

Washington Capital United

Employee Handbook

Effective September 1, 2020

This manual is merely a summary of current policies of Washington Capital United. Nothing in this manual alters the fact that all employees of the company are employed “at will”. Employment may be terminated with or without cause or notice at the will of either the employee or company. Neither this manual nor any of its contents is an employment contract, an offer to enter an employment contract, or provides employees with any contract rights.

WELCOME TO Washington Capital United

Welcome to Capital Travel Sports, Inc., d/b/a Washington Capital United (WCU). At Washington Capital United, we are optimistic about the future and hope that your employment with us will be mutually rewarding. We look forward to an enjoyable and productive working relationship with you.

This handbook has been prepared for employees of Washington Capital United. As an employee of WCU, you should review the handbook and become familiar with all of the policies. Following your review of the handbook, you are to sign and return the Acknowledgment Form which can be found at the last page of this handbook to the Director of Human Resources, or individual assigned by the Board of Directors.

This handbook is only a summary of current personnel policies of Washington Capital United compiled for convenient reference. Neither the handbook nor any policy set forth herein is an official offer of employment, an offer to enter into a contract of employment, or provides employees any rights. No contract of employment is being offered or implied. No contract of employment is valid and binding on the Company unless it is in writing and signed by the Officer of the Club.

The employees of Washington Capital United are “at will” employees. This means that Washington Capital United may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any reason, or no reason at all. Employment is for a one-year term, and subject to team availability. It is NOT indefinite, and is subject to change in conditions, benefits, and operating policies.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents, which documents are controlling. Washington Capital United reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.

Washington Capital United reserves sole discretion to interpret this handbook or any policy or benefit contained in this handbook.

I. EMPLOYMENT POLICIES

A. Statement of Equal Opportunity

Washington Capital United is an equal opportunity employer and will not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, religion, color, age (over age 39), sex, national origin, or on the basis of disability if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her supervisor, and designated human resource personnel at hr@wcunited.org.

B. Probationary Period

All new employees are considered to be on a probationary period for the first 90 days of their employment. This “trial” period is an extension of the selection process and is designed to provide new employee with the opportunity to demonstrate suitability for the job.

Completion of the probationary period is not to be construed as a guarantee of continued employment. All employees of the Club are employed “at will”, which means that both the employee and Club can terminate the employment relationship at any time, with or without notice.

C. Personal Information

WCU maintains certain personal, pay-related and job-related information for all employees. Most employee records are maintained in hard copy and/or electronic files or as otherwise required by law. Maintaining up-to-date personal information is important, please be sure to notify the Director of HR, or assigned individual of any pertinent changes to your name, address, telephone number, income tax exemptions, marital status, number of dependents, scholastic achievements, emergency contact, etc.

With the exception of verifying dates of employment and job title, the Club will not release information in response to external third-party request (new employer, bank, etc.)

D. Personnel Files

An employee may review or obtain a copy of his or her personnel file at any time during his/her employment, but must submit a request in writing to the Director of Human Resources (HR). If an employee is interested in reviewing his/her file, the employee should contact the Director of HR to schedule an appointment. There may be a charge for the actual cost of copying, if a copy is requested. Original personnel files may not be provided to the employee.

E. Workplace Bullying & Harassment Policy

Washington Capital United is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity, and professional conduct. In keeping with this commitment, WCU has established this Policy for all employees relating to the issue of workplace bullying and harassment. WCU will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of the policy.

Washington Capital United disapproves of, and strictly prohibits, comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, national origin, age, sex, marital status, national origin, disability, ancestry, medical condition, veteran status, or any other status protected by applicable law. This policy extends not only to prohibiting unwelcome sexual advances and offensive sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to, or based upon, factors other than sex.

Employees who believe they are victims of harassment/bullying, or who are aware of harassment/bullying, should immediately report the situation to a supervisor, any board of directors or manager, and Director of Human Resources. An employee who thinks he or she is a victim of harassment/bullying may discuss the offensive conduct with the offender(s) before reporting it to management, but is not required to do so.

Washington Capital United will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, Washington Capital United will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by Washington Capital United.

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to Washington Capital United in connection with the investigation of any complaint or report.

After Washington Capital United has taken appropriate corrective action to resolve a complaint or report of harassment, follow-up inquiries will be conducted by either the Technical Director of Coaching, a Board of Directors Officer, or the Director of Human Resources, so that Washington Capital United may promptly and effectively act.

E. Immigration Law Compliance

Washington Capital United is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with the obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to his/her identity and legal authority to work by submitting an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual is hired. A copy of this form will be provided to you for your completion. All offers of employment with Washington Capital United are conditional upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. The Department of Homeland Security recommendation is to apply for renewed authorization a minimum of ninety (90) days in advance of expiration. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

G. Drug-Free Workplace

1. Washington Capital United is committed to providing a work environment that is free from alcohol and illegal drugs, and prescription or over-the-counter drugs that impair the performance of essential job functions or increase risk of injury, death, or property loss. The costs of alcohol and drug abuse are staggering and are manifested by accidents, tardiness, absenteeism, property damage, increased occupational injury costs, increased health insurance costs, decreased productivity, the cost of replacing and retraining new employees, and employee theft. In an effort to minimize the effects of alcohol and drugs in the workplace, Washington Capital United adopted the following policy and prohibits:
 - a. Purchase, use, possession, distribution or being under the influence of alcohol on Washington Capital United or client property, during working hours or at any time while on Washington Capital United business.
 - b. Purchase, sale, possession, use, manufacture, distribution or being under the influence of any illegal drug at any time during your employment by Washington Capital United; or
 - c. Use or being under the influence of any prescription or non-prescription (over the counter) drug that may adversely affect your performance of the essential functions of your job or increase the risk of injury, death or property loss of you or others.
 - d. Purchase, sale, use, distribution or possession, during working hours or while on company business, of any drug paraphernalia, including, but not limited to, any tools, equipment, supplies or materials used, designed or intended for the illegal or improper use of any drug.
 - e. Reporting to or being at work with a measurable quantity of any alcohol, drug, intoxicant or narcotic in the blood or urine (except for any prescribed or over-the-counter drug of the type and at a level determined in the sole opinion of Washington Capital United or its designee as neither interfering with performance of essential job functions nor increasing the risk of injury, death or property loss of you or others).
2. Any employee of Washington Capital United who at any time during his or her employment with Washington Capital United is charged with, or convicted of, violating any law, the basis of which violation in any way involves the use or being under the influence of alcohol or any drug shall immediately report the charge or conviction to his or her immediate supervisor or any company official and in all cases, no later than the beginning of the next work day.

Violation of any part of this policy (or any charge or conviction described in “B”) may result in disciplinary action, up to and including termination of employment.

The Club reserves the right to conduct additional drug/alcohol testing on any employee when an on-the-job injury occurs, for suspected impairment, to meet contractual obligations, and/or randomly, as required under certain laws, or at the discretion of the Club.

H. Employee Investigations

Washington Capital United recognizes the importance of employees who are honest, trustworthy, qualified, and reliable. For purposes of furthering these concerns and interests,

before hiring an individual, Washington Capital United reserves the right to investigate the individual's prior employment history, personal and/or business references, educational background, and or other relevant information that is reasonably available. In hiring for certain positions, Washington Capital United may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a Release of Information Authorization, which will include a release of liability for disclosure of information by a third party. To the extent permitted by law, Washington Capital United reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the Release of Information Authorization form as requested.

In addition, Washington Capital United may find it necessary from time-to-time to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Where appropriate, these investigations may include credit reports and criminal records, including appropriate inquiries about any criminal investigation or arrest that is pending further proceedings. Employees subject to such investigations are required to reasonably cooperate with Washington Capital United to obtain relevant information, and may be subject to disciplinary action, up to and including termination, for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients, vendors, or visitors.

I. Workplace Violence

The following are prohibited and will not be tolerated of any employee on Washington Capital United premises or while on Washington Capital United business:

1. Any direct or indirect harassing, intimidating, abusive or threatening language, actions or behavior.
2. Any direct or indirect plan, threat or act of violence, injury, death or property damage (including, but not limited to fistfights, wrestling or other forms of physical fighting with or without weapons).
3. Possession, use or display of a weapon on company premises or while on company business.

Any employee violating this policy will be subject to disciplinary action, up to and including termination of employment.

J. SafeSport Policy

The Washington Capital United is a member of the Virginia Youth Soccer Association (VYSA), and we are committed to keeping our kid's safe. All employees are required to be compliant with the Federal Law S.435 Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017. All employees will be provided with a copy of the policy upon employment, and are required to become familiar with the policy.

WCU is also a member of MSYSA, and is likewise committed to compliance with the State of Maryland's GotSport's policies.

All employees are expected to comply with both SafeSport and GotSport requirements. Failure to do so shall constitute grounds for immediate dismissal.

K. Reporting Injuries

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace, please follow these procedures:

1. Report the injury to on-site supervisor immediately. If supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.
2. Report the injury to Washington Capital United supervisor and/or designated human resources representative within 24 hours, or as soon as practical. Worker's Compensation laws require the processing of claims within reasonable time frames. All injuries/accidents MUST be reported promptly for claim submission.
3. If employee is involved in or witnesses an incident, they should provide information in order for the appropriate report to be completed. Employee should be aware of the importance of immediate action in recording all details of the incident.

L. Incident Reports

An incident report must be filled out and signed by any employees who witness an incident or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important to the safety and well-being of all our employees.

II. EMPLOYEE RESPONSIBILITIES

A. Work Schedule

Every employee is responsible for knowing and following his or her academy practice or team's league and tournament schedule and attending league play and tournaments on time.

B. Attendance and Punctuality

When an employee accepts a position with Washington Capital United they assume obligations. One of those obligations is to perform the duties of the position they were hired to perform during the times specified. Employees are expected to be punctual and keep absences to a minimum. Failure to report, unjustified or excessive absence or tardiness may result in discipline, up to and including discharge from employment. Additionally, punctuality and attendance are factors that may be taken into account when determining performance evaluations and salary increases.

1. Absenteeism

- a. **Definition of Absence:** Absence is any time (other than tardiness described below) that your team or academy are scheduled to practice/play and you fail to be present at the designated location for all of the scheduled time or if you arrive at the location more than 30 minutes late.
- b. **Reporting Procedure:** In case of an absence, a written notification should be sent to the Technical Director of Coaching at TDOC@wcunited.org. Notification must be given as early as possible with a minimum of 24 hours in advance of your team or academy

scheduled to practice/play. Emergency situations do occur, that may not allow for a 24-hour notice, but they should be a rare occurrence. Recurring tardiness will be addressed. It is the employee's responsibility to personally make the contact unless they are physically unable to do so, in which someone else can contact their supervisor on their behalf. The employee must provide a reason for the absence and the expected date of the return.

One or more unreported or unjustified absences within any 12-month period may result in disciplinary action, (up to and including termination of employment). If absent for 5 consecutive days without reporting to work or contacting supervisor, will be considered to have voluntarily resigned without notice at the end of the third day and the position may be filled.

Note: If employee can provide an acceptable explanation, this policy may not apply. Such explanation may require substantiation and/or verification from sources other than you. Documentation may be requested.

- c. **Excessive Absenteeism:** Even if an absence is reported, you may be subject to disciplinary action (up to and including termination of employment) if you miss work too often. Examples of excessive absenteeism include, but are not limited to:
 - i. Twelve full or partial days absent, consecutive or not, in any 12-month period.
 - ii. Three full or partial days absent, consecutive or not, in a 30-day period.
 - iii. Six full or partial days absent, consecutive or not, in any 6-month period.

Washington Capital United, in its sole discretion, will determine excessive absenteeism. Unless determined by Washington Capital United to be an abuse, time off for medical/ dental appointments, school activities (for you or your children), or other personal business will not be counted as excessive absenteeism if supervisor approves (subject to review) it at least three business days in advance. However, this time off will be documented as an absence.

2. Tardiness

- a. **Definition of Tardiness:** An employee is deemed tardy when she/he:
 - i. Fails to report for work at the assigned/scheduled work time.
 - ii. Leave work prior to the end of the assigned/scheduled work time without prior approval from supervisor.
 - iii. If more than 30 minutes late, it will be considered an absence.
- b. **Excessive Tardiness:** Even if tardiness is reported, excessive tardiness will result in disciplinary action, up to and including termination. Examples of excessive tardiness include, but are not limited to:
 - i. Any tardiness on any three days in any 30-day period.
 - ii. Any tardiness on any six days in any 3-month period.
 - iii. Any tardiness on any twelve days in any 12-month period.

C. Conduct

The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our Club, the satisfaction of our families and the maintenance of our families' trust. Washington Capital United expects its employees to have careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our

employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation of the policies in this handbook or otherwise of Washington Capital United may result in disciplinary action up to and including termination of employment.

Following are examples of conduct that may result in such disciplinary action:

1. Unsatisfactory or careless performance or neglect of duties.
2. Failure to use or maintain Washington Capital United property in a proper manner.
3. Altering, removing or destroying Washington Capital United records and/or property.
4. Deliberate or careless damage to Washington Capital United property.
5. Inappropriate, malicious, disparaging, or derogatory oral or written statements concerning Washington Capital United, or any WCU families, employees, or representatives.
6. Falsifying personnel, or Washington Capital United, records, including any employment application or other employment information, or any other records or documents related to the Washington Capital United, its business or any of its employees or representatives.
7. Excessive tardiness, absenteeism or abuse of any paid time off policy.
8. Failure to give proper notice of an expected absence.
9. Dishonesty of any kind, including theft or misappropriation of property of Washington Capital United, its employees, or representatives.
10. Possession, use or display of any weapon on Washington Capital United premises or while on Washington Capital United business.
11. Possession, use or being under the influence of drugs or alcohol on the premises or while on Washington Capital United business.
12. Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety, or health.
13. Disrespect for management, employee, or families of Washington Capital United, including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
14. Willful violation of HIPAA privacy laws.
15. Violations of Washington Capital United harassment policy, or any other form of unlawful or unethical conduct, harassment or discrimination.
16. Off-duty or pre-employment conduct that reflects or may adversely reflect on Washington Capital United if the employee were to remain employed.

These examples are not all-inclusive, but merely illustrate the kind of conduct that may be detrimental to Washington Capital United, its clients or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this handbook, as determined in the sole discretion of the Washington Capital United.

D. Social Media

WCU recognizes that many employees may participate in social networking activities on websites, such

as Facebook, Instagram, Twitter, etc. Employees are reminded that there is no such thing as truly “private” social media activity. The Club does not intend to infringe on employee’s communication for any legitimate purpose. However, certain activities may negatively impact the Club’s reputation or its ability to effectively conduct its operations, or may expose the individual or the Club to liability. The Club requires that employees adhere to club policies set in the handbook and provided by SafeSport when participating on social media sites.

E. Other Coaching Employment

Subject to other policies, including Conflict of Interest below, Washington Capital United has no objection to an employee holding another soccer coaching position (in addition to his or her employment with Washington Capital United) as long as he or she can effectively meet the performance standards for his or her position with Washington Capital United. However, we ask employees to think seriously about the effects that another job may have on their endurance, personal health and wellbeing, performance, and effectiveness with Washington Capital United.

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold other soccer coaching positions. If an outside position interferes with the employee's ability to work for this Washington Capital United, that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance in accordance with normal disciplinary policy.

E. Conflict of Interest

During your employment with Washington Capital United, you are prohibited from at any time directly or indirectly working for, assisting or owning an interest in any business or venture that constitutes a conflict of interest. Washington Capital United will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly, or indirectly, work for, assist, or own, an interest in any other business or venture other than Washington Capital United, you must notify your supervisor. If a conflict of interest detrimental to WCU is discovered, and such conflict was not previously reported, it shall constitute grounds for immediate dismissal with cause.

G. Technical Director of Coaching

Questions about employment, pay, benefits, relations with your co-worker, policies and procedures, or Washington Capital United in general, should be directed to the Director of Human Resources, or the Director of Operations. Employees are expected to work with their supervisor for guidance, mentoring, training, and/or seek his/her assistance when encountering difficulties. Cooperation and communication with the supervisor will promote a mutually beneficial work environment. If the problems or concerns cannot be addressed by the supervisor, the employee can escalate the conversation to the Vice President of the Club. If employee’s concerns are still not resolved/addressed, the employee can contact the President of the Club.

The Technical Director of Coaching is responsible for the club operations, providing technical leadership to the staff, and enhancing the technical program development of the Club. The TDOC will evaluate the Club’s current programs, coaches, and players and make

recommendations for improvement. Will provide input regarding the evaluation of performance, providing instruction and guidance in the job, and identifying disciplinary issues that may need attention; though others at Washington Capital United from time to time also may exercise one or more of these responsibilities.

H. Travel

Travel cost are not reimbursed by the Club, they are reimbursed by the members of the team. Travel costs are not reimbursable for travel in WCU Club Area. The WCU Club Area is defined as a 100-mile radius from the District of Columbia. Any league or tournament that occurs in the WCU Club Area, will not be reimbursed. For travel to tournaments outside of the WCU Club Area, a coach will be reimbursed for actual reasonable travel and out-of-pocket expenses incurred by Coach, such as lodging, meals and incidental,. Please reference the travel reimbursement policy for guidance.

1. ***Procedures*** – Business-related expenses as provided herein, must be reported within 10 business days following the end of the month in which they occur. A statement of expenses much include the following:
 - Employee Name and Address
 - Date of expenses and Description of expense (include relevant details such as name of hotel)
 - Mileage (if applicable)
 - Copies of all receipts
 - Name of tournament/league played out of the WCU Club Area
2. ***Non-Reimbursable Items*** - The following is a list of items usually considered to be of a personal nature and therefore not reimbursable. The list is not all inclusive. It is expected that coaches will exercise appropriate judgment.
 - Barber, shoeshine, toiletries and similar items
 - Medical expenses
 - Insurance on personal property and travel accident insurance
 - Fines for traffic violations
 - Christmas cards and mailing expenses, except in the course of normal business practices
 - Gifts
 - Baby-sitting services
 - Briefcases, portfolios, attaché cases, personalized office supplies
 - Alcoholic beverages

All submitted expenses are subject to review.

L. BENEFITS

Workers' Compensation: As required by law, Washington Capital United provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related

injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. Washington Capital United will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan.

III. GENERAL PAYROLL INFORMATION

A. Employment Categories and Classifications

Each employee is categorized as either exempt or non-exempt. In addition, each employee is classified as either a full-time or part-time employee.

1. **Exempt:**

Federal and state laws exempt certain employee from certain wage and hour requirements. Being classified as "exempt" means an employee is not eligible for overtime compensation for hours worked over 8 in a day or 40 in a week. Exempt employees are paid a fixed, predetermined salary and may be required to work over 40 hours a week, without additional compensation, in order to accomplish their job properly and timely.

2. **Non-Exempt:**

A non-exempt employee is one who is paid by the hour based on the type of job and responsibilities. Non-exempt employee are subject to overtime and minimum wage,

A *full-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work at least 35 hours per week, or 1,820 hours per year. Full- time classification does not include part-time, temporary or occasional employees.

A *part-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work less than 35 hours per week, normally averaging 18-25 hours per week. Part-time classification does not include full-time, temporary or occasional employees.

B. Payroll

Washington Capital United employees are paid on a monthly basis on the 15th day of each month. In addition, direct deposit of payroll check is available and is strongly suggested. Please contact a WCU Treasurer with any questions concerning the payroll process and pay.

C. Payroll Deductions

Certain deductions are required by law to be taken from everyone's pay while others are employee authorized. Deductions required by law include federal withholding tax, social security and Medicare contributions, and in most states, state withholding tax. Deductions from pay also will be made in accordance with any legally binding order or garnishment. Employees also may voluntarily elect to make certain deductions from pay for certain employee benefits offered from time to time by Washington Capital United. Employee authorized deductions are those which may include premium payments for benefits.

D. Performance Reviews

Performance is reviewed in writing by the Technical Director of Coaching at least annually. The Technical Director of Coaching's performance is reviewed by the WCU Board of Directors at least annually. It may also be reviewed at any time at the Technical Director of Coaching's discretion or upon request. The reviews are designed to provide an opportunity to discuss position, review performance, and set goals and objectives for future performance. Any adjustments to compensation are made based on a number of considerations, including performance.

Generally, compensation is reviewed in conjunction with annual review. More frequent evaluations do not include a review of, or adjustments to, compensation.

E. Change of Personal Status

Notify the Director of Human Resources or the WCU Treasurer of any changes in name, address, telephone number, or marital status in writing as soon as changes occur, to ensure that employment records are current.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

By my signature below, I acknowledge that I have received and read the Employee Handbook for Washington Capital United, that I have been given the adequate opportunity to ask questions and receive clarification, regarding the policies and procedures set forth in the Employee Handbook, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, Washington Capital United's policies as set forth in the Handbook or as otherwise adopted or implemented by "company" from time to time. I understand that there may be other policies or procedures in effect at Washington Capital United from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the President, Vice President, or Treasurer, of Washington Capital United (or a designee of any such Officer), I understand that I have no contract of employment with Washington Capital United for any definite period of time, either oral or written, and that either I or Washington Capital United may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of Washington Capital United and that no agent or employee of Washington Capital United, other than the officers listed in the preceding sentence has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment or part of an employment contract, or confers any contract rights.

I understand that Washington Capital United may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Employee Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Employee Signature

Print Employee Name

NOTICES



Occupational Safety
and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.





New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 5-31-2020)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact at this job?			
11. Phone number (if different from above) 12. Email address			

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.



U.S. Department of Labor

Wage and Hour Division



BASIC INFORMATION

current as of June 2012

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing laws that establish minimally acceptable standards for wages and working conditions in this country, regardless of immigration status.

FAIR LABOR STANDARDS ACT



The Fair Labor Standards Act (FLSA) affects most private and public employment. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours worked over 40 in a work week.

Covered employees must be paid for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would generally include

work performed at home, travel time, waiting time, training, and probationary periods.

- Federal Minimum Wage:
\$7.25 per hour effective July 24, 2009
- Tipped employees may be paid \$2.13 per hour; if an employee's tips combined with cash wage does not equal the applicable minimum wage, the employer must make up the difference
- Overtime after 40 hours in a week = 1 ½ times an employee's regular rate of pay

CHILD LABOR



The FLSA also regulates the employment of youth.

Jobs Youth Can Do:

- 13 or younger: baby-sit, deliver newspapers, or work as an actor or performer
- Ages 14-15: certain permitted in such establishments as office work, grocery store, retail store, restaurant, movie theater, and amusement parks
- Age 16-17: Any job not declared hazardous
- Age 18: No restrictions

Hours Youth Ages 14 and 15 Can Work:

- After 7 am and until 7 pm
(Hours are extended to 9 pm June 1–Labor Day)
- Up to 3 hours, including Fridays
on a school day
- Up to 18 hours
in a school week
- Up to 8 hours
on a non-school day
- Up to 40 hours
in a non-school week

Note: Different rules apply to youth employed in agriculture. States also regulate the hours that youth under age 18 may work. To find more information on federal or state rules, log on to www.youthrules.dol.gov.

FAMILY AND MEDICAL LEAVE ACT



The Family Medical and Leave Act (FMLA) applies to employers who employ 50 or more employees, public agencies, and elementary and secondary schools. Eligible employees are entitled to take unpaid, job-protected leave with continuation of group health insurance coverage for up to 12 workweeks in a 12-month period for:

- the birth and care of a newborn child;
- the placement and care of an child for

adoption or foster care;

- for the serious health condition of the employee or the employee's spouse, child, or parent;
- for qualifying exigencies arising out of a covered military member's covered active duty status.

And 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.

MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT



The Migrant and Seasonal Agricultural Worker Protection Act (MSPA) requires farm labor contractors, agricultural employers, and agricultural associations who "employ" workers to:

- Pay workers the wages owed when due
- Comply with federal and state safety and

health standards if they provide housing for migrant workers

- Ensure that vehicles that they use to transport workers are properly insured, operated by licensed drivers and meet federal and state safety standards
- Provide written disclosure of the terms and conditions of employment

CONTACT US:

1-866-4US-WAGE

MORE INFORMATION AVAILABLE AT:

YOUTHRULES!: WHD WEBSITE:

WWW.WAGEHOUR.DOL.GOV

WS: WWW.DOL.GOV/ELAWS

DOL WEBSITE: WWW.DOL.GOV

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

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

MINIMUM WAGE RATES

Employees who do not receive gratuities	Employees who receive gratuities
\$11.50 per hour beginning July 1, 2016	\$2.77 per hour beginning January 1, 2005
\$12.50 per hour beginning July 1, 2017	\$3.33 per hour beginning July 1, 2017
\$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

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 gratuities and employees who receive gratuities. Visit the Department of Employment Services website at www.does.dc.gov for the yearly minimum wage rates.

MINIMUM WAGE EXCEPTIONS

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

- Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor.
- Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
- Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
- The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.
- The minimum wage provision does not apply to persons:
 - employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
 - engaged in the delivery of newspapers to the home of the consumer.

OVERTIME PAY

At least 1 ½ times the regular rate of pay for all hours worked over 40 hours in a workweek.

OVERTIME EXCEPTIONS

The overtime provision shall not apply to persons employed:

- In a bona fide executive, administrative, professional, computer, or outside sales capacity;
- As a private household worker who lives on the premises of the employer;
- 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;
- As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;
- 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
- 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 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, 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

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd/.

UNIFORMS

Employers 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 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 but 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 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

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

DEDUCTIONS

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

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 (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 QUARTERLY WAGE REPORT

An employer who employs an employee who receives gratuities 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 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 reports in hard-copy form.
3. The Mayor shall provide reporting requirements 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 www.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, N.E.
Washington, D.C. 20019
(202) 671-1880 • www.does.dc.gov

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

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (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)



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

You may also apply for benefits through the Internet at 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.



Equal Employment Opportunity

- Know Your Rights in the District of Columbia -



DC Human Rights 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):*

- | | | |
|-----------------------------|---------------------------------|---------------------------|
| • Race | • Age | • Family Responsibilities |
| • Color | • Marital Status | • Matriculation |
| • Sex (including pregnancy) | • Personal Appearance | • Political Affiliation |
| • National Origin | • Sexual Orientation | • Genetic Information |
| • Religion | • Gender Identity or Expression | • Disability |

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 and 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.

The Act applies to employees who have worked for the employer for one year without a break in service and have worked at least 1,000 hours during the last 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** 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

To file a complaint about a violation of these laws with the Office of Human Rights, visit:

- **Online** at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions can also be answered by phone at (202) 727-4559.

* Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, and status as a victim of an intrafamily offense.

** Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.



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 month period.

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. Employees can also use any accrued time instead of unpaid leave.

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 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

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.

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; 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.



Work Leave for Parenting Purposes

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. 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 or she 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.

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:

- **Online** at 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.

