Since 1953

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR BEGINNING JULY 24, 2009

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

At least 1½ times the 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 nonmanufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural

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 wage, the employer must make up the difference.

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.

OF LABOR UNITED STATES

WA

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WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT

UNDER THE FAIR LABOR STANDARDS ACT **ENFORCEMENT** The Department has authority to recover back wages

EMPLOYEE RIGHTS

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 participate in any proceeding under the FLSA.

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

provisions. Certain narrow exemptions also apply to the pump at work requirements. 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 both. 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 be paid less than the minimum wage under special certificates issued by the Department of Labor.

1-866-487-9243 www.dol.gov/agencies/whd



REV. 04/2023

Department of Labor & Industries

Announcement

\$16.28 per hour

2024 minimum wage:

Washington's minimum wage will be \$16.28 per hour beginning Jan. 1, 2024. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.84 per

For more information about Washington's minimum wage law, see the required workplace poster

FY24-141 REV. 09/2023

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an mployee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

WA

Department of Labor & Industries **Your Rights as a Worker**

It's the law!

Employers must post this notice where employees can

Wage and Overtime Laws Workers must be paid the Washington

minimum wage 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

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/MealAndRestBreaks. **Breaks** Most workers are entitled to a 10-minute paid rest

Most workers are entitled to a 30-minute unpaid meal

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/Wages and click on "Paycheck

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

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**

adverse action against you for discussing wages, filing

a complaint, or exercising other protected rights under

the Equal Pay and Opportunities Act. Employers also

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. 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

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

Leave Laws

Paid 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 calendar day of employment. 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

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/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 provide

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

reasonable safety accommodations to victims. For more 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

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. ww.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

For more information or assistance Online: www.Lni.wa.gov/workers-rights Call: 1-866-219-7321, toll-free

> Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov

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

WA

REV. 09/2023

State Law Prohibits Discrimination in Employment

Use of a service Race animal by a person Color with a disability **National Origin** Honorably Sex discharged Veteran Creed or Military status Disability—Sensory, Retaliation for filing Mental or Physical a whistleblower HIV, AIDS, and

complaint with the Hepatitis C state auditor Age (40 yrs old and Retaliation for filing a nursing home Marital status abuse complaint Pregnancy or Retaliation for maternity opposing an unfair Sexual Orientation or Gender Identity

PROHIBITED UNFAIR EMPLOYMENT **PRACTICES**

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

employment

Discriminate in compensation or other terms or conditions of employment

Print, circulate, or use any discriminatory

application form

statement, advertisement, publication, or job

Make any discriminatory inquiries in connection **Protected Classes** 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

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 <u>www.hum.wa.gov</u>

WASHINGTON STATE HUMAN RIGHTS COMMISSION

Color

FED U.S. Equal Employment Opportunity Commission

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. Who is Protected?

Employees (current and former), including managers and temporary employees discrimination on the following bases: Job applicants Race, Color, Religion, Sex, Sexual Orientation, Gender

Union members and applicants for membership in a 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:

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 charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

Most private employers State and local governments (as employers) Educational institutions (as employers) Unions Staffing agencies What Employment Practices can be Challenged as

What Organizations are Covered?

Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment

Pay (unequal wages or compensation)

Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice **Benefits** Job training Classification Referral

Requesting or disclosing medical information of Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including

ommodation) or pregnancy accommodation

What can You Do if You Believe

Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/ an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free) 1-800-669-6820 (TTY)

1-844-234-5122 (ASL video phone)

an EEOC field office (information at

www.eeoc.gov/field-office) Additional information about the EEOC, including information about filing a charge of discrimination, is available at



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business

Know Your Rights: Workplace Discrimination is Illegal

EXEMPTIONS

DEPARTMENT OF LABOR

FED

UNITED STATES OF AMERICA

FEDERAL

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 under Federal law from

Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, 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 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 undue

employment, including the executive level. **Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge

hardship to the employer. Section 503 also requires that Federal

employment qualified individuals with disabilities at all levels of

contractors take affirmative action to employ and advance in

veterans, or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under Any person who believes a contractor has violated its

nondiscrimination or affirmative action obligations under

or by calling an OFCCP regional or district office, listed

https://www.dol.gov/agencies/ofccp/contact

n most telephone directories under U.S. Government,

Department of Labor and on OFCCP's "Contact Us" webpage at

OFCCP's authorities should contact immediately: 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, Obtaining or disclosing genetic information of employees please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/,

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving 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 discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financia assistance.

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the iob. If you believe you have been discriminated against in a program

of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such

REV. 06/27/2023

Employment

Security

FED

REEMPLOYMENT RIGHTS

your service;

perform service in the uniformed service and:

while with that particular employer;

under other than honorable conditions.

are a past or present member of •

have applied for membership in

conclusion of service; and

some cases, a comparable job.

the uniformed service;

the uniformed service; or

then an employer may not deny you:

retention in employment;

initial employment;

reemployment:

because of this status.

provide training.

WA

Your rights

WA

Learn more and apply at

www.eeoc.gov.

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 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 \$1,456 per week.

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 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 0.74% of your wage. You may pay about 71% 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

Paid Family & Medical Leave paidleave.wa.gov Department **WASHINGTON STATE**

Washingtor

Department of Labor & Industries Notice to Employees

It's the law!

Employers must post this notice where employees can read it. 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 are covered by the workers' **Disability income.** If your work-related medical condition

to partially replace your wages. **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 Pensions. Injuries that permanently keep you from returning

Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a pension.

to work may qualify you for a disability pension

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.Lni.wa.gov/FindADoc.)

Qualified health-care providers include: medical, osteopathic

chiropractic, naturopathic and podiatric physicians; dentists;

optometrists; ophthalmologists; physician assistants; and

advanced registered nurse practitioners.

WA

(Your employer fills in this space.) Helpful phone numbers: **Ambulance**

that your condition is work related.

Report your injury to:

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

Tell your health-care provider and your employer about

your work-related injury or condition. The first step in

is to fill out a Report of Accident (ROA). You can do this

online or by phone speeds the claim and reduces hassle.

File your claim as soon as possible. For an on-the-job

filing a workers' compensation (industrial insurance) claim

online with FileFast (www.Lni.wa.gov/FileFast), by phone

at 1-877-561-FILE, or on paper in your doctor's office. Filing

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

On the Web: www.Lni.wa.gov 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 F242-191-909 [12-2012]

REV. 12/2012

Everyone deserves a healthy relationship

You may be eligible for UNEMPLOYMENT BENEFITS

if you lose your job

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

you deserve. No names, no fees, and no judgement. Just

can reach their advocates 24/7/365 to get the support

Visit **www.esd.wa.gov** to apply and click "Sign in or

To apply for unemployment, you will need

Names and addresses of everyone you worked

Dates you started and stopped working for each

Your alien registration number if you are not a

Your SF8 and SF50 (if you worked for the Federal

Government in the last 18 months).

Your Washington State ID or License, if

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).

If you don't have a home computer, you can access

If you can't apply online, try contacting us over

Call 800-318-6022. Persons with hearing or speaking

impairments can call Washington Relay Service 711.

8 a.m. to 4 p.m., except on state holidays. You may

experience long wait times.

We are available to help you Monday through Friday

one at a WorkSource center or your local library.

Your Social Security number.

for in the last 18 months.

Reasons you left each job.

800-799-SAFE (7233) or 800-787-3224 (TTY).

www.thehotline.org

Find out more about what kind of help is available at wscadv.org/get-help-now. **Employment Security Department** WASHINGTON STATE Workplace posters available at esd.wa.gov

You can also find a program in your area that can help.

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. UI-biz-poster-EN

REV. 07/2019

You must look for work each week that you claim 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

Employment Security Department WASHINGTON STATE Employers are legally required to post this notice in a place convenient for employees to read (see RCW The fastest way to apply is online at esd.wa.gov

Unemployed Workers at ESD.WA.GOV.

disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711 **ESD.WA.GOV** EMS 9874 . CC 7540-032-407 . UI-biz-poster-EN

The Employment Security Department is an equal

opportunity employer/program. Auxiliary aids and

services are available upon request to individuals with

REV. 10/2017

FED **EMPLOYEE RIGHTS**

EMPLOYEE POLYGRAPH PROTECTION ACT

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

The Employee Polygraph Protection Act prohibits most private employers from using lie The Act also permits polygraph testing, subject to restrictions, of certain employees of detector tests either for pre-employment screening or during the course of employment. private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant agreement which is more restrictive with respect to lie detector tests. to take a lie detector test, and from discharging, disciplining, or discriminating against an

The law does not preempt any provision of any State or local law or any collective bargaining employee or prospective employee for refusing to take a test or for exercising other rights under **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.

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.

The Act permits polygraph (a 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,

1-866-487-9243

www.dol.gov/agencies/whd

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

REV. 02/2022

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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 individuals engaged in national

alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible

employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to

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

leave in a single 12-month period to care for the servicemember 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

servicemember with a serious injury or illness may take up to 26 workweeks of FMLA

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.

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 Your employer has at least 50 employees within 75 miles of your work location.

You work for a **covered employer** if **one** 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 federal employees are covered by Title II of the FMLA,

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

you have not been separated from service with a disqualifying discharge or

are obligated to serve in the

any benefit of employment

uniformed service;

promotion; or

you return to work or apply for reemployment in a timely manner after

If 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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

In addition, an employer may not retaliate against anyone assisting in the

enforcement of USERRA rights, including testifying or making a statement in

Airline flight crew employees have different "hours of service" requirements.

administered by the Office of Personnel Management. How do I request FMLA leave? Generally, to request FMLA leave you must:

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

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. You do not 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 approved for the same reason when requesting additional leave. 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

greater 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 congressional 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, your **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

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. After 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.

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 code**

UNITED STATES OF AMERICA **WAGE AND HOUR DIVISION**

UNITED STATES DEPARTMENT OF LABOR

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

basis as if you had not taken leave, and

Where can I find more information?

to learn about our WHD complaint process.

SCAN ME WH1420

REV. 04/2023

REV. 05/2022

YOUR RIGHTS UNDER USERRA

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. **HEALTH INSURANCE PROTECTION**

If you leave your job to perform military service, you have the right to elect You have the right to be reemployed in your civilian job if you leave that job to to continue your existing employer-based health plan coverage for you and

> 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

request that your case be referred to the Department of Justice or the

your dependents for up to 24 months while in the military.

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

Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. 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 meet this requirement by displaying the text of this notice where they

customarily place notices for employees.

connection with a proceeding under USERRA, even if that person has no service U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

Job Safety and Health Law It's the law! Employers must post this notice where employees can read it.

Department of Labor & Industries, Division of Occupa Safety and Health

(Chapter 49.17 RCW) 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

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.

Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.

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 — 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.

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

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

opening or closing conference is illegal. 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

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or

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

Employer contact person and phone number. Name of business.

Date and time of the incident.

Any local L&I office or

Address and location where the work-related incident occurred

have been corrected.

Brief description of what happened. Where to report:

Number of employees and their names.

1-800-423-7233, press 1 (available 24/7) This poster is available free from L&I at www.Lni.wa.gov/RequiredPosters

TWO ways to verify poster compliance!

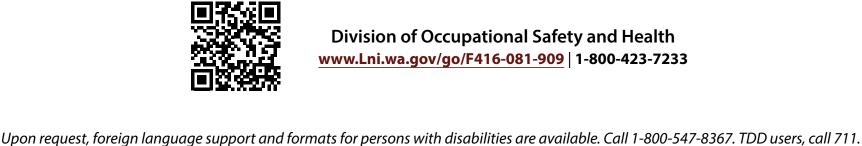
QR CODE Scan with phone camera:

ONLINE

Go to: JJKeller.com/LLPverify

Enter this code: 69506-012024

Free assistance from the Division of Occupational Safety and Health (DOSH) 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/go/F416-081-909 | 1-800-423-7233

Division of Occupational Safety and Health

L&I is an equal opportunity employer. **PUBLICATION F416-081-909** REV. 07/2022

> 800-327-6868 JAN2024 65898F FED-WA-ENG

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