



FEW

WORKING FOR THE ADVANCEMENT
OF WOMEN IN THE GOVERNMENT

NEWS & VIEWS

SEPTEMBER/OCTOBER 2023



Our Hearts are with Hawaii



Women's Equality Day Program



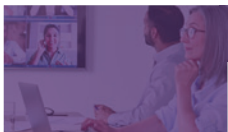
Preparing for the Worst-Case Scenario

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I Survived Major Emergencies... Sort of

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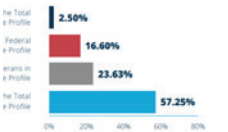
Employee Training and Development

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Federal Workplace Demographics

[READ MORE](#)



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Discover and Develop Leadership Talent

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President's Message: Goodbye, Summer... Hello, Autumn!

[READ MORE](#)

44th Annual National Training Institute

[READ MORE](#)

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President's Message: Goodbye, Summer... Hello, Autumn!



Goodbye Summer...

The summer of 2023 brought many opportunities for networking and fellowship with fellow National Coalition for Equity in Public Service (NCEPS) Partners. Fahmida Chhipa,

National President of the Federal Asian Pacific American Council (FAPAC) and the Honorable Shirley A. Jones, Esq., National President for Blacks in Government (BIG) graciously attended our National Training Program in Columbus, Ohio. In kind, I had the privilege of joining my NCEPS Partners again in August, for BIG's National Training Institute at the National Harbor in Fort Washington, Maryland. In the spirit of supporting one another and sharing knowledge, each of us was able to learn and grow from the others' networking and training events. This is what partnerships are all about.

never forget the magnitude of September 11 and we hold that promise close to our hearts today. In 2021, President Joe Biden announced Patriot Day as a National Day of Remembrance. The [White House Proclamation](#) reminded us “Our shared love of country and our shared values — regardless of race, gender, religion, origin, or economic status — unite us as Americans...”

In keeping with those same shared values, we honor the lives recently lost in the tragic Hawaii wildfires. Our hearts go out to the families grieving not just material loss, but the unexpected loss of their loved ones. And our hearts are with the self-sacrificing individuals dedicated to rescue and recovery. Like so many other places where loss occurs, Hawaii and its residents will never be the same. To FEW members and colleagues who work for the Federal Emergency Management Agency (FEMA) and other assistance organizations, we salute you and give thanks for all your efforts.



As I reflected on Patriot Day, the day our country commemorates brave Americans who taught us the power of resilience and honor when acts of terror unfolded in New York City, Shanksville (Pennsylvania), and Washington, D.C. in 2001, I am humbled by the kindness and fortitude of the human spirit. The United States of America vowed we would

On a lighter note, I had the privilege of ringing in the start of [Hispanic Heritage Month](#) by participating in a panel discussion in Puerto Rico for the National Women's Collaborative “We Mean Business Part Two” Women's Empowerment Summit. I enjoyed networking with other powerful women and allies. I shared the stage with Diane

continued

continued

Bevan of the National Women’s Business Community Network, Loreana Larazzini of the Metro Women’s Business Center, Neysha Natal Castro, and Dessy Bones Colon of the Foundation for Women as we discussed the topic of women supporting women. To that end, we acknowledged powerful female trailblazers from Puerto Rico, such as Luisa Capetillo, a 19th century suffragist; Julia de Burgos, a 1940’s writer; Sandra Rodriguez Cotto, independent investigative journalist who speaks out against discrimination and acts of hate, the Center for Investigative Reporting (led by a group of women) who call out hate speech and violence toward women; and Pluma Barbara Moreno, an indigenous activist, who wants everyone to know Puerto Rico’s real name, Borikén, and this undeniable truth: “the spirit of the people cannot be colonized”.

As we move into October, we want to educate ourselves and others about the adverse realities of domestic violence (also known as intimate partner violence) and breast cancer, which threatens the quality of life for many women and men. The [Department of Justice](#) provides a listing of the various types of domestic violence, along with resources to help someone in need. FEW National Partner, Aetna, offers “The truth behind [8 common breast cancer myths](#)”, inspirational stories, and ideas for supporting loved ones with breast cancer. We all agree that knowledge is power: let’s empower ourselves and help to save lives.

During October, we also celebrate [National Disability Employment Awareness Month](#) (NDEAM). I encourage each of us to continue amplifying the “A” for “Accessibility in the diversity, equity, inclusion, and accessibility (DEIA) space. FEW champions inclusion and belonging; it is our duty to call attention to the issues people with disabilities face, particularly in the Federal workplace. NDEAM is sponsored by the President’s Committee on Employment of People with Disabilities, which has seen many changes since 1945, when the very first “National Employ the Physically Handicapped Week” occurred. Not only has the

terminology changed, but the overall understanding of what constitutes a disability expanded from being solely physical to including all disabilities.

Holding space for all DEIA efforts and holding Federal agencies accountable for complying with Equal Employment Opportunity guidelines is part of FEW’s mission and one of our four [Focus Areas](#). FEW’s [Compliance Program](#) monitors the progress made by the federal government in achieving equal employment opportunity evidenced by its adherence with statutory civil rights protections including: the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, Section 501 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act, Civil Rights Act of 1991, and the Genetic Information Nondiscrimination Act of 2008 (GINA).

Read on to see how our National Board of Directors and FEW members benefit from and work to advance the Compliance Program forward. As always, it is a joy to be in service with you all.



Hello, Autumn...

Yours in Service,

Pamela H. Richards

National President
Federally Employed Women



Our Hearts are with



During the month of August, wildfires ravaged the Hawaiian islands, with Maui bearing the brunt of the devastation. These ferocious, wind-propelled fires forced families to evacuate their homes, resulting in extensive destruction. Tragically, the fires claimed the lives of at least 97 people, and hundreds remain unaccounted for.

The path to recovery will undoubtedly be lengthy and challenging. If you wish to contribute to a trustworthy relief organization and assist those affected by this catastrophe, [click here](#) for ways to make sure the charity you choose is reputable. Your support can make a meaningful difference in the lives of those struggling with the aftermath of this disaster.

Preparing for the Worst-Case Scenario



By Marcia McDaniels

There are a lot of threats to your safety in the world. You don't know when the weather will turn to hail or tornadoes or floods. There are car pileups and manmade disasters in the news. How do you sleep at night? You prepare and do your best to anticipate before action is needed.

I worked as an operations officer at my agency and learned about the Federal Emergency Management Agency (FEMA). Since 2003 it reports directly to the Secretary of Homeland Security. The focus of FEMA is to utilize and enhance our country's resources to better "respond to and recover from manmade and natural disasters."

FEMA has a structured organization called the National Incident Management System (NIMS). NIMS has developed a total approach to integrate the whole community involved in the incident location in the assessment, prevention, response, and recovery from such events. NIMS teams are directed immediately to the site to coordinate the efforts of all levels of government, first responders, and private sector organizations. This

streamlined control allows unity of effort in response to the developing event. Security, logistics and media communications benefit from these funneled efforts.

[What can I do to receive warnings?](#)

There are sirens for warnings, media, text info and apps. Get the [FEMA App](#).

[What can I do to learn?](#)

Emergency Management Institute offers a variety of online courses to enhance your emergency preparedness, including Community Emergency Response Team (CERT) classes.

How you can help with relief and recovery:

- [Donate](#) to a recognized disaster relief organization.
- [Volunteer](#) with your local Red Cross. Seek out local churches and charities providing relief.
- Join a [Community Emergency Response Team](#).

Bottom line: Be aware of what disasters can occur in your area. There are actions you can take in advance. You will sleep better for it!





Helping Older Adults Prepare

2023 FEMA National Preparedness Month Campaign

September marks National Preparedness Month, a crucial time dedicated to emphasizing the significance of disaster and emergency readiness. This year, FEMA's primary focus centers on ensuring the preparedness of older adults, particularly those in communities disproportionately affected by a wide range of potential disasters.

We know older adults can face greater risks when it comes to extreme weather events and emergencies, especially if they are living alone, are low-income, have a disability, or live in rural areas.

Emergency managers and all those engaged in supporting and assisting older adult communities are encouraged to visit [Ready.gov/older-adults](https://www.ready.gov/older-adults) and [Ready.gov/es/adultos-mayores](https://www.ready.gov/es/adultos-mayores).

WHAT TO INCLUDE IN AN EMERGENCY PREPAREDNESS KIT

- ✓ Contact information for important people and care providers.
- ✓ A list of medicines you need, dosage instructions, and any allergies.
- ✓ Contact information for your durable medical provider.
- ✓ Need-to-know information for first responders and others who might need to help you.



ready.gov/disability

More Resources:

- [Older Adults Flyer](#)
- [Older Adults Flyer \(Spanish\)](#)
- [People with Disabilities Bookmarks \(Front and Back\)](#)
- [Prepare For Emergencies Now. Information for Older Adults \(PDF\)](#)
- [Preparing Makes Sense for Older Americans \(Video\)](#)
- [Individuals with Disabilities and Other Access and Functional Needs](#)
- [AARP Operation Emergency Prepare](#)
- [AARP Operation Hurricane Prepare](#)

I Survived Major Emergencies... Sort of



By Marcia McDaniels

The black tarmac was rough beneath my cheek. I opened my eyes and looked around at several still forms around me near the overturned car. Smoke drifted my way, and I closed my eyes, waiting for the signal. A horn sounded and the exercise had begun.

I waited for the sounds of the first responders arriving. I was patient as they tended to first one person and then another. The sun was hot, but it was early in the morning. I had coffee before they administered my wounds and I walked to the site. After 10 or so minutes of lying immobile, a security officer in blue came to me. She touched my shoulder and asked my name. Two of them helped me rise and escorted me to the waiting ambulance.

The local EMS responders drove a group of us a block away to a piece of lawn where colored blankets would triage those of us rescued. They asked me my name again and put a paper tag on a band around my wrist. I slumped on a yellow blanket since I was suffering from a head gash and a wounded leg. I sat and held my head, which was more than was possible for the two people pulled from the car wreck lying on the black blanket. We waited and watched the first responders, and I stayed in the role until the next alarm sounded. We all looked at each other and got up to walk to the emergency simulation headquarters. I observed local fire and law enforcement and our installation security carrying out their roles in this exercise. This would be important if they ever faced a similar real emergency. It was hot walking, but I knew that the command center was airconditioned and my five pages of evaluation questions would be followed by debriefing, pizza, and a chance to wash off my gore.

Since 9/11 there has been a requirement for all federal agencies

to have plans in place for emergencies of all types. Scheduled meetings update the current plans and consider other possible actions. There are computer simulations, tabletop exercises and once in a great while a funded physical exercise to bring realism home to the security, medical, communications and general population of the agency. Local governments benefit from these exercises when involved. That is where I came in as a volunteer, set dressing for the planned event.

FEMA considers absolutely everything in scenarios, from natural disasters to manmade accidents and security events. One year I picked a role as a relative who learned of a building collapse, and I needed to know if my sister was safe. We were directed to an off-site building that was staffed with communications and media equipment. I sat in a waiting room with others, all waiting to interview with social workers, religious counselors, and other advisors who could assist. There was information on local hospitals, emergency financial aid and mortuary services as names became available. Sis was fine.

I once lay artfully draped in a stairwell for over thirty minutes as the building evacuated to alarms during a proposed gas explosion and leak. I finally saw two looming yellow figures in Tyvek suits approach. The taller person echoed like Darth Vader, and I couldn't understand the wheeze behind the face mask but allowed him to lift me to my feet and guide me by the arm out the fire door to the decontamination tent. I sat there in my hooded paper onesie with the matching paper footies and drank my orange juice beside the Red Cross service truck. I realized how fortunate we are to have such planners, at national and local levels, constantly preparing for the worst day possible.

EMPLOYEE TRAINING & DEVELOPMENT

Movement Toward Success
by Khadejah M. Brown
FEW National Vice President for Training

Resources

[5 U.S.C. Chapter 41, Training](#)

[5 CFR 410, Training](#)

[5 CFR 412, Supervisory, Managerial, and Executive Development](#)

[Final Rule for 5 CFR 410 and 412, Training, Supervisory, Managerial, and Executive Development](#)

[CHCO memo on Final Regulations on Training, Supervisory, Managerial and Executive Development \(1/14/2010\)](#)

[Individual Development Plan](#)

The Mission

The Office of Personnel Management (OPM) Training and Executive Development Group develops policy and programs to support strategic human capital investments in Leadership, Knowledge, and Talent Management. This is done through:

- Policy frameworks and flexibility to construct government-wide mechanisms to enable effective agency learning and development programs, notably leadership development for managers and executives;
- Flexible policies and strategic government-wide assistance to deploy staff learning and development and leadership employee engagement platforms.

The Plan

The organization benefits from individual development planning that links staff training and development to its mission, goals, and objectives. An IDP helps managers understand employees' professional goals, competencies, and development needs, resulting in more realistic staff and development plans. Employers help workers learn new skills to stay relevant. IDP benefits include:

- Allow administrative tracking of development needs and plans
- Support agency development and training.
- Match employee development to mission, goals, and objectives.

LEVELING UP
For Success

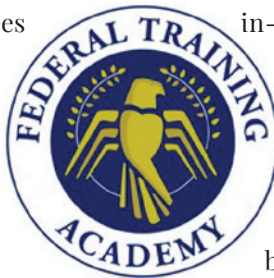


FEW National Training Program (NTP) Sponsor Spotlight: Federal Training Academy

As a Ruby Sponsor for the 2023 National Training Program (NTP), the [Federal Training Academy](#) (FTA) demonstrated its dedication to helping attendees Level Up with enthusiastic involvement! FTA conducted two leadership courses and two Diversity, Equity, and Inclusion (DEI) courses. You might have seen their booth in the Exhibit Hall, featuring a spin-the-wheel game and other activities to win prizes.

Embracing core principles of diversity, collaboration, and innovation, FTA specializes in empowering government employees and clients throughout the world with essential skills to propel their careers forward. FTA offers a rich array of webinars that engage participants in meaningful

discussions rooted in real-life experiences. They facilitate a variety of courses, including virtual, hybrid, and in-person, instructor-led sessions.



For FEW members, FTA extends a generous 15% discount on all their training and coaching programs. This discount can be passed on to Federal agencies, showcasing both fiscal responsibility and the added value of FEW membership.

If you want to add to your professional growth, check out FTA's complimentary resources, including their free informative [“15 Minutes with Federal Training Academy”](#) video series.

Pamela H. Richards
National President

LEVELING UP
For Success

Working for the Advancement
of Women in the Government



NEW MEMBERSHIP ANNOUNCEMENT

ASSOCIATE MEMBERSHIP

Have you always wanted to get involved? But you're unable to commit to a chapter or chapter activities?

We have just what you need, FEW is now offering the perfect membership for you to get involved.

Our Associate membership affords you all the rights and privileges of an Annual membership, with a few exceptions.

BECOME A MEMBER TODAY!

Go to our website and click "join now" for more information.

www.few.org



Please direct all inquires to Tara Bullock, Vice-President for Membership & Chapter Organization. Email: membershipvp@few.org

**Annual Dues
\$25.00**

Women's Equality Day Program

Great Lakes & Mid-Atlantic Region

Submitted by Great Lakes Regional Manager-Lashana Sims
Mid-Atlantic Regional Manager-Cynthia Mitchell-Riley

Each year, we celebrate Women's Equality Day on August 26 to commemorate the anniversary of the ratification of the 19th Amendment, which officially granted women the right to vote on August 26, 1920. Women's Equality Day honors those who took part in the long and difficult struggle for women's suffrage, as well as those since 1920 who continued to fight for equal rights for women.

In commemoration of Women's Equality Day, the Great Lakes and Mid-Atlantic Region partnered to host "Accelerating Equality and Empowerment". The virtual event was held on Saturday, August 26, 2023. Federally Employed Women (FEW) National President, Pamela Richards, provided the opening remarks. She presented highlights and statistics concerning the women's suffragist movement coupled with a beautiful illustration on the rich beginning of our organization and how we are standing on the shoulders of thirteen past presidents while committing to leveling up to success for another fifty years.

We offered a salute to Inez Milholland, who was a leading American suffragist, labor lawyer, and peace activist. She



is best known for leading the 1913 women's suffrage parade in Washington, D.C., dressed in a flowing white cloak and crown and riding a white horse. Though she took advantage of her reputation as "the most beautiful suffragette," her commitment to social change was far from symbolic. She was a talented speaker and a passionate pioneer advocate for women's rights, socialism, and pacifism. And in that same spirit, we the Great Lakes and Mid-Atlantic Regions renew our commitment to securing equal rights, freedoms, and opportunities for all.

The event also covered the U.S. National Anthem by Women of the World singing the Star-Spangled Banner, a video presentation "Forward into the light", featuring American Suffragist, Inez Milholland, and a musical selection "If you had seen Inez." Here's to the Women! Directly after, we highlighted and presented Ten Fun Quiz Questions for building team and FEW members engagement. We provided fantastic door prizes and giveaways. All who attended took great delight in gaining additional knowledge on the women's suffrage movement and the importance of the right to vote in elections.

Federal Workplace Demographics

The federal workforce is made up of 1.5 million employees. As the largest employer in the United States, it is crucial to have a workforce that fully reflects and draws upon the diversity of our nation. The most recent data from the Office of Personnel Management (OPM) highlights the need for continued efforts to ensure that our federal workplaces consistently embody and promote all principles of Diversity, Equity, Inclusion, and Accessibility (DEIA).

Racial Diversity Overview of Total Workforce Profile FY21

Race Category	Total Workforce	Senior Executive Service (SES) Level
American Indian / Alaskan Native	1.62%	1.24%
Asian	6.49%	4.68%
Black / African American	18.19%	11.66%
Hispanic / Latino	9.53%	5.07%
More Than One Race	2.01%	1.35%
Native Hawaiian / Pacific Islander	0.56%	0.16%
Unspecified	0.40%	0.17%
White	61.20%	75.67%

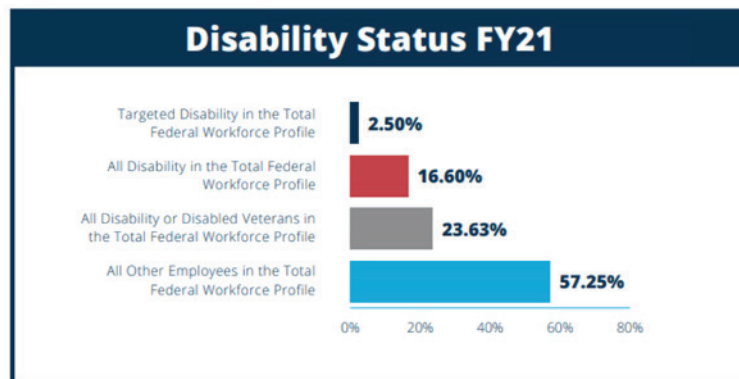
Gender Diversity Overview of Total Workforce Profile FY21

Gender Category	Total Workforce	Senior Executive Service (SES) Level
Women	44.44%	37.85%
Men	55.56%	62.15 %

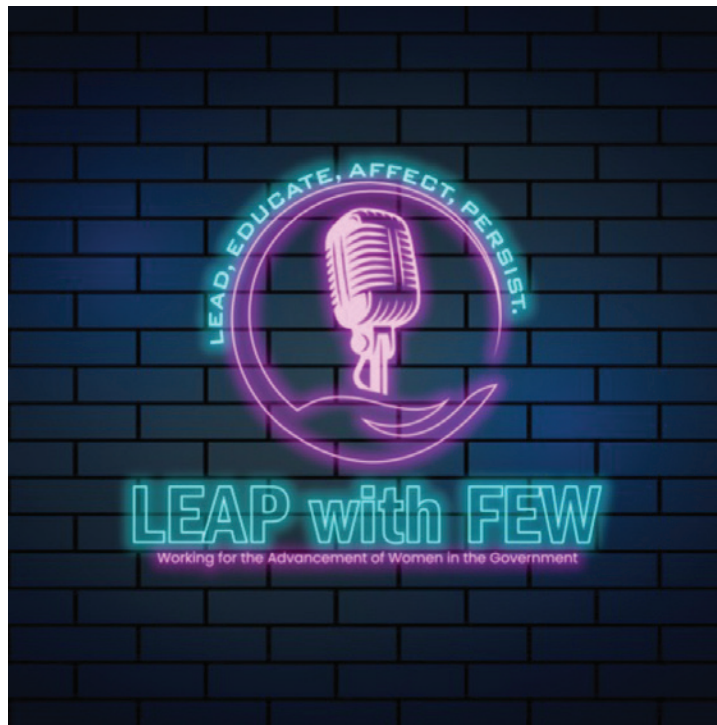
Veterans in Total Federal Workforce Profile FY20

Category	Percentage
Veterans in the Total Federal Workforce	30%
Veterans with Preference in the Total Federal Workforce	26%
Disabled Veterans in the Total Federal Workforce	15%
30% or More Disabled Veterans in the Total Federal Workforce	10%

Disability Status FY21



Source: [U.S. Office of Personnel Management Annual Report](#)



Listen to the LEAP with FEW podcast: where Federally Employed Women (FEW) and friends talk about ways to LEAD, EDUCATE, AFFECT, and PERSIST.

[Podcasts - Federally Employed Women \(few.org\)](https://www.few.org/podcasts)

Have an idea for a story or discussion? Interested in being a guest on the show?

Email communications@few.org.

2023 Topics

- A Conversation About Mental Health
- Home Buying Tips for Feds
- Young Government Leaders (YGL) and Federally Employed Women (FEW)
- DEIA is Lifesaving!
- FEW Awards & Scholarships
- The Heart Truth: What Does Your Heart Say?
- Meet Our 2022 Collegiate Scholarship Recipients
- Balancing Work & Romance

Coming Soon!

- Gender Roles at Work & Home
- What Is NARFE?
- Recharge Your Self-Care Routine
- Anthology 101
- Plan Your Way to Financial Freedom
- Meet our 2023 Collegiate Scholarship Recipients
- FEW Mentors & Mentees: Relationship Building & High Performance
- (And more!)

Discover and Develop Leadership Talent Hiding in Plain Sight



By Vanessa Elliott, President of Northern Virginia Chapter #20

“The purpose of an organization is to enable ordinary people to do extraordinary things.”

- Peter Drucker

Every company has hidden leaders. It's the organization's job to find them, develop them, and to grow their potential. This is how organizations maximize the talent hiding within their organization. You must invest in the potential of hidden leaders because it will unlock a wealth of talent, drive innovation and create a pipeline of future leaders.

Organizations easily notice those who make sure their skills are in the limelight, but there are others who are working just as hard and achieving just as much, who remain virtually unknown in the organization. But why? This information explains how you can help the hidden leaders in your organization get recognized.

When organizations make the effort to uncover the invisible talent, employees gain the success they deserve and the company gains the insight of experienced, capable workers who already know the organization inside and out. If this kind of advantage on your competition appeals to you, read on, and find out why your next great talent

may be hiding in plain sight.

Here are four ways to identify the hidden talent in your organization. Look for the employees who are:

1. Afraid to disagree at work

Even if you have clearly set the ground rules in your organization to encourage respectful debate over the approaches to any given problem, many regions of the world frown on any hint of dissent from subordinates. Because questioning authority is largely unheard of in some cultures, it can be hard for some who were raised outside of Western Europe or North America to embrace the idea of true cross-hierarchy discourse.

What to Do: Start by stressing the “why” of your request for ideas or input. It's not enough, in today's diverse workforce, to ask people to “speak up” — you have to clearly explain that you're looking for differing opinions, that you value seeing all the angles and that you expect the company to benefit from everyone's ideas. Be explicit that you are not simply looking to hear that your take on an issue is the best approach.

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2. Reluctant to express ideas and contribute at meetings

Similarly, your hidden leaders may be consciously trying to avoid falling into the trap of simply being someone who says “yes, that’s wonderful!” to what is proposed. If they aren’t the first to offer up an idea, because culturally they have been discouraged from doing so, they may be avoiding the appearance of stereotypical blanket agreement. This may be even more true if there are multiple alternative options on the table and people feel pressure to “choose sides.”

What to Do: Fill your toolbox with questions and phrases that encourage everyone to contribute. While round-table discussions can put people on the spot, you can sometimes modify the approach to foster an idea storm. Encourage a discussion that has people build on the idea — modify, adjust or add as necessary. You may find that when the request is to add, rather than simply agree or disagree, your hidden leaders may come out with some truly innovative thoughts and let you see their hidden value.

3. Hesitant to speak up at work

In cultures where individualism or standing out is not so highly prized as it is in western countries, many people would consciously want to avoid becoming known as the person who always has something to say. To some, the thought of speaking up early and often would be extremely uncomfortable. They might be concerned that offering their opinion too eagerly would actually result in their thoughts being more easily dismissed.

What to Do: If you want to draw out your hidden talent and see where the light really shines, be clear that you expect to hear from everyone. Be sure to explain your reasoning — this is not merely a team building exercise or to make everyone feel included — you are seeking the best and the brightest of ideas, regardless of hierarchy.

Frequently structure the input you collect in a way that ensures you hear from everyone, and people will start to feel safer in sharing their thoughts.

4. Unsure how to be heard in chaotic and boisterous environments

Some of your hidden leaders might have a strong dislike for uncertain situations, where they are not clear on the rules or boundaries for the discussion. This can be more than just a dislike for public speaking or group situations — some introverts prefer to avoid conditions where they are not sure on how to participate. Even if they have a great idea or an interesting angle on the topic, introverts may prefer to hold back rather than risk the possibility of being embarrassed or misunderstood.

What to Do: Especially in situations where you have a group that can be chaotic or boisterous, or where you have one or more strong voices at the table, be sure to offer alternative means to share ideas — ask everyone to email their thoughts, or to take the time to come see you one-on-one. This may also require you to set a deadline for input and to reinforce that you expect to hear from everyone. Once you establish other pathways to input as a valid option for your less extroverted employees, you may not need to make it mandatory in future.

Even the most gregarious and open leaders must tailor their approach when working to find the hidden leaders in their organization. By changing your focus and adjusting how you look at the input of your team, you can uncover the invisible talent and leverage the diverse leadership working for you.

Hidden leaders possess valuable skills, expertise and qualities that can contribute to the success of the organization. By investing in their development and providing opportunities for growth, companies can unlock their untapped potential.

44th National Training Institute Blacks In Government



President Pamela Richards, Vikki Williamson, and Sandra Wright attend the Blacks in Government (BIG) National Training Institute at the National Harbor in Fort Washington, Maryland. Dr. Sessa Moon, Chief Diversity Officer at the U.S. House of Representatives, was the keynote speaker.



BASIC INFORMATION

current as of June 2012

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing laws that establish minimally acceptable standards for wages and working conditions in this country, regardless of immigration status.

FAIR LABOR STANDARDS ACT



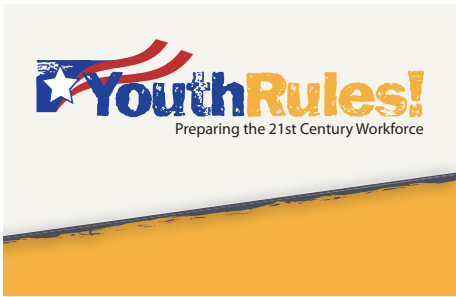
The Fair Labor Standards Act (FLSA) affects most private and public employment. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours worked over 40 in a work week.

Covered employees must be paid for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would generally include

work performed at home, travel time, waiting time, training, and probationary periods.

- Federal Minimum Wage: \$7.25 per hour effective July 24, 2009
- Tipped employees may be paid \$2.13 per hour; if an employee's tips combined with cash wage does not equal the applicable minimum wage, the employer must make up the difference
- Overtime after 40 hours in a week = 1 ½ times an employee's regular rate of pay

CHILD LABOR



The FLSA also regulates the employment of youth.

Jobs Youth Can Do:

- 13 or younger: baby-sit, deliver newspapers, or work as an actor or performer
- Ages 14-15: certain permitted in such establishments as office work, grocery store, retail store, restaurant, movie theater, and amusement parks
- Age 16-17: Any job not declared hazardous
- Age 18: No restrictions

Hours Youth Ages 14 and 15 Can Work:

- After 7 am and until 7 pm (Hours are extended to 9 pm June 1–Labor Day)
- Up to 3 hours, including Fridays on a school day
- Up to 18 hours in a school week
- Up to 8 hours on a non-school day
- Up to 40 hours in a non-school week

Note: Different rules apply to youth employed in agriculture. States also regulate the hours that youth under age 18 may work. To find more information on federal or state rules, log on to www.youthrules.dol.gov.

FAMILY AND MEDICAL LEAVE ACT



The Family Medical and Leave Act (FMLA) applies to employers who employ 50 or more employees, public agencies, and elementary and secondary schools. Eligible employees are entitled to take unpaid, job-protected leave with continuation of group health insurance coverage for up to 12 workweeks in a 12-month period for:

- the birth and care of a newborn child;
- the placement and care of a child for

adoption or foster care;

- for the serious health condition of the employee or the employee's spouse, child, or parent;
- for qualifying exigencies arising out of a covered military member's covered active duty status.

And 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness.

MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT



The Migrant and Seasonal Agricultural Worker Protection Act (MSPA) requires farm labor contractors, agricultural employers, and agricultural associations who "employ" workers to:

- Pay workers the wages owed when due
- Comply with federal and state safety and

health standards if they provide housing for migrant workers

- Ensure that vehicles that they use to transport workers are properly insured, operated by licensed drivers and meet federal and state safety standards
- Provide written disclosure of the terms and conditions of employment

CONTACT US:

1-866-4US-WAGE

MORE INFORMATION AVAILABLE AT:

YOUTHRULES!: WWW.YOUTHRULES.DOL.GOV
WHD WEBSITE: WWW.WAGEHOUR.DOL.GOV

ELAWS: WWW.DOL.GOV/ELAWS
DOL WEBSITE: WWW.DOL.GOV

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child’s birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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WH1088 REV 0423



**Public Comments
Due by Oct. 10**

Accommodation Request Provision Recap of EEOC's Proposed Rulemaking to Implement the Pregnant Workers Fairness Act

On August 7, 2023, the U.S. Equal Employment Opportunity Commission (EEOC) published a Notice of Proposed Rulemaking (NPRM) to implement the Pregnant Workers Fairness Act (PWFA). Available in full here, the NPRM is available for public comment until October 10, 2023. One of the key clarifications of the proposed rules further outlined how employees should go about requesting accommodations.

Under the proposed rules, they clarify that there are two parts to an accommodation request. The applicant or employee (or their representative) must first specify the restriction, which must be a physical or mental condition caused, influenced, or resulting from pregnancy, childbirth, or other medical circumstances. Second, the candidate or employee (or their representative) must state that they require a modification or alteration at work. A request for a reasonable accommodation under the PWFA is not required to be in writing or to use any particular words or phrases under the proposed regulation. Instead, employees or candidates (or their representative) may seek accommodations in conversation or via another channel of communication to tell the company.

Some specific examples of reasonable accommodations under the PWFA include schedule changes, telework, modifications to the work environment, job restructuring, and/or more

frequent sitting/standing breaks. Note that these are possible accommodations that could be offered. While an employee can ask for a certain accommodation, there is no guarantee they will get a specific one.

While there are additional considerations for employers when it comes to complying with this provision, the PWFA prohibits an employer from denying qualified employees or applicants with known limitations a reasonable accommodation without proving undue hardship.

Tully Rinckey PLLC is one of the nation's largest federal sector labor and employment, security clearance, and military law firms, serving clients across the U.S. FEW and Tully Rinckey have a Memo of Understanding, and with this agreement, FEW members are entitled to one free half-hour telephone consultation each year with one of Tully Rinckey's experienced attorneys concerning federal employment, military and security clearance matters including discrimination claims, adverse action appeals, and veterans' benefits, to name a few. In addition to the attorney consultations, members who pursue their legal claims with Tully Rinckey will be entitled to a 10 percent discount in legal fees. For more information or to schedule a consultation with a Tully Rinckey attorney, please call 888-529-4543, or visit www.tullylegal.com.



What the PUMP Act Means for Nursing Workers in 2023

President Biden signed the Consolidated Appropriations Act of 2023 into law on December 29, 2022. The law includes the PUMP for Nursing Mothers Act (“PUMP Act”), which, with a few exceptions, modified the Fair Labor Standards Act (FLSA) and went into effect immediately.

For a year after the child’s birth, agencies and employers must provide nursing employees with adequate break time so they can express breast milk whenever necessary. Additionally, employers must provide a location aside from the restroom that is hidden from view and free of intrusion so that an employee can express breast milk without being observed or bothered.

While the Affordable Care Act of 2010 updated the FLSA to offer these protections to nonexempt employees, the PUMP Act extends them to all employees, nonexempt and exempt. Notably, the PUMP Act does not apply to employers with fewer than 50 employees if certain aspects of the law would place an unreasonable burden on the employer, or to certain employees of airlines and the travel industry.

Although the PUMP Act reiterates the FLSA principle that time spent to express breast milk is considered “hours worked” if the employee is not entirely free from duty during

the duration of the break, an agency or employer is not required under these modifications to give an employee a supplemental paid break. A nonexempt employee who now has two paid breaks per day is not entitled to four paid breaks, for instance. If a non-exempt employee continues to work or is interrupted during a break, they must be compensated for the whole break. Exempt employees continue to earn their full weekly pay, regardless of any breaks.

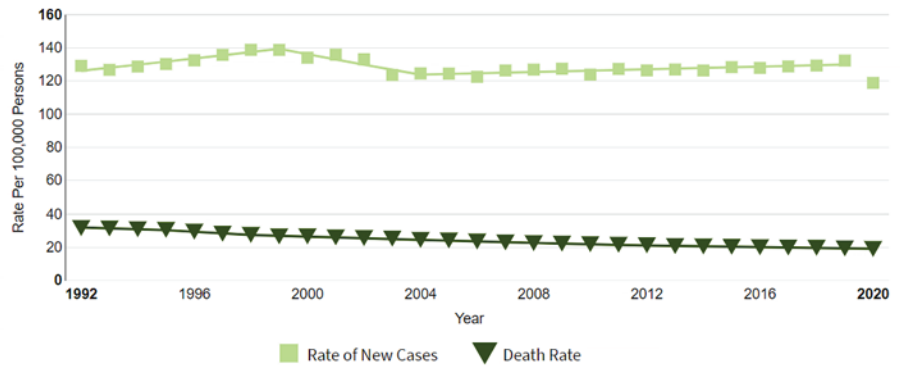
Tully Rinckey PLLC is one of the nation’s largest federal sector labor and employment, security clearance, and military law firms, serving clients across the U.S. FEW and Tully Rinckey have a Memo of Understanding, and with this agreement, FEW members are entitled to one free half-hour telephone consultation each year with one of Tully Rinckey’s experienced attorneys concerning federal employment, military and security clearance matters including discrimination claims, adverse action appeals, and veterans’ benefits, to name a few. In addition to the attorney consultations, members who pursue their legal claims with Tully Rinckey will be entitled to a 10 percent discount in legal fees. For more information or to schedule a consultation with a Tully Rinckey attorney, please call (888) 529-4543, or visit www.tullylegal.com.



Empower Hope, Embrace Awareness

October marks Breast Cancer Awareness Month, dedicated to raising awareness about a disease that affects so many women. Breast cancer stands as one of the most common forms of cancer among women. Alarmingly, this year alone, an estimated 297,790 new cases of invasive breast cancer are expected to surface. And it's not just women who battle breast cancer. 2,800 men will be diagnosed this year.

Mammograms can detect breast cancer early, possibly before it has spread. Early detection plays a pivotal role in improving outcomes. Remarkably, in the United States, a majority of people diagnosed with breast cancer can look forward to many years of life beyond their diagnosis. Currently, there are more than 4 million breast cancer survivors in the U.S. (more than any other group of cancer survivors).



Source: [National Cancer Institute](#)

[Breast Cancer Support Helpline](#)

[Getting a Mammogram](#)

[The Sister Study](#)

[Women's Health and Cancer Rights Act](#)

We come together to mourn, celebrate, and connect



October is also Domestic Violence Awareness Month (DVAM), a time when advocates, survivors, allies, and the community unite to remember victims, applaud progress, and join forces for change. Family and domestic violence affects an estimated 10 million people every year; as many as one in four women and one in nine men are victims of domestic violence.

There are many forms of domestic violence — verbal abuse, physical harm, financial control, and manipulation — with power and control always being at the core of this behavior. Individuals and children who are victims of domestic violence may experience psychological trauma that can affect their mental health, development, relationships, attachments, and how and where they feel safe or view the world. Below are resources for domestic violence victims and those who want to help.

[National Domestic Violence Hotline](#)

[Prevention and Intervention](#)

[Find your #1Thing](#) to make a difference



Do You Know About PPRC Compliance?

By Judy Rush, PPRC Chair

Compliance is all around us, but did you know that as a member of FEW, our publications also have compliance requirements? Below are a few items for your information and use, to help you be “in compliance” with FEW publications’ requirements:

- Spell out the name of an agency, organization, event, etc., the first time it is used in a publication, put the acronym in parentheses afterward; i.e., Federally Employed Women (FEW)
- Add the reasonable accommodation phrase to all event fliers: FEW is committed to providing equal access for all services, activities, and programs. If you require a reasonable accommodation, please contact _____ at _____ by _____.
- Include the National President’s theme and logo in all publications. There are two versions located on the FEW Website, Members Only, Chapter Resources, National President Logo. You may use either version.
- Run spell and grammar check after you have completed your publication and make the noted corrections BEFORE you sent it to Publications@few.org for review and National President approval.
- When noting times, add a period between the a.m. and p.m. Include the time zone for location of your event, i.e., ET for Eastern Time. Rather than indicate whether it is daylight savings or standard time, simply use the ET, CT, PT, MT, etc., for the time zone.
- More information is available on the FEW website Members Only, Chapter Resources, FEW Style Guide, Standard Paragraphs for Publications.
- Also refer to the NPPM, Section V, PPRC which begins approximately on page 32.

If you have any questions, please reach out to me at Publications@few.org. Thank you for your attention to details to ensure our publications are consistent.

»»» WE'RE CALLING YOU!!! «««

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<https://www.few.org/news-center/>

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Preparing for the 2024 FEW National Training Program (NTP)?

Khadejah M. Brown
FEW National Vice President for Training | 2024 NTP Chair



Tips for Getting Prepared

- 01 Obtaining Approval**
Initiate the request for approval process early. Connect with your supervisor and training manager to be sure you're aware of any approval requirements from your organization. Review any justification requirements.
Sample Justification Letter
- 02 Monitor Approval Timelines**
The type of request and approval layers determine review and approval times. Early submission of an external training request is recommended.
- 03 Additional Steps**
You may need to generate an SF-182 and ensure your request to attend training is listed in your Individual Development Plan (IDP).

More Information Forthcoming!
Be sure to visit the FEW webpage.



<https://www.few.org/>
ntpchair@few.org