

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ

MINIMUM WAGE DATES

EMPLOYEES WHO DO NOT RECEIVE TIPS	EMPLOYEES WHO RECEIVE TIPS
\$10.00 per hour beginning July 1, 2022	\$5.00 per hour beginning July 1, 2022
\$12.00 per hour beginning July 1, 2023	\$6.00 per hour beginning July 1, 2023
\$14.00 per hour beginning July 1, 2024	\$7.00 per hour beginning July 1, 2024
\$16.00 per hour beginning July 1, 2025	\$8.00 per hour beginning July 1, 2025

The minimum wage increases each year in proportion to the Consumer Price Index for both employees who do not receive tips and for employees who do receive tips.

MINIMUM WAGE EXCEPTIONS

The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following:

- Unemployed workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor.
- Handicapped workers performing the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
- Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
- The minimum wage provision does not apply to persons:
 - employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
 - employed in the delivery of newspapers to the homes of consumers.

OVERTIME PAY

Employees must be paid at least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

OVERTIME EXCEPTIONS

The overtime provision does not apply to persons employed:

- In a bona fide executive, administrative, professional, computer, or outside sales capacity.
- As a seasonal, non-wood worker or seaman/captain.
- As an air carrier, employee who voluntarily exchanges workdays with another employee for the primary purpose of affording or treating benefits available to those employees.
- As a newspaper, print, salesperson, or messenger primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to final purchasers.

NOTES

The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of car washes. Car wash employees are entitled to overtime for all hours worked over a forty-hour workweek.

The United States Department of Labor's Home Care Care Sule, effective November 12, 2015, is applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as in-home nursing assistance, home health aides, personal care aides, caregivers, and companions.

Ref.: DCMR 9312

Department of Employment Services
LABOR STANDARDS BUREAU

OFFICE OF WORKERS' COMPENSATION
 4058 MINNESOTA AVENUE, N.E., WASHINGTON, DC 20019 (202) 727-4559 (Fax)

UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by the employer or his law, or employers must pay the employee 15 cents per hour in addition to the minimum wage (minimum required is \$4.00 per hour) for replaceable uniforms. Such payment of 15 cents per hour will apply in the case of protective clothing. When the employer purchases and the employee maintains uniforms, the additional payment required is 10 cents per hour. When the employer cleans and maintains uniforms that the employee purchases, the additional payment required is 8 cents per hour.

MEALS

Employers must deduct \$2.75 for each meal provided. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For more than 4.0 hours of work, a maximum of two (2) meal deductions is allowed. For employees who live on the employer's premises, no more than 1.0 hour per day can be deducted.

ON-CALL TIME

An employee who is required to stay at the employer's premises while on call is working. An employee who is required to remain in a specified geographic area, such as home or within a 2-hour drive of the workplace, or who is allowed to be home where he/she can be reached, is usually not working while on call.

OTHER PROVISIONS

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for having property lost by the employee.

DEDUCTIONS

No employer shall make any deductions, except those specifically authorized by law or court order which would bring wages below those required by the Act, as stated wage statement showing all deductions must be provided with each paycheck.

RECORDS

Every employer shall make and keep for at least three (3) years accurate time and payroll records for each employee, in addition to other detailed records required by the Act.

TIPPED EMPLOYEES

Employers must pay a service rate per hour to tipped employees. If an employer's hourly tips (averaged weekly) added to the service rate do not equal the minimum wage for tipped employees, the employer must pay the difference. (See the minimum wage rates on page one.)

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF HUMAN RIGHTS

All labor laws enforced within the District of Columbia can be found on does.dcoz.gov.

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT:
 DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
 4058 MINNESOTA AVENUE, N.E.
 WASHINGTON, DC 20019
 (202) 671-1880 | does.dcoz.gov

Ref.: 7 DCMR 8205.4

Protecting Pregnant Workers Fairness Act
 Workplace Poster
 Updated: October 30, 2024

Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Chest/Breastfeeding

The Protecting Pregnant Workers Fairness Act (PPWF) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, chest/breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

Types of Accommodations

Employers must make all reasonable accommodations, including but not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Relocating the employee's work area; or
- Providing private (non-bathroom) space for expressing breast/chest milk.

Prohibited Actions by Employers

Employers may not:

- Refuse an accommodation unless it would cause significant hardship or expense to the business;
- Take adverse action against the employee for requesting an accommodation;
- Deny employment opportunities to the employee because the request is for need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided; or
- Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include:

- The date the accommodation became or will become medically advisable;
- An explanation of the medical condition and need for a reasonable accommodation; and
- The probable length of time the accommodation should be provided.

Ref.: DC Act 20-458 (2014) (S&A)

Equal Employment Opportunity (EEO)
 Workplace Poster
 Updated: May 17, 2024

Know Your Rights in the District of Columbia

DC Human Rights Act

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual or perceived):

- Race
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity and Expression
- Family Responsibilities
- Marital Status
- Homeless Status
- Genetic Information
- Disability
- Credit Information
- Status as a victim or family member of a victim of Domestic Violence, Sexual Offense or Stalking (DVSO)
- Homeless Status

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

DC Family and Medical Leave Act

The DC Family and Medical Leave Act of 1993 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care; or
- to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24 month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, unaided voter record, and status as a victim of an intimately offensive.

Ref.: D.C. Code §§ 1402.51, §38-511, §32-1200

OHR WORKPLACE POSTERS:

The Right to Breastfeed

Under the District of Columbia Human Rights Act of 1977, as amended,

- A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without restriction to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.
- An employer must provide reasonable daily unpaid break time, as required by an employee, so she may express breast milk for her child to maintain milk supply and comfort.
- The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.
- An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.
- The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee feels as if she is being discriminated against under the Act, she may contact:

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
 441 4th Street, NW | Suite 570 North | Washington, DC 20001
 (202) 727 4559 or ohr.dc.gov

Ref.: DCMR 9318.2

Ley de Equidad y Protección para Trabajadoras Embarazadas
 Actualizado: 30 de octubre de 2024

Conozca sus derechos en el Distrito de Columbia

Adaptaciones para el embarazo, el parto y la extracción de leche/lactancia

La Ley de Equidad y Protección para las Trabajadoras Embarazadas (PPWF) exige que los empleadores del Distrito de Columbia proporcionen adaptaciones razonables en el lugar de trabajo para las empleadas cuya capacidad para realizar tareas laborales está limitada debido al embarazo, el parto, la lactancia o a una afección médica relacionada.

El empleador debe comprometerse de buena fe en un proceso oportuno e interactivo para determinar las adaptaciones.

Tipos de adaptaciones

Los empleadores deben hacer todas las adaptaciones razonables, incluidas, entre otras, las siguientes:

- Descansos más frecuentes o más largos;
- Tiempo libre para recuperarse del parto;
- Transferir temporalmente a la empleada a un puesto menos estresante o peligroso;
- Comprar o modificar equipos de trabajo, como sillas;
- Reestructurar temporalmente el puesto de la empleada para proporcionar un horario de trabajo seguro y modificado;
- Hacer que la empleada evite levantar objetos pesados;
- Reubicar el área de trabajo de la empleada;
- Proporcionar un lugar privado (que no sea el baño) para extraer leche/lactancia.

Acciones prohibidas por parte de los empleadores

Los empleadores no pueden tomar las siguientes medidas:

- Rechazar una adaptación a menos que cause dificultades o gastos significativos a la empresa;
- Tomar medidas adversas contra una empleada por solicitar una adaptación;
- Hacer oportunidades de empleo a la empleada debido a la solicitud o necesidad de una adaptación;
- Exigir a una empleada que se tome una licencia si se puede proporcionar una adaptación razonable;
- Exigir a los empleados que acepten una adaptación, a menos que sea necesario para que la empleada realice sus tareas laborales.

Ref.: DC Act 20-458 (2014) (S&A)

dc paid family leave
 GOVERNMENT OF THE DISTRICT OF COLUMBIA

DOES
 DEPARTMENT OF EMPLOYMENT SERVICES

NOTICE TO EMPLOYEES
Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about the Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you information about the Paid Family Leave program at these three (3) times:

- At the time you were hired;
- At least once a year; and
- If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are four (4) kinds of Paid Family Leave benefits:

- Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year;
- Family leave - receive benefits to care for a family member for up to 12 weeks in a year;
- Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and
- Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

Maximum Leave Entitlement

Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant women who take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

Ref.: D.C. Law 21-284 § 1060(3)

STATE LABOR LAW

NOTICE TO EMPLOYEES
Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers - not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services.

If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

American Job Center - Headquarters 4058 Minnesota Avenue, N.E. Washington, DC 20019 (202) 724-2337	American Job Center - Northeast CCDC - Bertie Backus Campus 5171 South Dakota Avenue, N.E., 2nd Floor Washington, DC 20017 (202) 576-3092
American Job Center - Northwest Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Floor Washington, DC 20009 (202) 442-4577	American Job Center - Southeast 3720 Martin Luther King, Jr. Avenue, S.E. Washington, DC 20032 (202) 741-7747

American Job Centers Hours of Operation:
 Monday - Thursday 8:30 a.m. - 4:30 p.m.
 Friday 9:30 a.m. - 4:30 p.m.

You may also apply for benefits through the Internet at www.dcnetworks.org.

IMPORTANT: Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.

Ref.: 7 DCMR 8302.2

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

EMPLOYEE RIGHTS IN THE DISTRICT OF COLUMBIA:

Do you know your rights as an employee working in Washington, DC?

Employees have the right:

- To be paid at least the minimum wage
- To be paid on time
- To receive a detailed pay stub
- To accrue and use paid sick and safe leave
- To request time off to attend a child's school-related activities
- To qualify for unpaid family and medical leave
- To be compensated for work-related illness or injury
- To remain free from discrimination
- To be accommodated in the workplace during pregnancy
- To remain free from employer retaliation for discussing or exercising any of these rights
- To file a complaint for violation of workplace rights with the Department of Employment Services (DOES) or the Office of Human Rights (OHR)

EFFECTIVE JULY 1, 2025, THE MINIMUM WAGE IS \$17.95 PER HOUR.

This notice does not create, expand, or limit any rights under District or Federal law, including:

- The amount of sick and safe leave that a worker may accrue annually
- Current hourly minimum wage
- Current hourly tipped minimum wage

To learn about these workplace rights, visit the websites below. This notice does not create, expand, or limit any rights under District or Federal law.

OFFICE OF WAGE-HOUR

The Office of Wage-Hour conducts compliance audits and works to recover unpaid wages for employees who have not been paid pursuant to DC wage laws, either administratively or through court action. Wage-Hour compliance involves ensuring adherence to the wage laws of the District of Columbia by holding employers accountable to the laws.

Wage-Hour Phone Number: 202-671-1880
 Wage-Hour Website: does.dcoz.gov/service/office-wage-hour-compliance
 File a Wage-Hour Claim: does.dcoz.gov/page/office-wage-hour-employees

OFFICE OF HUMAN RIGHTS

The Office of Human Rights (OHR) was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in, work, or visit the District of Columbia. To that end, OHR provides administrative relief for violations of human rights laws that occur in the District of Columbia.

Office of Human Rights Phone Number: 202-727-4559
 Office of Human Rights Website: ohr.dc.gov
 File a Human Rights Claim: ohr.dc.gov/page/tipped-wage-workers-fairness-act

Office of the Attorney General
 Office of the Attorney General website: oag.dc.gov/worker-rights
 Phone Number: 202-727-3400

Scan here for more information regarding your employment and labor rights.

This QR Code shall: Not collect, analyze, or sell any personally identifiable information.

OFFICIAL NOTICE
(Post Where Employees Can Easily Read)

Accrued Sick and Safe Leave Act of 2008
(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014)
REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.

EMPLOYERS REQUIRED TO COMPLY WITH THE ACT

Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

ACCURAL START DATE

Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to February 22, 2014.

Paid leave accrues on an employer's established pay period.

ACCESSING PAID LEAVE

An employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use leave on short notice if the reason for leave is unforeseeable.

NUMBER OF HOURS ACCRUED

Accrual of paid leave is determined by the type of business, the number of employees an employer has, and the number of hours an employee works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employees, use the following chart:

If an employer has...	Employees accrue at least...	Not to Exceed...
100 or more employees	1 hour per 37 hours worked	7 days per calendar year
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25 employees	1 hour per 87 hours worked	3 days per calendar year

UNUSED LEAVE

Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination or resignation of employment.

EMPLOYEE PROTECTION

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

ENFORCEMENT

The DC Department of Employment Services, Office of Labor Law and Enforcement can investigate possible violations, access employer records, enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, fifteen hundred dollars (\$1,500) for the second offense, and two thousand dollars (\$2,000) for the third and any subsequent offenses.

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

To receive full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does.dcoz.gov, call the Office of Labor Law and Enforcement at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019.

Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act.

Ref.: 7 DCMR 8213.2

EMERGENCY NUMBERS
CALL 911

POLICE: _____

AMBULANCE: _____

PHYSICIAN: _____

HOSPITAL: _____

FIRE DEPARTMENT: _____

POISON CONTROL: _____

OSHA: _____

PAY DAY NOTICE

PAY DAY IS ON:

MONDAY FRIDAY
 TUESDAY SATURDAY
 WEDNESDAY SUNDAY
 THURSDAY

PAY SCHEDULE IS:

WEEKLY SEMI-MONTHLY
 BIWEEKLY MONTHLY

PAYCHECKS ARE ISSUED ON THE: _____ AND _____ OF THE MONTH

AT: _____

TIME: _____

NOTICE
Mandatory Workplace Communications
District of Columbia Wage Transparency Act

Employers must provide the minimum and maximum projected salary or hourly pay in all job listings and position descriptions advertised. Employers must also disclose to prospective employees the existence of healthcare benefits that employees may receive before the first interview. Employers may inquire about disclosures if the employer does not provide them.

An employer shall not:

- Require, as a condition of employment, that an employee refrain from inquiring about, disclosing, comparing, or otherwise discussing the employee's compensation or the compensation of another employee;
- Discharge, discipline, interfere with, negatively affect the terms and conditions of employment, or otherwise retaliate against an employee who inquires about, discloses, compares, or otherwise discusses the employee's compensation or the compensation of another employee or is believed by the employer to have done so;
- Prohibit or attempt to prohibit an employee from lodging a complaint, or testifying, assisting, or participating in an investigation or proceeding, related to a violation of this Act;
- Screen prospective employees based on their wage history, including by requiring that a prospective employee's wage history satisfy minimum or maximum criteria or by requesting or requiring as a condition of being interviewed or as a condition of continuing to be considered for an offer of employment that a prospective employee disclose the prospective employee's wage history; or
- Seek the wage history of a prospective employee from a person who previously employed the individual.

Ref.: DC Code § 32-1453.02