

# DISTRICT OF COLUMBIA LABOR LAW POSTINGS



## UNEMPLOYMENT INSURANCE



### NOTICE TO EMPLOYEES

#### Information on Unemployment Compensation in the District of Columbia

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

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

American Job Center – Headquarters 4058 Minnesota Avenue, N.E. Washington, DC 20019 (202) 724-2337	American Job Center – Northeast CCDC - Bertie Backus Campus 5171 South Dakota Avenue, N.E., 2nd Floor Washington, DC 20017 (202) 576-3099
American Job Center – Northwest Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Floor Washington, DC 20009 (202) 442-4577	American Job Center – Southeast 3720 Martin Luther King, Jr. Avenue, S.E. Washington, DC 20032 (202) 741-7747

#### American Job Centers Hours of Operation:

Monday - Thursday 8:30 a.m. - 4:30 p.m.  
Friday 9:30 a.m. - 4:30 p.m.

You may also apply for benefits through the Internet at [www.dcnetworks.org](http://www.dcnetworks.org).

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



Rev. 02.01.2015

## MINIMUM WAGE

### GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

## DISTRICT OF COLUMBIA MINIMUM WAGE POSTER THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ

#### MINIMUM WAGE RATES

EMPLOYEES WHO DO NOT RECEIVE TIPS	EMPLOYEES WHO RECEIVE TIPS
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022
\$17.00 per hour beginning July 1, 2023	\$6.00 per hour beginning May 1, 2023
\$17.50 per hour beginning July 1, 2024	\$8.00 per hour beginning July 1, 2023
\$17.95 per hour beginning July 1, 2025	\$10.00 per hour beginning July 1, 2024
	\$10.00 per hour beginning July 1, 2025

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

#### MINIMUM WAGE EXCEPTIONS

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

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

#### OVERTIME PAY

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

#### OVERTIME EXCEPTIONS

The minimum wage and overtime provisions do not apply to persons employed:

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

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

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

#### PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDER FEDERAL LAW

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit [www.dol.gov/whd](http://www.dol.gov/whd).

#### UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by the employer or by law, or employers must pay the employee 15 cents per hour in addition to the minimum wage (maximum required is \$6.00 per week) for washable uniforms. Such payment of 15 cents per hour shall not apply in the case of protective clothing. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour. When the employer cleans and maintains uniforms that the employee purchases, the additional payment required is 8 cents per hour.

#### MEALS

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For more than four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees who live on the employer's premises, no more than \$6.35 per day can be deducted.

#### ON-CALL TIME

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

#### OTHER PROVISIONS

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for housing provided by the employer.

#### DEDUCTIONS

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

#### RECORDS

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

#### TIPPED EMPLOYEES

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

#### ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR

All labor laws enforced within the District of Columbia can be found on [does.dc.gov](http://does.dc.gov).

#### FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT:

DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE-HOUR  
4058 Minnesota Avenue, N.E.  
Washington, D.C. 20019  
(202) 671-1880 | [does.dc.gov](http://does.dc.gov)



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

## ACCRUED SICK AND SAFE LEAVE

#### OFFICIAL NOTICE (Post Where Employees Can Easily Read)

#### Acrued Sick and Safe Leave Act of 2008

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

**EMPLOYERS REQUIRED TO COMPLY WITH THE ACT**

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

**ACCRUAL START DATE**

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

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

#### ACCESSING PAID LEAVE

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

#### NUMBER OF HOURS ACCRUED

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

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

**UNUSED LEAVE**

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

**EMPLOYEE PROTECTION**

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

**ENFORCEMENT**

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

**TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION**

To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit [does.dc.gov](http://does.dc.gov), call the Office of Wage Hour at (202) 671-1880, or visit 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20009.

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

## RIGHT TO BREASTFEED

### OHR WORKPLACE POSTERS:

The Right to  
Breastfeed



Office of Human Rights  
DISTRICT OF COLUMBIA

## WORKERS' COMPENSATION

### Department of Employment Services



### LABOR STANDARDS BUREAU

Office of Workers' Compensation

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20009 • (202) 671-1000 • (202) 671-1929 (FAX)

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

#### NOTICE OF COMPLIANCE

##### TO EMPLOYERS

- You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation.
- You are required to file, or copy to the nearest office of the Office of Workers' Compensation, Form No. 7 DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.
- You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.
- In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7 DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.

##### TO EMPLOYERS

- You are required by law to provide Workers' Compensation insurance coverage if you have one (1) or more employees.
- You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.
- You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' Compensation. Copy to the nearest office of the Office of Workers' Compensation, for all occupational injuries or disease, as soon as possible, but no later than the 10th working day after the date of knowledge thereof.
- Your employee must file Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational Disease. Please provide your employee with Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational Disease.
- Your employee must file Form No. 7 DCWC and direct them to complete it and return it to you and the Office of Workers' Compensation. Once you have received notice from the employee, you are required to send the employee a notice of his/her rights and obligations by certified mail, return receipt requested.
- You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.
- You are required to furnish, or cause to be furnished, reasonable medical and hospital care to an injured or disabled employee or vocational rehabilitation in various types of disabilities, as well as other medical care or services.
- You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website <http://does.dc.gov>.

NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.