

**Minimum Wage**

Department of Employment Services, Office of Wage-Hour  
**Minimum Wage Poster**  
 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**

Employees who do not receive gratuities	Employees who receive gratuities
\$11.50 per hour beginning January 1, 2016	\$2.77 per hour beginning January 1, 2005
\$12.50 per hour beginning July 1, 2017	\$3.33 per hour beginning July 1, 2017
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020

Beginning in 2021, the minimum wage will increase during each successive year pursuant to the Consumer Price Index for which employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at [www.does.dc.gov](http://www.does.dc.gov) for the yearly minimum wage rates.

**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.
- Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
- The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.
- 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 home of the consumer.

**OVERTIME PAY**  
 At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

**OVERTIME EXCEPTIONS**  
 The overtime provision shall not apply to persons employed:

- In a bona fide executive, administrative, professional, computer, or outside sales capacity;
- As a private household worker who lives on the premises of the employer;
- In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;
- As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in the newspaper home delivery;
- By an air carrier who voluntarily exchanges workdays with another employee for his primary purpose of utilizing air travel benefits available to these employees; or
- 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 ultimate purchasers.

**NOTE:** 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, became 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, personal care 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/wb/](http://www.dol.gov/wb/).

**NOTE:** 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. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

**THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.**

**Parental Leave Act**

Office of Human Rights  
**Parental Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Parenting Purposes**  
 The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12-month period to attend school-related activities. School events include but are not limited to parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator. The employee must notify the employer 10 days before the requested leave unless the school related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unreasonably difficult.

**Definition of Parent or Guardian**  
 An employee is considered a parent or guardian for purposes of this Act if he or she is:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or is
- a person married or in a domestic partnership to a person listed above.

**Breastfeeding Rights**

Office of Human Rights  
**The Right to Breastfeed**

- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.
- The employer must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employer files as if she is being discriminated against under the Act, she may contact:

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

Department of Employment Services, Office of Workers' Compensation  
**Notice of Compliance**  
**DISTRICT OF COLUMBIA GOVERNMENT**  
**DEPARTMENT OF EMPLOYMENT SERVICES**  
**OFFICE OF WORKERS' COMPENSATION**  
 P.O. BOX 56098 • WASHINGTON, DC 20011 • (202) 671-1000 • (202) 671-1929 (fax)  
 (202) 671-1000 for information.

**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.

**TO EMPLOYEES**  
 1. 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. 720CW, Notice of Accidental Injury or Occupational Disease, must be obtained from the Employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed it, you should mail it to the Office of Workers' Compensation at the above address, and to your employer.

2. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 for information.  
 3. You may not sue your employer as a result of a work-connected injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.  
 4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employees' Claim Application, within one (1) year after your injury, or within 1 year after the last payment of benefits.

5. If you desire information regarding your rights and obligations prescribed by law, you may call your employer first. If you need further information you may call the Office of Workers' Compensation at (202) 671-1000.  
 6. The law gives you the right to be represented if you so desire.

**TO EMPLOYERS**  
 1. You are required to have Workers' Compensation Insurance coverage if you have 1 or more employees.  
 2. You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.  
 3. You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8DCWC, with the Office of Workers' Compensation, copy to the nearest claim office of your insurer, on all occupational injuries or disease, as soon as possible, but no later than 10 days after the date of knowledge thereof.  
 4. You employee must file Form No. 720CW, Employees' Notice of Accidental Injury or Occupational Disease. Please provide your employees with Form No. 720CW and direct them to complete it and return it to you and the Office of Workers' Compensation. Once you have received notice from the

**NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.**  
 The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations.  
**NAME OF INSURANCE COMPANY**  
 \_\_\_\_\_  
**NAME OF EMPLOYER**  
 BY \_\_\_\_\_  
 Employer ID Number \_\_\_\_\_  
 (if number unknown, employer to request from IRS)  
**THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT EMPLOYER'S PLACE(S) OF BUSINESS**  
 FORM NO. 1 DCWC

**REV. 06/2002**

Department of Employment Services, Office of Wage-Hour  
**Accrued Sick and Safe Leave Act of 2008**

**OFFICIAL NOTICE**  
**(Post Where Employees Can Easily Read)**  
**(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.**  
**EMPLOYEES 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.

**ACCUMULATION START DATE**  
 Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 15, 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 ACCRUAL**  
 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) hours per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employees, use the following chart:

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

**UNUSUAL LEAVE**  
 Under this Act, an employee's accrued paid sick leave carries over from year to year. Employees are not to pay for 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.  
 (1) Perform on the stage of a licensed theatre within the District of Columbia in a professional theatrical production;

**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 [www.does.dc.gov](http://www.does.dc.gov), call the Office of Wage Hour at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, DC 20019.  
 Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**  
 The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of unpaid family leave and 16 weeks of unpaid medical leave during a 24-month period.

**Family Leave**  
 Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.  
**Medical Leave**  
 Eligible circumstances for medical leave under DCFMLA include recovering from a serious illness rendering the employee unable to work.  
 Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.  
 The employer may require medical certification and reasonable prior notice when applicable.

**Employer Eligibility**  
 An employee is eligible under the Act if she or he has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one-year of service requirement does not need to have immediately preceded the request for leave.  
 The District government is considered a single employer. The above eligibility requirements can be met by considering employment of more than one District agency.

**Employer Posting Requirements**  
 The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.  
**Filing a Complaint of a Violation**  
 If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:  
 • **Online** at [ohr.dc.gov](http://ohr.dc.gov); or  
 • **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.  
 Questions about the OHR process can also be answered by phone at (202) 727-4559.

**Office of Human Rights**  
 District of Columbia  
 4058 MINNESOTA AVENUE, NE • SUITE 3600 • WASHINGTON, D.C. 20019 • OFFICE: 202-671-1880 • FAX: 202-673-6411

**Pregnancy Rights**

Office of Human Rights  
**Protecting Pregnant Workers Fairness Act**  
*- Know Your Rights in the District of Columbia -*

**Accommodations for Pregnancy, Childbirth and Breastfeeding**  
 The Protecting Pregnant Workers Fairness Act (PPWF) requires District of Columbia employers to provide the reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition.  
 The employer may deny the request if the accommodation would pose a significant risk to the safety of the employee or others.

**Types of Accommodations**  
 Employees must make all reasonable accommodations, including but not limited to:

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

**Prohibited Actions by Employers**  
 Employees may not:  
 • Refuse an accommodation unless it would cause significant hardship or expense to the business;  
 • Take adverse action against an employee for requesting an accommodation;  
 • Deny employment opportunities to the employee because of the request or need for an accommodation;  
 • Require an employee to take leave if a reasonable accommodation can be provided; or  
 • Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

**Office of Human Rights**  
 District of Columbia  
 4058 MINNESOTA AVENUE, NE • SUITE 3600 • WASHINGTON, D.C. 20019 • OFFICE: 202-671-1880 • FAX: 202-673-6411

**REV. 11/07/2018**

Child labor Title 32, Chapter 2  
**Employment of Minors**

**§ 32-201. Employment of minors under 14 years of age; distribution of newspapers permitted**  
 Except as provided in §§ 32-206 and 32-207, no minor under 14 years of age shall be employed, permitted, or suffered to work in the District of Columbia, in, about, or in connection with any gainful occupation, with the exception of housework performed outside of school hours in the home of the minor's parent or legal guardian or agricultural work performed outside of school hours in connection with the minor's own home and directly for the minor's parent or legal guardian, provided, that minors 10 years of age and over may be employed outside of school hours in the distribution or sale of newspapers, subject to the provisions of §§ 32-215 to 32-221.

**§ 32-202. Employment of minors under 18 years of age; hours of employment; notice to be posted in place of employment; list of minors employed**  
 Except as provided in § 32-206, no minor under 18 years of age shall be employed, permitted, or suffered to work in, about, or in connection with any gainful occupation, except in agricultural work, or housework, or in the distribution or sale of newspapers, as prescribed in § 32-201, and except in newspaper stuffing, subject to the provisions of § 32-215, more than 6 consecutive days in any 7 week or more than 48 hours in any 1 week, or more than 8 hours in any 1 day, nor shall any minor 16 or 17 years of age be employed, permitted, or suffered to work before 6:00 a.m. or after 10:00 p.m. of any day; nor shall any minor under 16 years of age be employed, permitted, or suffered to work before 7:00 a.m. or after 7:00 p.m. of any day, except during the summer (June 1 through Labor Day) when the evening hour shall be 8:00. Every employer shall post and keep conspicuously posted in the establishment, in or about which any minor is employed, permitted, or suffered to work, a printed notice, furnished by the official authorized to enforce this subchapter, setting forth the legal regulations governing the employment and hours of work of minors and occupations prohibited to minors in such establishments, and, in addition, shall keep accessible in the place of employment a list of minors under 18 employed, permitted, or suffered to work, and an accurate time record showing the hours of beginning and end of work each day. The presence of any such minor in the place of work for a longer time in the day or week than stated in the printed regulation hours shall be prima facie evidence of a violation of the provisions of this section.

**§ 32-203. Employment dangerous or prejudicial to life prohibited; Board of Education to prohibit such employment by general or special order**  
 No minor shall be employed, permitted, or suffered to work in any place of employment, or at any employment, dangerous or prejudicial to the life, health, safety, or welfare of such minor. It shall be the duty of the Board of Education of the District of Columbia and the said board shall have the power, jurisdiction and authority, after hearing duly held, to issue general or special orders prohibiting the employment of such minors in any employment or at any place of employment dangerous or prejudicial to the life, health, safety, or welfare of such minors; provided, that no such order shall permit the employment of any minor at any employment specified in §§ 32-204 through 32-206 at a lower age than the age therein specified; provided further, that no hearing shall be necessary for the issuance of an order prohibiting employment in any occupation found by the Secretary of Labor under the authority of the Fair Labor Standards Act to be particularly hazardous for minors under 18 years of age or detrimental to their health and well-being.

**§ 32-204. Employment of minors under 16 years of age in certain occupations prohibited; exception**  
 (a) No minor under 16 years of age shall be employed, permitted, or suffered to work at any of the following occupations:  
 (1) In the operation of any machinery operated by power other than hand or foot power; or  
 (2) In oiling, wiping, or cleaning machinery or assisting therein.  
 (b) This section does not apply to any duly approved vocational education program or training under the auspices of the Board of Education or the Trustees of the University.

**§ 32-205. Employment of minors under 18 years of age in certain occupations prohibited**  
 No minor under 18 years of age shall be employed, permitted, or suffered to work at operating any freight or nonautomotive elevator, or in any quarry, tunnel, or excavation.

**§ 32-206. Theatrical permits for minors under 18 years of age for performances and professional sports activities**  
 (a) The Board of Education may issue a theatrical employment permit to a minor under 18 years of age permitting the minor to:  
 (1) Perform on the stage of a licensed theatre within the District of Columbia in a professional theatrical production;

**§ 32-207. Work or vacation permit - Procurement by employer**  
 No minor under 18 years of age shall be employed, permitted, or suffered to work in, about, or in connection with any gainful occupation, except in agricultural work or housework as specified in § 32-201, unless the employer procures and keeps on file and accessible to any attendance officer, inspector or other person authorized to enforce this subchapter a work or vacation permit issued as hereinafter prescribed, except that minors under 18 years of age may be employed without a permit outside of school hours in irregular or casual work usual to the home of the employer; provided, that such employment shall not be in connection with any farm a part of the business, trade, profession, or occupation of the employer; and provided further, that such employment shall not be specifically prohibited by any provision of this subchapter or by any order issued under the authority of § 32-203.

**§ 32-213. Penalties**  
 (a) A person commits an offense under this subchapter if that person:  
 (1) Employs a minor or permits a minor to work in violation of this subchapter, of any regulation promulgated by the Board of Education pursuant to § 32-224, or of any order issued under the provisions of § 32-203; or  
 (2) Interferes with the Board of Education, its officers or agents, or any other person authorized by the District to inspect places of employment of minors.  
 (b) A person convicted of a 1st offense under this section shall be fined not less than \$1,000 nor more than \$3,000, or imprisoned not less than 10 days nor more than 30 days, or both. A person convicted of a 2nd or subsequent offense under this section shall be fined not less than \$3,000 nor more than \$5,000, or imprisoned not less than 30 days nor more than 90 days, or both. Each day during which a violation of this subchapter occurs shall constitute a separate offense.  
 (c) The fines set forth in this section shall be limited by § 22-357.01.

**Minimum Work Week**

Department of Employment Services  
**Building Service Employees Minimum Work Week Act**  
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
 MURIEL BOWSER MAYOR  
 ODIE DONALD II DIRECTOR

**NOTICE OF NEW REGULATIONS**  
**D.C. Act 21-485 (Act), also known as the Building Service Employees Minimum Work Week Act of 2016.**  
**Under this Act, covered employees shall be scheduled to work the minimum work week of at least 30 hours.**

section 2 of the Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Official Code 2-2931). (b) A covered employer who fails to comply with the posting requirements of this section shall be subject to the penalty set forth. (See section 6 of the Act for penalties)

**What is a Building Service Employee**  
 • A covered employee who performs janitorial services, building maintenance services, or other services in or around a covered location to maintain the repair, cleanliness, and overall quality of the covered location or place of business.

**Certain exceptions apply**  
 • When a covered employee is taking covered leave, the leave shall count towards the 30-hour minimum work week; provided that at each covered location, up to 20% of the work hours that are available for covered employees engaged in cleaning service may be reserved for part-time covered employees with a minimum shift of 4 hours per night and 20 hours per week per covered employee for up to a total of 10 part-time positions permitted per covered location.

**Posting Requirements**  
 • A covered employer shall post and maintain the notice in a conspicuous place, which shall be prescribed by the Mayor and provided to each covered employer that shall include excerpts or summaries of the pertinent provisions of this Act and information about filing of a complaint pursuant to the Act.  
 • A covered employer shall post every notice required to be posted by this Act in English and all languages spoken by covered employees with limited or no-English proficiency, as defined in § 2-202.02.

**Penalties**  
 • A covered employer who willfully violates the posting requirements of section 5 shall be assessed a civil penalty not to exceed \$100 for each day that the covered employer fails to post the notice; provided, that the total penalty shall not exceed \$500.  
 • A covered employer who fails to comply with any of the requirements of this Act, other than the posting requirements, shall be subject to a fine of not more than \$5,000 for each violation for each day that the violation continues. For the first violation, a maximum fine of up to (A) \$500 will be imposed; and (B) for any subsequent violation, a maximum fine of up to \$1,000.

**For the complete text of the Building Service Employees Minimum Work Week Act of 2016, go to D.C. Act 21-485.**  
**If you have any questions, please contact or visit: Department of Employment Services, Office of Wage-Hour, 4058 Minnesota Avenue, SE, Suite 3600, Washington, DC 20019, (202) 671-1880.**

**OFFICE OF WAGE HOUR**  
 4058 MINNESOTA AVENUE, NE • SUITE 3600 • WASHINGTON, D.C. 20019 • OFFICE: 202-671-1880 • FAX: 202-673-6411

**Unemployment Ins.**

Department of Employment Services  
**Notice to Employees**  
**Information on Unemployment Compensation in the District of Columbia**  
 The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:  
 • for the birth of a child, an adoption or foster care; or  
 • to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:  
 • to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24-month period.  
 During the period of leave, an employer should not lose benefits such as seniority or group health plan coverage. An employee may require medical certification and reasonable prior notice when applicable. The Act applies to employees who have worked for the employer for one year without a break in service and who have at least 1,000 hours during the last 12 months.

**AMERICAN JOB CENTER - HEADQUARTERS**  
 4058 MINNESOTA AVENUE, N.E.  
 WASHINGTON, DC 20019  
 (202) 724-2337

**AMERICAN JOB CENTER - NORTHWEST**  
 FRED B. REESE MINNEOTA CENTER  
 2000 14th STREET, N.W., 3rd FLOOR  
 WASHINGTON, DC 20009  
 (202) 442-4577

**AMERICAN JOB CENTER - NORTHEAST**  
 CCDC - BIRNI BECCUS CAREERS  
 5171 SOUTHWEST AVENUE, N.E., 2nd FLOOR  
 WASHINGTON, DC 20017  
 (202) 576-3092

**AMERICAN JOB CENTERS HOURS OF OPERATION:**  
 Monday - Tuesday 9:30 a.m. - 4:30 p.m.  
 Hours 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.**

**WE ARE WASHINGTON DC**

**does DEPARTMENT OF EMPLOYMENT SERVICES**

**J. J. Keller & Associates, Inc.**  
 Since 1953

**REV. 02/01/2015**

Wage Theft Department of Employment Services  
**NOTICE**  
**DISTRICT OF COLUMBIA**  
**DEPARTMENT OF EMPLOYMENT SERVICES**  
**Labor Standards Bureau**  
**Office of Wage-Hour**

**The Wage Theft Prevention Amendment Act of 2014**  
**Potential Penalties**  
**Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a) Section 7a - Wage Theft Prevention Fund**  
 • Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:  
 ◦ For the first offense, an amount per affected employee of not more than \$2,500, for any subsequent offense, an amount per affected employee of not more than \$5,000;  
 • Any employer who willfully fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:  
 ◦ For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more than 90 days, or both.

**Requirements**  
**Written Employment Notice:**  
 As an employer of the District of Columbia, upon hire, you are required to provide a notice to employees of their employment. Also, within 90 days of the effective date of WTPA, every employer shall furnish each employee with an updated written notice containing the information required. If proof of compliance, every employer shall retain copies of the written notice furnished to employees that are signed and dated by the employer and by the employee acknowledging receipt of the notice. (There are additional requirements for temporary staffing firms.)

**This notice must include:**  
 1. The name of the employer and any "doing business as" (DBA) names used by the employer  
 2. The physical address of the employer's main office or principal place of business, and a mailing address if different  
 3. The telephone number of the employer