



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 totally 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, register for work, and file a claim for benefits. You can file your claim online at www.vec.virginia.gov or by calling our Customer Contact Center at 1-866-832-2363. Register for work online at 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 actively searching 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 eligibility requirements. 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 website 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.

EFFECTIVE MARCH, 14, 2024, EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT ([42 USC, §1103 \(h\)\(2\)](#)).

An Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities. Please call 866-832-2363 or
Email: translation@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

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: [https://doli.virginia.gov/regulatory information/](https://doli.virginia.gov/regulatory%20information/). 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 \$16,287 for each serious violation and for optional penalties of up to \$16,287 for each other–than–serious violation. Penalties of up to \$16,287 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 \$162,849 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.

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			 VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY
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		Headquarters Brookfield Place 6606 West Broad Street, Suite 500 Richmond, Virginia 23230 (804) 371-2327	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	
		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	Gary G. Pan Commissioner
			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	
					VIRGINIA SAFETY AND HEALTH CODES BOARD

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 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):

- Generally must be a U.S. citizen or resident alien all year
- 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
- Must have a qualifying child and meet other requirements if you are married but not filing a joint return
- May not be a qualifying child of another person
- May not file Form 2555 (related to foreign earned income)

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

- You or your spouse (if filing a joint return) must be at least age 25 but under age 65,
- You and your spouse (if filing a joint return) must live in the United States* for more than half the year, and
- You and your spouse (if filing a joint return) must not qualify as a dependent of another person.

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

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.

Do you want help with the EITC?

- Go to 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 or call 1-800-906-9887 to find a site.
- Use FreeFile at www.irs.gov/FreeFile for free online filing through commercially available tax preparation software.

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

Just imagine what you could do with the EITC.

El EITC proporciona un incentivo para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles.

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):

- Por lo general, tienen que ser ciudadanos estadounidenses o extranjeros residentes de los Estados Unidos todo el año
- 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
- Deben tener un hijo calificado y cumplir otros requisitos si están casados pero no presentan una declaración conjunta
- No pueden ser un hijo calificado de otra persona
- No pueden presentar el Formulario 2555 (relacionado con los ingresos ganados en el extranjero)

Usted también tiene que tener un hijo calificado o si no tiene un hijo calificado:

- Usted o su cónyuge (si presentan una declaración conjunta) deben tener al menos 25 años de edad, pero menos de 65 años de edad al final del año,
- Su vivienda y la de su cónyuge (si presentan una declaración conjunta) debe haber estado en los Estados Unidos* por más de la mitad del año y
- Usted no puede ser el dependiente o hijo calificado 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.

¿Desea ayuda con el EITC?

- Visite 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 o llame al 1-800-906-9887 para encontrar un sitio.
- Utilice FreeFile en www.irs.gov/FreeFile para la presentación gratuita en línea a través de software de preparación de impuestos, disponible comercialmente.

Los errores en la declaración de impuestos pueden causar un retraso en el trámite de su reclamación de los créditos tributarios.

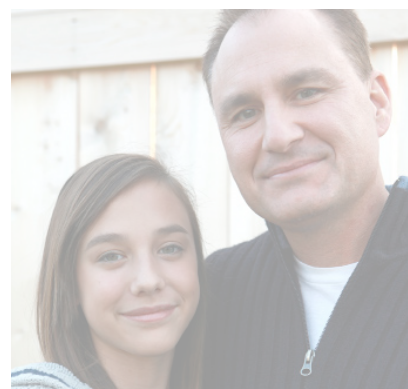
*El personal militar de los EE. UU. en servicio activo prolongado fuera de los Estados Unidos se considera que vive en los Estados Unidos mientras está en servicio activo.

Sólo imagine lo que podría hacer con el EITC.

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



Could you be eligible?



Two ways to increase your income:

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

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**

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



EPILEPSY
FOUNDATION

epilepsy.com

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

In Partnership with
Virginia Department
of Labor and Industry



§ 40.1-28.7:8. Covenants not to compete prohibited as to low-wage employees; civil penalty

A. As used in this section:

"Covenant not to compete" means a covenant or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer. A "covenant not to compete" shall not restrict an employee from providing a service to a customer or client of the employer if the employee does not initiate contact with or solicit the customer or client.

"Low-wage employee" means an employee whose average weekly earnings, calculated by dividing the employee's earnings during the period of 52 weeks immediately preceding the date of termination of employment by 52, or if an employee worked fewer than 52 weeks, by the number of weeks that the employee was actually paid during the 52-week period, are less than the average weekly wage of the Commonwealth as determined pursuant to subsection B of § [65.2-500](#). "Low-wage employee" includes interns, students, apprentices, or trainees employed, with or without pay, at a trade or occupation in order to gain work or educational experience. "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. For the purposes of this section, "low-wage employee" shall not include any employee whose earnings are derived, in whole or in predominant part, from sales commissions, incentives, or bonuses paid to the employee by the employer.

B. No employer shall enter into, enforce, or threaten to enforce a covenant not to compete with any low-wage employee.

C. No covenant not to compete between an employer and an employee is enforceable if such employer discharges such employee from employment without providing severance benefits or other monetary payment to such employee, unless such employer discharges such employee for cause. Such severance benefits or other monetary payment shall be disclosed upon execution of the covenant not to compete.

D. Nothing in this section shall serve to limit the creation or application of nondisclosure agreements intended to prohibit the taking, misappropriating, threatening to misappropriate, or sharing of certain information, including trade secrets, as defined in § [59.1-336](#), and proprietary or confidential information.

E. An employee may bring a civil action in a court of competent jurisdiction against any former employer or other person that attempts to enforce a covenant not to compete against such employee in violation of this section. An action under this section shall be brought within two years of the latter of (i) the date the covenant not to compete was signed, (ii) the date the low-wage employee learns of the covenant not to compete, (iii) the date the employment relationship is terminated, or (iv) the date the employer takes any step to enforce the covenant not to compete. The court shall have jurisdiction to void any covenant not to compete with a low-wage

employee and to order all appropriate relief, including enjoining the conduct of any person or employer, ordering payment of liquidated damages, and awarding lost compensation, damages, and reasonable attorney fees and costs. No employer may discharge, threaten, or otherwise discriminate or retaliate against a low-wage employee for bringing a civil action pursuant to this section.

F. Any employer that violates the provisions of subsection B as determined by the Commissioner shall be subject to a civil penalty of \$10,000 for each violation. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund.

G. If the court finds a violation of the provisions of this section, the plaintiff shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the former employer or other person who attempts to enforce a covenant not to compete against such plaintiff.

H. Every employer shall post 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. An employer that fails to post a copy of this section or an approved summary of this section shall be issued by the Department a written warning for the first violation, shall be subject to a civil penalty not to exceed \$250 for a second violation, and shall be subject to a civil penalty not to exceed \$1,000 for a third and each subsequent violation as determined by the Commissioner. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund.

The Commissioner shall prescribe procedures for the payment of proposed assessments of penalties that are not contested by employers. Such procedures shall include provisions for an employer to consent to abatement of the alleged violation and to pay a proposed penalty or a negotiated sum in lieu of such penalty without admission of any civil liability arising from such alleged violation.

That nothing in this act shall invalidate, alter, or otherwise affect any contract, covenant, or agreement entered into, amended, or renewed prior to July 1, 2026.



WORKERS' COMPENSATION NOTICE

Employees of this business are covered by the Virginia Workers' Compensation Act. If there is an injury while working or a disease that is caused by work, here are some things to know.

THE EMPLOYEE SHOULD:

1. In the event of an accident, immediately notify the employer in writing of the circumstances causing the accident and the date it occurred. In the case of an occupational disease, immediately notify the employer in writing of the diagnosed condition and the date of diagnosis. If the injury or disease results in death, the employee's dependents or a representative must provide this information on the employee's behalf.
2. If the insurance company will not agree to a written award to pay benefits, you can file a claim with the Virginia Workers' Compensation Commission. The claim form is available on the Commission's website at workcomp.virginia.gov/forms/claim-form or by scanning the QR code to the right.
3. Filing a claim with the Commission is different than telling your employer or its insurance company about the injury or disease. A claim for benefits is sent directly to the Virginia Workers' Compensation Commission.
4. For an injury, you usually have two years from your date of injury to file a claim with the Commission. For a disease, you have two years from the date you were diagnosed and knew the disease was caused by the work. If death benefits need to be requested, your dependents or someone acting for them can ask for death benefits.
5. There is a seven-day waiting period before lost wages can be paid. If you can work but cannot do your regular job, you must try to find other work you can do to receive lost wage benefits, unless you have an open award.



THE EMPLOYER SHOULD:

1. At the time of the accident, give the employee the names of at least three physicians from different practice groups from which the injured worker may choose an authorized treating physician. If this is not done within a reasonable time after being told about the injury, the injured worker may be able to seek treatment from a doctor of their choosing.
2. Tell your insurance carrier about the injury or disease. If you do not have workers' compensation insurance, report the injury or disease to the Virginia Workers' Compensation Commission directly.

HAVE QUESTIONS?

Contact the Virginia Workers' Compensation Commission toll-free at 877-664-2566 or visit workcomp.virginia.gov for more information. You may also scan the QR code to access employee-specific information on the Commission's website.



Every employer covered by the Virginia Workers' Compensation Act **must post this notice in a conspicuous place** at their place of business, or on their website if they do not maintain a physical location.

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.

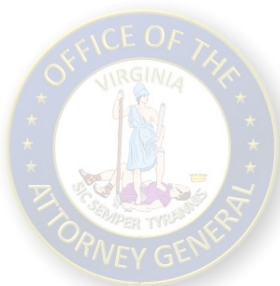
Interactive Process

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 9th Street

Richmond, Virginia 23219

www.ag.virginia.gov

human_rights@oag.state.va.us

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



Virginia Human Rights Act

Code of Virginia - Title 2.2, 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, veteran status, or disability in employment, places of public accommodation, including educational institutions, in real estate transactions; preserve the public safety, health and general welfare; and further the interests, rights and privileges of individuals within the Commonwealth; and protect citizens of the Commonwealth against unfounded charges of unlawful discrimination.

Unlawful Discriminatory Practice Defined

Conduct that violates any Virginia or federal statute 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

Division of Human Rights

202 North 9th Street

Richmond, Virginia 23219

www.ag.virginia.gov

human_rights@oag.state.va.us

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



VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY

Protections from Discrimination – Va. Code § 2.2-3905.1

Effective July 1, 2021, 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 person 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 impairment that substantially limits one or more of her major life activities or who has a record of such impairment. 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 policies, 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.

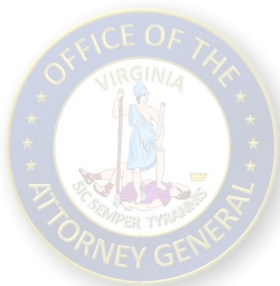
Interactive Process

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.ag.virginia.gov
civilrights@oag.state.va.us

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

