for the following reasons:

**ENTITLEMENTS** 

BENEFITS &

**ELIGIBILITY** 

REQUESTING

**EMPLOYER** 

RESPONSIBILITIES

**ENFORCEMENT** 

REQUIREMENTS

**PROTECTIONS** 

**EMPLOYEE RIGHTS** 

**UNDER THE FAMILY AND MEDICAL LEAVE ACT** 

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

• The birth of a child or placement of a child for adoption or foster care;

may take leave intermittently or on a reduced schedule

equivalent pay, benefits, and other employment terms and conditions.

Have worked for the employer for at least 12 months;

FMI Δ leave was previously taken or certified

\*Special "hours of service" requirements apply to airline flight crew employees.

bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

To bond with a child (leave must be taken within 1 year of the child's birth or placement):

To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse,

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee

substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave,

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice,

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine

if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or

continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the

employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective

will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

certification is incomplete, it must provide a written notice indicating what additional information is required.

responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with

opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Have at least 1,250 hours of service in the 12 months before taking leave;\* and

# **Your Rights as a Worker**

## It's the law!

hours worked. ntact L&I" the minimum wage.

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.

# Agricultural workers are generally exempt from overtime.

meal period, you must be paid for the 30 minutes.

# ■ Most workers are entitled to a 10-minute paid rest break for each four

■ 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 below.

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

## een Corner – Information for Workers Ages 14–

- The minimum age for work is generally 14, with different rules for ages
- 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; however parents must sign the Parent Authorization form for summer employment. If you work during the school year a parent and a school official must sign the Parent/School Authorization form.
- 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.
- 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
- Go to www.Lni.wa.gov/TeenWorkers
- PUBLICATION F700-074-909 [08-2017]

Employers must post this notice where employees can read it.

# Tips cannot be counted as part of the minimum was

off) to care for:

# **Workers Need Meal and Rest Breaks**

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

# hours worked and must not work more than three hours without a break.

Human Rights Commission: www.hum.wa.gov or 1-800-233-3247. Eligible employees can enforce their right to protected family and medica leave under FMLA by contacting the U.S. Department of Labor at: www.dol.gov/whd/fmla or 1-866-487-9243.

## from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety.

Leave for military spouses during deployment

tice to deploy or who are on leave from deployment during times of Your employer may not fire or retaliate against you for exercising your rights under, or filing a complaint alleging violations of, the Minimum Wage Act which does include paid sick leave or any of the protected leave laws.

## Contact L&I

## **Need more information?** Questions about filing a worker rights complaint? Online: www.Lni.wa.gov/WorkplaceRights

- Visit: www.Lni.wa.gov/Offices Email: ESgeneral@Lni.wa.gov ■ In all other industries, teens who are 16 or 17 must have a 30-minute meal
- Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace ■ Teens who are 14 or 15 must have a 30-minute meal period no later than the posters from L&I and other government agencies. end of the fourth hour, and a 10-minute paid break for every two hours worked.

- Call toll-free: 1-866-219-7321.

# **ON GOVERNMENT CONTRACTS**

# SERVICE CONTRACT ACT (SCA) or

MINIMUM WAGES Your rate must be no less than the Federal minimum wage established by the Fair Labor Standards Act (FLSA)

Nashington Family Care Act: Use of paid leave to care for sick family FRINGE BENEFITS SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not

require fringe benefits. **OVERTIME PAY** You must be paid 1.5 times your basic rate of pay for

all hours worked over 40 in a week. There are some CHILD LABOR No person under 16 years of age may be employed on a

PCA contract. SAFETY & HEALTH Work must be performed under conditions that are sanitary and not hazardous or dangerous to employees' health and

Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information for: act the Wage and Hour Division by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit its Web site at www.wagehour.dol.gov.

> Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its Web site at www.osha.gov.

1-866-4-USWAGE **≋WH**₽ WWW.WAGEHOUR.DOL.GO\

## **U.S. Department of Labor** ne purpose of the discussion below is to advise contractors which are subject to the Walsh-Healey Public Contracts Act or the Service Contract of the negociate provisions of these acts. **Walsh-Healey Public Contracts Act**

addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work und All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage — Covered employees must currently be paid not less than the Faderal minimum wage established in section 6(a)(1) on the Fair Labor Standards Act. Over-time — Covered workers must be pald at least one and one-half times their basic rate of pay for all hours worked in excess of 40 week. Overtime is due on the basis of the total hours spent in all work, Government and non-Government, performed by the employee in a Safety and Health — No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions the are unsenthary or hazardous or dangerous to the health and selely of the employees engaged in the performance of the contract. The safety or neelth provisions of the Waleth-Health Public Contracts Act are administered by the Coupstantal Safety and Health Administration.

Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered **Service Contract Act** neral Provisions — The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors orming on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless

lages and Fringe Benefits — Every service employee performing any of the Government contract work under a service contract n excess of \$2,500 must be paid not less than the monetary wages, and must be furnished the fifting benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fiftinge benefits (including any accrued or prospective wage rates and fiftinge benefits) contained in a predecessor contractor's collective bargaining agreement. The wage as and fringe benefits required are usually specified in the contract but in no case may employees doing work ner the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act. ervice contracts which do not exceed \$2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the xt. However, the act does require that employees performing work on such contracts be paid not less than the minimum wage rate established section 6(a)(1) of the Fair Labor Standards Act. Safety and Health — The act provides that no part of the services in contracts in excess of \$2,500 may be performed in buildings or sumundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsenting or hezardous or delargerous to the health or settly of service employees engaged to furnish the services. The settly and health provisions of the Service Contract Act are administered by the Occupational Settly and Health Administration. Notice to Employees — On the date a service employee commences work on a contract in excess of \$2,500, the contractor (or sub-contractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (brutualing any application wage determinating) contained on the reverse in a location where it may be seen by all employees performing on the contract will settled the

Responsibility for Secondary Contractors — Prime contractors are liable for Volations of the act committed by their covered secondary contractors. Other Obligations — Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards. Additional Information — Additional Information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the National Office in Washington D.C. Information pertaining to settly and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the National Office in Washington, D.C.

U.S. GOVERNMENT PRINTING OFFICE: 1998 - 421-004/6607

# Washington State Department of Labor & Industries Job Safety and Health Law

It's the law! Employers must post this notice where employees can read it. (Chapter 49.17 RCW)

All workers have the right to a safe and healthy workplace.

## **Employees** — Your employer must protect you Ipon request, foreign language support and formats for persons with disabilities are available from hazards you encounter on the job, tell you Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer. 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 30 days if you believe your What you should do employer fired you, or retaliated or discriminated against **Report your injury.** If you are injured, no matter how minor you because you filed a safety complaint, participated in an the injury seems, contact the person listed on this poster. inspection or any other safety-related activity. **Get medical care.** The first time you see a doctor, you may Appeal a violation correction date if you believe the time choose any health-care provider who is qualified to treat
  - The law requires you to follow workplace safety and health rules

allowed on the citation is not reasonable.

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.

- 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 ■ 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 three days. You cannot remove it until you correct the violation.

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or 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 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 their names. Brief description of what
- Where to report: ■ Any local L&I office or ■ 1-800-423-7233, press 1 (available 24/7)

# This poster is available free from L&I at www.Lni.wa.gov/RequiredPosters.

## 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.



Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer. PUBLICATION F416-081-909 [09-2015]

# **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment

**PROHIBITIONS** Employers are generally prohibited from requiring or requesting

discharging, disciplining, or discriminating against an employee or tive employee for refusing to take a test or for exercising other

**EXEMPTIONS** Federal. State and local governments are not affected by the law. Also

ne law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. 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, alarm, and guard), and 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

standards concerning the conduct and length of the test. Examinees

assess civil penalties against violators. Employees or job applicants may

economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to Where polygraph tests are permitted, they are subject to numerous strict

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

also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT

# **EMPLOYEE RIGHTS** UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE

WH1420 RFV 04/16

\$7.25 PER HOUR

The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek. 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.

Employers of "tipped employees" who meet certain conditions may claim a partial wage cre based on tips received by their employees. Employers must pay tipped employees a cash way 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 eq the minimum hourly wage, the employer must make up the difference. NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employ who is subject to the FLSA's overtime requirements in order for the employee to express brea milk for her nursing child for one year after the child's birth each time such employee has a r o express breast milk. Employers are also required to provide a place, other than a bathroom, hat is shielded from view and free from intrusion from coworkers and the public, which may be sed by the employee to express breast milk. **ENFORCEMENT**The Department has authority to recover back wages and an equal amount in liquidated dam in instances of minimum wage, overtime, and other violations. The Department may litigate

> ach 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 provision the violations are determined to be willful or repeated. The law also prohibits retaliating against discharging workers who file a complaint or participate in any proceeding under the FLSA. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

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 tr Certain full-time students, student learners, apprentices, and workers with disabilities may to paid less than the minimum wage under special certificates issued by the Department of La



# specific rights that may apply in your particular workplace

Under the NLRA, you have the right to: Form, join or assist a union

Strike and picket, depending on the purpose or means of the strike or the picketing. Choose not to do any of these activities, including joining or remaining a member of a unio Under the NLRA, it is illegal for your employer to: Under the NLRA, it is illegal for a union or for the unio that represents you in bargaining with your employer Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times, or from ting union literature during non-work time, in non-work Threaten you that you will lose your job unless you

Question you about your union support or activities in a nanner that discourages you from engaging in that

Threaten to close your workplace if workers choose a If you and your coworkers select a union to act as your Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.

Prohibit you from wearing union hats, buttons, t-shirts, and collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is requi ins in the workplace except under special circumstances. Spy on or videotape peaceful union activities and gatherings or pretend to do so.

This is an official Government Notice

# <mark>vww.esd.wa.gov</mark> to apply ai

impairments can call Washington Relay Service 711. We are

available to help you Wednesdays and Fridays from 8 a.m.

4 n.m. except on state holidays. You may experience long

## To apply for unemployment, you will need: Call 800-318-6022. Persons with hearing or speaking

 Your Social Security number. Names and addresses of everyone yo worked for in the last 18 months Dates you started and stopped working fo each employer. Reasons you left each job.

Your alien registration number you are not a U.S. citizen. You must look for work each week that you If you were in the military within the last 18 months, we will Visit WorkSource to find all the FREE resources also ask you to fax or mail us a copy of your discharge you need to find a job. These include workshops, computers,

You can apply online at esd.wa.gov

a WorkSource center or your local library

Employment Security non-work-related illness or injury and are now able to work again, you may be eligible for special unemployment benefit

piers, phones, fax machines,

Internet access, and newspapers. Log onto

qualify for partial unemployment benefits.

WorkSourceWA.com to find the nearest office.

If your work hours have been reduced to part-time, you may

If you have been unemployed due to a work-related injury of

# **EMPLOYEE RIGHTS**

**UNDER THE DAVIS-BACON ACT** FOR LABORERS AND MECHANICS **EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS** 

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

You must be paid not less than the wage rate listed in the Davis-Bacor Wage Decision posted with this Notice for the work you perform You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or

riminal prosecution, fines and/or imprisonment Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs If you do not receive proper pay, or require further information on the

or contact the U.S. Department of Labor's Wage and Hour Division.



# **EMPLOYEE RIGHTS**

**UNDER THE NATIONAL LABOR RELATIONS ACT** 

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about

Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of

Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions. Discuss your terms and conditions of employment or union organizing with your co-workers or a union Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.

areas, such as parking lots or break rooms.

Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you making job referrals from a hiring hall. Cause or attempt to cause an employer to discriminate against you because of your union-related activity. Take other adverse action against you based on whether you have joined or support the union.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: <a href="https://www.nlrb.gov">www.nlrb.gov</a>.

The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLR are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

U.S. Department of Labor

# Equal Employment Opportunity is

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Γitle VII of the Civil Rights Act of 1964, as amended, protects applicants and Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, and employees from discrimination based on genetic information in hiring, ob training, classification, referral, and other aspects of employment, on the basis promotion, discharge, pay, fringe benefits, job training, classification, referral, and of race, color, religion, sex (including pregnancy), or national origin. Religious other aspects of employment. GINA also restricts employers' acquisition of genetic discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

information and strictly limits disclosure of genetic information. Genetic information and strictly limits disclosure of genetic information. Genetic information and strictly limits disclosure of genetic information. Genetic information and strictly limits disclosure of genetic information.

medical history); and requests for or receipt of genetic services by applicants, Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect employees, or their family members. RETALIATION discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified person who files a charge of discrimination, participates in a discrimination individual with a disability who is an applicant or employee, barring undue hardship. proceeding, or otherwise opposes an unlawful employment practice

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on preserve the ability of EEOC to act on your behalf and to protect your right to file a referral, and other aspects of employment.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

e in hiring, promotion, discharge, pay, fringe benefits, job training, classification, private lawsuit, should you ultimately need to, you should contact EEOC prompt when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as impairments), EEOC field office information is available at www.eeoc.gov or amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in in most telephone directories in the U.S. Government or Federal G the payment of wages to women and men performing substantially equal work, section. Additional information about EEOC, including information about charge in jobs that require equal skill, effort, and responsibility, under similar working filing, is available at www.eeoc.gov

three years of discharge or release from active duty), other protected veterans

(veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans

veterans who, while on active duty, participated in a U.S. military operation for

Retaliation is prohibited against a person who files a complaint of discrimination

or district office, listed in most telephone directories under U.S. Government

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment

Federal financial assistance. Discrimination is prohibited in all aspects of

employment against persons with disabilities who, with or without reasonable

liscrimination on the basis of disability in any program or activity which receives

members: the manifestation of diseases or disorders in family members (family

## **Employers Holding Federal Contracts or Subcontracts**

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion,

lischarge, pay, fringe benefits, job training, classification, referral, and

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED.

AND ARMED FORCES SERVICE MEDAL VETERANS

participates in an OFCCP proceeding, or otherwise opposes discrimination reasonable accommodation to the known physical or mental limitations of an Any person who believes a contractor has violated its nondiscrimination or erwise qualified individual with a disability who is an applicant or employe affirmative action obligations under the authorities above should contact barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

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) or (202) 693-1337 (TTY). OFCCP may also be nam Era Veterans' Readjustment Assistance Act of 1974, as amended 38 contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regiona

Department of Labor.

NDIVIDUALS WITH DISABILITIES

which an Armed Forces service medal was awarded).

## **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 mended, 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 provision of employment, or where employment discrimination causes or ma se discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

REEMPLOYMENT RIGHTS

notice of your service;

after conclusion of service; and

You have the right to be reemployed in your civilian job if you leave that

you return to work or apply for reemployment in a timely mann

you have not been separated from service with a disqualifying

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the uniformed service

have applied for membership in the uniformed service; or

the enforcement of USERRA rights, including testifying or making a

statement in connection with a proceeding under USERRA, even if that

discharge or under other than honorable conditions.

nilitary service or, in some cases, a comparable job.

are obligated to serve in the uniformed service;

then an employer may not deny you:

initial employment;

retention in employment

any benefit of employment

U.S. Department of Labor

1-866-487-2365

reemployment:

because of this status.

job to perform service in the uniformed service and:

services while with that particular employer

U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ

and advance in employment disabled veterans, recently separated veterans (within

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 assistance

EEOC-P/E-1 (Revised 11/09)

# 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.

coverage for you and your dependents for up to 24 months while i you ensure that your employer receives advance written or verbal you have five years or less of cumulative service in the uniformed 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

☆ If you leave your job to perform military service, you have the right

to elect to continue your existing employer-based health plan

## periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. ENFORCEMENT

**HEALTH INSURANCE PROTECTION** 

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

http://www.dol.gov/vets. An interactive online USERRA Advisor ca be viewed at http://www.dol.gov/elaws/userra.htm. ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department

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

You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

of Justice or the Office of Special Counsel, as applicable, for

n addition, an employer may not retaliate against anyone assisting in









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# **Leave Laws**

Paid sick leave (effective January 1, 2018)

# **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 ■ Workers who are 14 or 15 may be paid 85% of

# Overtime pay is due when working more than 40 hours

Regular Payday

www.Lni.wa.gov/WorkplaceRights and click on "Pay Requirements."

- 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
- Email a guestion to TeenSafety@Lni.wa.gov

compensation program.

may receive a pension.

If a job injury occurs Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages.

workplace injury or disease are covered by the workers'

award to compensate for the loss of body functions. & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, **Pensions.** Injuries that permanently keep you from you must file a claim and L&I must receive it within two returning to work may qualify you for a disability pension. provider in writing that your condition is work related. Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents

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

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

360-902-5797. L&I is an equal opportunity employer.

**BLEED: 0.125** 

# **EMPLOYEE RIGHTS**

# PUBLIC CONTRACTS ACT (PCA)

This information may be provided on your regular pay statement or a separate notification. Workers must be allowed to carry over a minimum of 40 hours of A higher rate may be required for SCA contracts if a wage ination applies. Such wage determination will be posted as an attachment to this Notice.

Employees are entitled to use their choice of any employer provided paid leave (sick, vacation, certain short-term disability plans, or other paid time ■ A child with a health condition requiring treatment or supervision:

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

heir accrued, used and available hours of this leave at least once per month.

this unused leave to the following year. See www.Lni.wa.gov/SickLeave for

# ■ A spouse, parent, parent-in-law, or grandparent with a serious health

details on authorized usage, accrual details and eligibility.

condition or an emergency health condition; and ■ Children 18 years and older with disabilities that make them incapable Washington Family Leave Act This act provides additional leave for pregnancy and childbirth. It covers

or an employer at least 1,250 hours in the previous 12 months to be eligible. For more information regarding qualifications and benefits, see www.Lni.wa.gov/WorkplaceRights/LeaveBenefits. Pregnancy disability leave is covered under the Washington State Law gainst Discrimination (WLAD) and enforced by the Washington State

employers with 50 or more employees. Employees must have worked

# Leave for victims of domestic violence, sexual assault or stalking Victims and their family members are allowed to take reasonable leave

pouses or registered domestic partners of military personnel who receive military conflict may take a total of 15 days unpaid leave per deployment.

# Call: 1-866-219-7321, toll-free

For victim assistance, call the National Human Trafficking Resource Cente at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy

your injury. For ongoing care, you must be treated by a

Tell your health-care provider and your employer about

filing a workers' compensation (industrial insurance) claim

years following the date you are advised by a health-care

Report your injury to:

(Your employer fills in this space.)

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

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

doctor in the L&I medical network. (Find network providers

Human trafficking is against the law

# **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**.

at www.Lni.wa.gov/FindADoc.) injured on the job or develop an occupational disease, you Qualified health-care providers include: medical, osteopathic, are entitled to workers' compensation benefits. chiropractic, naturopathic and podiatric physicians; dentists; **Benefits include:** optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners. Medical care. Medical expenses resulting from your

online with FileFast (www.Lni.wa.gov/FileFast), by phone at 1-877-561-FILE, or on paper in your doctor's office. Filing Vocational assistance. Under certain conditions, you may online or by phone speeds the claim and reduces hassle. be eligible for help in returning to work. **File your claim as soon as possible.** For an on-the-job Partial disability benefits. You may be eligible for a monetary injury, you must file a claim and the Department of Labor