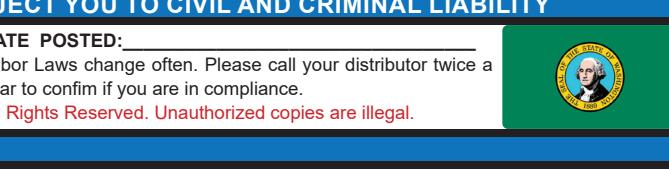




Washington & Federal Employment Notices



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.

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 90 days if you believe your employer fired, retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or any other safety-related activity.

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

Employers must report all deaths, in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours.

Report any work-related non-hospitalized amputation or loss of an eye to DUSH within 24 hours.

For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH:

- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred.
- Date and time of the incident.
- Number of employees and their names.
- Brief description of what happened.

Where to report:

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

Federal Minimum Wage

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

\$7.25 PER HOUR BEGINNING JULY 24, 2009

The rights required 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 work week at a rate not less than one and one-half their regular rates of pay; Earnings increased to the standard salary level and the highly compensated employee's total annual compensation threshold, and a mechanism for updating these earnings thresholds to reflect current earnings. On July 24, 2009, the U.S. District Court of Appeals of the Fifth Circuit of Texas upheld the Department's 2004 final rule. Consequently, with respect to the minimum wage, the minimum wage will be \$565 per week, and the annual compensation requirement will be \$2,660 per year. The minimum wage for highly compensated employees of \$107,432 per year. Lawsuits regarding the 2004 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.

CHILDLABOR: Any employee who is 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 restrictions. Different rules apply in agricultural employment.

TIP CREDIT: Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees at least \$2.13 per hour if not equal to the minimum wage. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum wage, the employer must make up the difference.

NOTICES MOTHERS (PUMP AT WORK): Certain employees are entitled to reasonable break time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a nurse, either a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

* Specific provisions apply to workers in America's Space Program, the Commission on the National Mariana Islands, and the Commonwealth of Puerto Rico.

* Some employees incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

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

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

WAGE AND HOUR DIVISION - UNITED STATES DEPARTMENT OF LABOR

Updated 11/24

Pregnant Workers Fairness Act (PWFA)

WHAT IS PWFA?

The Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered 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 hardship is defined as causing significant difficulty or expense.

"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?

• Schedule changes or time off to go to health care appointments

• A chair or stool to sit on while working

• The ability to work full or part-time

• A private place to pump breast milk

• Leave to recover from childbirth

• Breaks to eat and drink

Learn more at EEOC.gov/Pregnancy-Discrimination

Updated 4/24

Equal Employment Opportunity

Compliance Programs (OFCPP) enforce the non-discrimination and affirmative action commitments of contractors 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 on the following bases:

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

Executive Order 11246, as amended, prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin.

The Americans with Disabilities Act (ADA) which prohibits employment discrimination based on disability (enforced by the EEOC)

The Family and Medical Leave Act which provides unpaid leave for certain workers for family and medical reasons (enforced by the U.S. Department of Labor)

The PMP Act which provides nursing mothers a time and place to pump at work (enforced by the U.S. Department of Labor)

Learn more at EEOC.gov/Pregnancy-Discrimination

Updated 4/24

Employment Discrimination

Washington State Law Prohibits Discrimination in Employment Protected Classes

• Race • Color • National Origin • Sex • Disability • Sexuality • Mental or Physical • HIV, AIDS, and Hepatitis C • Age (40 yrs old and older) • Mental Status • Pregnancy or Parental • Sexual Orientation or Gender Identity • Use of a service animal by a person with a disability • Honorable discharged Veteran • Retaliation • Retaliation for filing a whistleblower complaint with the state auditor • Retaliation for filing a nursing home abuse complaint • Retaliation for opposing an unfair practice

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:

• Refuse to hire or discharge you from employment • Discriminate in compensation or other terms or conditions of employment • Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective employment.

• LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

• Discriminate in compensation or other terms or conditions of employment • Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form • Make any discriminatory inquiries in connection with prospective employment.

If you have been discriminated against, please call or go to: 1-800-233-2427 or www.hum.wa.gov

WASHINGTON STATE HUMAN RIGHTS COMMISSION

Updated 6/23



Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR AND HOUR DIVISION



What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

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

• To care for a newborn child or a newly adopted child

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

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

• To care for a seriously ill spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child or parent of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28(Mc) for more information.

For more information about FMLA leave, you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you are taking FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if any of the following apply:

• You work for a covered employer.

• You have worked for at least 12 months.

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

• Your employer has at least 50 employees within 75 miles of your workplace.

Airline flight crews employee have different service requirements.

You are not eligible to take FMLA leave if you are:

• Working for a private employer that has at least 50 employees during at least 20 workweeks in the current or previous calendar year,

• Working for an elementary or public or private secondary school, or

• Working for a local government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

• Review your employer's 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

Airline flight crews have different notice requirements.

You are not eligible to take FMLA leave if you are:

• Working for a private employer that has at least 50 employees during at least 20 workweeks in the current or previous calendar year,

• Working for an elementary or public or private secondary school, or

• Working for a local government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

What are my FMLA leave rights?

You are an employee if any of the following apply:

• You work for a covered employer.

• You have worked for at least 12 months.

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

• Your employer has at least 50 employees within 75 miles of your workplace.

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• Working for a private employer that has at least 50 employees during at least 20 workweeks in the current or previous calendar year,

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