

OHR WORKPLACE POSTERS:

The Right to Breastfeed



Under the District of Columbia Human Rights Act of 1977, as amended,

- A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.
- An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort.
- The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.
- An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.
- The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee feels as if she is being discriminated against under the Act, she may contact:

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

441 4th Street, NW : Suite 570 North : Washington, DC 20001
[202] 727 / 4559 or ohr.dc.gov

COVID-19 Leave during Public Health Emergency

- Temporary "COVID-19" Leave under DC Family and Medical Leave Act (DCFMLA) Workplace Poster- Updated June 8, 2021



THIS COVID-19 LEAVE NOTICE APPLIES TO EMPLOYERS OF ANY SIZE WITH ONE OR MORE EMPLOYEES IN THE DISTRICT OF COLUMBIA.

Effective Dates: March 11, 2020 through approximately September 30, 2021 (or the end of the public health emergency, if sooner)

KEY PROVISIONS OF TEMPORARY COVID-19 LEAVE UNDER DCFMLA

1. **COVID-19 Leave (D.C. Code § 32-502.01):** During a declared state of public health emergency, an employee who has **worked for 30 days** for an **employer of any size** may use up to 16 weeks of "COVID-19" Leave for one of the following reasons:

- a. **Care for Self:** A recommendation from a healthcare provider to quarantine or isolate, including because the employee or an employee's household member is high risk for serious illness from COVID-19;
- b. **Care for Family or Household Member:** A need to care for a family member or a member of the employee's household pursuant to a government or healthcare provider's order to quarantine or isolate; or
- c. **Childcare Closure:** A need to care for a child whose childcare facility is closed or childcare provider is unavailable.

The right to COVID-19 Leave terminates when the public health emergency ends, even if an employee has not exhausted the 16-week entitlement.

2. **Certification (D.C. Code § 32-502.01(c)):** For COVID-19 Leave, an employer may request certification of the need for leave, including a signed, dated letter from a healthcare provider, including a probable duration, or a statement by a childcare provider or a printed statement from the childcare provider's website.
3. **Penalties:** Violation of the COVID-19 Leave provision (D.C. Code § 32-502.01) could result in a civil penalty of **\$1000 per offense** in addition to any damages outlined in D.C. Code § 32-509.
4. **"COVID-19 Public Health Emergency" means** Mayor's declarations of emergencies under MO 2020-045 and MO 2020-046 and any extensions thereof.
5. **No Effect on Traditional Family and Medical Leave:** CSEA does not change the definitions of employer and employee, or eligibility for traditional family and medical leave entitlements, i.e., the employee must have worked for one year without a break in service and at least 1,000 hours in the preceding twelve months, and only employers with 20 or more employees are covered. Guidance on traditional family and medical leave can be found at: ohr.dc.gov/page/OHRGuidance.

(Continued on next page)

FREQUENTLY ASKED QUESTIONS

OHR issued an interpretational guidance with answers to frequently asked questions, which may be accessed here: ohr.dc.gov/page/OHRGuidance.

EMPLOYER POSTING REQUIREMENTS

ALL employers, regardless of size, must post and maintain this COVID-19 Leave 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 “COVID-19” leave, family leave, 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 ohr.dc.gov. Questions about the OHR process can also be answered by phone at (202) 727-4559.

DC Family and Medical Leave Act

- Know Your Rights in the District of Columbia -



Work Leave for Family or Medical Purposes

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of 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.



DISTRICT OF COLUMBIA

PUBLIC ACCOMMODATIONS

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived:

Race	Gender Identity or Expression
Color	Familial Status
Sex (Gender or sexual harassment)	Family Responsibilities
National Origin	Matriculation
Religion	Political Affiliation
Age	Genetic Information
Marital Status	Disability
Personal Appearance	Source of Income
Sexual Orientation	Place of Residence or Business

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The D.C. Human Rights Act of 1977, Section 2-1402.31(a) of the D.C. Code, prohibits acts performed wholly or partially for a discriminatory reason:

“To deny, directly or indirectly, any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation...”

These prohibitions also apply to the denial of credit or insurance.

COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:

Government of the District of Columbia
Office of Human Rights
441 4th Street, N.W., 570N
Washington, D.C. 20001
Telephone (202) 727-4559 • Fax (202) 727-9589
www.ohr.dc.gov



DISTRICT OF COLUMBIA MINIMUM WAGE

Employees who do not receive gratuities	Employees who receive gratuities
\$11.50 per hour beginning July 1, 2016	\$2.77 per hour beginning July 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:

1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. DOL.
2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, 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.
7. The minimum wage provision does not apply to persons:
 - a) employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
 - b) engaged in the delivery of newspapers to the 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:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity;
2. As a private household worker who lives on the premises of the employer;
3. 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;
4. As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;
5. 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
6. 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 .

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 www.does.dc.gov/service/wage-hour-compliance.
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



NO SMOKING

Including electronic smoking devices

**UNDER PENALTY OF LAW
MAXIMUM FINE \$1,000**

**For Complaints Please Call
(202) 671-5000**

Smoking causes lung cancer, heart disease,
emphysema, and may cause fetal injury, premature
birth, and low birth weight in pregnant women.

DC Code § 7-1703

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
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity or Expression
- Family Responsibilities
- Matriculation
- Political Affiliation
- Genetic Information
- 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 1000 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.



Diversity in the Workplace Best Practices in DC Government

This one-pager lists some best practices for interacting with LGBTQ colleagues and constituents in a respectful and non-discriminatory manner

DEFINITIONS

GENDER IDENTITY	An individual's internal sense of being male, female, or something else. Since gender identity is internal, one's gender identity is not necessarily visible to others. Common examples include: male, female, genderqueer, transgender and more.
GENDER EXPRESSION	The manner in which we express our gender identity to others—one's behavior, hairstyle, voice, clothing, etc.
SEXUAL ORIENTATION	One's romantic and/or sexual attraction (or lack thereof) to other people.

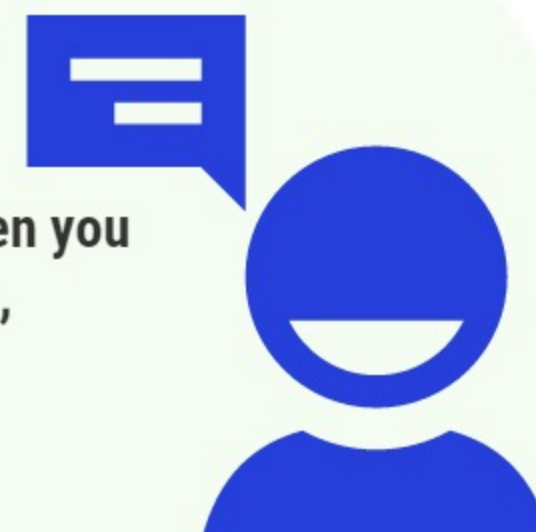
GENDER PRONOUNS

Some examples of pronouns are:

She/her/hers/herself	He/him/his/himself	They/them/their/themself	Ze/hir Zir/hirs or zirs/hirself or zirself
She is speaking. I listened to her. The backpack is hers.	He is speaking. I listened to him. The backpack is his.	They are speaking. I listened to them. The backpack is theirs.	Ze is speaking. I listened to hir. The backpack is zirs.

If you are unsure of which pronouns to use or how someone would prefer to be addressed, simply ask politely, "How would you like to be called?" or "Which pronouns do you use?"

If someone specifically requests that you use a certain name, pronoun, or title (such as Mr., Ms., or Mx.) then you should do so. If you make a mistake in referring to someone, simply correct yourself and move on. However, repeatedly refusing to refer to someone by their correct pronouns, title, or name could be harassment.



METHODS OF INTRODUCTIONS

If a colleague or constituent who will be working with you in the future identifies themselves as LGBTQ and states a preference about using pronouns that might not be familiar to their colleagues, here are some possible ways to introduce them and how to refer to them respectfully:

- One-on-one conversations with colleagues at employee's discretion
- Small group conversation with staff and employee, at employee's discretion
- With employee's approval, email employee's Bio to agency staff, including how they would like to be referred to
- Encourage all of your employees to take the LGBTQ training course



Additional resources on best practices in employment can be found at :
ohr.dc.gov/page/transemployees



RESTROOM

ACCOMMODATIONS

Bathroom Best Practices/Compliance

Any individual is allowed to use whichever restroom is consistent with their gender identity or expression. The individual determines which restroom they feel most comfortable in, not their employer.

If a place of business has restrooms that are single-occupancy, all of those restrooms must be gender neutral. If a bathroom has just one toilet and is labeled “men” or “women”, report it to the Office of Human Rights either by tweeting the business name, location, and a photo using #safebathroomsDC. Or fill out a quick form on the OHR website at ohr.dc.gov/bathrooms.



Gender Identity or Expression is a protected trait in Employment, Housing, Public Accommodations, and Educational Institutions, all four areas of civil rights enforced by OHR. Other protected traits in Employment include:

1. Race: classification or association based on a person's ancestry or ethnicity
2. Color: skin pigmentation or complexion
3. Religion: a belief system which may or may not include spirituality
4. National origin: the country or area where one or one's ancestor's are from
5. Sex: a person's gender; sex discrimination includes sex harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions.
6. Age: 18 years or older
7. Marital status: married, single, in a domestic partnership, divorced, separated, and widowed
8. Personal appearance: outward appearance, but is subject to business requirements or standards
9. Sexual orientation: homosexuality, heterosexuality, and bisexuality
10. Gender identity or expression: your gender-related identity, behavior, appearance, expression or behavior which is different from what you are assigned at birth
11. Family responsibilities: supporting a person in a dependent relationship, which includes, but is not limited to, your children, grandchildren and parents.
12. Political affiliation: belonging to or supporting a political party
13. Disability: a physical or mental impairment that substantially limits one or more major life activities; includes those with HIV/AIDS.
14. Matriculation (applies to housing, employment and public accommodations): being enrolled in a college, university or some type of secondary school.
15. Genetic information (applies to employment and public accommodations): Your DNA or family history which may provide information as to a person's predisposition or likely to come down with a disease or illness.



2000 14th Street, NW, Second Floor, Washington, DC 20009
Phone: (202) 727-9493
Fax: (202) 727-5931
TTY: (202) 727-9493



Office of Human Rights
DISTRICT OF COLUMBIA

441 4th Street NW, Suite 570 North, Washington, DC 20001
Phone: (202) 727-4559
Fax: (202) 727-9589
TTY: 711



441 4th Street, NW, Suite 330 South, Washington, DC 20001
Phone: (202) 442-9700
Fax: (202) 727-0154
TTY: (202) 727-8478

Additional resources on best practices in employment can be found at :
<http://ohr.dc.gov/protectedtraits>

Parental Leave Act

- Know Your Rights in the District of Columbia -



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.

Protecting Pregnant Workers Fairness Act

- Know Your Rights in the District of Columbia -



Accommodations for Pregnancy, Childbirth and Breastfeeding

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

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

Types of Accommodations

Employers must make all reasonable accommodations,* including but not limited to:

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

Prohibited Actions by Employers

Employers may not:

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

Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit:

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

OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

* A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.

REVISED 01/03/19