

# DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

## MINIMUM WAGE RATES

EMPLOYEES WHO DO NOT RECEIVE TIPS	EMPLOYEES WHO RECEIVE TIPS
\$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 beginning July 1, 2022
\$17.00 per hour beginning July 1, 2023	\$6.00 per hour beginning May 1, 2023 \$8.00 per hour beginning July 1, 2023
\$17.50 per hour beginning July 1, 2024	\$10.00 per hour beginning July 1, 2024

The minimum wage increases each year in proportion to the Consumer Price Index for both employees who do not receive tips and for employees who do receive tips.

## MINIMUM WAGE EXCEPTIONS

The 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, ended the exception for adult learners. Newly hired persons 18 years of 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
  - b. engaged in the delivery of newspapers to the homes of consumers.

## OVERTIME PAY

Employees must be paid at least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

## OVERTIME EXCEPTIONS

The overtime provision does not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity.
2. As a seaman, railroad worker, or newspaper carrier.
3. By an air carrier employee who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees.
4. 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 final purchasers.

**NOTES:** 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, is 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/whd](http://www.dol.gov/whd).

## UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by the employer or by law, or employers must 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 uniforms that the employee purchases, the additional payment required is 8 cents per hour.

## MEALS

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 more than four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees who live on the employer’s premises, no more than \$6.36 per day can be deducted.

## ON-CALL TIME

An employee who is required to stay at the employer’s premises while on call is working. An employee who is required to remain in a specified geographic area, such as at home or within a 2-hour drive of the worksite, or who is allowed to leave a message where he/she can be reached, is usually not working while on call.

## OTHER PROVISIONS

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

## DEDUCTIONS

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

## 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 to tipped employees. If an employee’s hourly tips (averaged weekly) added to the service rate do not equal the minimum wage for non-tipped employees, the employer must pay the difference. **(See the minimum wage rates on page one.)**

## INTERNET-BASED TIP PORTAL FOR SUBMITTING QUARTERLY WAGE REPORTS ONLINE

Employers who hire a tipped worker 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.

1. The Mayor has created an Internet-based portal for online quarterly wage reports located at [essp.does.dc.gov](https://essp.does.dc.gov).
2. Employers shall submit quarterly wage reports online unless online reporting creates a hardship, in which case the employer shall submit reports in hard-copy form.
3. The Mayor provides training to educate employers about the reporting requirements and use of the Internet-based portal.

## ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR

All labor laws enforced within the District of Columbia can be found on [does.dc.gov](https://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, NE  
Washington, D.C. 20019  
(202) 671-1880 | [does.dc.gov](https://does.dc.gov)



DISTRICT OF COLUMBIA  
DEPARTMENT OF  
EMPLOYMENT SERVICES



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

# **PROVISIONS OF THE D.C. CHILD LABOR LAW**

(EMPLOYMENT OF MINORS, D.C. CODE, TITLE 32, CHAPTER 2, SECTION 32-201 THROUGH 32-224, JUNE 15, 1976)

**NO MINOR UNDER 14 YEARS OF AGE SHALL BE EMPLOYED\*** in any gainful occupation with the exception that minors 10 years of age and over may be employed outside of school hours in the distribution of newspapers and minors 12 years of age and over may be employed in the sale of newspapers.

No minor under 12 years of age shall distribute, sell or expose or offer for sale any newspapers, magazines, periodicals or any other article of merchandise of any description or distribute handbills or circulars in any street or public place; except minors 10 years of age and over may engage in the distribution of newspapers, magazines or periodicals on fixed routes. This section does not apply to the distribution or circulation of political literature or petitions or such other materials for which the minor receives no pay.

No minor under 16 years of age shall be employed at any of the following occupations:

- (1) in the operation of any machinery operated by power other than hand or foot power;
- (2) in oiling, wiping or cleaning machinery or assisting therein.

This section does not apply to any duly approved vocational education program or training under the auspices of the D.C. Board of Education or the Trustees of the University of The District of Columbia.

No minor under 18 years of age shall be employed:

- (1) at operating any freight or non-automatic elevator;
- (2) in any quarry, tunnel or excavation.

No minor under 16 years of age shall be employed in the stuffing of newspapers (inserters), nor shall work of any minor 16 or 17 years of age employed stuffing newspapers exceed 40 hours in any one week nor shall such minor be employed on more than one night in any week.

No minor under 18 years of age shall be employed in connection with any gainful occupation more than six (6) consecutive days in any one week or more than 48 hours in any one week or more than 8 hours in any one day.

No minor 16 or 17 years of age shall be employed before the hour of 6:00 AM nor after the hour of 10:00 PM, and no minor 14 or 15 years of age shall be employed before the hours of 7:00 AM nor after the hour of 7:00 PM, except during the summer (June 1 through Labor Day) when the evening hour shall be 9:00 PM.

No minor between the ages of 14 and 18 years of age shall be employed in any gainful occupation unless he/she has obtained a work permit. The employer shall keep the work permit on file and accessible to any person authorized to enforce this Act.

No minor under 16 years of age shall be employed in the sale of newspapers, magazines or any other articles or merchandise, in any street or public place unless he/she has procured and is wearing in plain sight a street trades badge issued by the Work Permits Unit.

No permit or badge shall be valid except for the employer named thereon and for the specific occupation designated.

**EXCEPTION: MINORS BETWEEN 14 AND 18 YEARS OF AGE MAY BE EMPLOYED WITHOUT A WORK PERMIT OUTSIDE OF SCHOOL HOURS IN IRREGULAR OR CASUAL WORK USUAL TO THE HOME OF THE EMPLOYER; PROVIDED, THAT SUCH EMPLOYMENT SHALL NOT BE IN CONNECTION WITH NOR FORM A PART OF THE BUSINESS, TRADE PROFESSION OR OCCUPATION OF THE EMPLOYER.**

## **PENALTIES**

Whoever employs any minor in violation of any of the provisions of the D.C. Child Labor Law or any order issued under the Act or interferes with or obstructs or hinders the enforcement of the D.C. Child Labor Law and whoever having under his/her control or custody any minor permits him/her to be employed in violation of the provisions of this Act, shall be fined not less than \$1,000 nor more than \$3,000, or imprisoned not less than 10 days nor more than 30 days, or both. A person convicted of a 2nd or subsequent offense under this section shall be fined not less than \$3,000 nor more than \$5,000, or imprisoned not less than 30 days nor more than 90 days, or both. Each day during which a violation of this subchapter occurs shall constitute a separate offense.

**\*NOTE: THE TERM "EMPLOYED" WHEREVER USED SHALL INCLUDE EMPLOYED, PERMITTED OR SUFFERED TO WORK.**

DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF EMPLOYMENT SERVICES  
OFFICE OF WORKERS' COMPENSATION

PO BOX 56098 • WASHINGTON, DC 20011 • (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  
TO EMPLOYEES

1. You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 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 it, you should mail it to the Office of Workers' Compensation at the above address, and to your employer.
2. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 for information.
3. You may not sue your employer as a result of a work-connected injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.
4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within (1) year after the last payment of benefits.
5. If you desire information regarding your rights and obligations prescribed by law, you may call your employer first. If you need further information you may call the Office of Workers' Compensation at (202) 671-1000.
6. The law gives you the right to be represented if you so desire.

TO EMPLOYERS

1. You are required to have Workers' Compensation insurance coverage if you have 1 or more employees.
2. You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.
3. You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' Compensation, copy to the nearest claim office of your insurer, on all occupational injuries or disease, as soon as possible, but no later than 10 days after the date of knowledge thereof.
4. Your employee must file Form No. 7 DCWC, Employee's Notice 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.
5. You are required to report to the Office of Workers' Compensation, and your insurer, and disability of more than 3 days which was not previously reported, as soon as possible, but no later than 10 days after the date of knowledge thereof.
6. 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.
7. 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.**

The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations

NAME OF INSURANCE COMPANY

NAME OF EMPLOYER

BY \_\_\_\_\_

\_\_\_\_\_  
**Employer ID Number**  
(if number unknown, employer to request from IRS)

# Equal Employment Opportunity (EEO) Workplace Poster

Updated: May 17, 2024



## Know Your Rights in the District of Columbia

### DC Human Right Act

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual or perceived):<sup>1</sup>

- Race
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Martial Status
- Personal Appearance
- Sexual Orientation
- Gender Identity and Expression
- Family Responsibilities
- Matriculation
- Political Affiliation
- Genetic Information
- Disability
- Credit Information
- Status as a victim or family member of a victim of Domestic Violence, Sexual Offense or Stalking (DVSOS)
- Homeless Status

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

### DC Family Medical Leave Act

The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care; or
- to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24 month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

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<sup>1</sup> Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense.

An employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months.

## DC Parental Leave Act

In accordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be entitled to a total of 24 hours leave<sup>2</sup> during any 12-month period to attend or participate in school-related events for his or her child.

A parent is defined as the:

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

A school-related event means an activity sponsored either by a school or an associated organization.

Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen.

## Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov](https://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

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<sup>2</sup> Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.



## 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 family leave and 16 weeks of medical leave during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act.

#### 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.

The employer may require medical certification and reasonable prior notice when applicable.

### Employee Eligibility

An employee is eligible under the Act if she or he has been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months<sup>1</sup>.

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

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

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<sup>1</sup> For family or medical leave that began prior to November 13, 2021, an employee is eligible under the Act if she or he was 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 did not need to have immediately preceded the request for leave.

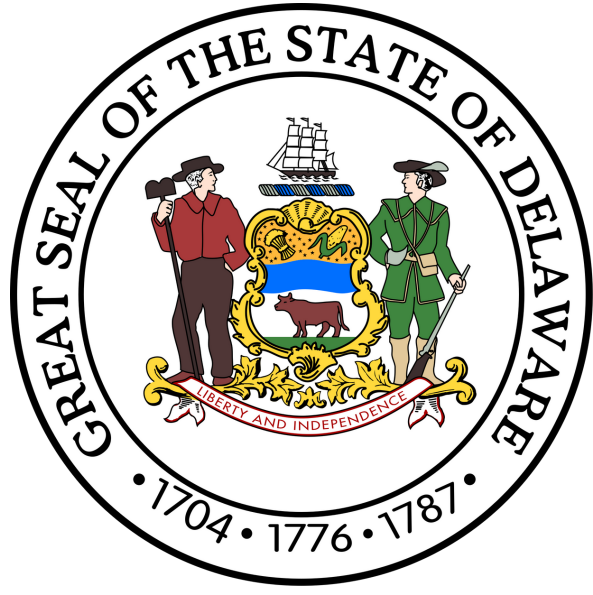
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**Fox Valley Offices**  
**4425 North Market Street- 3rd Floor**  
**Wilmington, DE 19802**  
**(302) 761-8200**



**Blue Hen Corporate Center**  
**655 S Bay Road, Ste. 2H**  
**Dover, DE 19901**  
**(302) 422-1134**

**Georgetown American Job Center**  
**8 Georgetown Plaza, Suite 2**  
**Georgetown, DE 19947**  
**(302) 856-5230**

**DELAWARE DEPARTMENT OF LABOR**  
**DIVISION OF INDUSTRIAL AFFAIRS**

**University Office Plaza**  
**252 Chapman Road, 2nd Floor**  
**Newark, DE 19702**  
**(302) 761-8200**

**Email: [wages@delaware.gov](mailto:wages@delaware.gov) | Email: [workpermits@delaware.gov](mailto:workpermits@delaware.gov) | Website: [Labor.delaware.gov](http://Labor.delaware.gov)**

**PAYMENT OF WAGES**

**EMPLOYERS OF FOUR (4) OR MORE EMPLOYEES ARE REQUIRED TO:**

- **Notify employees in writing at the time of hire:**
  1. Rate of Pay
  2. Day, hour, and place of payment
  3. Employer's fringe benefits policies
- Notify employees in writing of any reductions in the rate of pay, and any changes in the day, hour, or place of payment or benefits.
- Furnish each employee with a pay statement showing:
  1. Amount of wages due;
  2. Pay period covered by the payment;
  3. Amounts of deductions (separately specified) which have been made from the wages;
  4. Total number of hours worked in the pay period (for employees who are paid at an hourly rate).

**PAYMENT OF WAGES**

- Wages must be paid at least once each month.
- Employees must be paid all wages within seven (7) days from the close of each pay period [with some exceptions, see §1102(b)].
- If the payday falls on a non-work day, payment shall be made on the preceding work day.
- If an employee is not present on the regular payday, payment shall be made on the next regular workday that the employee is present or by mail (only if requested by the employee).
- Wages may be paid to a bank account designated by an employee (upon the employee's written request).
- Wages may be paid in cash or by check (provided that suitable arrangements are made by the employer for cashing at a bank or other business establishment convenient to the workplace).
- Whenever an employee quits, resigns, is discharged, suspended or laid off, the wages earned shall be paid on the next regularly scheduled payday(s) either through the usual pay channels or by mail (if requested by the employee) as if employment had not been suspended or terminated.

**UNLAWFUL DEDUCTIONS**

**Employers are not permitted to deduct or withhold wages for:**

1. Cash or inventory shortages;
2. Cash advances or charges for goods and services (unless there is a signed agreement specifying the amount owed and the repayment schedule);
3. Damaged Property
4. Failure to return employer's property

**MINIMUM WAGE**

**Regular Rate:**

**effective: 06-01-15 - \$8.25/hour**  
**effective: 01-01-19 - \$8.75/hour**  
**effective: 10-01-19 - \$9.25/hour**  
**effective: 01-01-22- \$10.50/hour**

**effective: 01-01-23 - \$11.75/hour**  
**effective: 01-01-24 - \$13.25/hour**  
**effective: 01-01-25 - \$15.00/hour**

**EMPLOYEES WHO RECEIVE TIPS**

The minimum cash wage payable to employees who receive tips is \$ 2.23 per hour, effective 10/1/96.

The employer must be able to prove that the employee received the balance of the full minimum rate in tips.

**MINIMUM WAGE (continued)**

**NOTE:** Delaware's minimum cash wage for tipped employees is greater than the cash wage required by federal law. Employers must pay Delaware's higher rate.

Tips may not be taken or retained by an employer except as required by law. Tip-pooling is permitted (under certain conditions) in an amount not to exceed 15% of the actual tips received by the employee.

**MINIMUM WAGE EXEMPTIONS:**

- Employees in agriculture.
- Employees in domestic service in or about private homes.
- Employees of the United States Government.
- Outside commission paid salespeople.
- Bona fide executives, administrators, and professionals.
- Employees engaged in fishing and fish processing at sea.
- Volunteer workers (for educational, religious or non-profit organizations).
- Junior camp counselors employed by non-profit summer camp programs.

**RECORD KEEPING REQUIREMENTS:**

- ◆ **Employers must keep records (including the rate of pay, hours worked, and amount paid for each employee for three (3) years.**

**BREAKS**

**All employees must be offered a meal break of at least 30 consecutive minutes if the employee is scheduled to work 7.5 or more hours per day.**

Must be after the first 2 hours of work and before the last 2 hours of work.

**This rule does not apply when:**

- The employee is a professional employee certified by the State Board of Education and employed by a local school board to work directly with children.
- There is a collective bargaining agreement or other employer-employee written agreement which provides otherwise.

**Rules have been issued granting exemptions when:**

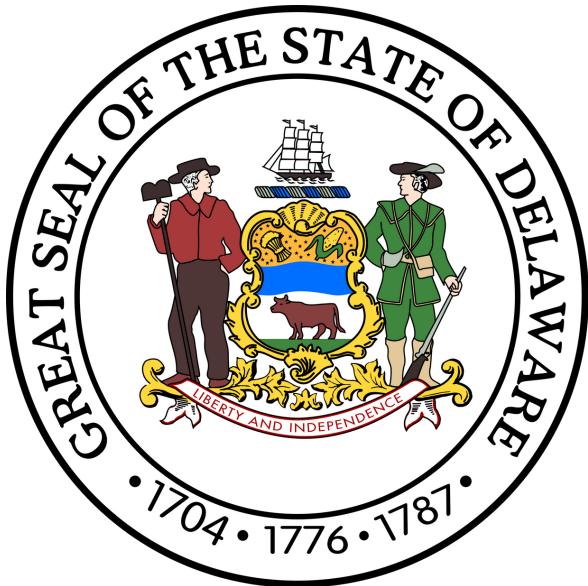
- Compliance would adversely affect public safety.
- Only one (1) employee may perform the duties of a position.
- An employer has fewer than five (5) employees on a shift at one location (the exception would only apply to that shift).
- The continuous nature of an employer's operations, such as chemical production or research experiments, requires employees to respond to urgent or unusual conditions at all times and the employees are compensated for their meal breaks.

**Where exemptions are allowed, employees must be allowed to eat meals at their work stations or other authorized locations and use restroom facilities as reasonably necessary.**



**Fox Valley Offices**  
**4425 North Market Street- 3rd Floor**  
**Wilmington, DE 19802**  
**(302) 761-8200**

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**8 Georgetown Plaza, Suite 2**  
**Georgetown, DE 19947**  
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**DELAWARE DEPARTMENT OF LABOR**  
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**(302) 761-8200**

**Email: [wages@delaware.gov](mailto:wages@delaware.gov) | Email: [workpermits@delaware.gov](mailto:workpermits@delaware.gov) | Website: [Labor.delaware.gov](http://Labor.delaware.gov)**

**CHILD LABOR**

**General Provisions**

- The minimum age for employment is 14.
- Work Permits are required for all employed minors under the age of 18.
- Employers are required to keep Work Permits on file for each employed minor.
- A new Work Permit is required when the employer of a minor changes.

**Provisions for Individuals 14 and 15 Years of Age:**  
**MINORS 14-15 YEARS OF AGE SHALL NOT WORK:**

- Before 7:00 a.m. or after 7:00 p.m. - except from June 1st through Labor Day when the evening hour shall be extended to 9:00 p.m.
- More than four (4) hours per day on school days
- More than eight (8) hours per day on non-school days
- More than eighteen (18) hours in any week when school is in session for five (5) days
- More than six (6) days in any week
- More than forty (40) hours per week; and
- More than five (5) hours continuously without a non-work period of at least thirty (30) consecutive minutes.

**Specific Provisions for Individuals 16 and 17 Years of Age:**

- Not more than twelve (12) hours in a combination of school and work hours per day
- Must have at least eight (8) consecutive hours of non-work, non-school time in each twenty-four (24) hour period
- May not work more than five (5) hours continuously without a non-work period of at least thirty (30) consecutive minutes.

For a list of Prohibited Occupations, contact:

**The Delaware Department of Labor, Division of Industrial Affairs, Office of Labor Law Enforcement at any of the addresses listed.**

This poster provides only general information regarding the provisions of Delaware's Child Labor Laws. The requirements of state law do not affect an employer's obligation to comply with any provisions of federal law.

It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.

Employers Are Required By Law To Display This Official Poster In A Place Accessible To Employees And Where They Regularly Pass

Violations of Delaware Labor Laws could result in fines of up to \$20,000 per violation.

**WAGE THEFT**

**An employer may not do any of the following:**

- Employ an individual without reporting the individual's employment to all appropriate government agencies and paying all applicable taxes and fees for the individual.
- Fail to properly withhold state and federal taxes from an employee.
- Fail to forward money withheld from an employee's wages to the appropriate state or federal agency within 7 days of the applicable pay period.
- Pay an employee wages that are less than the minimum wage established under state and federal law for the work performed.
- Misclassify a worker as an independent contractor for purposes of avoiding wage, tax, or workers' compensation obligations under this title.
- Knowingly conspire to assist, advise, or facilitate a violation of this section.

**PENALTIES**

- Following an investigation in which the Department makes an initial determination that an employer has violated one or more provisions of subsection (a) of this section, the Department may decide to impose a civil penalty.
- An employer who violates this section is subject to a civil penalty of not less than \$2,000 and not more than \$20,000 for each violation.
- Each instance of a violation of subsection (a) of this section per employee is a separate violation.
- The Department may also refer cases to the Department of Justice for criminal prosecution consistent with § 841D of Title 11

**RETALIATION**

An employer is subject to a civil penalty of not less than \$20,000 and not more than \$50,000 for each violation if the employer discharges or in any manner retaliates or discriminates against an individual because that individual does any of the following under this section:

- a. Made a complaint or provided information to the Department.
- b. Caused, or is going to cause, an investigation to be instituted.
- c. Testified, or is going to testify, in a hearing.



# Parental Leave Act Workplace Poster

Updated: May 17, 2024



## Know Your Rights in the District of Columbia

### Work Leave for Parenting Purpose

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 (*e.g.*, the child's teacher has requested an emergency parent-teacher conference). The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave.

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

### Definition of Parent or Guardian

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

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

### Employer Posting Requirements

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

This document is a factsheet and guidance provided by the D.C. Office of Human Rights (OHR) regarding legislative changes made to the D.C. Human Rights Act of 1977 (DCHRA) and the Office of Human Rights Establishment Act of 1999 (HREA). This document may be used for educational purposes only and not as legal advice to apply to a particular situation. Any person or entity in need of legal advice should consult an attorney.

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

- **Online** at [ohr.dc.gov](https://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

# Protecting Pregnant Workers Fairness Act Workplace Poster

Updated: October 30, 2024



## Know Your Rights in the District of Columbia

### Accommodations for Pregnancy, Childbirth and Chest/Breastfeeding

The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, chest/breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

### Types of Accommodations

Employers must make all reasonable accommodations,<sup>1</sup> including by not limited to:

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

### Prohibited Actions by Employers

Employers may not:

- Refuse an accommodation unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided; or
- Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

### Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification **must include**:

1. The date the accommodation became or will become medically advisable;
2. An explanation of the medical condition and need for a reasonable accommodation; and
3. The probable length of time the accommodation should be provided.

## Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to chest/breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit: OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

- **Online** at [ohr.dc.gov](https://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

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<sup>1</sup> A “reasonable accommodation” is one that does not require significant difficulty in the operation of the employer’s business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.



# NOTICE TO EMPLOYEES

## Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of 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 deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services.

If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the One-Stop Service Centers listed below.

<p><b>DC Works! Career Center</b> <b>Northwest</b> Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Fl. Washington, DC 20009 Hours: 8:30 a.m. – 4:00 p.m. (202) 442-4577</p>	<p><b>DC Works! Career Center</b> <b>Northeast</b> CCDC - Bertie Backus Campus 5171 South Dakota Avenue, N.E., 2nd Fl. Washington, DC 20017 Hours: 8:30 a.m. – 4:00 p.m. (202) 576-3092</p>
<p><b>DC Works! Career Center</b> <b>Southeast</b> 3720 Martin Luther King, Jr. Avenue, S.E. Washington, DC 20032 Hours: 8:30 a.m. – 4:00 p.m. (202) 741-7747</p>	<p><b>DC Works! Career Center</b> <b>Headquarters</b> 4058 Minnesota Avenue, N.E. Washington, DC 20019 Hours: 8:30 a.m. – 4:00 p.m. (202) 724-2337</p>

You may also apply for benefits through the Internet at [www.dcnetworks.org](http://www.dcnetworks.org).

**IMPORTANT:** Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.

