

FED

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

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

CHILD LABOR
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 hour 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 a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employer's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT
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 litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violators of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation 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 also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION
Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
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.
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.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA
WHD WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd WH1088 REV. 07/2016

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U.S. Equal Employment Opportunity Commission

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Disability
- Genetic information (including employer requests for, purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

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)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

What can You Do If You Suspect Discrimination has Occurred?
Contact the EEOC promptly if you believe discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on when you live/work). You can reach the EEOC in any of the following ways:

Submit
an inquiry through the EEOC's public portal: <http://publicportal.eeoc.gov/Portal/Login.aspx>

Call
1-800-669-4000 (TTY) 1-800-669-4000 (TDD) 1-844-234-5122 (ASL video phone)

Visit
an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail
info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract 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 on the following bases:

- Race
- Color
- National Origin
- Sex
- Disability
- Age
- Religion
- Genetic information

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations: OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free). If you are deaf, hard of hearing, or have a speech disability, you may call 1-811 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://efccp.helpdesk.dol.gov/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and OFCCP's "Contact Us" webpage at <https://www.ofccp.gov/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex
Section 503 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. The Office of Federal Contract 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 on the following bases:

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EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Act also prohibits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

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 testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

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WA

Department of Labor & Industries

Announcement

2023 minimum wage: \$15.74 per hour

Washington's minimum wage will be \$15.74 per hour beginning Jan. 1, 2023. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.28 per hour.

For more information about Washington's minimum wage law, see the required workplace poster "Your Rights as a Worker" or visit www.Lni.wa.gov/workers-rights.

F23-127 REV. 09/2022

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EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

The United States Department of Labor Wage and Hour Division

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

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary and otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

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

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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

- Have worked for the employer for at least 12 months;

For additional information or to file a complaint: 1-866-4-USWAGE TTY: 1-877-889-5627 www.dol.gov/whd

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NOTICE: This state has its own minimum wage law. Employers are also required to display the Federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage law. Where federal and state rates both apply to an employee, the U.S. Department of Labor notices that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

WA

Department of Labor & Industries

Your Rights as a Worker

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

Wage and Overtime Laws
Workers must be paid the Washington minimum wage.

- Most workers who are 16 years of age or older must be paid at least the minimum wage for all 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 all tipped employees.

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

Workers Need Meal and Rest Breaks

Meal period
Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/workers-rights/workplace-policies/rest-breaks-meal-periods-and-schedules.

Breaks

- 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

Regular Payday
Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid-and-click-on-Paycheck-deductions.

Equal Pay and Opportunities Act
Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any

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

Teen Corner — Information for Workers Ages 14–17

- The minimum age for work is generally 14, with different rules for ages 14–15 and ages 16–17.
- 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 five-hour period of 30 minutes if working more than a meal period and a 10-minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours.
- Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

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

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Department of Labor & Industries

Notice to Employees

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Learn more and apply at paidleave.wa.gov

Washington Paid Family & Medical Leave

REQUIREMENTS: You must be employed by a Washington employer with at least 15 employees. You must have worked for the employer for at least 90 days. You must be on the employer's payroll for at least 90 days. You must be on the employer's payroll for at least 90 days. You must be on the employer's payroll for at least 90 days.

PAID TIME OFF: You are entitled to up to 12 weeks of paid time off for the following reasons:

- To care for a family member who is unable to care for themselves due to a serious health condition.
- To care for a family member who is unable to care for themselves due to a serious health condition.
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HOW TO APPLY: You must apply for leave through the employer's leave administration system or by submitting a request to the employer's leave administrator. You must provide a doctor's certification of the family member's health condition. You must provide a doctor's certification of the family member's health condition.

ADDITIONAL INFORMATION: For more information about the law, visit paidleave.wa.gov or call 1-800-547-8367. You can also call the Department of Labor & Industries at 1-800-547-8367.

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YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS
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 the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of 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;
- are obligated to serve in the uniformed service;
- have applied for membership in the uniformed service; or
- then an employer may not deny you:
 - initial employment;
 - promotion; or
 - any benefit of employment
- retention in employment;

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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- you return to work or apply for reemployment in a timely manner after conclusion of 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.

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- are a past or present member of the uniformed service;
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In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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WA

State Law Prohibits Discrimination in Employment

Protected Classes

- 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 Veteran or Military status
- 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 you 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.

Need more information?
Questions about filing a worker rights complaint?
Online: www.Lni.wa.gov/workers-rights
Call: 1-866-219-7321, toll-free
Visit: www.Lni.wa.gov/Offices
Email: ESGeneral@Lni.wa.gov

About required workplace posters
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
For victim assistance, call the National Human Trafficking Resource Center at 1-888-738-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067. Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367, TDD users, call 711. L&I is an equal opportunity employer.

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WA

Everyone deserves a healthy relationship

No one ever deserves to be mistreated. Abuse is a pattern of behavior that a person uses to gain power and control over another. These behaviors can include isolation, emotional 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 Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fee, and no judgement. Just help.

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

Employment Security Department
WASHINGTON STATE
Workplace posters available at esd.wa.gov

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 Relay Service: 711 EMS 10427, CC 7540-032-981, UI-biz-poster-EN REV. 07/2019

FED

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

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