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.

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 is required. DEDUCTIONS:

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.

MEALS: Employers may deduct $2.12 for each meal made available. For four hours or less of work, a maximum of one meal deduction is allowed. For over four hours of work, a maximum of two meal deductions is allowed. For live-in workers, a maximum of $6.36 per day is allowed.

TIPPED EMPLOYEES: Employers may pay a service rate of $2.77 per hour 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 balance.

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 hours or less of work, a maximum of one meal deduction is allowed. For over four hours of work, a maximum of two meal deductions is allowed. For live-in workers, a maximum of $6.36 per day is allowed.

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.

OTHER LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR

THE LIVING WAGE ACT OF 2006:

Recipients of contracts or government assistance shall pay affiliated employees no less than the current “living wage” per hour. The Department of Employment Services may adjust the living wage annually. Contact the Office of Wage-Hour (202) 671-1880 for the current living wage rate and for exceptions to and exemptions from the “Living Wage Act of 2006.”

The requirement to pay a living wage applies to all recipients of contracts or government assistance in the amount of $100,000 or more; and to all subcontractors of these recipients receiving $15,000 or more from the funds received by the recipient from the District of Columbia.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

ENHANCED PROFESSIONAL SECURITY AMENDMENT ACT OF 2008: An employer shall pay a security officer working in an office building in the District of Columbia wages, or any combination of wages and benefits, that are not less than the combined amount of the minimum wage and fringe benefit rate for guard 1 classification established by United States Secretary of Labor pursuant to the Service Contract Act of 1965, approved October 22, 1965 (79 Stat. 1034; 41 U.S.C. § 351), as amended. The term “office building” does not include libraries, museums, or universities.

WAGE PAYMENT AND WAGE COLLECTION LAW: Every employer shall pay all wages earned to employees at least twice during each calendar month, on regular payday designated in advance by the employer. Not more than ten (10) working days may elapse between the end of the pay period covered and the regular payday. Whenever an employer discharges an employee, the employer shall pay the employee’s wages not later than the working day following the discharge. In the instance of an employee who resigns, the employer shall pay the employee’s wages within seven days from the date of resigning, whichever is earlier.

WAGE GARNISHMENT ACT: No employer shall garnish the wages of an employee except pursuant to a court order.

ACCREDITED SICK AND SAFE LEAVE ACT OF 2008: Requires employers in the District of Columbia to provide paid leave to employees for illness and for absences associated with domestic violence or sexual abuse.

• An employer with 100 or more employees shall provide for each employee not less than one hour of paid leave for every 37 hours worked, not to exceed 7 days per calendar year.
• An employer with at least 25, but not more than 99, employees shall provide for each employee not less than one hour of paid leave for every 43 hours worked, not to exceed 5 days per calendar year; and,
• An employer with 24 or fewer employees shall provide not less than one hour of paid leave for every 87 hours worked, not to exceed 3 days per calendar year.

The term “employees” include an independent contractor, a student, health care workers who choose to participate in a premium pay program or restaurant wait staff and bartenders who work for a combination of wages and tips.

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT:
Department of Employment Services
Office of Wage-Hour (202) 671-1880
4058 Minnesota Avenue, N.E., Suite 300
Washington, D.C. 20019
www.does.dc.gov