The Right to Breastfeed

OHR WORKPLACE POSTERS:



Office of Human Rights

NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

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

mployment compensation benefits. To apply for benefits, please call and make ar ointment to visit one of the American Job Centers listed below.

American Job Center – Headquarters	American Job Center – Northeast
4058 Minnesota Avenue, N.E.	CCDC - Bertie Backus Campus
Washington, DC 20019	5171 South Dakota Avenue, N.E., 2nd Floor
(202) 724-2337	Washington, DC 20017
	(202) 576-3092
American Job Center – Northwest	American Job Center – Southeast
Frank D. Reeves Municipal Center	3720 Martin Luther King, Jr. Avenue, S.E.
2000 14th Street, N.W., 3rd Floor	Washington, DC 20032
Washington, DC 20009	(202) 741-7747
(202) 442-4577	
American Job Centers Hours of Operation: Monday - Thursday 8:30 a.m 4:30 p.m.	

Rev. 02.01.2015



PAYCHEX

District Of Columbia

State Labor Law Postings

Minimum Wage

Under the District of Columbia Human Rights Act of 1977, as amended,

- A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breas or any part of it is uncovered during or incidental to the breastfeeding of her child.
- An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort
- An employer is not required to provide break-time if it would create an undue hard-ship on the operations of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee feels as if she is being discriminated against under the Act, she may contact:

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

NOTICE OF COMPLIANCE

OFFICE OF WORKERS' COMPENSATION

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (202) 671-1000 • (202) 671-1929 (Fax)

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

- You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation 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) 671-9000 or visit http://doe.adg.org/ for information.

 You may not sue your employer as a result of a work-related initiation.
- http://doesdc.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 Worker's Compensation Law.
- Denemts.

 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 logal representation if you so choose.

- You are required to have Workers' Compensation insurance coverage if you have one (i) or more employees.

 You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.

 You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers'
 Compensation, 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 (to) working days after the date of knowledge thereof.

 Your employee must file Form No. 7 DCWC, Employee's Volkice of Accidental Injury or Occupational Disease, Please provide
 your employee with Form No. 7 DCWC, Employee's Volkice of Accidental Injury or Occupational Disease. Please provide
 your employee with Form No. 7 DCWC and direct them to complete it and return it to you and the Office of Workers'
 Compensation. Once you have received notice from the employee, you are required to send the employee a notice of his/her
 rights and obligations by certified mail, return receipt requested.
 You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days
 which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge
 thereof.
- thereot. You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee. You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http://does.dc.gov.

NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law NAME OF INSURANCE COMPANY Fmnlover ID Number (if number unknown, employer to request from IRS) THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN

AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS



GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

- 1	Employees who do not receive gratuities	Employees who receive gratuities
- [\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
ſ	\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
ſ	\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
ſ	\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021
ſ	\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022
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 gratuites and		

MINIMUM WAGE EXCEPTIONS

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

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

 1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S.Department of Labor.

 2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.

 3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.

 4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.

 5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government.

 6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a minimum wage exception. Newly hired persons 18 yea age or older must be paid the established District of Columbia minimum wage immediately upon hire.

 7. The minimum wage provision does not apply to persons:

 a. employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or be none grid in the delivers of newspansers to the home of the consumer.
- b. engaged in the delivery of newspapers to the home of the consumer

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

- overtime provision shall not apply to persons employed:

 1. In a bona fide executive, administrative, professional, computer, or outside sales capacity;

 2. As a private household worker who lives on the premises of the employer;

 3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;

 4. As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;

 5. By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees; or

 6. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to ultimate purchasers.

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

ers 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 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 lal 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.

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For over four (4) 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

v 1310193 s are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for lodging provided by the employer

DELECTIONS

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

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 employee'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 OUARTERLY WAGE REPORT wage report within 30 days of the end of each quarter to the Mayor certifying that the employe

1. The Mayor has created an Internet-based portal for online reporting of the quarterly wage reports and it is located at https://www.essp.does.dc.gov/.

2. An employer shall submit its quarterly wage reports online unless the employer claims that online reporting creates a hardship, in which case the employer shall submit its

3. The Mayor shall provide reporting requirements training to educate employers about the reporting requirements and use of the Internet-based portal. FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR

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 DEPARTMENT OF EMPLOYMENT SERVICES

₩c*xx GOVERNMENT OF THE DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR

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

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

<u>Hamily Leave.</u> 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

ces for medical leave under DCFMLA includes recovering from a serious illness rendering

e under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule loyees can also use any accrued time instead of unpaid leave.

Employee Eligibility

An employee is eligible under the Act if she or he has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment at more than one District agency.

Employer Posting Requirements

Filing a Complaint of a Violation

at 441 4th Street NW, Suite 570N, Washington, DC 20001 stions about the OHR process can also be answered by phone at (202) 727-4559

ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010

Wage Theft Prevention NOTICE

Labor Standards Bureau Office of Wage-Hour

The Wage Theft Prevention Amendment Act of 2014

The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of February 26, 2015. The law includes provisions to enhance applicable remedies, fines, and administrative penalties when an employer fails to pay earned wages, to provide for suspension of business licenses of employers that are delinquent in paying wage judgments or agreements, to clarify administrative procedures and legal standards for adjudicating wage disputes, to require the employer to provide written notice to each employee of the terms of their employment, and to maintain appropriate employment records.

Written Employment Notice:

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

1) The name of the employer and any "doing business as" (DBA) names used by the employer

- The physical address of the employer's main office or principal place of business, and a mailing address if different
- 3) The telephone number of the employer 4) The employee's rate of pay and the basis of that rate, including:
 a Rate by the hour, shift, day,or week (whichever is applicable)
- Salary, Piece Rate, or commission (whichever is applicable) Any allowances claimed as part of the minimum wage, including tip
- meal, or lodging allowances Overtime rate of pay or exemptions from overtime pay Living wage or exemptions from the living wage
- 5) The employee's regular payday designated by the employer The Mayor shall make available for employers a sample template of the notice within 60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014. (Immediate Notice to new employees is required regardless of the template release date.)

Wase Payment Liability:

When the employer is a subcontractor and has failed to pay an employee any wages earned, the subcontractor and the general contractor shall be jointly and severally liable to the subcontractor's employees for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act.

Any applicable prevailing wages

- When a temporary staffing firm employs an employee who performs work on behalf of or to the benefit of another employer pursuant to a temporary staffing arrangement or contract for services, both the temporary staffing firm and the employer shall be jointly and severally liable for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act to the employee and to the
- Every employer shall pay wages earned to his employees on regular payday designated in advance by the employer and at least twice during each calendary

Notice of Complaint eged to be in non-compliance with the Act, The Mayor shall For any employer alleged to be in no deliver two (2) notices to the employer

- Notice of Complaint that specifies:

 a. The alleged violation Potential damages, penalties, and other cost
 - Rights and obligations of the parties d. Process for contesting the complaint
- 2. Notice of Investigation that must be posted for all employees to see for a period of at least 30 days that specifies:
 - a. An investigation is being conducted
 b. Information for employees on how they may participate
- Rules against Retaliation The WTPAA extends the protection and it also gives the Mayor power to enforce this
 - · Threats are now included as a form of retaliation.
- This law protects employees even if their employer incorrectly believes they made a complaint.
- Procedural Options Wage-Hour Investigation Administrative Law Judge Hearing

· Civil Court Proceedings

Potential Penalties

Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code

§ 32-1307(a) Section 7a – Wage Theft Prevention Fund

Family And Medical Leave Act And Parental Leave Act

determines that an employer has violated any provision of this Act, the Mayor shall order the employer to provide affirmative remedies including: compensatory damages, punitive damages, and additional damages as provided in the law. The administrative fines and penalties collected under this section shall be deposited in the Wage Theft Prevention Fund. • Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf.

Parental Leave Act

Know Your Rights in the District of Columbia

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.

section 10(a).

ASSLA Penalties D.C. Official Code § 32-131.12

ee must notify the employer 10 days before the requested leave unless the school-related activity was n foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank lea

Definition of Parent or Guardian

· person who acts as a guardian of a child; · aunt, uncle, or grandparent of a child; or is

a person married or in a domestic partnership to a person listed above

Employer Posting Requirements

Filing a Complaint of a Violation

Questions about the OHR process can also be answered by phone at (202) 727-4559.

Office of Human Rights ohr.dc.gov phone: (202) 727-4559 fax: (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20010

NUMBER OF HOURS ACCRUED

UNUSED LEAVE

inused paid sick leave upon terr

employee works. For tipped employees of re

UNEMPLOYMENT INSURANCE

Your employer is subject to the District of Columbia Unemployment Compensation Act which

If you should become unemployed or your hours are reduced, you may be entitled to receive

You may also apply for benefits through the Internet at www.dcnetworks.org.

IMPORTANT: Employers must display this Notice To Employees promine emises. Additional copies may be furnished upon request by calling (202) 698-7550.



THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ

Employees who do not receive gratuities	Employees who receive gratuities
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour heginning July 1, 2022

OVERTIME PAY

The overtime provision shall not apply to persons employed:

DEDUCTIONS

All labor laws enforced within the District of Columbia

can be found on www.does.dc.gov.

d by the type of business, the number of employees an employer has, and the number of hours an oyees of restaurants or bars, regardless of the number of employees the employer has, each tipped

(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014)
REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR
THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE. EMPLOYERS REQUIRED TO COMPLY WITH THE ACT Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

Accrued Sick and Safe Leave

OFFICIAL NOTICE

(Post Where Employees Can Easily Read)

Accrued Sick and Safe Leave Act of 2008

ACCRUAL START DATE I leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and vided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to February 22, 2014. Paid leave accrues on an employer's established pay period. An employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use leave on short notice if the reason for leave is unforesceable. ACCESSING PAID LEAVE

employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employers, use the following chart: Employees accrue at least... If an employer has... Not to Exceed... 100 or more employees 1 hour per 37 hours worked 7 days per calendar year 25 to 99 employees 1 hour per 43 hours worked 5 days per calendar year 3 days per calendar year Less than 25 employees 1 hour per 87 hours worked

EMPLOYEE PROTECTION who assert their rights to receive paid sick leave or provide information or assistance to help enforce the 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 oblars (500) for the first officuse, fifteen hundred dollars (\$1,500) for the second officuse, and two thousand dollars (\$2,000) for the third and any other penalty in the amount of the penalty in the amount of the second officuse.

ination or resignation of employmen

n employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for

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 la
or to file a complaint, visit www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at 4058 M
Avenue, N.E., Suite 3600, Washington, D.C. 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

The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.

The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

For the first offense, an amount per affected employee of not more than \$2,500; for any subsequent offense, an amount per affected employee of not more than \$5,000.

occurred or continued.

Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more than 90 days, or both.

In addition to and apart from any other penalties or remedies provided for in this Act or the Living Wage Act, the Mayor shall assess and collect administrative penalties as follows:

Any employer who willfully fails to comply with the provisions of this Act or the

 For the first offense, \$50 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or For any subsequent offense, \$100 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation

The Mayor shall collect administrative penalties in the amounts set forth below for the following violations:

Ohreword Five hundred dollars for failure to provide notice of investigation to employees o Five hundred dollars for failure to post notice of violations to the public

Accrued Sick and Safe Leave Act or the Minimum Wage Revision Act.

No administrative penalty may be collected unless the Mayor has provided any person alleged to have violated any of the provisions of this section notification of the violation, notification of the amount of the administrative penalty to be imposed, and an opportunity to request a formal hearing held pursuant to the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat 1203, D.C. Official Code § 2-501 et seq). The Mayor shall issue a final order following the hearing, containing a finding that a violation has or has not occurred. If a hearing is not requested, the person

to whom notification of violation was provided shall transmit to the Mayor the amount of the penalty within 15 days following notification. There is established as a special fund the Wage Theft Prevention Fund ("Fund"), which shall be administered by the Department of Employment Services. The Fund shall be used to enforce the provisions of this Act, the Minimum Wage Revision Act, the Accrued Sick and Safe Leave Act, and the Living Wage Act. The money deposited into the Fund, and interest earned, shall not revert to the unrestricted fund balance of the General Fund of the District of Columbia at the end of a fiscal year, or at any other time.

Any person who willfully or negligently violates any of the provisions of §32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or to imprisonment of not more than six (6) months, or both. No person shall be imprisoned under this section except for an offense committed willfully after the conviction of that person for a prior offense

under this section. the District of Columbia and shall be conducted by the Attorney General of the

In addition to and apart from the penalties or remedies provided for in this

section. the Mayor shall assess and collect administrative penalties as follows:

1. For the first violation, \$50 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued: For any subsequent violations, \$100 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued;

3. \$500 for each failure to maintain payroll records or to retain payroll records for three (3) years or whatever the prevailing federal standard is, whichever is greater for each violation;

 \$500 for each failure to allow the Mayor to inspect payroll records or perform any other investigation; \$500 for each failure to provide each employee an itemized wage statement or the written notice as required by section 9(b) and (c); and

6. \$100 for each day that the employer fails to post notice as required under

As nemployer who willfully violates the requirements of this Act shall be subject to a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor

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

EMPLOYER NOTE: Must be posted in a conspicuous place for convenient viewing by all employees and applicants