



# NOTICE TO WORKERS

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Every day many unemployed workers tell us that unemployment insurance is due them "because they have paid for it." This is not true in Virginia. There are no deductions from your paycheck for unemployment insurance. Employers' taxes are deposited in a trust fund from which unemployment insurance benefits are paid. Do not confuse unemployment insurance with Old Age and Survivors Insurance to which both you and your employer contribute.

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

- You are totally unemployed, or
- You are working at reduced wages and hours,

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

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

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

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

You cannot be paid unemployment benefits until you have filed your claim and have met all of the eligibility requirements. To speed payment of benefits, you should file your claim as soon as you become unemployed or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit our website, or call our Customer Contact Center at 1-866-832-2363.

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

An Equal Opportunity Employer/Program  
Auxiliary services are available upon to individuals with disabilities.  
Please call 804-584-9841 or 866-373-6915 for Language Access/Assistance.

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



# Job Safety and Health Protection

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: [http://www.doli.virginia.gov/doli\\_regulations/doli\\_regulations.html](http://www.doli.virginia.gov/doli_regulations/doli_regulations.html). YOU MAY ALSO CONTACT THE DEPARTMENT OF LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS AND OBTAIN THE NAMES OF PUBLISHERS OF THE FEDERAL IDENTICAL STANDARDS.

## Employers

Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety and health standards issued under the law.

## Employees

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Law that apply to his own actions and conduct on the job.

## Inspection

The Law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the VOSH inspector for the purpose of aiding the inspection.

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

## Citation

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

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

## Proposed Penalty

The Law provides for mandatory penalties against private sector employers of up to \$14,270 for each serious violation and for optional penalties of up to \$14,270 for each other-than-serious violation. Penalties of up to \$14,270 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$142,691 for each such violation.

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

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

## Complaint

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

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

## Discrimination

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

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

## CASPA

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

## State Coverage

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

## Voluntary Activity

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

## Recordkeeping

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

## Accident Reporting

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

### VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Main Street Centre  
600 East Main Street, Suite 207  
Richmond, Virginia 23219  
VOICE (804) 371-2327  
FAX (804) 371-6524

**Headquarters**  
Main Street Centre  
600 East Main Street, Suite 207  
Richmond, Virginia 23219  
(804) 371-2327

### OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS

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

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



VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

**Gary G. Pan**  
Commissioner

VIRGINIA SAFETY AND HEALTH CODES BOARD

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

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

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

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

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

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

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

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

Revised September, 2022

Life's a little easier with



EITC is for people who work for someone else or own or run a business or a farm. To qualify, you must have low to mid income and meet the following rules.

To qualify, you and your spouse (if filing a joint return):

- Must have earned income
- Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions)
- Cannot have investment income, such as interest income, over a certain amount
- Generally must be a U.S. citizen or resident alien all year
- May not file as married filing separately
- May not be a qualifying child of another person
- May not file Form 2555 or 2555-EZ (related to foreign earned income)
- Must have a qualifying child or if you do not have a qualifying child, you must:
  - be at least age 25 but under age 65 at the end of the year,
  - live in the United States\* for more than half the year, and
  - not qualify as a dependent of another person.

To claim the EITC, you have to file a federal tax return even if you owe no tax and are not required to file. File your tax return as soon as you have all the information you need about how much you earned. However, refunds for returns claiming the EITC can't be issued before mid-February. This delay applies to the entire refund, not just the portion associated with the EITC.

EITC provides a boost to help pay your bills or save for a rainy day.

**Just imagine what you could do with EITC.**

#### **Do you want help with the EITC?**

- Go to [www.irs.gov/eitc](http://www.irs.gov/eitc) for free information and to check out the interactive EITC Assistant to see if you qualify for the credit and estimate the amount of your EITC.
- Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation. Go to [www.irs.gov/VITA](http://www.irs.gov/VITA) or call 1-800-906-9887 to find a site.
- Use FreeFile at [www.irs.gov/FreeFile](http://www.irs.gov/FreeFile) for free online filing through commercially available tax preparation software.

Errors can delay the EITC part of your refund until corrected. If the IRS audits your return and finds an error in your claim of the EITC, you must pay back the amount of the EITC you received in error plus interest and penalties. You may also have to file Form 8862 for future claims. And, if the IRS finds your incorrect claim was due to reckless or intentional disregard of rules and regulations or fraud, we may ban you from claiming the EITC for 2 years or 10 years, depending on the reason for the error.

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\*U.S. military personnel on extended active duty outside the United States are considered to live in the United States while on active duty.

El *EITC* es para las personas que trabajan para alguien más o son dueñas o dirigen un negocio o una granja. Para tener derecho, usted debe tener ingresos bajos a medios y cumplir con las siguientes reglas.

Para calificar, usted y su cónyuge (si presentan una declaración conjunta):

- Tienen que tener ingresos de trabajo
- Tienen que tener un número de Seguro Social válido para el empleo, emitido en la fecha de vencimiento de la declaración (incluidas las prórrogas), o antes
- No pueden tener ingresos de inversión, como ingresos de intereses, que superen cierta cantidad
- Por lo general, tienen que ser ciudadanos de los Estados Unidos o extranjeros residentes todo el año
- No pueden presentar la declaración como “casado que presenta por separado”
- No pueden ser un hijo calificado de otra persona
- No pueden presentar el Formulario 2555 o el Formulario 2555-EZ (relacionado con los ingresos ganados en el extranjero)
- Tienen que tener un hijo calificado o si no tienen un hijo calificado, ustedes tienen que:
  - tener 25 años de edad, pero menos de 65 años de edad al final del año,
  - vivir en los Estados Unidos\* durante más de la mitad del año, y
  - no reunir los requisitos como dependientes de otra persona.

Para reclamar el *EITC*, usted tiene que presentar una declaración del impuesto federal, aún si no adeuda impuestos y no tiene el requisito de presentar una declaración. Presente su declaración de impuestos tan pronto como tenga toda la información que necesita sobre cuánto ganó. No obstante, los reembolsos de las declaraciones en las que se reclama el *EITC* no se pueden emitir antes de mediados de febrero. Esta demora se aplica al reembolso total, no sólo a la parte asociada al *EITC*. El *EITC* proporciona un impulso para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles.

**Sólo imagine lo que podría hacer con el *EITC*.**

### ¿Desea ayuda con el *EITC*?

- Visite [www.irs.gov/eitc](http://www.irs.gov/eitc) para obtener información gratuita y consultar el asistente *EITC* interactivo para ver si califica para el crédito y estimar la cantidad de su *EITC*.
- Visite un sitio de Asistencia Voluntaria al Contribuyente con los Impuestos sobre los Ingresos (*VITA*, por sus siglas en inglés). Visite [www.irs.gov/VITA](http://www.irs.gov/VITA) o llame al 1-800-906-9887 para encontrar un sitio.
- Utilice *Free File* en [www.irs.gov/FreeFile](http://www.irs.gov/FreeFile) para la presentación gratuita en línea a través de software de preparación de impuestos, disponible comercialmente.

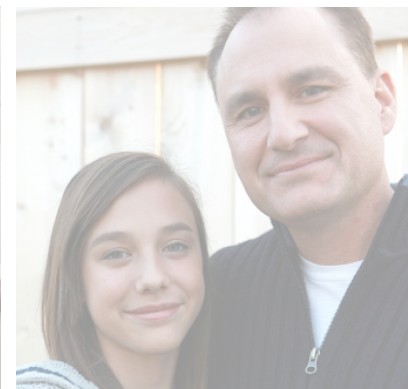
Los errores pueden demorar la parte del *EITC* de su reembolso, hasta que se corrijan. Si el *IRS* audita su declaración y encuentra un error en su reclamación del *EITC*, usted tiene que devolver la cantidad del *EITC* que recibió por error más multas e intereses. Es posible que también tenga que presentar el Formulario 8862 para las futuras reclamaciones. Y si el *IRS* encuentra que su reclamación incorrecta fue debido a descuido imprudente o intencional de las reglas y regulaciones o fraude, podemos prohibirle reclamar el *EITC* por 2 años o 10 años, dependiendo de la causa de su error.

\* El personal militar de los EE.UU. en servicio activo prolongado fuera de los Estados Unidos se considera que vive en los Estados Unidos mientras está en servicio activo.

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



Could you be eligible?



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

## Two ways to increase your income:

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

Call the **Virginia Department of Taxation** at: **(804) 367-8031**, PAY-VTAX at: **(804) 339-1307**

▶ or visit: [www.tax.virginia.gov](http://www.tax.virginia.gov)

# Seizure First Aid

How to help someone having a seizure

1

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

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



2

Keep the person **SAFE**.

- ✓ Move or guide away from **harm**



3

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

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



Call  
**911**  
if...

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

Do  
**NOT**

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

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



**EPILEPSY**  
FOUNDATION

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

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

In Partnership with  
Virginia Department  
of Labor and Industry



# VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

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

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

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

## **Reasonable Accommodations**

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

## **Interactive Process**

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

## **Complaints**

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

## **OFFICE OF THE ATTORNEY GENERAL**

Division of Human Rights

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

Richmond, Virginia 23219

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

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

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

