

POSTER COMPLIANCE DATE 07/2021

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

Minimum Wage Rates	Employees who do not receive gratuities	Employees who receive gratuities
\$15.20 per hour beginning July 1, 2016	\$15.20 per hour beginning July 1, 2016	\$2.77 per hour beginning January 7, 2005
\$12.50 per hour beginning July 1, 2017	\$12.50 per hour beginning July 1, 2017	\$2.33 per hour beginning July 1, 2017
\$13.25 per hour beginning July 1, 2018	\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$15.20 per hour beginning July 1, 2021	\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021

Uniforms
Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by employer or by law or pay the employee 15 cents per hour in addition to the minimum wage (maximum required is \$6.00 per week for washable uniforms). 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 but the employee purchases, the additional payment required is 8 cents per hour.

Meals
Employers may deduct \$2.12 for each meal made available. For an 4 (four) hours or less of work, a maximum of one (1) meal deduction is allowed. For over 4 (four) hours of work, a maximum of two (2) meal deductions is allowed. For employees that live on the employer's premises, no more than \$6.36 per day can be deducted.

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

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

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 (please see the rate of current minimum wage in accordance with the regulations set forth in this document under tipped employees) to "tipped employees" if an employer's hourly tip earnings (averaged weekly) added to the service rate do not equal the minimum wage. The employer must pay the difference.

Internet-based TIP PORTAL for ONLINE REPORTING OF THE QUARTERLY WAGE STATEMENT
An employer who employs an employee who receives gratuity shall submit a quarterly wage report within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the required minimum wage. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is located at <https://www.esos.dco.dc.gov/>

Employees Required to Comply With the Act
Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employees 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 record not commence prior to November 13, 2008 and provided that an employer is required to allow accrual of paid leave for tipped restaurant or employee prior to February 22, 2014.

Accessing Paid Leave
An employee must be allowed to use paid leave no later than 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
Accrued 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 an employer has, each tipped employee must accrue at least one (1) hour per 43 hours work, up to the five (5) day calendar year and be paid at the full District of Columbia 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	1.1 hour per 43 hours worked	5 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	5 days per calendar year

UNUSED LEAVE
Under this Act, an employer's accrued paid sick leave carries over from year to year. Employees 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, five hundred dollars (\$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 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.

Beginning in 2021, the minimum wage will increase during each successive year pursuant to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at 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:

- Handcapped workers may be paid less than the minimum wage if 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 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;
 - engaged in the delivery of newspapers to the home of the consumer.

OVERTIME PAY
An employer is required to 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 one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of 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 newspaper home delivery;
- As an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to those employees; or
- As a salesperson, parts salesperson, or mechanic, primarily engaged in selling or servicing automobiles, trucks, 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/hd/.

Additional Laws Administered by the Office of Wage-Hour
All labor laws enforced within the District of Columbia may be found on www.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 | www.does.dc.gov

does WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

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 work 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;
- parent, aunt, or grandparent of a child; or
- a person married to or in a domestic partnership to a person listed above.

Employer Posting Requirements
The employer must post and maintain 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 parental leave 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; 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

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589
441 4th Street NW, Suite 570N, Washington, DC 20019

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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 includes 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.

Employee Eligibility
An employee is eligible under the Act if he or she 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 at more than one District agency.

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;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as a chair;
- Providing private (non-bathroom) space for expressing breast milk.

The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that outlines the applicable 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.

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
441 4th Street, NW, Suite 570N
Washington, DC 20001
(202) 727-4559
on ohr.dc.gov

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441 4th Street NW, Suite 570N, Washington, DC 20019

Workers' Comp.

DEPARTMENT OF EMPLOYMENT SERVICES
LABOR STANDARDS BUREAU
OFFICE OF WORKERS' COMPENSATION
4058 MINNESOTA AVENUE, N.E. - WASHINGTON, DC 20019 - (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

- 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. 7A 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 at the above address, and to your employer.
- You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit <http://does.dc.gov> for information.
- 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. 7A DCWC, Employees' Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.
- If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information, you may call the Office of Workers' Compensation at (202) 671-1000 or visit <http://does.dc.gov>.
- The law gives you the right to legal representation if you so choose.

TO EMPLOYERS

- You are required to have 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 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, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.

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
ADDRESS:
PHONE:

NAME OF EMPLOYER
ADDRESS:
PHONE:

EMPLOYER REPRESENTATIVE:

EMPLOYER ID NUMBER (or NUMBER UNKNOWN, EMPLOYER TO REQUEST FROM IRS)

THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS

FORM NO. 1 DCWC

REV. 03/2017

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 homework 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 staffing, subject to the provisions of §§ 32-215 to 32-221, more than 6 consecutive days in any 1 week, or more than 48 hours in any 1 week, or more than 8 hours in any 1 day, nor shall any minor 16 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 9:00. 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 years of age employed, permitted, or suffered to work, and an accurate time record showing the hours of beginning and ending 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 of any place of employment, or at any employment, dangerous or prejudicial to the life, health, safety, or welfare of such minor, that no such order shall permit the employment of any minor at any employment specified in §§ 32-202 to 32-206 at an older 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 listed by the Secretary of Labor under the authority of the Fair Labor Standards Act, but is 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:

- In the operation of any machinery operated by power other than hand or foot power;
- In selling, 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 transportation elevator, or any conveyer, 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:

- Perform on the stage of a licensed theater within the District of Columbia in a professional theatrical production;
- Perform in a musical or dance recital or concert;
- Participate in a radio or television program;
- Participate in a motion picture;
- Appear as a fashion model; or
- Participate in a professional sports activity or circus.

(b) An application for a theatrical permit shall be made by the parent or guardian, and by the agent if applicable of the minor to the Board of Education. The Board of Education may issue a theatrical employment permit if the Board is satisfied that adequate provisions have been made for the educational instruction of the minor, for safeguarding the minor's health, and for the proper supervision of the minor. The Board of Education may require the applicant to provide the necessary resources to satisfy the subsection of this subsection.

(c) A minor shall not appear in more than 2 performances in 1 day or more than 5 live performances in 1 week. A minor shall not appear in a live performance, or otherwise be required to work, before 7:00 a.m. or after 11:30 p.m. A licensed practical nurse with substantial pediatric experience, or an employee named in a pediatric nurse practitioner, shall be provided for each 3 or fewer infants under the age of 30 months.

(d) A theatrical employment permit shall limit the time during which a minor 7 years of age or younger is permitted at the place of employment to a 24-hour period according to the following:

- An infant under the age of 6 months may be permitted to remain in the place of employment for a maximum of 2 hours, which shall consist of not more than 20 minutes of work.
- A minor between the ages of 6 months and 30 months may be permitted at the place of employment for a maximum of 4 hours, which shall consist of not more than 2 hours of work, with the balance of the 4-hour period being rest or recreation.
- A minor between the ages of 30 months and 7 years may be permitted at the place of employment for a maximum of 6 hours, which shall consist of not more than 3 hours of work, with the balance of the 4-hour period being rest, recreation, or education.

(e) For the purposes of this section, the term "theatrical employment permit" means an authorization to perform or appear in any of the activities listed in subsection (a) of this section for monetary remuneration, a gift, or other form of valuable consideration.

§ 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 persons 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 call work specifically authorized by the provision of this subchapter by a party ordered under the authority of § 32-203.

§ 32-213. Penalties

(a) A person commits an offense under this subchapter if that person:

- 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;
- Interferes with the Board of Education, its officers or agents, or of 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 5,000 nor more than 5,000, 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 a violation of this subchapter occurs shall constitute a separate offense.

(c) The fines set forth in this section shall not be limited by D.C. 32-3571.01.

Sick and Safe Leave

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

OFFICIAL NOTICE
(Post Where Employees Can Easily Read)

Internet-based TIP PORTAL for ONLINE REPORTING OF THE QUARTERLY WAGE STATEMENT
An employer who employs an employee who receives gratuity shall submit a quarterly wage report within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the required minimum wage. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is located at <https://www.esos.dco.dc.gov/>

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 ASSEKES 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 employees in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

ACCUMULATED START DATE
Paid leave accrues at the beginning of employment, provided that the accrual record not commence prior to November 13, 2008 and provided that an employer is required to allow accrual of paid leave for tipped restaurant or employee prior to February 22, 2014.

Accessing Paid Leave
An employee must be allowed to use paid leave no later than 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
Accrued 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 an employer has, each tipped employee must accrue at least one (1) hour per 43 hours work, up to the five (5) day calendar year and be paid at the full District of Columbia 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	1.1 hour per 43 hours worked	5 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	5 days per calendar year

UNUSED LEAVE
Under this Act, an employer's accrued paid sick leave carries over from year to year. Employees 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, five hundred dollars (\$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 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.

Minimum Work Week

Department of Employment Services
Building Service Employees Minimum Work Week Act
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services

MURIEL BOWSER, MAYOR
DR. LINDSEY MORRIS-HUGHES

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.

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 hours that are available for covered employees engaged in cleaning service may be prepared 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 employee shall post and maintain the notice in a conspicuous place, which shall be prescribed by the Mayor and provided to each covered employee 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 employee shall post every notice required to be posted by this act in English and all languages spoken by covered employees limited to or English-proficient, as defined in section 2 of the Act.

Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167-DC, Official Code § 2-2931.1) A covered employee who fails to comply with the posting requirements of this section shall be subject to the penalty set forth. (See section 8 of the Act for penalties)

Penalties

- A covered employee who willfully violates the posting requirements