

# Virginia State Postings



## WORKERS' COMPENSATION NOTICE

Form VWC1  
The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or notice of an occupational disease, the employee should:

1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
2. Promptly give the employer and also to the Virginia Workers' Compensation Commissioner, in writing, a copy of the report of the physician or other person who has examined the employee and has determined that the employee is unable to perform his or her usual duties.
3. In case of failure to comply with the employer's request for compensation under the Act, the application with the Commissioner for a hearing within two years of the date of accidental injury or first communication of the diagnosis of an occupational disease.
4. If medical treatment is authorized for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commissioner within two years from the date of the accident.

**NOTE:** The employer's report of accident or notice of the filing of a claim for the employee.

**THE EMPLOYER SHOULD:**

1. At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician.
2. Report the injury to the Commissioner through your carrier or directly to the Commissioner.
3. Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc.

Questions may be answered by contacting the Commissioner. A detailed explanation of the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION  
303 E. Franklin St.  
Richmond, Virginia 23219  
1-877-684-2686  
www.workerscomp.virginia.gov

Every employer within the purview of the Virginia Workers' Compensation Act MUST POST THIS NOTICE IN A CONSPICUOUS PLACE in his place of business.

## 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 THIS 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: [https://doh.virginia.gov/regulatory\\_information/](https://doh.virginia.gov/regulatory_information/). 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 an 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 comply 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 \$16,675 for each serious violation and for optional penalties of up to \$15,775 for each other-than-serious violation. Penalties of up to \$15,775 per day may be proposed for failure to correct violations within the proposed time period. Any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$15,775 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 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 safety or health 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 employer 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 contractors, 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 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 record requirements. To see if your industry is partially exempt, visit the OSHA Website at [www.osha.gov/recordkeeping/post080808.html](http://www.osha.gov/recordkeeping/post080808.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	OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS
Brookfield Place 6000 West Broad St. Suite 100 Richmond, Virginia 23230 VOICE (804) 371-2227 FAX (804) 371-6524	Headquarters Brookfield Place 6000 West Broad St. Suite 100 Richmond, Virginia 23230 VOICE (804) 371-2227 FAX (804) 371-6524
<a href="http://www.doh.virginia.gov">www.doh.virginia.gov</a>	
U.S. Department of Labor OSHA Regional Administrator The Curtis Center, STE 740 West 170 South Independence Mall West Philadelphia, PA 19106-3309 (215) 891-4900	Southwest/Roanoke North Star Business Park 1570 East Parkman Road Richmond, VA 23228 (804) 371-3104
	Northern/Virginia 9400 Innovation Drive, Suite 120 Manassas, VA 20110 (703) 392-9090 (276) 676-5465
	Abingdon The Johnson Center 165 East Main Street, Suite 114 Abingdon, VA 24210 (276) 676-5465

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY  
EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK.

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

Two ways to increase your income:

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

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)  
Call the Virginia Department of Taxation at: (804) 367-8031, PAY-VTAX at: (804) 338-1307 or visit: [www.tax.virginia.gov](http://www.tax.virginia.gov)

## Virginia Human Rights Act

**Code of Virginia - Title 22, Chapter 39**  
It is the policy of the Commonwealth of Virginia to:

Safeguard all individuals within the Commonwealth from unlawful discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, military status, or disability in employment, places of public accommodation, including educational institutions, in real estate transactions, and in the provision of public services, including health and general welfare; and further the interests, rights and privileges of individuals within the Commonwealth; and protect citizens of the Commonwealth against unlawful charges of unlawful discrimination.

**Unlawful Discriminatory Practice Defined**  
Conduct that violates any Virginia or federal state or regulation governing discrimination is an unlawful discriminatory practice under the Virginia Human Rights Act.

**Complaints may be filed with:**

OFFICE OF THE ATTORNEY GENERAL  
Office of Civil Rights  
202 North 9th Street  
Richmond, Virginia 23219

[www.doh.virginia.gov](http://www.doh.virginia.gov)  
[civilrights@doh.state.va.us](http://civilrights@doh.state.va.us)  
P: (804) 225-2292  
F: (804) 225-2324

## Virginia Human Rights Act Reasonable Accommodations for Pregnancy

**Protections from Discrimination - Va. Code § 2-2-3909**  
Effective July 1, 2023, 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 Office of Civil Rights or seek relief by filing a civil action in state court.

OFFICE OF THE ATTORNEY GENERAL  
Office of Civil Rights  
202 North 9th Street  
Richmond, Virginia 23219  
[www.doh.virginia.gov](http://www.doh.virginia.gov)  
[civilrights@doh.state.va.us](http://civilrights@doh.state.va.us)  
P: (804) 225-2292; F: (804) 225-2324

## RESOURCES FOR VIRGINIA VETERANS

The following resources are available at no cost to all Virginia's veterans.

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

**Education, Transition, Employment**

- Veterans Education, Transition and Employment

VEET ensures that every veteran or eligible person has full and fair opportunity to reach his or her fullest potential through access to U.S. GI approved post-secondary education. Transferring/transfer certifications, career preparation and workforce entry services.

Phone: 1-877-285-1999  
Email: [etw@vetcenter.va.gov](mailto:etw@vetcenter.va.gov)

**Mental Health/Substance**

- Virginia Health and Support Program

VHSP provides resource referrals, case coordination, and supportive services to Virginia Veterans, National Guard, Armed Forces Reservees, family members and caregivers.

Phone: 1-877-285-1299

**Tax Benefits**

- Virginia

Phone: (804) 367-8031 • [www.tax.virginia.gov](http://www.tax.virginia.gov)

**Benefits Services**

- Benefits

Connects Virginia Veterans to benefits and services they have earned including health, disability, compensation, pensions, disability claims appeals, and others.

Schedule an appointment at: [www.vetsa.doh.virginia.gov](http://www.vetsa.doh.virginia.gov)

**Legal Services**

- Office of the Attorney General Legal Resources
- Virginia Lawyer Referral Service (State Bar)

[www.vetattorneybar.org](http://www.vetattorneybar.org)  
[www.osag.state.va.us](http://www.osag.state.va.us)

**Unemployment Benefits**

- Virginia Unemployment Commission

Phone: 1-866-832-2363 • [www.vec.virginia.gov](http://www.vec.virginia.gov)

U.S. Department of Veterans Affairs Veterans Crisis  
Call 968, press 1 or toll free 828255  
All calls and texts are free and confidential.  
[www.veteranscrisisline.net](http://www.veteranscrisisline.net)

## NOTICE TO WORKERS

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Virginia UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

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

- You are fully unemployed.
- You are working reduced wages or hours.

**YOU WILL NEED TO PROVIDE:**

- Your full legal name
- Your Social Security Number
- Your authorization to work (if you are not a US Citizen or resident)

**IF TOTALLY UNEMPLOYED, ON A TEMPORARY LAYOFF, OR IF WORKING REDUCED HOURS:**  
The first week you are unemployed, regular 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. Register for work online at [www.vec.virginia.gov](http://www.vec.virginia.gov)

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

- File a claim with the Virginia Unemployment 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 actively searching for work.
- Continue to report as instructed by the Virginia Unemployment Commission.

You cannot be paid unemployment benefits until you have filed your claim and met all eligibility requirements. You should receive your claim as soon as you have been unemployed, or your hours are reduced. If you have any questions about your rights and benefits, please contact the Virginia Unemployment Compensation Act, visit website [www.vec.virginia.gov](http://www.vec.virginia.gov) 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.**  
**EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT (SEE 16VAC 25-60-260).**

As Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities. Please call 866-832-2363 or Email: [translations@vec.virginia.gov](mailto:translations@vec.virginia.gov) for Language Access/Assistance.  
This notice is available in: Spanish. Direct requests to: Employer Accounts P.O. Box 26441, Richmond, VA 23261-6441

**VIRGINIA HUMAN RIGHTS ACT**

**REASONABLE ACCOMMODATIONS FOR DISABILITY**

**Protections from Discrimination - Va. Code § 2-2-3905.1**  
Effective July 1, 2023, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities. If necessary to assist such persons in performing a particular job, unless the accommodation would impose an undue hardship on the employer. "Person with a disability" means any person who has a physical or mental condition that substantially limits one or more of her major life activities or who has a record of such limitation. Employers also may not, in response to a request for a reasonable accommodation for disability:

- 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 modifying work schedules, permitting the use of leave, reassignment to a vacant position, acquisition or modification of equipment, assistance with manual labor, job restructuring, a modified work schedule, and light duty assignments.

**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 Office of Civil Rights.

OFFICE OF THE ATTORNEY GENERAL  
Office of Civil Rights  
202 North 9th Street  
Richmond, Virginia 23219  
[www.doh.virginia.gov](http://www.doh.virginia.gov)  
[civilrights@doh.state.va.us](http://civilrights@doh.state.va.us)  
P: (804) 225-2292; F: (804) 225-2324

**Notice of the Average Weekly Wage for 2025**

Pursuant to Va. Code § 40-1-28.7.2, the term "low-wage employee" as applied to coverments not to compute has been calculated by the Virginia Department of Workforce Development and Advancement to include all employees who earn an average of less than \$14,630 per week. "Low-wage employee" also includes an individual who has independently contracted with another person to perform services independent of an employment relationship and who is compensated for such services by such person at an hourly rate that is less than the median hourly wage for the Commonwealth for all occupations as reported for the preceding year, by the Bureau of Labor Statistics of the U.S. Department of Labor.

Any employer who employs any, employees, or threatens to enforce a covenant not to compete with any low-wage employee as defined by the statute will be in violation of the statute and is subject to a suit for damages, attorney fees, and liquidated damages, and civil monetary penalties assessed by the Commissioner.

Additionally, the section contains a posting requirement for employers which advises a copy of this section or a summary approved by the Department in the same location where other employee notices required by state or federal law are posted. Posting a copy of this Code will meet the requirements for notice to employees required under the law.

## Virginia Minimum Wage Act

**BEGINNING JANUARY 1, 2025, THE VIRGINIA HOURLY MINIMUM WAGE IS \$12.41 per hour**

As required by law, effective January 1, 2025, the adjusted state hourly minimum wage has been established at \$12.41 per hour. This change is based on a calculation that includes the previous minimum wage rate (\$12.00 per hour) and the annual change in the Consumer Price Index (CPI-U) for 2023.

**Annual adjustments to the Virginia minimum wage rate will continue in future years using the same methodology.**

**BUSINESS SIZE**  
The Virginia Minimum Wage Act does not exempt employers based on the size of their employer.

**TIPPED EMPLOYEES**  
Under the "tip credit" provisions of the Fair Labor Standards Act tipped employees (those who regularly receive more than \$30.00 a month in tips) may be paid a base tipped minimum wage of \$2.13 per hour. However, an employer's hourly wages plus tips must meet the Virginia minimum wage rate of \$12.41 per hour. If they do not, an employer must pay the difference to an employee so that they earn at least \$12.41 per hour.

**Questions? Contact DOL's Division of Labor and Employment Law:**  
Virginia Department of Labor and Industry  
Division of Labor and Employment Law  
[www.doh.virginia.gov](http://www.doh.virginia.gov)  
(804) 786-2706  
[labordiv@doeh.virginia.gov](mailto:labordiv@doeh.virginia.gov)

REV 11/2024

## Life's a little easier with EITC

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

**EITC is for people who work for someone else or own or run a business. To qualify, you must have low to moderate income and meet the following requirements:**

- You qualify, and your spouse (if you are married) must:
- Generally must be a U.S. citizen or resident alien at the time you must have earned income.
- Must have a qualifying child (or, if you are married but not living with your child, must have a qualifying child of another person).
- Must not be the Form 2556 addressee to be assigned income.

**You must also have a qualifying child if you do not have a qualifying child:**

- You are a parent or spouse of a parent who must be at least age 25 but under age 65.
- You are a grandparent if filing a joint return must be in the United States for more than half the year.
- You are a spouse (if filing a joint return) must qualify as a dependent of another person.

To claim the EITC, you have to file a federal tax return even if you are not required to. The IRS will not refund your tax if you do not file a return. You must also have a valid Social Security number (SSN) for you and your spouse (if you are married) and for each child. You must also have a valid SSN for you and your spouse (if you are married) and for each child. You must also have a valid SSN for you and your spouse (if you are married) and for each child.

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

- Visit [www.eitc.va.gov](http://www.eitc.va.gov) for more information and to check out the Interactive EITC Assistant to help you qualify for the credit and to find out if you are eligible.
- Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation.
- Visit [www.eitc.va.gov](http://www.eitc.va.gov) for more information and to check out the Interactive EITC Assistant to help you qualify for the credit and to find out if you are eligible.
- Visit [www.eitc.va.gov](http://www.eitc.va.gov) for more information and to check out the Interactive EITC Assistant to help you qualify for the credit and to find out if you are eligible.

**Errors on the tax return can cause a delay in processing your claim for the tax credit.**

- U.S. citizen, permanent or conditional alien who resides in the United States are considered to live in the United States when in active duty.

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

**EITC provides an incentive to help you pay your bills or save for a rainy day. EITC is for people who work for someone else or own or run a business. To qualify, you must have low to moderate income and meet the following requirements:**

- You qualify, and your spouse (if you are married) must:
- Generally must be a U.S. citizen or resident alien at the time you must have earned income.
- Must have a qualifying child (or, if you are married but not living with your child, must have a qualifying child of another person).
- Must not be the Form 2556 addressee to be assigned income.

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