

MEMORANDUM

TO: Mandatory Poster Agency

FROM: Rhonda R. Ames

DATE: July 29, 2008

RE: Washington, D.C.

I have reviewed the require posters for Washington, D.C. and provide you with the following information:

DC has a website page with a list of the required posters. The list is found at:
http://does.ci.washington.dc.us/does/lib/does/pdf/Post_Req..pdf

POSTERS

Notice of Non-Discrimination - Government Employees

This poster is found at the following URL address:

http://ohr.dc.gov/ohr/frames.asp?doc=/ohr/lib/ohr/pdf/ComboPosters_2.pdf

MPA currently has a “Human Rights Law” poster that contains some of the information that is provided in the “Notice of Non-Discrimination” poster. I would recommend that MPA delete the “Human Rights Poster” and print the Notice of Non-Discrimination poster as its own stand-alone poster.

Family & Medical Leave

This poster can be found as part of the “Notice of Non-Discrimination” poster. MPA has the Family & Medical Leave posted as a separate poster, but MPA also has it as a smaller part of the “District of Columbia Equal Employment Opportunity” poster. Therefore, the first thing I would recommend is deleting the smaller included Family & Medical Leave poster from the Equal Employment Opportunity poster. I believe it is more correct for it to stand out as its own separate poster like MPA has on its Poster 1 of 2.

Further, there are textual changes in the poster. Therefore, I would recommend that it be reprinted in its entirety.

Parental Leave Act of 1994

This poster can also be found as part of the “Notice of Non-Discrimination” poster. Again, MPA has the Parental Leave poster as a smaller included poster in its Equal Employment Opportunity

poster. Therefore, I would recommend that MPA reprint the Parental Leave Act poster in its entirety so that it is its own separate poster.

Equality in Education

This poster is found at the following URL address:

http://ohr.dc.gov/ohr/frames.asp?doc=/ohr/lib/ohr/pdf/housingeducation_1.pdf

MPA has a reference to the Equality in Education. However, there is a separate poster that I would recommend MPA print in its entirety. I have attached it for your reference.

Fair Housing Law

This poster is found at the following URL address:

[http://ohr.dc.gov/ohr/frames.asp?doc=/ohr/lib/ohr/pdf/brochures/revisedfairhousing/fair_housing_law_poster_\(english\)_may_08\).pdf](http://ohr.dc.gov/ohr/frames.asp?doc=/ohr/lib/ohr/pdf/brochures/revisedfairhousing/fair_housing_law_poster_(english)_may_08).pdf)

MPA has a reference to the Fair Housing law. However, there is a separate poster that I would recommend MPA print in its entirety. I have attached it for your reference.

Public Accommodations

This poster is found at the following URL address:

http://ohr.dc.gov/ohr/frames.asp?doc=/ohr/lib/ohr/pdf/housingeducation_3.pdf

MPA has a reference to the Public Accommodations poster. However, there is a separate poster that I would recommend MPA print in its entirety. I have attached it for your reference.

Living Wage

This poster is found at the following URL address:

[http://does.ci.washington.dc.us/does/frames.asp?doc=/does/lib/does/info/LIVING_WAGE_POSTER_3_\(2\).pdf](http://does.ci.washington.dc.us/does/frames.asp?doc=/does/lib/does/info/LIVING_WAGE_POSTER_3_(2).pdf)

Currently, MPA does not have the Living Wage Act poster. Therefore, I would recommend that MPA print it in its entirety.

Minimum Wage

This poster is found at the following URL address:

http://does.ci.washington.dc.us/does/frames.asp?doc=/does/lib/does/frames/wage_hour_web.pdf

There are numerous textual changes throughout the poster. Therefore, I would recommend that it be reprinted in its entirety. (Please note that the minimum wage increased as of July 24, 2008).

Workers' Compensation

This poster is found at the following URL address:

<http://does.ci.washington.dc.us/does/cwp/view,a,1234,q,539430.asp>

There are textual changes throughout the poster. Therefore, I would recommend that MPA reprint the poster in its entirety.

Unemployment Compensation

I am not able to provide you a website for the poster. I called the Department of Employment Services and they emailed the English and Spanish versions to me. I am attaching the posters to this memorandum.

There are textual changes throughout the poster. Therefore, I would recommend that MPA reprint the poster in its entirety.

Minor Labor Law

I have called the DC Public Schools as that was the department listed on the list of required posters. The fax I received was documents that would not qualify as a poster.

From a review of MPA's poster, it is apparent that MPA gathered its information in creating its current poster from the Washington D.C. Code, Employment of Minors Act. I would recommend that MPA keep the format/layout; however, there are numerous, minor textual changes. Therefore, for ease, I am attaching a separate document with the entirety of the poster as I would recommend it to be printed.

<u>FLYER</u>

Please revise the flyer as follows:

Add the following:

Human Rights Law (DC Code §2-1402.51)

“Every person subject to this chapter shall post and keep posted in a conspicuous location where business or activity is customarily conducted or negotiated, a notice . . . setting forth excerpts from or summaries of, the pertinent provisions of this chapter and information pertinent to the filing of a complaint.”

Parental Leave (DC Code §32-1206)

“(a) The Mayor shall devise, and an employer shall post and maintain in a conspicuous place, a notice that sets forth excerpts from or summaries of the pertinent provisions of this chapter and information that pertains to the filing of a complaint under this chapter. (b) Any employer who willfully violates this section shall be assessed a civil penalty not to exceed \$100 for each day that employer fails to post the notice.”

Living Wage Act (DC Code §2-220.06)

“Each recipient and subcontractor of a recipient shall provide to each affiliated employee covered by this subchapter a fact sheet concerning the payment and enforcement under §2-220.03 and 2-220.08, and shall also post a notice concerning these requirements in a conspicuous site in its place of business.”

Unemployment Compensation (§51-111)

“Each employer shall post and maintain in places readily accessible to individuals in his service printed statements concerning such regulations or such other matters as the Director may be regulations prescribe.”

Revise the following to read:

Minimum Wage Law (§32-1009)

“Every employer who is subject to any provision of this subchapter or any regulation issued under this subchapter shall keep a copy or summary of this subchapter and any applicable regulation issued under this subchapter, in a form prescribed or approved by the Mayor, posted in a conspicuous and accessible place in or about the premises at which any employee covered by the regulation is employed.”

Family & Medical Leave (DC Code §32-511)

“(a) The Mayor shall devise, and an employer shall post and maintain in a conspicuous place, a notice that sets forth excerpts from or summaries of the

pertinent provisions of this chapter and information that pertains to the filing of a complaint under this chapter. (b) Any employer who willfully violates this section shall be assessed a civil penalty not to exceed \$100 for each day that employer fails to post the notice.”

Revise the Workers Compensation title to read: **Workers’ Compensation** (DC Code §32-1536)