Employers — You have a legal obligation to

that could cause employees serious harm or death.

Employers must provide workplaces free from recognized hazards

■ Comply with all workplace safety and health rules that apply to

Post this notice to inform your employees of their rights and

■ Prior to job assignments, train employees how to prevent

your business, including developing and implementing a writter

accident prevention plan (also called an APP or safety program).

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

■ If you are cited for safety and/or health violations, you must

prominently display the citation at or near the place of the

violation for a minimum of seven working days, excluding

■ You may appeal a violation correction date if you believe the

Firing or retaliating against any employee for filing a complaint or

participating in an inspection, investigation, or opening or closing

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

Upon request, 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.

time allowed on the citation is not reasonable.

weekends and holidays. It must remain posted until all

inspector may talk confidentially with a number of employees.

protect employees on the job.

Actions you must take:

responsibilities.

conference is illegal.

equipment at no cost.

violations have been corrected.

workers' compensation costs.

Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, o

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for

• You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must

also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a

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

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for

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

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against

For additional information: 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

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressiona

J.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

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

· Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember

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

employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

and present members of the uniformed services, and applicants to the uniformed services.

on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information

• You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

health care provider to verify medical leave and may request certification of a qualifying exigency.

your employer determines that you are eligible, your employer must notify you in writing:

your employer in court. Scan the QR code to learn about our WHD complaint process

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

Your serious mental or physical health condition that makes you unable to work,

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

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

You work for a covered employer if one of the following applies:

Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible

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

How much of your requested leave, if any, will be FMLA-protected leave.

requesting FMLA leave or cooperating with a WHD investigation.

any benefit of employment because of this status.

HEALTH INSURANCE PROTECTION

The birth, adoption or foster placement of a child with you,

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

You have worked for your employer at least 12 months,

Am I eligible to take FMLA leave?

How do I request FMLA leave?

Generally, to request FMLA leave you must:

What does my employer need to do?

Where can I find more information?

If you are eligible for FMLA leave, your **employer must**:

About your FMLA rights and responsibilities, and

Washington's minimum wage will be \$16.66 per hour beginning Jan. 1, 2025. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$14.16 per hour.

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

For more information about Washington's minimum wage law, see the required workplace poster Your Rights as a Worker or visit

Who must be paid minimum wage? The wage applies to workers in both agricultural and non-agricultural jobs. Although there are some exemptions, most workers must be paid the minimum wage for all "hours worked" as required by state law. "Hours worked" includes opening and closing the business, and required meetings and training. Any time spent by an employee in the performance of these duties must be recorded and paid.

Can a business count workers' tips when making sure they get at least minimum wage? No. Businesses may not use tips as credit toward minimum wages owed to a worker.

What is the difference between the state and federal minimum wage? The federal Department of Labor minimum wage is \$7.25 an hour. In states that set rates that differ from federal law, the higher rate applies. Most Washington employers are subject to both federal and state minimum wage and overtime laws. The effect of this dual coverage is that the

employer must follow the higher standard, meaning the one most beneficial to the employee, when there are differing requirements in the laws.

Domestic Violence Resources

Everyone deserves a healthy relationship what kind of help is available at wscadv.org/get-help-now.

Abuse is a pattern of behavior that one person uses to gain power and program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited control over another. These behaviors can include isolation, emotional English proficient individuals are available free of charge. Washington Relay abuse, monitoring, controlling finances, or physical and sexual assault. Everyone should be free to make their own choices in relationships. If you

are experiencing harm or need advice, call the National Domestic Violence **Employment Security Department** WASHINGTON STATE Workplace posters available at esd.wa.gov

You can also find a program in your area that can help. Find out more about EMS 10427 . CC 7540-032-981. Rev 07/19 . UI-biz-poster-EN

Workers Compensation

read it. Every worker is entitled to workers' compensation benefits. You cannot be

Hotline. You can reach their advocates 24/7/365 to get the support you

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

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

call toll-free 1-800-547-8367

No one ever deserves to be mistreated.

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.

Medical care. Medical expenses resulting from your workplace injury or disease are covered by the workers' compensation program.

Vocational assistance. Under certain conditions, you may be eligible for Partial disability benefits. You may be eliqible for a monetary award to

Disability income. If your work-related medical condition prevents you from

registered domestic partner and/or dependents may receive a pension.

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,

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 workrelated 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.

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

5797. L&I is an equal opportunity employer. Report your injury to:

disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-

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

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

Upon request, foreign language support and formats for persons with

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

may need to file a new Form W-4. See your employer for a copy of Form W-4

or call the IRS at 1-800-829-3676. Now is the time to check your withholding.

My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/

can contact the Ombudsman for Self-Insured Injured Workers at

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

PUBLICATION F242-191-909 [12-2012]

Workers' Compensation Self-Insured

read it (Revised Code of Washington 51.14.100). If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person designated below: Your employer is self-insured. You are entitled to all of the benefits

insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work Compliance with these laws is regulated by the Department of Labor & Industries (L&I). What you should do Report your injury. If you are injured, no matter how minor the injury

seems, contact the person listed on this poster.

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

File your claim as soon as possible. For an on-the-job injury, you must file a claim with your employer within one year after the day the injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider in writing that your

condition is work related

P.O. Box 44890

Olympia WA 98504-4890

Department of Labor & Industries On the Web: www.Lni.wa.gov

posters from L&I and other government agencies. Self-Insurance Section

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

About required workplace posters

individuals on the IRS website.

For more details, get Publication 919, How Do I Adjust

1-888-317-0493.

IRS Withholding

If you can answer "yes"... To any of these or you owed extra tax when you filed your last return, you

Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?

Your itemized deductions?

Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this

WA "Captive Audience" Law benefits, and any other appropriate relief considered necessary by the court.

commonly frequented by employees.

undertaken by the religious entity.

The law does not:

Paid sick leave

A private or public employer may not subject or threaten to subject any employee to discipline or discharge, or otherwise penalize or take any

adverse employment action against an employee: An employer must post a notice of employee rights described in the law in on account of the employee's refusal to attend or participate a place normally reserved for employment-related notices and in a place

in an employer-sponsored meeting, or listen to speech or view communications, the primary purpose of which is to communicate the employer's opinion concerning religious or political matters; as a means of requiring an employee to attend a meeting or participate in communications, the primary purpose of which is to communicate the

employer's opinion concerning religious or political matters; or because the employee, or a person acting on behalf of the employee, makes a good faith report, orally or in writing, of a violation or a suspected violation of the law.

"Political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, and the decision to join or support any political party or political, civic, community, fraternal, or labor association or organization.

"Religious matters" means matters relating to religious affiliation and practice, and the decision to join or support any religious organization or association

Civil Action: An aggrieved employee may bring a civil action within 90 days of the alleged violation. The court may award a prevailing employee all appropriate relief,

including injunctive relief, reinstatement, back pay and reestablishment of

only to the extent of the legal requirement; limit the rights of an employer to offer meetings, forums, or other communications about religious or political matters for which attendance or participation is strictly voluntary;

limit the rights of an employer or its agent, representative, or designee from communicating to its employees any information, or requiring the employees to perform their lawfully required job duties; or

employee attendance at a meeting or other event, that is necessary for prevent workplace harassment or discrimination.

The law does not apply to any religious entity exempt from the requirements of Title VII of the Civil Rights Act of 1964, with respect to speech on religious

matters to employees who perform work connected with the activities

prohibit an employer from communicating to its employees any

information that the employer is required by law to communicate, but

prohibit an employer or its agent, representative, or designee from requiring its employees to attend any training intended to reduce and Updated 6/24

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

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

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,

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

Children 18 years and older with disabilities that make them incapable of

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

• A child with a health condition requiring treatment or supervision;

condition or an emergency health condition; and

victims. For more information, see

Administered by other agencies

Leave for military spouses during deployment

may take a total of 15 days unpaid leave per deployment.

certain military connected events. www.paidleave.wa.gov.

(WLAD). www.hum.wa.gov or 1-800-233-3247.

www.Lni.wa.gov/DVLeave.

For more information, see www.Lni.wa.gov/FamilyCareAct

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave from

work for legal or law enforcement assistance, medical treatment, counseling,

relocation, meetings with their crime victim advocate, or to protect their safety.

Employers are also required to provide reasonable safety accommodations to

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

Your employer may not fire or retaliate against you for exercising your rights

Paid Family and Medical Leave: Administered by Washington Employment

to workers. This insurance program is funded by premiums paid by both

Security Department. Washington offers paid family and medical leave benefits

employees and many employers. Workers are allowed to take up to 12 weeks,

Pregnancy disability leave: Enforced by the Washington State Human Rights

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/

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

Commission under the Washington State Law Against Discrimination

or filing a complaint related to minimum wage, overtime, paid sick leave or

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

accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

employment. Employers must provide employees with a statement that includes

This information may be provided on your regular pay statement or as a separate

Your Rights As A Worker

To find out more about teens in the workplace: www.Lni.wa.gov/

TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov. Leave Laws

Wage and Overtime Laws

Your Rights as a Worker

It's the law!

Workers must be paid the Washington minimum wage Most workers who are 16 years of age or older must be paid at least the

Washington State Department of Labor & Industries

minimum wage for all hours worked. See www.Lni.wa.gov/MinWage. Workers who are 14 or 15 may be paid 85% of the minimum wage. Tips cannot be counted as part of the minimum wage. Employers must pay

Employers must post this notice where employees can read it.

Overtime pay is due when working more than 40 hours Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed seven-day workweek.

Workers Need Meal and Rest Breaks

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

must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/MealAndRestBreaks. Most workers are entitled to a 10-minute paid rest break for each four hours

worked and must not work more than three hours without a break. Agricultural workers must have a 10-minute paid rest break within each four-hour period of work If you are under 18, see "Teen Corner" at right. **Pay Requirements**

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

Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken. For more information regarding authorized deductions, go to www.Lni.wa.gov/Wages and click on "Paycheck 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 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

employer cannot take any adverse action against you for

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 Employers must have a minor work permit to employ teens. This

requirement applies to family members except on family farms. Teens do not need a work permit. Teens are required to have authorization forms signed before they

begin working. For summer employment, parents must sign the Parent Authorization for Summer Work form. If you work during the school year, a

parent and a school official must sign the Parent/School Authorization form. Many jobs are not allowed for anyone under 18 because they are not safe. Work hours are limited for teens, with more restrictions on work hours during school weeks.

Meal and rest breaks for teens In agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four 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 posters from L&I and other government agencies. Human trafficking is against the law

fmla or 1-866-487-9243.

For more information or assistance

www.Lni.wa.gov/workers-rights

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

Visit: www.Lni.wa.gov/Offices

About required workplace posters

Email: ESgeneral@Lni.wa.gov

Contact L&I

For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State

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

The Employment Security Department is an equal opportunity employer/

PRODUCT ID:

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

penalized or discriminated against for filing a claim. For more information,

working, you may be eligible for benefits to partially replace your wages. help in returning to work.

compensate for the loss of body functions.

Pensions. Injuries that permanently keep you from returning to work may qualify you for a disability pension. **Death benefits for survivors.** If a worker dies, the surviving spouse or

you must be treated by a doctor in the L&I medical network. (Find network providers at www.Lni.wa.gov/FindADoc .)

It's the law! Employers must post this notice where employees can To report an injury:

required by the state of Washington's workers' compensation (industrial

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

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you...

Your tax credits?

Updated 6/22

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

Your rights: If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick

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 You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral,

Learn more and apply at paidleave.wa.gov **Employment Security Department - Washington State**

You may be eligible for **UNEMPLOYMENT BENEFITS** if you lose your job

 Your Social Security number. •Dates you started and stopped working for each employer. •Reasons you left each job.

last 18 months) •Your Washington State ID or License, if applicable. If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 member

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 your work hours have been reduced to part-time, you may qualify for partial unemployment benefits. If you have been unemployed due to a work-related injury or non-work-

Internet access, and job listings. Log onto WorkSourceWA.com to find

related illness or injury and are now able to work again, you may be

eligible for Temporary Total Disability (TTD) unemployment benefits.

For more information, please refer to the Handbook for Unemployed

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.140). The Employment Security Department is an equal opportunity employer/

program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington

Public Accommodation

CANNOT:

 Refuse or withold entrance; Charge a different rate or offer different terms and conditions of

changes, modifications, or additions to make any place accessible to a person with a disability except as otherwise required by law. Behavior or actions constituting a risk to property or persons can be grounds for refusal and shall not constitute an unfair practice.

1-800-233-3247 Voice or 1-800-300-7525 TTY www.hum.wa.gov Language interpreters are available. Accommodations to people with disabilities will be made

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY **PAY SCHEDULE IS** ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ ☐

> **Emergency Notice** FIRE-RESCUE

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 You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service;
 you have five years or less of cumulative service in

service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve

in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you

and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have

the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of

the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT** The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office

of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for

n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statemen n connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet

at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under

USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



The Employee Polygraph Protection Act prohibits most private

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 for refusing to take a test or for exercising other

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

certain private individuals engaged in national security-related activities.

the law does not apply to tests given by the Federal Government to

administered in the private sector, subject to restrictions, to certain

and guard), and of pharmaceutical manufacturers, distributors and

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of

resulted in economic loss to the employer.

Paid time off. Peace of mind.

prospective employees of security service firms (armored car, alarm,

The Act permits polygraph (a kind of lie detector) tests to be

screening or during the course of employment.

rights under the Act.

employers from using lie detector tests either for pre-employment



lie detector tests.



collective bargaining agreement which is more restrictive with respect to

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

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

UNITED STATES DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION

involvement in a workplace incident (theft, embezzlement, etc.) that

How it works: Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,542

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 0.92% of your wage. You may pay about 71.52% 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.

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 aboput service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov

Unemployment Benefits

To apply for unemployment, you will need •Names and addresses of everyone you worked for in the last 18

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

PROHIBITED PRACTICES IN PUBLIC ACCOMMODATION: UNDER RCW 49.60.215, A PLACE OF PUBLIC ACCOMMODATION

 Prohibit entrance of a service animal. • Make any inquiry in connection with prospective employment that is discriminatory.

IF YOU HAVE BEEN DISCRIMINATED AGAINST PLEASE CONTACT THE WASINGTON STATE HUMAN RIGHTS COMMISSION:

Payday Notice

TIME:

PHYSICIAN:

HAZARDOUS MATERIAL MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT

WA Paid Family & Medical Leave

or call the Ombuds' office 84-395-6697.

Monday through Friday 8 a.m. to 4 p.m., except on state holidays. You may experience long wait times. You must look for work each week that you claim benefits Visit www.esd.wa.gov to apply and click "Sign in or create an account" Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines,

•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

If you can't apply online, try contacting us over the phone Call 800-318-6022. Persons with hearing or speaking impairments

The law prohibits discrimination in public accommodations based

Washington State Law Prohibits Discrimination in Places of Public

 Color National Origin Sex Creed Disability Honorably discharged veteran or military status • HIV, AIDS, and Hepatitis C status Pregnancy or maternity Sexual orientation or gender identity · Use of a guide dog or service animal by a person with a disability

PLACES OF PUBLIC ACCOMMODATION INCLUDE,

• Places of accommodation, assemblage, or amusement;

malls, theaters, libraries, hospitals, and transit facilities.

PAYCHECKS ARE ISSUED ON THE

• Private institutions open to the public for an event or gathering;

• Places of patronage, including government offices, stores, shopping

BUT ARE NOT LIMITED TO:

· Public resorts;

AMBULANCE:

HOSPITAL

OSHA

on the following:

The Washington Law Against Discrimination does not require structural

WASHINGTON STATE HUMAN RIGHTS COMMISSION

OF THE MONTH

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 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

Office of Crime Victims Advocacy at 1-800-822-1067.

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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.

of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor iolation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law

employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue ardship is defined as causing significant difficulty or expense

Leave to recover from childbirth Breaks to eat and drink

Extra bathroom breaks

A chair or stool to sit on while working

The ability to telework full or part-time

A private place to pump breast milk

Schedule changes or time off to go to health care appointments

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal

· Sex (including pregnancy and related conditions, sexual orientation, or gender

• Genetic information (including employer requests for, or purchase, use, or

disclosure of genetic tests, genetic services, or family medical history)

laws that protect you from discrimination in employment. If you believe you've been

 Most private employers Staffing agencies

 Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. • Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct)

their rights, or someone assisting or encouraging someone else to exercise What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days,

E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

Washington State Law Prohibits Discrimination in Employment

use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT: · Deny membership or membership rights and privileges · Expel from membership · Fail to represent a person in the collective bargaining unit.

If you have been discriminated against, please call or go to: 1-800-233-3247 or www.hum.wa.gov WASHINGTON STATE HUMAN RIGHTS COMMISSION

Employers must report all deaths, This poster is available free from L&I at in-patient hospitalizations, Lni.wa.gov/RequiredPosters. amputations or loss of an eye. 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

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT

Washington State Department of Labor & Industries

Job Safety and Health Law

Employers must post this notice where employees can read it.

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

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

Employees — Your employer must protect you

from hazards you encounter on the job, tell you

■ Notify your employer or L&I about workplace hazards. You

Request an L&I inspection of the place you work if you believe

unsafe or unhealthy conditions exist. You or your employee

Get copies of your medical records, including records of

exposures to toxic and harmful substances or conditions.

File a complaint with L&I within 90 days if you believe your

employer fired you, or retaliated or discriminated against

inspection or any other safety-related activity.

that apply to your own actions and conduct on the job.

you because you filed a safety complaint, participated in an

The law requires you to follow workplace safety and health rules

representative may participate in an inspection, without loss of

about them and provide training.

may ask L&I to keep your name confidential.

You have the right to:

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 Where to report: Number of employees and their names. Any local L&I office or Brief description of what ■ 1-800-423-7233, press happened. 1 (available 24/7)

PUBLICATION F416-081-909 [07-2025] **Employers subject to the** state minimum wage law are \$7.25 PER HOUR BEGINNING JULY 24, 2009

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour

also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

"Reasonable accommodations" are changes to the work environment or the way things are usually done in order to remove work-related barriers. WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

discriminated against at work or in applying for a job, the EEOC may be able to help. Job applicants

Religion

National origin

· Age (40 and older)

Hiring or promotion

Portal/Login.aspx **Call** 1–800–669–4000 (toll free) -844-234-5122 (ASL video phone) Visit an EEOC field office nformation at www.eeoc.gov/field-office)

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract

Retaliation for opposing an unfair practice PROHIBITED UNFAIR EMPLOYMENT PRACTICES

Executive Order 11246, as amended, prohibits employment discrimination by • Employees (current and former), including managers and temporary employees Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of Union members and applicants for membership in a union opportunity in all aspects of employment. What Organizations are Covered? Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal State and local governments (as employers) contractors from discrimination based on inquiring about, disclosing, or discussing Educational institutions (as employers) their compensation or the compensation of other applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified What Types of Employment Discrimination are Illegal? individuals with disabilities from discrimination in hiring, promotion, discharge, pay, Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of

The Office of Federal Contract Compliance Programs (OFCCP) Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld U.S. Department of Labor religious belief, observance or practice Job training Classification Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees · Conduct that might reasonably discourage someone from opposing discrimination,

Employment Discrimination

• Refuse to hire you or discharge you from employment • Discriminate in compensation or other terms or conditions of employment • Print, circulate, or

filing a charge, or participating in an investigation or proceeding. Conduct that coerces, intimidates, threatens, or interferes with someone exercising PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE rights, regarding disability discrimination (including accommodation) or pregnancy Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal depending on where you live/work). You can reach the EEOC in any of the following financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/ under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

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.

 Discriminate in classification or referrals for employment
 Print or circulate any discriminatory statement, advertisement, or publication • Use discriminatory employment application forms, or make discriminatory inquiries in connection with prospective employment.

State&FederalPoster®

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER, CO

Federal Minimum Wage obligated to pay the higher rate EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT The law requires employers to display this poster where employees can readily see it. Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Revisions included increases to the standard salary level and the highly compensated employee total annual compensation threshold, and a mechanism for updating these earnings hresholds to reflect current earnings data. On November 15, 2024, the U.S. District Court for the Eastern District of Texas vacated the Department's 2024 final rule. Consequently, with regard to enforcement, the Department is applying the 2019 rule's minimum salary level of \$684 per week and total annual compensation requirement for highly compensated employees of \$107,432 per year. Lawsuits regarding the 2024 final rule are currently pending in two other federal district courts, and the United States has filed a notice of appeal from the November 15 decision. The Department will update this notice with additional information as it becomes available.

o not equal the minimum hourly wage, the employer must make up the difference. NURSING MOTHERS (PUMP AT WORK): The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, whic The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may itigate 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 provision

WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR **Pregnant Workers Fairness Act (PWFA)** The Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT

· 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

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

Equal Employment Opportunity Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination or

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Other laws that apply to workers affected by pregnancy, childbirth, or related medical

Employment Opportunity Commission (EEOC))

work (enforced by the U.S. Department of Labor)

the following bases:

discrimination based on disability (enforced by the EEOC)

Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination

The Americans with Disabilities Act (The ADA) which prohibits employment

based on sex, pregnancy, or other protected categories (enforced by the U.S. Equa

The Family and Medical Leave Act which provides unpaid leave for certain worke

for pregnancy and to bond with a new child (enforced by the U.S. Department of

The PUMP Act which provides nursing mothers a time and private place to pump a

Learn more at www.EEOC.gov/Pregnancy-Discrimination

fringe benefits, job training, classification, referral, and other aspects of employmer by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities a all levels of employment, including the executive level.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

U.S.C. 4212, prohibits employment discrimination against, and requires affirmative

action to recruit, employ, and advance in employment, disabled veterans, recently

separated veterans (i.e., within three years of discharge or release from active

duty), active duty wartime or campaign badge veterans, or Armed Forces service

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

affirmative action obligations under OFCCP's authorities should contact immediately

participates in an OFCCP proceeding, or otherwise opposes discrimination by

Any person who believes a contractor has violated its nondiscrimination or

Federal contractors under these Federal laws.

200 Constitution Avenue N W Washington, D.C. 20210 If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol. gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

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

• Race • Color • National Origin • Sex • Creed • Disability—Sensory, Mental or Physical • HIV, AIDS, and Hepatitis C • Age (40 yrs old and older) • Marital Status • Pregnancy or maternity • Sexual Orientation or Gender Identity • Use of a service animal by a person with a disability • Honorably discharged

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYMENT AGENCY

Veteran or Military status • Retaliation for filing a whistleblower complaint with the state auditor • Retaliation for filing a nursing home abuse complaint • AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS:

