

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
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WEST VIRGINIA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Minimum Wage
2. Parental Leave Act
3. Wage Payment and Collections Act
4. Human Rights Act
5. Unemployment Benefits

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

WEST VIRGINIA MINIMUM WAGE REQUIREMENTS

Effective January 1, 2015

An employer employing 6 or more employees in any one separate, distinct and permanent location during any calendar week, including the State of West Virginia, and its agencies and departments, must comply with the state minimum wage law.

Required Minimum Wage Rates

1. Beginning July 1, 2008, employers must pay employees at least \$7.25 per hour.
2. **Beginning January 1, 2015**, employers must pay employees at least \$8.00 per hour.
3. **Beginning January 1, 2016**, employers must pay employees at least \$8.75 per hour.

Required Minimum Training Wage Rates

1. An employer may pay an employee under the age of 20 years, first hired on or after July 1, 2006, a training wage of at least \$5.15 per hour for the first 90 days of employment.
2. An employer may pay an employee under the age of 20 years, first hired on or after January 1, 2015, a training wage of at least \$6.40 per hour for the first 90 days of employment.
3. Beginning with the 91st day of employment, an employer must pay the employee the required minimum wage rate.

Permissible Minimum Wage Credit for Tipped Employees

1. **Beginning January 1, 2015**, employers may take up to a 70% credit, or \$5.60 per hour, against the required minimum wage rate for employees who customarily receive tips, resulting in a reduced hourly wage rate of at least \$2.40 per hour.
2. **Beginning January 1, 2016**, employers may take up to a 70% credit, or \$6.13 per hour, against the required minimum wage rate for employees who customarily receive tips, resulting in a reduced hourly wage rate of at least \$2.62 per hour.
3. **To qualify for the credit, employers must ensure that the employees' tips and the reduced hourly wage rate equal at least the required minimum wage rate and must keep accurate records of employees' tips.**

If you have any questions, please contact the
West Virginia Division of Labor
State Capitol Complex, Building 6, Room B-749, Charleston, WV 25305
telephone - 304.558.7890
email - wageandhour@wv.gov

WEST VIRGINIA DIVISION OF LABOR

749-b Building 6, Capitol Complex

Charleston, West Virginia 25305

Phone (304) 558-7890, x163

Fax (304) 558-3797

www.labor.state.wv.us



PARENTAL LEAVE ACT NOTICE TO ALL EMPLOYEES

PARENTAL LEAVE ACT – (W. Va. Code §21-5D-1, *et. seq.*). This legislation, enacted in 1989, covers employees of all departments, divisions, boards, bureaus, agencies, commissions or other units of State Government and County Boards of Education.

Under this law, an employee shall be entitled to a total of 12 weeks of unpaid *Parental Leave* following the exhaustion of all his or her annual and personal leave, during any 12 month period. The unpaid leave shall be granted to an employee for any of the following reasons:

- The birth of a son or daughter of the employee
- The placement of a son or daughter with the employee for adoption
- To care for the employee's son or daughter, spouse, parent, or dependent who has a serious health condition

The statute further states that in the case of a serious health condition, the leave may be taken intermittently when medically necessary.

If a leave of absence due to the birth or adoption of a child is foreseeable, the employee shall provide the employer with a two weeks written notice. If a leave of absence is foreseeable due to planned medical treatment or medical supervision, the employee shall make a reasonable effort to schedule the leave of absence so as not to disrupt the operations of the employer, subject to the approval of the health care provider.

If an employee requests *Parental Leave* to care for a family member with a serious health condition, the employer may require the employee to provide certification by a health care provider of the family member's health condition and that the employee's assistance is necessary. The certification shall be sufficient if it contains the following:

- That the child, dependent, parent, or employee has a serious health condition
- The date the serious health condition commenced and its probable duration
- The medical facts regarding the serious health condition, upon release by the patient

The position held by an employee immediately before the leave of absence shall be held and the employee shall be returned to that position upon his or her return to work. However, the employer may hire a temporary employee to fill the position for the period of time the employee is off work.

No employer may, because an employee received *Parental Leave*, reduce or deny any employment benefit or seniority which accrued to the employee before his or her leave commenced.

THE WEST VIRGINIA WAGE PAYMENT AND COLLECTION ACT

**This abstract must be placed in an area accessible to all employees in accordance
with the requirements of W. Va. Code §21-5-9.**

REQUIRES THE EMPLOYER TO:

Pay employee wages at least twice a month, with no more than 19 days between paydays (W. Va. Code §21-5-3(a)).

Compensate employees for services rendered by cash, check, direct deposit, or money order, and make arrangements with a bank convenient to the place of employment for employees to have immediate access to their wages (W. Va. Code §21-5-4(a)).

When an employee is discharged, quits, resigns, is laid off, or is on strike, pay the employee on or before the next regularly scheduled payday for all work he or she performed prior to his or her separation from employment (W. Va. Code §21-5-4(b)).

On separation from employment, pay an employee the fringe benefits due and payable according to the time, terms, and conditions of an employer-employee agreement, whether verbal or written, if any (W. Va. Code §21-5-4(b)).

Notify employees in writing at the time of hire, or by a posted notice that is accessible to all employees, identifying the employer's established work week, pay periods, regularly scheduled pay days, and employment practices and policies regarding vacation, sick leave and other fringe benefits, if any (W. Va. Code §21-5-9).

Provide employees with at least 1 full pay period's written notice before making any changes to an employee's rate of pay, fringe benefits, the time and place for meeting payroll, or any other existing terms or conditions of employment (W. Va. Code St. R. §42-5-4.2)).

Furnish each employee with a written itemized statement of deductions withheld from his or her wages each pay period (W. Va. Code §21-5-9)).

PREVENTS THE EMPLOYER FROM:

Selling goods or supplies to employees at prices higher than the current market value (W. Va. Code §21-5-5).

Deducting more than 25% of an employee's net earnings under a wage assignment (excluding amounts required by law to be withheld or paid for union or club dues, pension plans, payroll savings plans, credit unions, charities, and hospitalization and medical insurance) (W. Va. Code 21-5-3(e)).

Accepting a wage assignment that does not contain the employee's notarized signature, specify the total amount due and the amount to be deducted, and state that 75% of the employee's net wages are exempt from assignment (W. Va. Code 21-5-3(e)).

Refusing to pay wages owed, up to \$800.00, to the relatives of a deceased employee (W. Va. Code 21-5-8a).

WEST VIRGINIA DIVISION OF LABOR
CAPITOL COMPLEX
BUILDING 6, ROOM 749B
CHARLESTON, WEST VIRGINIA 25305
304.558.7890
wageandhour@wv.gov
www.wvlabor.com

NOTICE

THE WEST VIRGINIA HUMAN RIGHTS ACT

Prohibits Discrimination in Employment and Places of Public Accommodations Based On:
Race, Religion, Color, National Origin, Ancestry, Sex, Age (40 or above), Blindness , or Disability

THE WEST VIRGINIA FAIR HOUSING ACT

Prohibits Discrimination in Housing Based On:
Race, Religion, Color, National Origin, Ancestry, Sex, Blindness, Disability , Familial Status

THE WEST VIRGINIA PREGNANT WORKERS' FAIRNESS ACT

Prohibits Discrimination in Employment Based On:
Pregnancy , Childbirth or Related Medical Conditions

For Further Information or to File a Complaint, Visit, Call or Write to the WV Human Rights Commission at:



WV Human Rights Commission
Room 108 A
1321 Plaza East
Charleston, WV 25301-1400

Phone: 304-558-2616
(Toll Free) 888-676-5546
Fax: 304-558-0085
Website: www.hrc.wv.gov

WORKFORCE West Virginia

Notice To Employees – Unemployment Benefits

TOTAL UNEMPLOYMENT

You are considered totally unemployed during any week in which you are totally separated from your employment, performing no services for which wages or other remuneration were paid to you.

You must file your initial claim for total unemployment in person. Since a claim for unemployment compensation is effective the Sunday of the week in which it is filed, you should file your claim immediately after you are separated from your employment. You will be instructed on filing your continued claim. Your options for filing continued claims will include telephone or web filing.

PARTIAL UNEMPLOYMENT

You would be considered partially unemployed if you have been working full-time, but due to business being slow, a breakdown of equipment, or similar reasons, your employer has to reduce your hours during the week. You may be entitled to partial unemployment benefits during this week if you earned less than what your weekly unemployment benefit amount would be plus \$60. Under these conditions, your employer should issue a Low Earnings Report for the week, showing your gross wages. You must complete the claims portion of the Low Earnings Report and file it with the local unemployment office as directed on the form.

ELIGIBILITY REQUIREMENTS

To be monetarily eligible to receive unemployment benefits you must have earned \$2200 gross wages in covered employment during two or more calendar quarters of your regular base period (first four of the last five completed calendar quarters) or alternative base period (the last four quarters immediately preceding the first day of the individual's benefit year).

ELIGIBILITY REQUIREMENTS - OTHER

- ❖ You are unemployed, you shall be eligible to receive benefits only if:
 - ❖ You have made a claim for benefits at a local unemployment office.
 - ❖ You have registered for work with the Job Service Office and continue to report as directed.
 - ❖ You are able to work and available for full-time work for which you are fitted by prior training or experience.
 - ❖ You are doing what a reasonable prudent person in your situation would do to find work.
 - ❖ You have filed for and served a waiting period of one week during your benefit year.
 - ❖ You have earned gross wages of less than your weekly benefit amount plus \$60 during the week for which you claim benefits.
 - ❖ You requalify on a new claim when you had a previous benefit year (must have earned eight times your old weekly benefit amount in covered employment after the beginning of your previous claim).

❖ You must participate in profiling and reemployment services when selected.

DISQUALIFICATIONS

You may be disqualified from drawing benefits:

1. If you leave work voluntarily without good cause involving fault on the part of your employer.
2. If you are discharged for misconduct.
3. If you fail without good cause to apply for available suitable work, to accept suitable work when offered, or to return to your customary self-employment when directed to do so.
4. If you are unemployed due to a labor dispute.
5. For the week for which you receive wages in lieu of notice or Workers' Compensation for temporary total disability.
6. For the week for which you receive unemployment compensation under the laws of another state or of the United States.
7. For any week you are training, participating, or preparing to participate in sports or athletic events if there is reasonable assurance you will perform such services in the current or upcoming seasons.
8. If you are an employee of an educational institution or educational service agency, for any week of unemployment which commences during: a paid sabbatical leave; a holiday or vacation period between two academic years or terms, if you perform services in the first academic year or term or prior to the beginning of a holiday or vacation period and there is a contract or a reasonable assurance that you will perform services in the second academic year or term or after a holiday or vacation period. (EXCEPTION: If you have sufficient nonschool wages in your base period to qualify for benefits based upon the non-school wages only, you may be entitled to benefits during this period.)
9. For any week on the basis of services performed as an alien, unless you are lawfully residing in the United States and have a valid permit to work.
10. If you leave work voluntarily to attend school or other educational institution, or are waiting to enter school or an educational institution.
11. For each week in which you are unemployed because of your request or that of your duly-authorized agent for a vacation at a specified time that leaves your employer no other alternative but to suspend operations.
12. For the week in which you receive any annuity, pension, or other

retirement pay from a base period employer, or from a fund towards which a base period employer has contributed. If your remuneration is less than the unemployment benefits otherwise due you, your unemployment benefits will be reduced by the amount of your annuity, pension, etc.

13. For each week in which and for 52 weeks thereafter, if the commissioner finds that you, within the preceding 24 months, knowingly made a false statement or failed to reveal a material fact in order to obtain or increase or attempt to obtain or increase a benefit; and you shall be considered guilty of a misdemeanor and may be subject to severe penalties.

Neither the full effect nor the duration of a disqualification is given here in detail.

SOCIAL SECURITY NUMBER

Bring your Social Security Card with you when you report to the local office. Your Social Security Number will only be printed on the most pertinent documents.

VOLUNTARY INCOME TAX WITHHOLDING PROGRAM

Unemployment compensation benefits are subject to Federal income tax and there are requirements relating to estimated tax payments. You may choose to have Federal income tax deducted and withheld from any unemployment benefits paid to you.

CLAIMS OFFICES

These **FULL-TIME CLAIMS OFFICES** are operated Monday through Friday each week:

BECKLEY	LOGAN	SOUTH BRANCH
CHARLESTON	MARTINSBURG	SUMMERSVILLE
CLARKSBURG	MERCER COUNTY	WEIRTON
ELKINS	MORGANTOWN	WELCH
FAIRMONT	PARKERSBURG	WHEELING
HUNTINGTON		

*The days and hours for these **ITINERANT POINTS** vary. For exact schedule, inquire at any claims office.

CLAY	PT. PLEASANT
GREENBRIER VALLEY	SPENCER
KINGWOOD	WEBSTER SPRINGS
MARLINTON	WESTON
MONTGOMERY	WILLIAMSON
NEW MARTINSVILLE	

*ITINERANT POINTS are subject to change.

Unemployment Compensation Benefit Rate Table

Wage Class	Wages in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wages in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wages in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wages in Base Period	Weekly Benefit Rate	Maximum Benefit Rate
1	Under \$2,200	ineligible		64	11,650.00 - 11,799.99	124.00	3,224.00	128	21,250.00 - 21,399.99	225.00	5,850.00	192	30,850.00 - 30,999.99	327.00	8,502.00
2	\$2,200.00 - 2,349.99	24.00	624.00	65	11,800.00 - 11,949.99	125.00	3,250.00	129	21,400.00 - 21,549.99	227.00	5,902.00	193	31,000.00 - 31,149.99	328.00	8,528.00
3	2,350.00 - 2,499.99	25.00	650.00	66	11,950.00 - 12,099.99	127.00	3,302.00	130	21,550.00 - 21,699.99	228.00	5,928.00	194	31,150.00 - 31,299.99	330.00	8,580.00
4	2,500.00 - 2,649.99	27.00	702.00	67	12,100.00 - 12,249.99	128.00	3,328.00	131	21,700.00 - 21,849.99	230.00	5,980.00	195	31,300.00 - 31,449.99	331.00	8,606.00
5	2,650.00 - 2,799.99	28.00	728.00	68	12,250.00 - 12,399.99	130.00	3,380.00	132	21,850.00 - 21,999.99	231.00	6,006.00	196	31,450.00 - 31,599.99	333.00	8,658.00
6	2,800.00 - 2,949.99	30.00	780.00	69	12,400.00 - 12,549.99	131.00	3,406.00	133	22,000.00 - 22,149.99	233.00	6,058.00	197	31,600.00 - 31,749.99	335.00	8,710.00
7	2,950.00 - 3,099.99	31.00	806.00	70	12,550.00 - 12,699.99	133.00	3,458.00	134	22,150.00 - 22,299.99	235.00	6,110.00	198	31,750.00 - 31,899.99	336.00	8,736.00
8	3,100.00 - 3,249.99	33.00	858.00	71	12,700.00 - 12,849.99	135.00	3,510.00	135	22,300.00 - 22,449.99	236.00	6,136.00	199	31,900.00 - 32,049.99	338.00	8,788.00
9	3,250.00 - 3,399.99	35.00	910.00	72	12,850.00 - 12,999.99	136.00	3,536.00	136	22,450.00 - 22,599.99	238.00	6,188.00	200	32,050.00 - 32,199.99	339.00	8,814.00
10	3,400.00 - 3,549.99	36.00	936.00	73	13,000.00 - 13,149.99	138.00	3,588.00	137	22,600.00 - 22,749.99	239.00	6,214.00	201	32,200.00 - 32,349.99	341.00	8,866.00
11	3,550.00 - 3,699.99	38.00	988.00	74	13,150.00 - 13,299.99	139.00	3,614.00	138	22,750.00 - 22,899.99	241.00	6,266.00	202	32,350.00 - 32,499.99	342.00	8,892.00
12	3,700.00 - 3,849.99	39.00	1,014.00	75	13,300.00 - 13,449.99	141.00	3,666.00	139	22,900.00 - 23,049.99	243.00	6,318.00	203	32,500.00 - 32,649.99	344.00	8,944.00
13	3,850.00 - 3,999.99	41.00	1,066.00	76	13,450.00 - 13,599.99	143.00	3,718.00	140	23,050.00 - 23,199.99	244.00	6,344.00	204	32,650.00 - 32,799.99	346.00	8,996.00
14	4,000.00 - 4,149.99	43.00	1,118.00	77	13,600.00 - 13,749.99	144.00	3,744.00	141	23,200.00 - 23,349.99	246.00	6,396.00	205	32,800.00 - 32,949.99	347.00	9,022.00
15	4,150.00 - 4,299.99	44.00	1,144.00	78	13,750.00 - 13,899.99	146.00	3,796.00	142	23,350.00 - 23,499.99	247.00	6,422.00	206	32,950.00 - 33,099.99	349.00	9,074.00
16	4,300.00 - 4,449.99	46.00	1,196.00	79	13,900.00 - 14,049.99	147.00	3,822.00	143	23,500.00 - 23,649.99	249.00	6,474.00	207	33,100.00 - 33,249.99	350.00	9,100.00
17	4,450.00 - 4,599.99	47.00	1,222.00	80	14,050.00 - 14,199.99	149.00	3,874.00	144	23,650.00 - 23,799.99	250.00	6,500.00	208	33,250.00 - 33,399.99	352.00	9,152.00
18	4,600.00 - 4,749.99	49.00	1,274.00	81	14,200.00 - 14,349.99	150.00	3,900.00	145	23,800.00 - 23,949.99	252.00	6,552.00	209	33,400.00 - 33,549.99	354.00	9,204.00
19	4,750.00 - 4,899.99	51.00	1,326.00	82	14,350.00 - 14,499.99	152.00	3,952.00	146	23,950.00 - 24,099.99	254.00	6,604.00	210	33,550.00 - 33,699.99	355.00	9,230.00
20	4,900.00 - 5,049.99	52.00	1,352.00	83	14,500.00 - 14,649.99	154.00	4,004.00	147	24,100.00 - 24,249.99	255.00	6,630.00	211	33,700.00 - 33,849.99	357.00	9,282.00
21	5,050.00 - 5,199.99	54.00	1,404.00	84	14,650.00 - 14,799.99	155.00	4,030.00	148	24,250.00 - 24,399.99	257.00	6,682.00	212	33,850.00 - 33,999.99	358.00	9,308.00
22	5,200.00 - 5,349.99	55.00	1,430.00	85	14,800.00 - 14,949.99	157.00	4,082.00	149	24,400.00 - 24,549.99	258.00	6,708.00	213	34,000.00 - 34,149.99	360.00	9,360.00
23	5,350.00 - 5,499.99	57.00	1,482.00	86	14,950.00 - 15,099.99	158.00	4,108.00	150	24,550.00 - 24,699.99	260.00	6,760.00	214	34,150.00 - 34,299.99	361.00	9,386.00
24	5,500.00 - 5,649.99	58.00	1,508.00	87	15,100.00 - 15,249.99	160.00	4,160.00	151	24,700.00 - 24,849.99	262.00	6,812.00	215	34,300.00 - 34,449.99	363.00	9,438.00
25	5,650.00 - 5,799.99	60.00	1,560.00	88	15,250.00 - 15,399.99	162.00	4,212.00	152	24,850.00 - 24,999.99	263.00	6,838.00	216	34,450.00 - 34,599.99	365.00	9,490.00
26	5,800.00 - 5,949.99	62.00	1,612.00	89	15,400.00 - 15,549.99	163.00	4,238.00	153	25,000.00 - 25,149.99	265.00	6,890.00	217	34,600.00 - 34,749.99	366.00	9,516.00
27	5,950.00 - 6,099.99	63.00	1,638.00	90	15,550.00 - 15,699.99	165.00	4,290.00	154	25,150.00 - 25,299.99	266.00	6,916.00	218	34,750.00 - 34,899.99	368.00	9,568.00
28	6,100.00 - 6,249.99	65.00	1,690.00	91	15,700.00 - 15,849.99	166.00	4,316.00	155	25,300.00 - 25,449.99	268.00	6,968.00	219	34,900.00 - 35,049.99	369.00	9,594.00
29	6,250.00 - 6,399.99	66.00	1,716.00	92	15,850.00 - 15,999.99	168.00	4,368.00	156	25,450.00 - 25,599.99	269.00	6,994.00	220	35,050.00 - 35,199.99	371.00	9,646.00
30	6,400.00 - 6,549.99	68.00	1,768.00	93	16,000.00 - 16,149.99	170.00	4,420.00	157	25,600.00 - 25,749.99	271.00	7,046.00	221	35,200.00 - 35,349.99	373.00	9,698.00
31	6,550.00 - 6,699.99	70.00	1,820.00	94	16,150.00 - 16,299.99	171.00	4,446.00	158	25,750.00 - 25,899.99	273.00	7,098.00	222	35,350.00 - 35,499.99	374.00	9,724.00
32	6,700.00 - 6,849.99	71.00	1,846.00	95	16,300.00 - 16,449.99	173.00	4,498.00	159	25,900.00 - 26,049.99	274.00	7,124.00	223	35,500.00 - 35,649.99	376.00	9,776.00
33	6,850.00 - 6,999.99	73.00	1,898.00	96	16,450.00 - 16,599.99	174.00	4,524.00	160	26,050.00 - 26,199.99	276.00	7,176.00	224	35,650.00 - 35,799.99	377.00	9,802.00
34	7,000.00 - 7,149.99	74.00	1,924.00	97	16,600.00 - 16,749.99	176.00	4,576.00	161	26,200.00 - 26,349.99	277.00	7,202.00	225	35,800.00 - 35,949.99	379.00	9,854.00
35	7,150.00 - 7,299.99	76.00	1,976.00	98	16,750.00 - 16,899.99	177.00	4,602.00	162	26,350.00 - 26,499.99	279.00	7,254.00	226	35,950.00 - 36,099.99	381.00	9,906.00
36	7,300.00 - 7,449.99	78.00	2,028.00	99	16,900.00 - 17,049.99	179.00	4,654.00	163	26,500.00 - 26,649.99	281.00	7,306.00	227	36,100.00 - 36,249.99	382.00	9,932.00
37	7,450.00 - 7,599.99	79.00	2,054.00	100	17,050.00 - 17,199.99	181.00	4,706.00	164	26,650.00 - 26,799.99	282.00	7,332.00	228	36,250.00 - 36,399.99	384.00	9,984.00
38	7,600.00 - 7,749.99	81.00	2,106.00	101	17,200.00 - 17,349.99	182.00	4,732.00	165	26,800.00 - 26,949.99	284.00	7,384.00	229	36,400.00 - 36,549.99	385.00	10,010.00
39	7,750.00 - 7,899.99	82.00	2,13												