Who is Protected Retaliation for filing a charge, reasonably opposing • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising Job applicants • Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy **Vhat Organizations are Covered?** What Employment Practices can be Challenged as Most private employers State and local governments (as employers) • Discharge, firing, or lay-off

 Educational institutions (as employers) What Types of Employment Discrimination are Illegal? Hiring or promotion Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the Pay (unequal wages or compensation) Race

National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older

Religion

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Federal law from discrimination on the following bases:

other applicants or employee:

• Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice Job training Classification Referral • Obtaining or disclosing genetic information

Requesting or disclosing medical information

Conduct that might reasonably discourage someone

rights, regarding disability discrimination (including accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has
Occurred? Contact the EEOC promptly if you suspect tory? All aspects of employment, including: discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY)

from opposing discrimination, filing a charge, or

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

Conduct that coerces, intimidates, threatens, or interferes

participating in an investigation or proceeding

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) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are an requires affirmative action to recruit, employ, and advance in employment, disabled employee of, a company with a Federal contract or subcontract, you are protected under 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 Order 11246, as amended, prohibits employment discrimination by Federal contractors Retaliation Retaliation is prohibited against a person who files a complaint o based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, has violated its nondiscrimination or affirmative action obligations under OFCCP's protects applicants and employees of Federal contractors from discrimination based on authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of U.S. Department of Labor **Sisability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified Washington, D.C. 20210

ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay, ringe benefits, job training, classification, referral, and other aspects of employment 1-800-397-6251 (toll-free) by Federal contractors. Disability discrimination includes not making reasonable If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access odation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting ndividual with a disability who is an applicant or employee, barring undue hardship to a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by the employer. Section 503 also requires that Federal contractors take affirmative action calling an OFCCP regional or district office, listed in most telephone directories to employ and advance in employment qualified individuals with disabilities at all levels under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits prohibits employment discrimination on the basis of disability in any program or activity

nination on the basis of race, color or national origin in programs or activities receiving which receives Federal financial assistance. Discrimination is prohibited in all aspects Federal financial assistance. Employment discrimination is covered by Title VI if the primary of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you discrimination causes or may cause discrimination in providing services 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.

| Ave been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

| Revised 6/27/2023|

EARNED INCOME TAX CREDIT

Life's a little easier with

EITC is for people who work for someone else or own or run a business or a farm.

To qualify, you must have low to mid income and meet the following rules.

To qualify, you and your spouse (if filing a joint return): Must have earned income

• Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions) • Cannot have investment income, such as interest income, over a certain amount

 Generally must be a U.S. citizen or resident alien all year • May not file as married filing separately

May not be a qualifying child of another person May not file Form 2555 or 2555-EZ (related to foreign earned income)

Must have a qualifying child or if you do not have a qualifying child, you must:

• be at least age 25 but under age 65 at the end of the year, • live in the United States* for more than half the year, and

• not qualify as a dependent of another person. To claim the EITC, you have to file a federal tax return even if you owe no tax and are not required to file. File your tax return as soon as you have

all the information you need about how much you earned. However, refunds for returns claiming the EITC can't be issued before mid-February. This delay applies to the entire refund, not just the portion associated with the EITC. EITC provides a boost to help pay your bills or save for a rainy day.

Just imagine what you could do with EITC.

Do you want help with the EITC?

• Go to www.irs.gov/eitc for free information and to check out the interactive EITC Assistant to see if you qualify for the credit and estimate

• Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation. Go to www.irs.gov/VITA or call 1-800-906-9887 to find

• Use FreeFile at www.irs.gov/FreeFile for free online filing through commercially available tax preparation software.

Errors can delay the EITC part of your refund until corrected. If the IRS audits your return and finds an error in your claim of the EITC, you must pay back the amount of the EITC you received in error plus interest and penalties. You may also have to file Form 8862 for future claims. And, if the IRS finds your incorrect claim was due to reckless or intentional disregard of rules and regulations or fraud, we may ban you from claiming the EITC for 2 years or 10 years, depending on the reason for the error.

* U.S. military personnel on extended active duty outside the United States are considered to live in the United States while on active duty.

El EITC es para las personas que trabajan para alguien más o son dueñas o dirigen un negocio o una granja. Para tener derecho, usted debe tener ingresos bajos a medios y cumplir con las siguientes reglas.

Para calificar, usted y su cónyuge (si presentan una declaración conjunta): Tienen que tener ingresos de trabajo

• Tienen que tener un número de Seguro Social válido para el empleo, emitido en la fecha de vencimiento de la declaración (incluidas las prórrogas),

• No pueden tener ingresos de inversión, como ingresos de intereses, que superen cierta cantidad • Por lo general, tienen que ser ciudadanos de los Estados Unidos o extranjeros residentes todo el año No pueden presentar la declaración como "casado que presenta por separado"

• No pueden ser un hijo calificado de otra persona • No pueden presentar el Formulario 2555 o el Formulario 2555-EZ (relacionado con los ingresos ganados en el extranjero)

• Tienen que tener un hijo calificado o si no tienen un hijo calificado, ustedes tienen que: • tener 25 años de edad, pero menos de 65 años de edad al final del año,

• vivir en los Estados Unidos* durante más de la mitad del año, y • no reunir los requisitos como dependientes de otra persona.

Para reclamar el EITC, usted tiene que presentar una declaración del impuesto federal, aún si no adeuda impuestos y no tiene el requisito de presentar una declaración. Presente su declaración de impuestos tan pronto como tenga toda la información que necesita sobre cuánto ganó. No obstante, los reembolsos de las declaraciones en las que se reclama el EITC no se pueden emitir antes de mediados de febrero. Esta demora se aplica al reembolso total, no sólo a la parte asociada al EITC. El EITC proporciona un impulso para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles. Sólo imagine lo que podría hacer con el EITC.

¿Desea ayuda con el EITC?

• Visite www.irs.gov/eitc para obtener información gratuita y consultar el asistente EITC interactivo para ver si califica para el crédito y estimar la cantidad de su EITC. • Visite un sitio de Asistencia Voluntaria al Contribuyente con los Impuestos sobre los Ingresos (VITA, por sus siglas en inglés). Visite

www.irs.gov/VITA o llame al 1-800-906-9887 para encontrar un sitio. • Utilice Free File en www.irs.gov/FreeFile para la presentación gratuita en línea a través de software de preparación de impuestos, disponible comercialmente.

Los errores pueden demorar la parte del EITC de su reembolso, hasta que se corrijan. Si el IRS audita su declaración y encuentra un error en su reclamación del EITC, usted tiene que devolver la cantidad del EITC que recibió por error más multas e intereses. Es posible que también tenga que

presentar el Formulario 8862 para las futuras reclamaciones. Y si el IRS encuentra que su reclamación incorrecta fue debido a descuido imprudente o intencional de las reglas y regulaciones o fraude, podemos prohibirle reclamar el EITC por 2 años o 10 años, dependiendo de la causa de su error. * El personal militar de los EE.UU. en servicio activo prolongado fuera de los Estados Unidos se considera que vive en los Estados Unidos mientras está en servicio activo

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Department of the Treasury Internal Revenue Service www.irs.gov

DISCRIMINATION

VIRGINIA HUMAN RIGHTS ACT Code of Virginia - Title 2.2, Chapter 39

it is the policy of the Commonwealth of Virginia to: Safeguard all individuals within the Commonwealth from unlawful Conduct that violates any Virginia or federal statute or regulation

sexual orientation, gender identity, marital status, pregnancy, childbirth the Virginia Human Rights Act. or related medical conditions, age, military status, or disability in employment, places of public accommodation, including educational institutions, in real estate transactions; preserve the public safety, health and general welfare; and further the interests, rights and privileges of individuals within the Commonwealth; and protect citizens of the Commonwealth against unfounded charges of unlawful discrimination.

discrimination because of race, color, religion, national origin, sex, governing discrimination is an unlawful discriminatory practice under

30

Complaints may be filed with: OFFICE OF THE ATTORNEY GENERAL Division of Human Rights 202 North 9th Street Richmond, Virginia 23219 www.ag.virginia.gov • human_rights@oag.state.va.us P: (804) 225-2292; F: (804) 225-3294

You do not have to share a medical diagnosis but must provide enough

information to your employer so they can determine whether the leave

leave was previously taken or approved for the same reason when requesting

Your employer may request certification from a health care provider to verify

supersede any state or local law or collective bargaining agreement that provides

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

congressional employees are also covered by the law but are subject to the

What does my employer need to do? If you are eligible for FMLA leave, your

• Continue your group health plan coverage while you are on leave on the same

• 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 **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 requesting FMLA leave or cooperating with a

After becoming aware that your need for leave is for a reason that may qualify

under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not

eligible for FMLA leave. If your employer determines that you are eligible, your

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

medical leave and may request certification of a qualifying exigency.

jurisdiction of the U.S. Office of Personnel Management or Congress

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

qualifies for FMLA protection. You must also inform your employer if FMLA

FMLA - FAMILY AND MEDICAL LEAVE ACT

additional leave.

greater family or medical leave rights.

basis as if you had not taken leave, and

employer <u>must</u> notify you in writing:

• About your FMLA rights and responsibilities, and

Your 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 U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, The FMLA does not affect any federal or state law prohibiting discrimination or • To care for your spouse, child or parent with a serious mental or physical health

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemembe An eliqible 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 12-month period to care for the servicemember. 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, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

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 which you need FMLA leave Am I eligible to take FMLA leave? You are an eligible employee if all of the

following apply: You work for a covered employer You have worked for your employer at least 12 months,

You have at least 1,250 hours of service for your employer during the 12 months 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: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or

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 Management. How do I request FMLA leave? Generally, to request FMLA leave you must: 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.



Scan the QR code to learn about our WHD WAGE AND HOUR DIVISION complaint process.







COVENANTS NOT TO COMPETE NOTICE

Title 40.1. Labor and Employment

Chapter 3. Protection of Employees Article 1. General Provisions § 40.1-28.7:8. Covenants not to compete prohibited as to low-wage

employees; civil penalty A. As used in this section: "Covenant not to compete" means a covenant or agreement, including a

provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer. A "covenant not to compete" shall not restrict an employee from providing a service to a customer or client of the employer if the employee does not initiate contact with or solicit the customer or client.

calculated by dividing the employee's earnings during the period of 52 weeks

employee worked fewer than 52 weeks, by the number of weeks that the employee was actually paid during the 52-week period, are less than the average weekly wage of the Commonwealth as determined pursuant to subsection B of 6 65.2-500. "Low-wage employee" includes interns, students, apprentices, or G. Every employer shall post a copy of this section or a summary approved by rainees employed, with or without pay, at a trade or occupation in order to gain the Department in the same location where other employee notices required work or educational experience. "Low-wage employee" also includes an individual by state or federal law are posted. An employer that fails to post a copy of this who has independently contracted with another person to perform services section or an approved summary of this section shall be issued by the independent of an employment relationship and who is compensated for such Department a written warning for the first violation, shall be subject to a civil services by such person at an hourly rate that is less than the median hourly wage penalty not to exceed \$250 for a second violation, and shall be subject to a civil for the Commonwealth for all occupations as reported, for the preceding year, by penalty not to exceed \$1,000 for a third and each subsequent violation as the Bureau of Labor Statistics of the U.S. Department of Labor. For the purposes determined by the Commissioner. Civil penalties owed under this subsection

of this section, "low-wage employee" shall not include any employee whose shall be paid to the Commissioner for deposit in the general fund. earnings are derived, in whole or in predominant part, from sales commissions, The Commissioner shall prescribe procedures for the payment of proposed incentives, or bonuses paid to the employee by the employer. B. No employer shall enter into, enforce, or threaten to enforce a covenant not shall include provisions for an employer to consent to abatement of the alleged to compete with any low-wage employee. C. Nothing in this section shall serve to limit the creation or application of penalty without admission of any civil liability arising from such alleged violation. nondisclosure agreements intended to prohibit the taking, misappropriating, 2020, cc. 948, 949, § 40.1-28.7:7.

secrets, as defined in § 59.1-336, and proprietary or confidential information.

jurisdiction against any former employer or other person that attempts to enforce a covenant not to compete against such employee in violation of this section. An action under this section shall be brought within two years of the latter of (i) the date the covenant not to compete was signed, (ii) the date the low-wage employee learns of the covenant not to compete, (iii) the date the employment relationship is terminated, or (iv) the date the employer takes any step to enforce the covenant not to compete. The court shall have jurisdiction to void any covenant not to compete with a low-wage employee and to order al appropriate relief, including enjoining the conduct of any person or employer, ordering payment of liquidated damages, and awarding lost compensation damages, and reasonable attorney fees and costs. No employer may discharge threaten, or otherwise discriminate or retaliate against a low-wage employee for oringing a civil action pursuant to this section.

E. Any employer that violates the provisions of subsection B as determined by the Commissioner shall be subject to a civil penalty of \$10,000 for each riolation. Civil penalties owed under this subsection shall be paid to the 'Low-wage employee" means an employee whose average weekly earnings, Commissioner for deposit in the general fund. F. If the court finds a violation of the provisions of this section, the plaintiff shall immediately preceding the date of termination of employment by 52, or if an be entitled to recover reasonable costs, including costs and reasonable fees for

expert witnesses, and attorney fees from the former employer or other person who attempts to enforce a covenant not to compete against such plaintiff.

assessments of penalties that are not contested by employers. Such procedures violation and to pay a proposed penalty or a negotiated sum in lieu of such threating to misappropriate, or sharing of certain information, including trade

The chapters of the acts of assembly referenced in the historical citation at the

end of this section may not constitute a comprehensive list of such chapters D. A low-wage employee may bring a civil action in a court of competent and may exclude chapters whose provisions have expired. 8/5/2021 12:00:00 VIRGINIA EARNED INCOME TAX CREDIT

Did you know Virginia has an income tax credit for

VIRGINIA & FEDERAL LABOR LAW POSTER



Could you be eligible?



for the Commonwealth of Virginia income tax credit today! Visit the Low Income Individuals Credit page on www.tax.virginia.gov/low-income-individuals-credit

Two ways to increase your income:

The Federal Earned Income Tax Credit The Virginia Credit for Low Income Individuals

Call the **Virginia Department of Taxation** at: (804) 367-8031, PAY-VTAX at: (804) 339-1307 or visit: www.tax.virginia.gov

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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

OVERTIME PAY At least 1 ½ times your 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

work outside school hours in various non-manufacturing, non-mining,

non-hazardous jobs with certain work hours 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 employee'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. 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, 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

The law requires employers to display this poster where employees also be assessed for violations 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 are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or hazardous by the Secretary of Labor. Youths 14 and 15 years old may participate in any proceeding under the FLSA. 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. 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 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.



Must be able and available for work and

• Continue to report as instructed by the Virginia Employment

You cannot be paid unemployment benefits until you have filed your

claim and have met all eligibility requirements. You should file your

claim as soon as you become unemployed, or your hours are reduced.

If you have any questions about your rights and responsibilities under

the Virginia Unemployment Compensation Act, visit website www.vec.

<u>virginia.gov</u> or call our Customer Contact Center at 1-866-832-2363.

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE

EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO

EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT

An Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals

with disabilities. Please call 866-832-2363 or

Email: translation@vec.virginia.gov for Language Access/Assistance.

This notice is available in Spanish.

Direct requests to: Employer Accounts

P.O. Box 26441

Richmond, VA 23261-6441

conduct on the job.

16VAC 25-60-260.

actively searching for work.

VISIBLE TO All WORKERS.

(42 USC, §1103 (h)(2)).

Regular Paydays for Employees of

PAYDAY NOTICE

Mon

UNEMPLOYMENT COMPENSATION

NOTICE TO WORKERS

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Virginia UI

eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced. YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF: You are totally unemployed.

You are working reduced wages or hours. YOU WILL NEED TO PROVIDE: Your full legal name Your Social Security Number

Your authorization to work (if you are not a US Citizen or resident) IF TOTALLY UNEMPLOYED, ON A TEMPORARY LAYOFF, OR IF **WORKING REDUCED HOURS:** The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at www.vec.virginia.gov or

by calling our Customer Contact Center at 1-866-832-2363. Register for work online at www.vawc.virginia.gov TO BE ELIGIBLE FOR BENEFITS, THE LAW REQUIRES THAT YOU: File a claim with the Virginia Employment Commission. Have earned sufficient wages from employers who are subject to

within your Base Period. Must be unemployed through no fault of your own.

ored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act

also permits polygraph testing, subject to restrictions,

of certain employees of private firms who are

easonably suspected of involvement in a workplace

incident (theft, embezzlement, etc.) that resulted in

did you...Marry or divorce?

Your tax credits?

Change your name?

Gain or lose a dependent?

Were there major changes to...

Your family wage income

started or ended a job)?

Your itemized deductions?

f you can answer "YES"...

THE EMPLOYER SHOULD:

o any of these questions or you owed extra tax

the date of accident or notice of the occupational disease

the Virginia Unemployment Compensation Act or any other State EMPLOYEE POLYGRAPH PROTECTION ACT **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act prohibits economic loss to the employer. The law does not

most private employers from using lie detector preempt any provision of any State or local law or any

tests either for pre-employment screening or during the course of employment. collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE** ONS Employers are generally prohibited RIGHTS Where polygraph tests are permitted, they are from requiring or requesting any employee or job subject to numerous strict standards concerning the applicant to take a lie detector test, and from conduct and length of the test. Examinees have a discharging, disciplining, or discriminating against an number of specific rights, including the right to a employee or prospective employee for refusing to take—written notice before testing, the right to refuse o test or for exercising other rights under the Act. discontinue a test, and the right not to have test results **XEMPTIONS** Federal, State and local governments disclosed to unauthorized persons. **ENFORCEMEN** are not affected by the law. Also, the law does not The Secretary of Labor may bring court actions to apply to tests given by the Federal Government to restrain violations and assess civil penalties against certain private individuals engaged in national violators. Employees or job applicants may also bring ated activities. The Act permits polygraph (a their own court actions kind of lie detector) tests to be administered in the THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS private sector, subject to restrictions, to certain prospective employees of security service firms





DISABILITY ACCOMMODATIONS **VIRGINIA HUMAN RIGHTS ACT REASONABLE**

ACCOMMODATIONS FOR DISABILITY

Protections from Discrimination - Va. Code § 2.2-3905.1 Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation

would impose an undue hardship on the employer. "Person with a disability" means any person who has a physical or mental impairment that substantially limits one or more of her major life activities o who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability: take adverse actions against an employee; deny employment or promotions; o require an employee to take leave if another reasonable accommodation can be provided.

labor, job restructuring, a modified work schedule, and light duty assignments. **Interactive Process** When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

Reasonable Accommodations

Examples of reasonable accommodations include modifying work policies, permitting the use of leave

reassignment to a vacant position, acquisition or modification of equipment, assistance with manual

Complaints Any person who believes they were discriminated against on this basis may file a complaint with the Office of Civil Rights.

OFFICE OF THE ATTORNEY GENERAL

Office of Civil Rights 202 North 9th Street, Richmond, Virginia 23219 www.ag.virginia.gov civilrights@oag.state.va.us P: (804) 225-2292; F: (804) 225-3294

- 3/ WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer a new form W-4. See your emp Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Ta Withholding?, or use the Withholding Calculator a www.irs.gov/individuals on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please

indicate where they can get forms and information **WIRS** (Rev. 8-2009) Cat. No. 11047P

no any of these questions or you owed extra tax

Department of the Treasury

Department of the Treasury

Internal Revenue Service www.irs.gov

WORKERS' COMPENSATION

WORKERS' COMPENSATION NOTICE The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or notice of an occupational disease:

. Immediately give notice to the employer, in writing, of the injury or occupational disease and

Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf In case of failure to reach an agreement with the employer in regard to compensation under the act, file application with the Commission for a hearing within two years of the date of

accidental injury or first communication of the diagnosis of an occupational disease. If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident. NOTE: The employer's report of accident is not the filing of a claim for the employee. The voluntary payment of wages or compensation during disability, or of medical expenses, does not affect the running of the time limitation for filing claims. An award based on a voluntary

agreement must be entered or a claim filed within two years; one year in death cases.

At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician. 2. Report the injury to the Commission through your carrier or directly to the Commission. 3. Accurately determine the employee's average weekly wage, including overtime, meals, Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION

in his place of business.

333 E. Franklin St Richmond, Virginia 23219 1-877-664-2566 www.workcomp.virginia.gov Every employer within the operation of the Virginia Workers' Compensation Act MUST POST THIS NOTICE IN A CONSPICUOUS PLACE

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

f 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

enforcement of USERRA rights, including testifying or making a statement

n connection with a proceeding under USERRA, even if that person has no

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

applicants to the uniformed services.

while with that particular employer;

under other than honorable conditions.

service or, in some cases, a comparable job.

employment, because of this status.

perform service in the uniformed service and:

REEMPLOYMENT RIGHTS

conclusion of service: and

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



LaborLawCenter.com

in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and **HEALTH INSURANCE PROTECTION**

You have the right to be reemployed in your civilian job if you leave that job to • 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 you ensure that your employer receives advance written or verbal notice of 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 five years or less of cumulative service in the uniformed services you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected you return to work or apply for reemployment in a timely manner after illnesses or injuries. you have not been separated from service with a disqualifying discharge or

• 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 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 can be viewed at https://webapps.dol.gov/elaws/vets/userra uniformed service; then an employer may not deny you: • initial employment; • If you file a complaint with VETS and VETS is unable to resolve it, you may reemployment; • retention in employment; • promotion; or • any benefit of request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation n addition, an employer may not retaliate against anyone assisting in the

•The U.S. Department of Labor, Veterans Employment and Training

Service (VETS) is authorized to investigate and resolve complaints of

• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

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

REASONABLE ACCOMMODATIONS FOR PREGNANCY

current or preceding year must provide reasonable accommodations for modification of employee seating, a temporary transfer to a less strenuous or pregnancy, childbirth or related medical conditions, including lactation, unless hazardous position, assistance with manual labor, job restructuring, a modified the accommodation would impose an undue hardship. Employers also may work schedule, light duty assignments, and leave to recover from childbirth. not, in response to a request for a reasonable accommodation for pregnancy:

> take adverse actions against an employee; > deny employment or promotions; or

require an employee to take leave if another reasonable accommodation can be provided.

Reasonable Accommodations Examples of reasonable accommodations nclude more frequent or longer bathroom breaks, breaks to express breast OFFICE OF THE ATTORNEY GENERAL

SEIZURE FIRST AID POSTER

STAY with the person until they

are awake and alert after the seizure. ✓ **Time** the seizure ✓ Remain **calm**



Turn the person onto their **SIDE** if they are not awake and aware.

Keep the person **SAFE**

✓ Move or guide away from harm

✓ Check for medical ID

✓ Put **something small and soft** under the head

Seizure lasts longer than 5 minutes Person does not return to their usual state

Call

911

Do

NOT

Do NOT put any objects in their mouth.

Learn more: epilepsy.com/firstaid

24/7 Helpline: 1-800-332-1000 This publication was created by the Epilepsy Foundation, a nationwide network organization, and is part of our END EPILEPSY® awareness campaign. This publication is made possible with funding from the Centers for Disease Control and Prevention (CDC) under cooperative grant agreement number 1NU58DP006256-04-00. Its contents are solely the responsibility of the Epilepsy Foundation and do not necessarily represent the views of the CDC.

✓ **Rescue medicines can be given** if prescribed by a health care professional

Job Safety and

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION for workers. The purpose of the law is to assure safe and healthful working conditions throughout the state. The virginia safety and health codes BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: http://www.doli.virginia.gov/doli regulations/doli regulations.html. YOU MAY ALSO CONTACT THE

THE FEDERAL IDENTICAL STANDARDS. **Employers**

Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety and health standards issued under the law.

regulations and orders issued under the Law that apply to his own actions and

Inspection The Law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the VOSH

conditions in the workplace.

If upon inspection VOSH believes an employer has violated the Law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The VOSH citation must be prominently displayed at or near the place of alleged violation for three days or until the violation is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed Penalty

The Law provides for mandatory penalties against private sector employers of up to \$15,375 for each serious violation and for optional penalties of up to \$15,375 for each other–than–serious violation. Penalties of up to \$15,375 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$153,742 for each such violation.

Criminal penalties are also provided for in the Law. Any willful violation resulting

Public Sector employers, all departments, agencies, institutions or other political

subdivisions of the Commonwealth, are subject to the penalty provisions of

VIRGINIA DEPARTMENT OF

(804) 371-2327 Central Virginia/Richmond North Run Business Park

(804) 371-3104

1570 East Parham Road

Headquarters

Main Street Centre

600 East Main Street, Suite 207, Manassas, VA 20110. Richmond, Virginia 23219. (703) 392-0900

> Building 6, Suite 10 Norfolk, VA 23502 (757) 455-0891 Southwest/Roanoke

Brammer Village 3013 Peters Creek Road Abingdon, VA 24210 (276) 676-5465 Lynchburg 3704 Old Forest Road

(434) 385-0806 Verona

VIRGINIA DEPARTMENT OF **LABOR AND INDUSTRY Gary G. Pan Commissioner**

HEALTH CODES BOARD

Revised August, 2023 VA-0424-F04

may meet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590

VIRGINIA HUMAN RIGHTS ACT

USERRA violations.

REASONABLE ACCOMMODATIONS FOR PREGNANCY Protections from Discrimination – Va. Code § 2.2-3909 Effective July 1, milk, access to a private location other than a bathroom for the expression of 2020, employers with five or more employees for a 20-week period in the breast milk, acquisition or modification of equipment or access to or

Interactive Process When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

Complaints Any person who believes they were discriminated against on this basis may file a complaint with the Division of Human Rights or seek relief by filing a civil action in state court.

Division of Human Rights 202 North 9th Street. Richmond, Virginia 23219 www.ag.virginia.gov | human_rights@oag.state.va.us | P: (804) 225-2292; | F: (804) 225-3294

Seizure First Aid

How to help someone having a seizure

Repeated seizures

First time seizure

Difficulty breathing

Seizure occurs in water

√ Keep airway clear ✓ **Loosen tight clothes** around neck

Do NOT restrain.

Person is injured, pregnant, or sick

EPILEPSY FOUNDATION epilepsy.com

IRGINIA DEPARTMENT OF LABOR AND IND

and Industry addresses shown below.

the State Safety and Health Program.

Federal Maritime jurisdiction.

conditions exist in their workplace. VOSH will withhold, on request, names of employees filing complaints. Complaints may be made at the Department of Labor

Complaint

Discrimination It is illegal to retaliate against an employee for using any of their right under the law, including raising a safety or health concern with the employer or VOSH, or

An employee who believes they have been discriminated against for exercising their

rights under the Law, may file a complaint with the Commissioner of the Virginia

Complaints about State Plan Administration: Any person may complain to the

Regional Administrator of OSHA (address below) concerning the Administration of

Department of Labor and Industry within 60 days of the alleged discrimination.

CASPA

State Coverage The VOSH program shall apply to all public and private sector businesses in the State except for Federal agencies, businesses under the Atomic Energy Act, railroad rolling stock and tracks, certain Federal enclaves, and businesses covered by the

Voluntary Activity

Voluntary efforts by the employer to assure its workplace is in compliance with the

Law are encouraged. Voluntary Safety and Health Consultation and Training

Programs exist to assist employers. These services may be obtained by contacting

the Virginia Department of Labor and Industry addresses

a question and answer format, the revised recordkeeping rule provides guidance for recording occupational injuries and illnesses and explains how to classify specific cases. Smaller employers (10 or fewer employees) are exempt from most requirements. To see if your industry is partially exempt, visit the OSHA Website at www.osha.gov/recordkeeping/ pub3169text.html. **Accident Reporting**

All fatalities must be reported to VOSH within eight (8) hours. All injuries or illnesses that result in an in-patient hospitalization, amputation or loss of an eye must be

significant monetary penalties.

reported to VOSH within twenty-four (24) hours. Failure to report may result in

Suite B

468 East Main Street, Suite 114,

VIRGINIA SAFETY AND

EFA440/PAB0220 Rev. 02/2020 ©2020 Epilepsy Foundation of America, Inc. OCCUPATIONAL SAFETY AND HEALTH PROTECTION

Health Protection

DEPARTMENT OF LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS AND OBTAIN THE NAMES OF PUBLISHERS OF

Employees or their representatives have the right to file a complaint with the nearest VOSH office requesting an inspection if they believe unsafe or unhealthy

Employees Each employee shall comply with all occupational safety and health standards, rules,

inspector for the purpose of aiding the inspection. Where there is no authorized employee representative, the VOSH inspector must consult with a reasonable number of employees concerning safety and health

Citation

in the death of an employee is punishable, upon conviction, by a fine of not more than \$70,000 or by imprisonment for not more than six months, or by both. Subsequent conviction of an employer after a first conviction doubles these maximum penalties.

FAX (804) 371-6524 www.doli.virginia.gov

Regional Administrator The Curtis Center, STE 740 West 170 South **Independence Mall West** Philadelphia, PA 19106-3309 (215) 861-4900

U.S. Department of Labor OSHA

LABOR AND INDUSTRY

Richmond, Virginia 23219

VOICE (804) 371-2327

600 East Main Street, Suite 207

Main Street Centre

Form VWC1

Tidewater/Norfolk 6363 Center Drive

Richmond, VA 23228 (540) 562-3580

Roanoke, VA 24019

P.O. Box 772 201 Lee Highway Verona, VA 24482

(540) 248-9280 EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK.

reporting a work-related injury or illness.

Recordkeeping Employers now have a new system for tracking workplace injuries and illnesses. OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using

OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS Northern Virginia/Manassas 9400 Innovation Drive, Suite 120, The Johnson Center

Lynchburg, VA 24501