 44890 Olympia, WA 98504-4890 and other government agencies. On the Web: www.Lni.wa.gov 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.

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

www.thehotline.org

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

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

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name)			
Shall be as follows:			
Weekly	Monthly		
Ri-Weekly	Other		

advised by a health-care provider in writing that your condition is work related.

TO REPORT YOUR INJURY:

occupational disease, immediately report your injury or

of this status If you should become injured on the job or develop an

service; then an employer may not deny you: • initial employment; • reemployment; that your case be referred to the Department of Justice or the Office of Special retention in employment; • promotion; or • any benefit of employment, because Counsel, as applicable, for representation You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. n 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.

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 neet this requirement by displaying the text of this notice where they customarily place notices for employees.



You may be eligible for

UNEMPLOYMENT

BENEFITS

account"

if you lose your job

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

Employment

Security

Department

and click "Sign in or create an

U.S. Department of Justice Office of Special Counsel

UNEMPLOYMENT INSURANCE

To apply for unemployment, you will need

- Your Social Security number.
- 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.
- 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.
- 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).

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

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

Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines, Internet access, and job listings. Log onto WorkSourceWA.com to find the nearest office.

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

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.140

The Employment S rogram. Auxiliary nguage assistance aids and services an Washington Relay services for limited Service: 711

10/17.UI-biz-poster-EN

OCCUPATIONAL SAFETY AND HEALTH PROTECTION



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

(Chapter 49.17 RCW)

ily required to post this not. I).	ice in a place convenient for er
e available upon request to i	qual opportunity employer/pr ndividuals with disabilities. Lan Is are available free of charge. W
	EMS 9874 . CC 7540-032-407. Rev



Employment Security Depo

Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked. 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.

Overtime pay is due when working more than 40 hours

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.

Workers Need Meal and Rest Breaks Meal period

Wage and Overtime Laws

Most workers are entitled to a 30-minute unpaid meal period if working 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 www.Lni.wa.gov/workersrights/workplace-policies/rest-breaks-meal-periods-and-schedules.

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 without a break.

- 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.

Pay Requirements

Regular Payday

Workers must be paid at least once a month on a regularly scheduled 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.

For more information regarding authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid and click on "Paycheck deductions."

Equal Pay and Opportunities Act

Under this law, your employer is prohibited from providing unequal 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 protected rights under the Equal Pay and Opportunities Act. Employers 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 or more employees. For more information or to file a complaint, go to www.Lni.wa.gov/EqualPay.

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

- 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
- In all other industries, teens who are 16 or 17 must have a 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.

a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on 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, and eligibility, see www.Lni.wa.gov/SickLeave.

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 paid time off) to care for:

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

Children 18 years and older with disabilities that make them incapable of self-care.

For more information, see www.Lni.wa.gov/workers-rights/leave/ family-care-act.

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 provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DVLeave.

Leave for military spouses during deployment

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 deployment

Your employer may not fire or retaliate against you for exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

Administered by other agencies

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 many employers. Workers are allowed to take up to 12 weeks, as 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. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information, see www.paidleave.wa.gov.

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.wa.gov or 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.

Contact L&I

Need more information? Questions about filing a worker rights complaint?

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

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

ndated 12/202

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to...

Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at

www.irs.gov/individuals on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will

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

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IRS

Department of the Treasury Internal Revenue Service www.irs.gov

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25

The law requires employers to display this poster where employees can readily see it. OVERTIME PAY At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a

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 work hours restrictions. Different rules apply in agricultural employment.

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

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 to express breast milk

ENFORCEMENT The Department has authority to recover back wages and an equal amount n 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 participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the

Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may All workers have the right to a safe and healthy workplace.

Employees — Your employer must protect you from hazards you encounter on the job, tell 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 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 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 allowed on the citation is not reasonable.

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

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours.

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

- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred.
- Date and time of the incident.
- Number of employees and Where to report:

Employers — You have a legal obligation to protect employees on the job.

Employers must provide workplaces free from recognized hazards that could cause employees serious harm or death. Actions you must take:

- Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).
- Post this notice to inform your employees of their rights and responsibilities.
- Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective equipment at no cost.
- 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.
- If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the violation for a minimum of seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.

This poster is available free from L&I at

Free assistance from the Division of Occupational

Training and resources to promote safe workplaces.

On-site consultations to help employers identify

and fix hazards, and risk management help to

lower your workers' compensation costs.

www.Lni.wa.gov/RequiredPosters.

Safety and Health (DOSH)

employer.

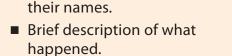
PUBLICATION F416-081-909 [07-2022]

• 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.

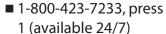
To find out more about teens in the workplace: www.Lni.wa.gov/ TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

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.





■ Any local L&I office or



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

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



Division of Occupational Safety and Health

www.Lni.wa.gov/go/F416-081-909|1-800-423-7233

