

# WASHINGTON

WASHINGTON & FEDERAL LABOR LAW POSTER

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## EOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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

### Who is Protected?

- Employees (current and former), including managers and temporary employees.
- Union members and employees who belong to a union.
- Most private employees.
- State and local governments (as employers).
- Educational institutions (as employers).
- Unions.
- All gender.

### What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race.
- Color.
- National Origin.
- Religion.
- Sex.
- Pregnancy, sex, childbirth, and related medical conditions, sexual orientation, or gender identity.
- Age (40 years old and older).
- Disability.
- Genetic information (including employer requests for or purchase of, or disclosure of genetic tests, genetic services, or family medical history).

### 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 1974, as amended, § 38 U.S.C. 4212, prohibits employment discrimination against, and protects the rights of, veterans, including disabled veterans, in employment by contractors with the federal government. Under this law, contractors with federal contracts or subcontracts must make reasonable accommodations for disabled veterans with respect to their physical or mental impairments, unless doing so would cause undue hardship. Contractors must also provide equal opportunity for disabled veterans in all aspects of employment.

**See also:** Executive Order 13247, Executive Order 13278, and Executive Order 13487, which amended, prohibits employment discrimination by federal contractors on race, color, national origin, disability, and gender identity. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP)

200 Constitution Avenue, N.W.  
Washington, D.C. 20219

If you believe you have been discriminated against or have a disability, please dial 1-877-1-1 to access communication relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://oachelpdesk.dol.gov/>, or by mail to: U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), 200 Constitution Avenue, N.W., Washington, D.C. 20219. You may also call, toll-free, the telephone directory under "U.S. Government, Department of Labor" and ask for OFCCP. Contact Us: [www.dol.gov/agencies/ofccp/contact](http://www.dol.gov/agencies/ofccp/contact).

**PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE**

**Individuals with Disabilities**: Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have 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)

## DISCRIMINATION

### Washington State Law Prohibits Discrimination in Employment

#### Protected Classes:

- Race.
- Color.
- National Origin.
- Sex.
- Creed.
- Disability—Sensory, Mental or Physical.
- HIV, AIDS, and Hepatitis C.
- Age (40 years old and older).
- Marital Status.
- Pregnancy or Maternity.
- Sexual Orientation or Gender Identity.
- User of a service animal by a person with a disability.
- Honorably discharged Veteran or Military status.
- Retaliation for filing a whistleblower complaint with the state auditor.
- Retaliation for filing a nursing home abuse complaint.
- Retaliation for opposing an unfair practice.

April 2015

### EMPLOYEE POLYGRAPH PROTECTION ACT

#### EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests for pre-employment screening or during the course of employment.

**PROHIBITIONS:** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging or discriminating against an employee or prospective employee for refusing to take a test or for refusing to answer questions during a test.

**EXEMPTIONS:** Federal, state and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal government to certain individuals in the course of their official duties. The Act also exempts lie detector tests of certain kinds of lie detector tests to be administered in the private sector, subject to limitations, to certain prospective employees of security service firms (airline, car, alarm, and guard, and other service companies). The law also permits lie detector tests if they permit polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (fraud, embezzlement, etc.) that resulted in economic loss to the employer. The law does not

### PAID FAMILY AND MEDICAL LEAVE

## Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events.

It's here for you when you need it most, so you can focus on what matters.

#### How it works

Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,542 per week.

**Your rights**  
If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave. If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is 0.92% of your wage. You may be about 71.52% of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor to help resolve independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at [www.paidleavewa.org](http://www.paidleavewa.org) or call the Ombuds' office at 844-395-6697.

Learn more and apply at [paidleave.wa.gov](http://paidleave.wa.gov)

### WASHINGTON SUMMARY OF WORKPLACE RIGHTS

## Washington State Department of Labor & Industries

### It's the law!

Employers must post this notice where employees can read it.

#### Wage and Overtime Laws

Workers must be paid the Washington minimum wage.

- Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked.
- See [www.Lni.wa.gov/minwage](http://www.Lni.wa.gov/minwage).

Workers who are 14 or 15 may be paid 85% of the minimum wage.

Tips cannot be counted as part of the minimum wage. Employers must pay all tips to employees.

Overtime pay is due when working more than 40 hours

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

#### Workers Need Meal and Rest Breaks

Meal period

Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at [www.Lni.wa.gov/MealAndRestBreaks](http://www.Lni.wa.gov/MealAndRestBreaks).

Breaks

- Most workers are entitled to a 10-minute paid rest break for each four hours worked and must not work more than three hours without a break.
- Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.
- If you are under 18, see "Teen Corner" at right.

#### Pay Requirements

Regular Payday

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

For more information regarding authorized deductions, go to [www.Lni.wa.gov/Wages](http://www.Lni.wa.gov/Wages) or click on "Paycheck deductions."

#### Equal Pay and Opportunities Act

Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers are also prohibited from requesting a job application's wage or salary history, except under certain circumstances, and cannot require an applicant's wage history to meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15 or more employees. For more information or to file a complaint, go to [www.Lni.wa.gov/EQOPay](http://www.Lni.wa.gov/EQOPay).

#### Teen Corner — Information for Workers Ages 14–17

The minimum age for work is generally 14, with different rules for ages 14–15 and ages 16–17.

Employers must have a minor work permit to employ teens. This requirement applies to family members except on family farms. Teens do not need a work permit.

- Teens are required to have authorization forms signed before they begin working. For summer employment, parents must sign the "Teen Worker" or "Summer Work" form. If you work during school year, a parent and a school official must sign the Parent/School Authorization form.
- Many teens are not allowed to work for anyone under 18 because they are not safe.
- Work hours are limited for teens, with more restrictions on work during school weeks.

#### Meal and rest breaks for teens

In agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours.

Teens who are 14 or 15 must have a 30-minute meal period no later than the end of their four hours, and a 10-minute paid break for each four hours worked.

To find out more about teens in the workplace: [www.Lni.wa.gov/TeenWorkers](http://www.Lni.wa.gov/TeenWorkers); 1-866-219-7321; teensafety@lni.wa.gov.

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