

Employment Guide for Domestic Workers



Montgomery County
CFW
Commission
for Women

A NOTE TO THE EMPLOYER:

If you have engaged the services of someone to come into your home and care for your children or other family members and/or clean your home or do other domestic services in exchange for pay—whether that person lives in your home or not—then you have entered into an employer-employee agreement. You are the employer. Many people mistakenly think of these relationships as familial, but they are essentially a relationship between an employer and an employee and should be treated professionally and ethically as such. Consider what you expect from your own or your spouse's employer:

- regular and fair pay
- a clear job description
- regular hours and compensation for extra hours worked or extra services performed
- regularly scheduled breaks for meals
- benefits that include paid vacation and sick leave and paid time off to receive medical care for you or a member of your family
- help with payment of health insurance
- reimbursement for any costs associated with the job (travel, supplies, etc.)
- respect

These are the same kinds of compensation issues that you should consider in making the decision to bring an employee into your home. This booklet is primarily addressed to the domestic worker, but it can be a great help to you as the employer, too. It contains much useful information about the laws governing employer-employee relationships, and about good employment practices. It also includes a guide that can help you discuss these and other important questions related to the job for which you are hiring someone, and assist you in developing a written agreement.

This booklet is not intended to replace the advice of an attorney. You may want to consult a lawyer as you develop your employment agreement with your employee.

Employment Guide for Domestic Workers

Are you a domestic worker?

Domestic workers are people who work in a private home at jobs like cleaning, cooking, laundry, caring for a child, or caring for someone who is sick or elderly. Outside the house, they may do gardening or driving. If you do any of these things on a regular basis, you are a domestic worker.

If so, this brochure is for you.

This brochure was written to help domestic workers like you know your rights. **Whether or not you have legal immigration status, almost all of the laws that protect workers in Maryland apply to you.**

Much of the content of this brochure was excerpted from “Rights Begin at Home – Protecting Yourself as a Domestic Worker,” published by the Asian American Legal Defense and Education Fund (212-966-5932) and the National Employment Law Project (212-285-3025). The Montgomery County Commission for Women gratefully acknowledges these two organizations and appreciates their permission to reprint and reformat this important information in this brochure. Appreciation also goes to the Montgomery County Office on Human Rights, the Women’s Law Center of Maryland, and CASA de Maryland, whose staff was helpful in ensuring the accuracy and appropriateness of the text of this publication.

PLEASE NOTE: On Jan. 18, 2009, a law went into effect in Montgomery County requiring that employers of domestic workers present a written employment contract to a domestic worker they wish to hire and offer to negotiate the terms and conditions of employment. Please see page 5 for additional information or you can contact the Office of Consumer Protection at 240.777.3636 or online at www.montgomerycountymd.gov/OCP.

YOUR RIGHTS: How the Laws of the United States and Maryland Protect You

Whether or not you have legal immigration status, you are protected by most federal and state labor laws. Almost all of these laws are the same for everyone, whether you are a citizen or you are here without papers. You do not have to accept lower wages because of your immigration status.

Wages and Hours

You are entitled to:

- A minimum wage of \$8.75 per hour (in the state of Maryland) and \$10.75 per hour in Montgomery County as of July 1, 2016
- Payment for all hours worked
- Payment of wages in US dollars once every two weeks, or twice per month
- Overtime pay of 1.5 times your regular hourly wage for every extra hour you work over 40 hours in a week.

Benefits

- All employers in Maryland who have one or more employees—full-time or part-time—must pay into the state workers compensation fund. This insurance program pays for medical bills and lost wages if an employee is injured on the job.
- If you worked enough hours in the previous year, then you may be eligible for Unemployment Insurance if you leave your job for good cause or are fired (See Resources Section for more information). This is one law that only applies if you have lawful immigration status.
- It is reasonable for a full time employee to ask the employer to provide health insurance, paid vacation and sick leave, but these benefits are not required by law.

Abuse and Harassment

It is illegal for your employer to:

- Beat or hurt you in any way
- Force you to have physical or sexual contact
- Demand sex from you

Coercion

In the United States, employment is supposed to be with the consent of both you and your employer. It is illegal for your employer to force you to do work against your will. It is illegal for your employer to prevent you from ever leaving the house where you work. If this is happening, you may be a victim of human trafficking, and there is help available. (See Resources Section for more information.)

Immigration Issues Related to Employment

Only the Department of Homeland Security or DHS (what used to be called “Immigration and Naturalization Services,” or the INS) enforces immigration laws. Neither your employer nor an employment agency enforces immigration laws. It is lawful for employers to ask for evidence of your authorization to work in the U.S., but you must be permitted to keep your own documents.

General Advice

Never volunteer information about your immigration status to anyone. You have a right to remain silent and speak to a lawyer if anyone stops you and asks you for immigration papers.

Threats to Report You to Immigration

Your employer may not retaliate against you for trying to enforce your rights. It is illegal for your employer to threaten to have you deported if you complain about your situation, or if you ask your employer to respect the terms of your contract. Contact a community organization immediately if the employer makes a threat like this. (See Resources Section for more information.)

False Promises of a Green Card

Your employer may offer to take care of your immigration matters. Do not take your employer's word for it. Consult an immigration attorney on your own, and find out your rights. See Resources Section for a list of organizations that can help.

A-3 and G-5 Visa Holders

There are two special kinds of visas that many domestic workers have: A-3 and G-5 visas.

- If you came to the U.S. to work for a diplomatic family, you probably have what is called an "A-3 Visa." (The visa in your passport will say A-3.)
- If you came to work for someone who is employed by an international organization like the World Bank, the International Monetary Fund, the Organization of American States, and many others, you probably have a "G-5 visa." (The visa in your passport will say G-5.)

Although people call these "special" visas, in fact, you have all the same protections that have been described earlier in this brochure.

If you are being badly treated at your job, you may be able to contact the people your employer works for to get help in resolving the situation. Many organizations have special procedures to help domestic workers who are being exploited. Ask one of the organizations in the Resources Section of this brochure to help you decide who to contact.

Employment Contract

Montgomery County law now requires your employer to present you with a proposed written employment contract and offer to negotiate the terms and conditions of employment. A written employment contract must specify several terms and conditions of employment, including the following terms.

Required Contract Terms and Conditions

- Days and hours of work
- Wages (amount and frequency of payments)
- Paid and unpaid time off
- Duties
- Deductions from wages
- Living accommodations (if applicable)
- Termination of the contract

Three key provisions of the new law are:

1. Your employer must now offer to negotiate an employment contract with you.
2. Any living accommodations provided to you as part of your employment must meet the minimum standards for dwelling units in the county. With some exceptions, you must be provided a private room for sleeping with a door that can be locked and reasonable access to a kitchen, bathroom and laundry facility.
3. You may now file a complaint with the Office of Consumer Protection if:
 - Your employer does not offer you a written employment contract and does not obtain your signature on a disclosure statement;
 - Your employer does not include the details required for such a contract under the new law; or
 - Your employer retaliates against you because you:
 - Request a written contract;
 - Seek to enforce the terms of a contract; or
 - File a complaint of testify, assist, or participate in an investigation or proceeding to enforce the domestic workers law.

Your Interview with the Employer

The information in this booklet is not intended to replace the advice of an attorney.

In order for both you and the employer to best protect yourselves and to be sure you have both understood the terms of your employment agreement, it is very important to get clear information about the work you will be doing. The answers to the questions on the following pages should be discussed during your interview, before you accept the job. Write down the employer's answers to your questions and ask the employer to sign at the bottom of the interview form to indicate that he or she confirms that this is your agreement. Changes to your agreement can be made later, if necessary, if both you and your employer agree to them.

What are the responsibilities of this job?

(Check all those that apply)

Babysitting or child care

Names of children/Ages of children

Care of an adult

Describe the adult and why he/she needs care, and list the types of care to be provided:

Housekeeping

Both child (or adult) care and housekeeping

If housekeeping chores are part of my work, list the specific tasks I will be responsible for here (vacuuming, dishwashing, laundry, etc., and how many times per day/week for each task):

Task

Number of times per day/week

■ How many people live in the household? _____

■ Do you have pets? Yes/No

- If yes, what kind and how many?

• Will I be expected to care for them? Yes/No

• What kind of care? (feeding, walking, grooming) _____

What are the conditions of the job?

(Hours/Wages/Benefits)

■ What will my wages be? \$_____ per hour, for _____ hours per week

(Note: Maryland law requires that workers receive overtime compensation at the rate of 1.5 times their regular hourly pay for each hour worked over 40 hours in a given week.)

■ When will I be paid? (Every week? Every other week? On what day?)_____

■ How will I be paid? (Check or cash?)

■ Will I have regular days off? Yes/No What are those days?_____

■ At what time does my work begin each day?

■ What time will it end? _____

■ How much advance notice will you give me when you require me to work late? _____

■ Will I be required to work on major U.S. holidays?

• If yes, how much more will I be paid on those days? \$_____ per hour

• New Year's Day Yes/No

• Martin Luther King Jr.'s Birthday Yes/No

• President's Day Yes/No

• Memorial Day Yes/No

• Independence Day (July 4) Yes/No

• Labor Day Yes/No

• Columbus Day Yes/No

• Veteran's Day Yes/No

• Thanksgiving Yes/No

• Christmas Yes/No

■ May I bring my lunch? Yes/No

■ If you have guests or relatives stay with you, will I also be expected to work for them? Yes/No

• How much extra will I be paid if you have guests? \$_____

■ If you plan on having another child, how much more will you pay me? \$_____ per hour

■ Am I expected to go with you when you travel? Yes/No

- If not, will I be paid when you are away? Yes/No
- If yes, how much more will I be paid while we are traveling? \$_____per hour/day
- Will you (the employer) pay for all my travel expenses including transportation, meals and lodging? Yes/No

■ If I get sick will I still be paid? Yes/No

- If yes, for how many days per year? _____

■ Will you provide health insurance? Yes/No

- If so, what will the plan cover?

- Who will pay for it? Employer/Employee (If employee is to pay for part of the insurance, how much will I have to pay? \$_____ per _____)

■ Will I be paid if I take a vacation? Yes/No

- How much vacation time do I receive? _____ days per month/year

■ When will I be eligible for a raise?

■ Do you pay transportation costs to and from work? Yes/No

■ If I work late, do you pay for taxi fare? Yes/No

If you are going to live at the employer's house:

■ Where will I sleep? _____

- Am I expected to sleep in the same room as the child? Yes/No
- If the child wakes or becomes ill during the night, will I be expected to care for him/her? Yes/No
- If yes, how will I be compensated for those times?

\$_____ per _____

• Is the room heated? Yes/No

• Is it air conditioned? Yes/No

■ Is there a meal allowance? Yes/No

- How much is the allowance? \$_____ per meal/day

■ Will my access to phone and mail be limited in any way? Yes/No

If Yes, please explain: _____

■ If you no longer need me to work for you, I will need to find another place to live. How much notice will you give me before I need to move out? _____ weeks

Other questions you may want to ask:

■ Are there other employees in the home? Yes/No

- If yes, what are their responsibilities?

■ Is there anything else we need to write down about this job?

I confirm that the answers to the questions above represent the agreement reached between

(name of employer)

and

(name of employee)

for services to be performed in the home of the employer at (address):

to begin on (date): _____

Signed:

Employer Date

Employee Date

WARNING SIGNALS AT YOUR INTERVIEW

The way the employer treats you during the interview may give you an idea of how it will be to work for that person. Look out for these signs that the employer may be a difficult person to work for:

- ▲ The employer will not let a friend come with you to the interview.
- ▲ The employer avoids your questions.
- ▲ The employer increases the job responsibilities during the interview.
- ▲ The employer comments negatively on your English.
- ▲ The employer does not want to make a commitment to your demands right away.
- ▲ The employer makes racist or sexist comments.
- ▲ The employer asks you to sign a document saying you give up your right to minimum wage or overtime compensation.
- ▲ The employer tells you that the first week or two of your employment will be a “training period” during which you will not be paid. (It is illegal to withhold wages during training.)
- ▲ The employer demands to see your passport or green card. (If your employer asks you to show that you are authorized to work, you may choose which documents to show.)

If you don't want to answer a question, you can simply ask the employer if the question has anything to do with a job requirement.

If the employer asks, “Are you a citizen or green card holder?”

- ▲ All you need to show the employer is that you have authorization to work. You do not need to say whether you are a green card holder or a citizen.
- ▲ Remember that you have a right to remain silent and speak to a lawyer if anyone asks for your immigration papers.
- ▲ Your employer may be required to review your actual documents, but it is illegal for the employer to take them from you. You never have to give anyone your actual documents. Copies are good enough.

The information in this booklet is not intended to replace the advice of an attorney.

How to Protect Yourself On the Job

- Know your employer's full name, address and home phone number.
- Make sure that you always have your passport and other official documents, such as bank records, in your possession. Do not give them to your employer to keep for you. If your employer insists on keeping them, give him/her a photocopy, not the original.
- Always keep copies of original documents with a trusted third person.

Keep Records To Protect Yourself

It is very helpful to keep records of the work that you are doing, and about how you are being paid. You should check your records of the hours you worked against the amount your employer pays you to be sure that you have been paid for all of your work. Buy a notebook and write down the following information:

- The hours you work for each day
- Your responsibilities for each day
- The dates you are paid, and how much you are paid each week
- Other people who work for the same employer—write down their names and phone numbers
- Anything that makes you feel uncomfortable—write down what happened and when. (Was it something your employer said to you? Was it a task you were asked to do?)
- Any promises made by your employer

Keep receipts for all paychecks, photocopies of paychecks or handwritten records of cash paid.

**Always keep your notes and records
in a safe place!**

Where You Keep Your Money

- Make sure that only *you* have access to your money, whether or not you keep it in a bank account.
- It is safer for *you* to deposit your wages into a bank account yourself, instead of letting your employer do this.

■ It is safer for *you* to send your wages abroad, yourself, if that is what you want, instead of having your employer send the money.

Deductions

There are some costs that your employer *may* deduct or take out of your pay, like Social Security, and state and federal income taxes. You should expect to pay both state and federal taxes on the money that you earn. Your employer should give you a W-2 form by January 31 of each year, showing the amount you were paid in the previous year, and any taxes that were withheld and paid for you. Other deductions can be taken out of your pay for benefits your employer provides like health insurance premiums or the reasonable value of meals and accommodation. You and your employer must both agree to any other deductions.

If you think your employer is deducting something illegally, or that he or she is deducting too much money, you should contact a lawyer (See the Resources section of this booklet).

What Do I Do If...

I feel like I am in danger at the employer's house?

If you ever feel in immediate danger, you should call 911. In Montgomery County, the police are most concerned with protecting you from danger. They will not ask you about immigration status. If anyone does ask you about your immigration status, you do not need to answer.

My employer is threatening to have me deported?

Tell your employer that it is illegal for him/her to make false accusations against you or to keep your documents. It is important that you let your employer know that you are not helpless, that you know your rights, and that you have sought outside help.

My employer takes my passport away from me?

File a report of stolen property with the police, or contact a community organization to assist you (See the Resources section of this booklet).

My employer harasses me sexually or discriminates against me?

Tell the person who is harassing you to stop. Be sure he or she knows that you want the harassment to stop. Talk to someone you trust. Keep a journal in a bound notebook. Include dates, times, locations, gestures, comments and your responses. Be as specific as possible and try to write down the events as they happen, or soon after they happen. The Montgomery County Government Office on Human Rights or the federal Equal Employment Opportunities Commission may be able to help. Both of these agencies can let you know how to file a complaint (See the Government Resources section).

If you experience physical threats or unwanted physical contact, you should call the police 301-279-8000 (in Montgomery County). If you ever feel in immediate danger, you should call 911.

My employer does not pay me the wages I am owed?

Whether you are documented or undocumented, you may file a complaint with the Maryland Department of Labor and/or the Wage and Hour Division of the US Department of Labor. (See Government Resources.) Since it will take time for these agencies to process your complaint, you may also directly demand payment from your employer. If you need assistance, a community organization may help you get what you are owed (See Resources section).

My employer does not offer me an employment?

Montgomery County law requires that your employer offer to negotiate an employment contract with you. If your employer does not make such an offer or refuses to provide you with a disclosure statement, a complaint may be filed with the Office of Consumer Protection at:

100 Maryland Avenue, Suite 330

Rockville, MD 20850

Main: 240.777.3636

www.montgomerycountymd.gov/OCP

The complaint form is available for download at http://www.montgomerycountymd.gov/OCP/consumer/filing_complaints.html.

Resources

COMMUNITY ORGANIZATIONS THAT CAN HELP YOU

Asian Pacific American Legal Resource Center

1600 K Street, NW, Mezzanine Level,
Washington, DC 20006

(202) 393-3572

hotline@apalrc.org

www.apalrc.org

The Asian Pacific American Legal Resource Center (APALRC) runs several direct service projects for low-income and limited-English proficient Asian Americans. APALRC services include a multi-lingual legal referral hotline staffed by law student volunteers who conduct intake in Asian languages (including Mandarin, Taiwanese, Cantonese, Korean, Vietnamese, Tagalog, Hindi, Punjabi, Urdu, Tamil, Japanese, Malayalam, and other commonly-spoken Asian languages) and a worker representation project that provides legal services to Asian immigrant workers in Montgomery County, Maryland.

Break the Chain Campaign

Post Office Box 34123
Washington, DC 20043

(202) 234-9382

www.breakthechaincampaign.org

Break the Chain Campaign works with domestic workers who are being held against their will. Break the Chain Campaign provides direct legal and support services to abused workers in the Washington, D.C. area, including Maryland.

CASA of Maryland

734 University Blvd. East
Silver Spring, MD 20903

(301) 431-4185

www.casademaryland.org

CASA of Maryland helps domestic workers recover their wages and, in some cases, helps with immigration issues related to their work. CASA also assists victims of human

trafficking. CASA assists immigrants with a range of employment, health and education programs. CASA also hosts Women Seeking Justice, an association of domestic workers who receive leadership training and engage in campaigns to improve the rights of and respect for domestic workers living in Montgomery County.

Catholic Community Services

12247 Georgia Avenue
Silver Spring, MD 20902
(301) 942-1790

www.catholiccharitiesdc.org/service/refugee.html

Catholic Community Services attorneys provide low-cost immigration consultations.

Montgomery County Commission for Women Counseling and Career Center

401 N. Washington Street – Suite 100
Rockville, MD 20850
(240) 777-8300
TTY (301) 279-1034

www.montgomerycountymd.gov/cfw

The Counseling and Career Center offers individual, couples, and career counseling, workshops, support groups and classes, information and referral on a wide range of issues of importance to women. Counseling is offered on a sliding scale fee and is available in Spanish. The Commission publishes a brochure in English, Spanish, Korean, Chinese and Vietnamese describing your rights and where you can get help if you are sexually harassed, and another brochure in the same languages describing the rights of pregnant women in the workplace. A brochure on violence in relationships is available in English and Spanish.

The Gilchrist Center for Cultural Diversity

11319 Elkin Street
Wheaton, MD 20902
(240) 777-4940

www.montgomerycountymd.gov/rectmpl.asp?url=/content/rec/gccd/index.asp

The Gilchrist Center runs a free immigration legal clinic twice per month, where you may consult with an immigration attorney. The Center also offers a variety of programs and services that include A New Americans

Welcome Area (NAWA) *that focuses on the needs of new immigrants and newcomers to the County. Programs include English as Second Language classes, Citizenship and Civic classes, Basic Legal Assistance*Basic Legal Assistance *and informational seminars*informational seminars *on a variety of themes. It also includes an extensive Information and Referral System.*

Montgomery County Abused Persons Program

1301 Piccard Drive (corner of W. Gude Drive and Piccard Drive)

Rockville, MD 20850

(240) 777-4195 - Weekdays

(240)777-4673 - 24 hours

www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/bhcs/vs.asp

The Abused Persons Program (APP) serves victims of domestic violence (spouse or partner abuse) in Montgomery County

Maryland Legal Aid Bureau

14015 New Hampshire Ave.

Silver Spring, MD 20904

(301) 879-8752

www.mdlab.org

Maryland Legal Aid Bureau helps citizens, green-card holders, asylees, refugees, and H-2A workers recover their wages owed. Legal Aid also offers a variety of other legal services, including services related to government rights, consumer rights, and landlord-tenant issues. The Legal Aid Bureau also provides some types of emergency representation to applicants regardless of immigration status.

Montgomery County Office of Consumer Protection

100 Maryland Avenue, Suite 330

Rockville, MD 20850

Main: 240.777.3636

www.montgomerycountymd.gov/OCP

The Office of Consumer Protection provides a model contract for domestic workers and their employers in English, Spanish and French. The contract is available for download on the department's website. When domestic workers are not offered an employment contract, they can file a complaint with the office. A complaint form, available in English and Spanish, can be downloaded at http://www.montgomerycountymd.gov/OCP/consumer/filing_complaints.html.

The Spanish Catholic Center

The Spanish Catholic Center provides a variety of services, including immigration, medical, and social services, employment counseling, and translation assistance. Services are provided in both English and Spanish.

Hyattsville Branch (Social, Employment and Immigration Services):

7949 15th Avenue
Hyattsville, MD 20783
(301) 434-6453

Gaithersburg Branch (Social, Employment and Immigration)

1315 East Deer Park Road - Suite 203
Gaithersburg, MD 20877
(301) 417-9113

Langley Park Branch (Medical Services)

1015 University Blvd. East
Silver Spring, MD 20903
(301) 431-2368

Women's Law Center of Maryland

305 Chesapeake Avenue - Suite 201
Baltimore, MD 21204
(410) 321-8761

www.wlcmd.org

The Women's Law Center of Maryland will, beginning in the fall of 2006, offer an employment law hotline available to all Maryland residents with questions about legal rights in the workplace.

GOVERNMENT RESOURCES

Unemployment Insurance

Maryland Department of Labor, Licensing and Regulation

To file a claim by telephone, call either (877) 293-4125 or (301) 313-8000.

A guide to unemployment insurance is available on the website: www.dllr.state.md.us/employment/clmtguide/wiclmt pamphlet.pdf

Wage Claims

U.S. Department of Labor—Wage and Hour Division

Room 207, 103 South Gay Street
Baltimore, MD 21202-4061

1 (866) 487-9243

www.dol.gov/esa/whd/

This agency enforces federal minimum wage and overtime laws and the Family Medical Leave Act.

Workers' Compensation

Maryland Workers' Compensation Commission

10 East Baltimore Street
Baltimore, Maryland 21202-1641

(410) 864-5100

www.wcc.state.md.us

Workers' compensation is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job.

Federal Income Tax

Internal Revenue Service

www.irs.gov

1 (800)829-1040

Maryland State Income Tax

Comptroller of Maryland

<http://individuals.marylandtaxes.com/>

1 (800) MD-TAXES

Hours of Work Issues

U.S. Department of Labor

Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1 (866) 4-USA-DOL

www.dol.gov

HUMAN TRAFFICKING

Ayuda

1707 Kalorama Road, NW

Washington, D.C. 20009

(202) 387-4848

www.ayudainc.org

Ayuda attorneys provide low-cost immigration consultations, and work with victims of human trafficking.

Boat People SOS

6066 Leesburg Pike, Suite 100

Falls Church, VA 22041-2234

(703) 538-2190

www.bpsos.org

Boat People SOS works with victims of human trafficking, providing them with legal and social services.

Trafficking in Persons and Worker Exploitation Hotline (U.S. Government)

1 (888) 428-7581

Weekdays from 9 a.m. to 5 p.m.

Laws provide options for trafficking victims regardless of immigration status. Operators have access to interpreters and can talk with callers in their own language.

Voice of the Victim

c/o MIRECS (Migrant and Refugee Cultural Support)

8604 Second Ave., 2nd floor

Silver Spring, MD 20910

1 (800) 599-9291

www.voiceofthevictim.net

A safe haven for victims of forced labor, forced prostitution, debt bondage and servile marriage.

SEXUAL HARASSMENT OR DISCRIMINATION

You may file a complaint with any of the following agencies:

Montgomery County Office of Human Rights

110 N. Washington Street – Suite 200

Rockville, MD 20850

(240) 777-8450

Fax: (240) 777-8460; TTY: (240) 777-8480

www.montgomerycountymd.gov

(click on Departments, then click on Human Rights)

Maryland Commission on Human Relations

6 Paul Street, 9th floor

Baltimore, MD 21202

(410) 767-8600

www.mchr.state.md.us

U.S. Equal Employment Opportunity Commission

Baltimore District Office

10 S. Howard Street, 3rd Floor

Baltimore, MD 21202

1 (800) 669-4000 or (410) 962-3932

www.eeoc.gov

Other Resources:

Montgomery County Commission for Women

401 N. Washington Street – Suite 100

Rockville, MD 20850

(240) 777-8300

TTY (301) 279-1034

www.montgomerycountymd.gov/cfw

The Commission publishes a brochure in English, Spanish, Korean, Chinese and Vietnamese describing your rights and where you can get help if you are sexually harassed, and another brochure in the same languages describing the rights of pregnant women in the workplace.



This brochure is a publication of the **Montgomery County Commission for Women**, an agency of the Montgomery County, Maryland, government. The Commission is a 15-member advisory board appointed by the County Executive and confirmed by the County Council. It was created by county law in 1972 and charged with the responsibility of advising the public and the agencies of the county, state and federal government on the issues of concern to women.

The Commission established the IWin (Immigrant Women in Montgomery County) Committee in 2002. This brochure is a product of the IWin Committee's IWORK (Immigrant Women Obtaining Resources and Knowledge) project and is one of the "Know Your Rights" series of brochures designed to provide information on women's rights in the workplace and to make that information accessible to immigrant women. This brochure is published in English, Spanish and French.

The Commission also sponsors a **Women's Counseling and Career Center** that provides a variety of services including:

- Personal counseling
- Career counseling
- Couples counseling
- Classes, workshops and seminars on a wide range of topics
- Information and referral
- Legal call back service
- Personality and career aptitude testing and interpretation
- Professional training (CEU's) for Social Workers and Counselors

Visit the Counseling Center's website at www.montgomerycountymd.gov/cfw or call (240)777-8300 for more information.

The information in this brochure is available in an alternate format. Please call (240) 777-8300.



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