



# **NOTICE TO WORKERS**

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Virginia UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

## **YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF:**

- You are totally unemployed.
- You are working reduced wages or hours.

## **YOU WILL NEED TO PROVIDE:**

- Your full legal name
- Your Social Security Number
- Your authorization to work (if you are not a US Citizen or resident)

## **IF TOTALLY UNEMPLOYED, ON A TEMPORARY LAYOFF, OR IF WORKING REDUCED HOURS:**

The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at [www.vec.virginia.gov](http://www.vec.virginia.gov) or by calling our Customer Contact Center at 1-866-832-2363. Register for work online at [www.vawc.virginia.gov](http://www.vawc.virginia.gov).

## **TO BE ELIGIBLE FOR BENEFITS, THE LAW REQUIRES THAT YOU:**

- File a claim with the Virginia Employment Commission.
- Have earned sufficient wages from employers who are subject to the Virginia Unemployment Compensation Act or any other State within your Base Period.
- Must be unemployed through no fault of your own.
- Must be able and available for work and actively searching for work.
- Continue to report as instructed by the Virginia Employment Commission.

You cannot be paid unemployment benefits until you have filed your claim and have met all eligibility requirements. You should file your claim as soon as you become unemployed, or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit website [www.vec.virginia.gov](http://www.vec.virginia.gov) or call our Customer Contact Center at 1-866-832-2363.

## **THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE VISIBLE TO ALL WORKERS.**

**EFFECTIVE MARCH, 14, 2024, EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT ([42 USC, §1103 \(h\)\(2\)](#)).**

An Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities. Please call 866-832-2363 or  
Email: [translation@vec.virginia.gov](mailto:translation@vec.virginia.gov) for Language Access/Assistance.

This notice is available in Spanish.  
Direct requests to: **Employer Accounts**  
**P.O. Box 26441**  
**Richmond, VA 23261-6441**

# Did you know Virginia has an income tax credit for low-income, working individuals and families?



## Could you be eligible?



**Two ways to increase your income:**

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

**FIND OUT IF YOU QUALIFY** for the Commonwealth of Virginia income tax credit today! Visit the Low Income Individuals Credit page on the Virginia Tax site: **[www.tax.virginia.gov/low-income-individuals-credit](http://www.tax.virginia.gov/low-income-individuals-credit)**

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

# WORKERS' COMPENSATION NOTICE

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

## **THE EMPLOYEE SHOULD:**

1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
2. Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf.
3. In case of failure to reach an agreement with the employer in regard to compensation under the act, file application with the Commission for a hearing within two years of the date of accidental injury or first communication of the diagnosis of an occupational disease.
4. If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident.

**NOTE:** The employer's report of accident is not the filing of a claim for the employee.

## **THE EMPLOYER SHOULD:**

1. At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician.
2. Report the injury to the Commission through your carrier or directly to the Commission.
3. Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc.

Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION

333 E. Franklin St  
Richmond, Virginia 23219

1-877-664-2566  
[www.workcomp.virginia.gov](http://www.workcomp.virginia.gov)

Every employer within the operation of the Virginia Workers' Compensation Act MUST POST THIS NOTICE IN A CONSPICUOUS PLACE in his place of business.

# Look Below the Surface

## Human Trafficking is Modern Day Slavery

### Do you ever feel like you are a slave?

It is possible you could be a victim of human trafficking without even realizing it

### Ask yourself

Has anyone ever convinced you to have sex for money?

Has anyone forced you to work to pay off a debt to them or anyone else?

Has anyone ever lied to you about the type of work you would be doing?

Has anyone made threats against you or your family?

### You need to know

It is illegal for someone to do this to you

Your immigration status does not matter

You can find help

Victims of human trafficking are protected under both United States and Virginia Law

If you or someone you know is being forced to engage in any activity and cannot leave, whether it is commercial sex, housework, farm work, or any other activity - call the trafficking hotline to access help and services.

The National Human Trafficking Hotline: **1-888-373-7888**

The hotline is available

24/7 Toll Free

Anonymous Confidential

Able to provide help and referral to

Services, Training, General Information

Available to Non-English Speakers



<http://www.doli.virginia.gov>





## Employers

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

## Employees

## Discrimination

It is illegal to retaliate against an employee for using any of their right under the law, including raising a safety or health concern with the employer or VOSH, or reporting a work-related injury or illness.

An employee who believes they have been discriminated against for exercising their rights under the Law, may file a complaint with the Commissioner of the Virginia Department of Labor and Industry within 60 days of the alleged discrimination.

## Inspection

CASPA

Complaints about State Plan Administration: Any person may complain to the Regional Administrator of OSHA (address below) concerning the Administration of the State Safety and Health Program.

Where there is no authorized employee representative, the VOSH inspector must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

## Citation

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

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

## Proposed Penalty

The Law provides for mandatory penalties against private sector employers of up to \$15,875 for each serious violation and for optional penalties of up to \$15,875 for each other-than-serious violation. Penalties of up to \$15,875 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$158,725 for each such violation.

Public Sector employers, all departments, agencies, institutions or other political subdivisions of the Commonwealth, are subject to the penalty provisions of 16VAC 25-60-260.

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

## State Coverage

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

## Voluntary Activity

Voluntary efforts by the employer to assure its workplace is in compliance with the Law are encouraged. Voluntary Safety and Health Consultation and Training Programs exist to assist employers. These services may be obtained by contacting the Virginia Department of Labor and Industry addresses

## Recordkeeping

Employers now have a new system for tracking workplace injuries and illnesses. OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using a question and answer format, the revised recordkeeping rule provides guidance for recording occupational injuries and illnesses and explains how to classify specific cases. Smaller employers (10 or fewer employees) are exempt from most requirements. To see if your industry is partially exempt, visit the OSHA Website at [www.osha.gov/recordkeeping/pub3169text.html](http://www.osha.gov/recordkeeping/pub3169text.html).

## Accident Reporting

All fatalities must be reported to VOSH within eight (8) hours. All injuries or illnesses that result in an in-patient hospitalization, amputation or loss of an eye must be reported to VOSH within twenty-four (24) hours. Failure to report may result in significant monetary penalties.

## Complaint

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

## OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS

**Headquarters**  
Brookfield Place  
6606 West Broad Street, Suite  
500 Richmond, Virginia 23230  
(804) 371-2327

**Northern Virginia/Manassas**  
9400 Innovation Drive, Suite 120,  
Manassas, VA 20110.  
(703) 392-0900

Abingdon  
The Johnson Center  
468 East Main Street,  
Suite 114,  
Abingdon, VA 24210  
(276) 676-5465



**VIRGINIA DEPARTMENT OF  
LABOR AND INDUSTRY**

**Central Virginia/Richmond**  
North Run Business Park  
1570 East Parham Road  
Richmond, VA 23228  
(804) 371-3104

**Tidewater/Norfolk**  
6363 Center Drive  
Building 6, Suite 101  
Norfolk, VA 23502  
(757) 455-0891

**Lynchburg**  
3704 Old Forest Road  
Suite B  
Lynchburg, VA 24501  
(434) 385-0806

U.S. Department of Labor OSHA  
Regional Administrator The Curtis  
Center, STE 740 West 170 South  
Independence Mall West  
Philadelphia, PA 19106-3309  
(215) 861-4900

**Southwest/Roanoke**  
Brammer Village  
3013 Peters Creek Road  
Roanoke, VA 24019  
(540) 562-3580

**Verona**  
P.O. Box 772  
201 Lee Highway  
Verona, VA 24482  
(540) 248-9280

**Gary G. Pan**  
**Commissioner**

**VIRGINIA SAFETY AND HEALTH  
CODES BOARD**

EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK.

Revised August 2024



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**P.O. Box 26441**  
**Richmond, VA 23261-6441**

# VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

## **Protections from Discrimination – Va. Code § 2.2-3909**

Effective July 1, 2020, employers with five or more employees for a 20-week period in the current or preceding year must provide reasonable accommodations for pregnancy, childbirth or related medical conditions, including lactation, unless the accommodation would impose an undue hardship. Employers also may not, in response to a request for a reasonable accommodation for pregnancy:

- take adverse actions against an employee;
- deny employment or promotions; or
- require an employee to take leave if another reasonable accommodation can be provided.

## **Reasonable Accommodations**

Examples of reasonable accommodations include more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

## **Interactive Process**

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

## **Complaints**

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

## **OFFICE OF THE ATTORNEY GENERAL**



Division of Human Rights

202 North 9<sup>th</sup> Street

Richmond, Virginia 23219

[www.ag.virginia.gov](http://www.ag.virginia.gov)

[human\\_rights@oag.state.va.us](mailto:human_rights@oag.state.va.us)

P: (804) 225-2292; F: (804) 225-3294



# Seizure First Aid

How to help someone having a seizure

1

**STAY** with the person until they are awake and alert after the seizure.

- ✓ **Time** the seizure
- ✓ Remain **calm**
- ✓ Check for **medical ID**



2

Keep the person **SAFE**.

- ✓ Move or guide away from **harm**



3

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

- ✓ Keep **airway clear**
- ✓ **Loosen tight clothes** around neck
- ✓ Put **something small and soft** under the head



Call  
**911**  
if...

- ▶ Seizure lasts longer than 5 minutes
- ▶ Person does not return to their usual state
- ▶ Person is injured, pregnant, or sick
- ▶ Repeated seizures
- ▶ First time seizure
- ▶ Difficulty breathing
- ▶ Seizure occurs in water

Do  
**NOT**

- ✗ Do **NOT** restrain.
- ✗ Do **NOT** put any objects in their mouth.
- ✓ **Rescue medicines can be given** if prescribed by a health care professional

Learn More and Register for Training: [epilepsy.com/firstaid](https://epilepsy.com/firstaid)



**EPILEPSY**  
FOUNDATION

[epilepsy.com](https://epilepsy.com)

24/7 Helpline: 1-800-332-1000

In Partnership with  
Virginia Department  
of Labor and Industry





# RESOURCES FOR VIRGINIA VETERANS



The following resources are available at no cost to aid Virginia's veterans.

[www.dvs.virginia.gov](http://www.dvs.virginia.gov)



## → Education, Transition, Employment

### ▶ Veterans Education, Transition and Employment

VETE ensures that every Veteran or eligible person has a full and fair opportunity to reach his or her fullest potential through access to G.I. Bill approved post-secondary education, training/licensure/certifications, career preparation and workforce entry services.

Phone: 1-877-285-1299

Email: [v3transition@dvs.virginia.gov](mailto:v3transition@dvs.virginia.gov)

## → Mental Health/Substance

### ▶ Virginia Veteran and Family Support Program

VVFS provides resource referrals, care coordination, and supportive services to Virginia Veterans, National Guard, Armed Forces Reserves, family members and caregivers.

Phone: 1-877-285-1299

## → Tax Benefits

### ▶ Virginia Tax

Phone: (804) 367-8031 | [www.tax.virginia.gov](http://www.tax.virginia.gov)

## → U.S. Department of Veterans Affairs Veterans Crisis

**Call 988, press 1 or text 838255**

All calls and texts are free and confidential.

[www.veteranscrisisline.net](http://www.veteranscrisisline.net)

## → Benefits Services

### ▶ Benefits

Connects Virginia Veterans to benefits and services they have earned including health, disability, compensation, pensions, disability claims appeals, and others.

Schedule an appointment at:

[www.vesa.dvs.virginia.gov](http://www.vesa.dvs.virginia.gov)

## → Legal Services

### ▶ Office of the Attorney General Legal Resources

[www.oag.state.va.us](http://www.oag.state.va.us)

### ▶ Virginia Lawyer Referral Service (State Bar)

[www.vlrs.community.lawyer](http://www.vlrs.community.lawyer)

## → Unemployment Benefits

### ▶ Virginia Employment Commission

Phone: 1-866-832-2363 | [www.vec.virginia.gov](http://www.vec.virginia.gov)



# Virginia Minimum Wage Act

BEGINNING JANUARY 1, 2025, THE VIRGINIA HOURLY MINIMUM WAGE IS

## \$12.41 PER HOUR

As required by law, effective January 1, 2025, the adjusted state hourly minimum wage has been established at \$12.41 per hour. This change is based on a calculation that includes the previous minimum wage rate (\$12.00 per hour) and the annual change in the Consumer Price Index (CPI-U) for 2023.

**Annual adjustments to the Virginia minimum wage rate will continue in future years using the same methodology.**

### BUSINESS SIZE

The Virginia Minimum Wage Act does not exempt employees based on the size of their employer.

**Note:** Employees of small businesses must be paid at a rate of no less than \$12.41 per hour if they are not otherwise exempt under the Act.

### TIPPED EMPLOYEES

Under the “tip credit” provisions of the Fair Labor Standards Act, tipped employees (those who regularly receive more than \$30.00 a month in tips) may be paid at the tipped minimum wage of \$2.13 per hour. However, an employee’s hourly wages plus tips **must** meet the Virginia minimum wage rate of \$12.41 per hour. If they do not, an employer **must** pay the difference to an employee so that they earn **at least** \$12.41 per hour.

Questions? Contact DOLI’s Division of Labor and Employment Law:



Virginia Department of Labor and Industry  
Division of Labor and Employment Law

[www.doli.virginia.gov](http://www.doli.virginia.gov)

(804) 786-2706  
[Laborlaw@doli.virginia.gov](mailto:Laborlaw@doli.virginia.gov)



REV 11/2024

# VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY

## **Protections from Discrimination – Va. Code § 2.2-3905.1**

Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer. “Person with a disability” means any person who has a physical or mental impairment that substantially limits one or more of her major life activities or who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability:

- take adverse actions against an employee;
- deny employment or promotions; or
- require an employee to take leave if another reasonable accommodation can be provided.

## **Reasonable Accommodations**

Examples of reasonable accommodations include modifying work policies, permitting the use of leave, reassignment to a vacant position, acquisition or modification of equipment, assistance with manual labor, job restructuring, a modified work schedule, and light duty assignments.

## **Interactive Process**

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

## **Complaints**

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

## **OFFICE OF THE ATTORNEY GENERAL**



Office of Civil Rights  
202 North 9<sup>th</sup> Street  
Richmond, Virginia 23219  
[www.ag.virginia.gov](http://www.ag.virginia.gov)  
[civilrights@oag.state.va.us](mailto:civilrights@oag.state.va.us)

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