EMPLOYEE RIGHTS **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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 The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the

An employee does not need to use leave in one block. When it is

Ref.: 29 USC, Ch. 28, Sec. 2619

EXEMPTIONS

Protected Classes

Disability—Sensory, Mental

HIV, AIDS, and Hepatitis C

Age (40 yrs old and older)

Use of a service animal by a

Pregnancy or maternity

Sexual Orientation or

person with a disability

Honorably discharged

Retaliation for filing a

Retaliation for filing a

nursing home abuse

the state auditor

unfair practice

Veteran or Military status

whistleblower complaint with

Retaliation for opposing an

Color

Creed

National Origin

Marital Status

Gender Identity

medically necessary or otherwise permitted, employees may take leave

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 To care for the employee's spouse, child, or parent who has a

nsurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in military member who is the employee's spouse, child, or any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before

• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *Special "hours of service" requirements apply to airline flight crew for FMLA leave. If it is not possible to give 30-days' notice, an

Generally, employees must give 30-days' advance notice of the need employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide ough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include forming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating

EMPLOYER RESPONSIBILITIES 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, ust also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA Employees may file a complaint with the U.S. Department of Labor

your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers t www.Lni.wa.gov/FindADoc.) Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; Wage and Hour Division, or may bring a private lawsuit against an optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners. File your claim as soon as possible. For an on-the-job injury

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collectiv bargaining agreement that provides greater family or medical leav

For additional information or to file a complaint:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

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

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for

ENFORCEMENT

Washington State Law Prohibits Discrimination in Employment

Refuse to hire you or discharge you from employment

Deny membership or membership rights and privileges

Fail to represent a person in the collective bargaining unit.

Discriminate in classification or referrals for employment

Expel from membership

Discriminate in compensation or other terms or conditions of employment

Make any discriminatory inquiries in connection with prospective employment.

Print or circulate any discriminatory statement, advertisement, or publication

PROHIBITED UNFAIR EMPLOYMENT PRACTICES

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY

NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS:

FOR EXAMPLE, AN EMPLOYER CANNOT:

Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A

PROTECTED CLASS.

FOR EXAMPLE, A LABOR UNION CANNOT:

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE

BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:

Use discriminatory employment application forms, or make discriminatory inquiries in connection with

pre-employment screening or during the course of employment

Employers are generally prohibited from requiring or requesting any

employee or job applicant to take a lie detector test, and from discharging,

disciplining, or discriminating against an employee or prospective employee

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

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 of

employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

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 lie

for refusing to take a test or for exercising other rights under the Act.

private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers.

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

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

Washington State

Human Rights Commission

test results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

also bring their own court actions.

WH1420 REV 04/16

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

To report an injury:

Notice to Employees

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

(Revised Code of Washington 51.14.100)

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

compensation (industrial insurance) laws. These benefits

include medical treatment and partial wage replacement

work. Compliance with these laws is regulated by the

Department of Labor & Industries (L&I).

if your work-related injury or disease requires you to miss

Report your injury. If you are injured, no matter how minor

he 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

you must file a claim with your employer within one year

after the day the injury occurred. For an occupational

If a job injury occurs

What you should do

disease, you must file a claim within two years following he date you are advised by a health-care provider in writing that your condition is work related.

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

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

For additional information or help with a workers' compensation issue you can contact

the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

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

PUBLICATION F207-037-909 [12-2012]

On the web: www.Lni.wa.gov Ref.: RCW 51.14.100

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



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 0.4% of your wage. You may pay about 2/3 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

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.

paidleave.wa.gov



How it works

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



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

You may also contact the Office of the Paid Family and Medical Leave

Learn more and apply at



Your Rights as a Worker

and correctly classified independent contractors are not.

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

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

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

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.

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

employee, and such assessments may be doubled when the violations are determined to be willful repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

special provisions apply to wheels in American Samoa, the Commonwealth of the North Islands, and the Commonwealth of Puerto Rico.

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

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

Wage and Overtime Laws

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

restrictions. Different rules apply in agricultural employment.

farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based of

Employers or hipped employees. Who meet certain conditions may claim a partial wage creation 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 combiner

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

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is

subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast

milk. Employers are also required to 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

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

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

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

Workers must be paid the Washington minimum wage

■ Workers who are 14 or 15 may be paid 85% of the minimum wage.

Washington State Department of Labor & Industries

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.

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. Agricultural workers are generally exempt from

Workers Need Meal and Rest Breaks

Meal period Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30

minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. ■ Most workers are entitled to a 10-minute paid rest break for each four hours worked and

must not work more than three hours without a break. Agricultural workers must have a 10-minute paid rest break within each four-hour period of

■ If you are under 18, see "Teen Corner" below.

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/workersrights/wages/getting-paid and click on "Paycheck deductions." **Equal Pay and Opportunities Act** Under this law, your employer is prohibited from providing unequal pay or career advancement

opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers also are prohibited from requesting a job applicant's wage or salary history, except under certain circumstances, and cannot require an applicant's wage or salary history meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15 or more employees. For more information or to file a complaint, go to www.Lni.wa.gov/EqualPay.

Teen Corner — **Information for Workers Ages 14–17**

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

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

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

PUBLICATION F700-074-000 [10-2020]

Leave Laws

Paid sick leave

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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

ADDITIONAL

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. Employers must provide employees with a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

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

Employees are entitled to use their choice of any employer provided paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for:

A child with a health condition requiring treatment or supervision;

A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and

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

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave from work for legal or

law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DVLeave.

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

Leave for military spouses during deployment

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

Paid Family and Medical Leave: Administered by Washington Employment Security

Administered by other agencies

Department. As of 2020, Washington now offers paid family and medical leave benefits to workers. This insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019 and benefits can be taken as of Jan. 1, 2020. For more information, see www.paidleave.wa.gov

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.wa.gov or 1-800-233-3247.

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

Contact L&I **Need more information?**

Questions about filing a worker rights complaint?

Online: www.Lni.wa.gov/workers-rights

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

L&I and other government agencies.

About required workplace posters

Human trafficking is against the law

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from

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.

If you have been discriminated

against, please call or go to:

1-800-233-3247 or www.hum.wa.gov

April 2015

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)

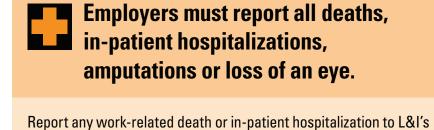
All workers have the right to a safe and healthy workplace.

Employees — Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&I within 30 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.



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

- Employer contact person and phone number. Name of business.
- Date and time of the incident. Number of employees and their names.
- Brief description of what happened. Ref.: WAC 296-800-200

83747

122020

Division of Occupational Safety and Health (DOSH) within 8 hours. Report any work-related non-hospitalized amputation or loss of an

- Address and location where the

work-related incident occurred.

■ Any local L&I office or ■ 1-800-423-7233, press 1 (available 24/7)

Where to report:

protect employees on the job. **Employers must provide workplaces free from recognized hazards** that could cause employees serious harm or death.

Employers — You have a legal obligation to

Actions you must take:

• Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).

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

- responsibilities. ■ Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective
- equipment at no cost. ■ Allow an employee representative to participate in an L&I safety/ health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.

■ If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the violation for a minimum of three days. You cannot remove it until you correct the violation.

or participating in an inspection, investigation, or opening or

Firing or discriminating against any employee for filing a complaint

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

closing conference is illegal.

and Health (DOSH) ■ Training and resources to promote safe workplaces.

Free assistance from the Division of Occupational Safety

 On-site consultations to help employers identify and fix hazards, and risk management help to lower your workers' compensation costs.

Division of Occupational Safety and Health www.Lni.wa.gov/Safety 1-800-423-7233

Upon request, foreign language support and formats for persons with

disabilities are available. Call 1-800-547-8367. TDD users, call 711.

PUBLICATION F416-081-909 [09-2015]

L&I is an equal opportunity employer

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations labor organizations are protected under Federal law from

tle VII of the Civil Rights Act of 1964, as amended, protects plicants and employees from discrimination in hiring, promotion other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious ractices where the accommodation does not impose undue hardship. Title I and Title V of the Americans with Disabilities Act of 1990, as

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects

Disability discrimination includes not making reasonable

prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill. effort, and responsibility, under similar working conditions, in Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on ic information in hiring, promotion, discharge, pay, fringe penefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of

addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended,

quests for or receipt of genetic services by applicants, employees, or RETALIATION All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a iscrimination proceeding, or otherwise opposes an unlawful WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number or individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

Employers Holding Federal Contracts or Subcontracts Applicants to and employees of companies with a Federal governr contract or subcontract are protected under Federal law from RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

INDIVIDUALS WITH DISABILITIES

iring, promotion, discharge, pay, fringe benefits, job training, assification, referral, and other aspects of employment. Disability scrimination includes not making reasonable accommodation to individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

amended, 38 U.S.C. 4212, prohibits job discrimination and requi

or release from active duty), other protected veterans (veterans who

U.S. military operation for which an Armed Forces service medal wa Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its

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 contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, Department of Labor. Programs or Activities Receiving Federal Financial Assistance iseases or disorders in family members (family medical history); and 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

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 ination on the basis of sex in educational programs or activiti which receive Federal financial 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. Discrimina is prohibited in all aspects of employment against persons with

disabilities who, with or without reasonable accommodation, can

If you believe you have been discriminated against in a program of

immediately contact the Federal agency providing such assistance.

EEOC-P/E-1 (Revised 11/0

perform the essential functions of the job.

Labor & Industries

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.

Washington State Department of

If a job injury occurs

disability pension.

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.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages. Vocational assistance. Under certain conditions, you may be eligible for help in returning to

Medical care. Medical expenses resulting from your workplace injury or disease are covered by

Partial disability benefits. You may be eligible for a monetary award to compensate for the

Pensions. Injuries that permanently keep you from returning to work may qualify you for a

Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic

partner and/or dependents may receive a pension.

the workers' compensation program.

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

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.

Notice to Employees

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. Tell your health-care provider and your employer about your work-related injury or **condition.** The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of Accident (ROA). You can do this online with FileFast (www.Lni.wa.gov/FileFast), by phone at 1-877-561-FILE, or on paper in your doctor's office.

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

Report your injury to: **Helpful phone numbers:**

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EMERGENCY NUMBERS CALL 911

POLICE: AMBULANCE: PHYSICIAN:

PAY DAY NOTICE

PAY DAY IS ON: ☐ MONDAY

PAY SCHEDULE IS:

□ WEEKLY

□ BIWEEKLY

FIRE DEPARTMENT:

POISON CONTROL:

HOSPITAL:

☐ TUESDAY ■ WEDNESDAY ☐ THURSDAY

□ SUNDAY

☐ MONTHLY

OF THE MONTH

☐ FRIDAY

■ SATURDAY

□ SEMI MONTHLY

TIME:

PAYCHECKS ARE ISSUED ON THE:



To apply for unemployment, you will need Your Social Security number. Names and addresses of everyone you worked for in the last 18 months.

Reasons you left each job.

Dates you started and stopped working for each employer

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

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

The fastest way to apply is online at esd.wa.gov If you don't have a home computer, you can access one at a WorkSource center or your local library. If you can't apply online, try contacting us over the phone Call 800-318-6022. Persons with hearing or speaking impairments can

You must look for work each week that you claim benefits isit WorkSource to find all the FREE resources you need to find a job. hese include workshops, computers, copiers, phones, fax machines, Internet access, and job listings. Log onto WorkSourceWA.com to find

call Washington Relay Service 711. We are available to help you Monday

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

or non-work-related illness or injury and are now able to work again, you may be eligible for Temporary Total Disability (TTD) more information, please refer to the Handbook for mployed Workers at ESD, WA, GOV.

upon request to individuals with disabilities. Language ass services for limited English proficient individuals are availa free of charge. Washington Relay Service: 711

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

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

may qualify for partial unemployment benefits.



Everyone

Abuse is a pattern of behavior that one person uses to gain power and control over another. These

No one ever deserves to be mistreated.

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

available at wscadv.org/get-help-now.

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Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgement. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY). www.thehotline.org

You can also find a program in your area that can help. Find out more about what kind of help is

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