



District of Columbia Wage Theft Prevention Act notices must be given to employees

District of Columbia employers are reminded that the Wage Theft Prevention Act of 2015 is effective February 26, 2015, and wage notices under the Act must be given to all current employees within 90 days of the law's effective date and immediately to all employees hired on and after February 26.

Employers also must provide an updated notice to employees any time the information on the initial wage notice changes.

The District of Columbia Department of Employment Security has posted templates to its [website](#) that employers and staffing agencies can use to comply with this notice requirement.

Additionally, once available from the Department, a summary of the requirements of the Act must be posted in the workplace (according to the Act, within 60 days of the February 26, 2015 effective date).

Employers may create their own notices, or use or adapt the notice provided by the Department, as long as:

- The required information appears in English and the employee's primary language (employees have a right to receive the notice in a language other than English but only for those languages for which the Department has developed its own dual-language notice.

Notices will be available from the Department's Office of Wage-Hour in English and Spanish. Employers that need the forms translated in other languages should contact the Department at +1 202 671 1880).

- The employee receives a copy;

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District of Columbia's wage notice—what to include

The wage notice must contain:

- the employer and employee's name, physical mailing address, and telephone number
- the employee's rate of pay and the basis of that rate (i.e., by the hour, shift, day, week, salary, piece, commission)
- any allowances claimed as part of the minimum wage (including tip, meal, or lodging allowances), or overtime rate of pay, exemptions from overtime pay and the living wage, the applicable prevailing wages
- the employee's regular payday
- tip pool policy and prevailing rate, if applicable, and
- information on how to contact the designated enforcement agency for concerns about safety, wage and hour, or discrimination.

A special form applies to temporary staffing firms.

See *EY Payroll NewsFlash* Vol. 16, #034 (dated January 27, 2015) for more information on the Act.

- The employee signs an acknowledgment of receipt and identifies their primary language to the employer (if an employee refuses to sign the notice, an employer should still give the notice to the employee and note the employee's refusal on its copy of the notice); and
- The employer keeps a copy of the notice and acknowledgement form.

Note that the template provided on the website is currently only in English. The Department will conduct a public education campaign for employers and employees in the coming weeks that includes webinars, conference calls, and information sessions.

Click [here](#) to view a tentative calendar of events for the upcoming information sessions.

Click [here](#) to register for an upcoming information session.

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