

Labor Law Compliance Center

LLCC WASHINGTON

Labor Law Compliance Center
posters@laborlawcc.com
www.laborlawcc.com
(800) 801-0597

Washington Labor Law Posters

English

| Posting Name & ID | Posting Requirements | Published Date |
|--|--|----------------|
| Discrimination WA01 | Recommended | - |
| Job Safety & Health Protection (OSHA) WA02 | Required for all employers Must be at least 8 1/2 by 14 inches with 10 point type Designed to be printed on 11 x 17 inch paper | 09/15 |
| Unavailability of Unemployment Benefits WA03 | Churches and religious organizations | - |
| Unemployment Benefits WA04 | Required for all employers | 10/17 |
| Workers Compensation WA05 | Required for all employers | 12/12 |
| Workers Compensation: Self Insured Businesses WA06 | Self-insured businesses | 12/12 |
| Your Rights as a Worker WA07-08 | Required for all employers | 10/21 |
| Minimum Wage WA09 | Recommended | 09/21 |
| Domestic Violence WA10 | Required for all employers | 08/19 |
| Paid Family Leave WA11 | Required for all employers | 12/21 |



Washington Labor Law Posters

English

| Posting Name & ID | Posting Requirements | Published Date |
|--|--|----------------|
| Seattle Wage, Paid Sick Leave, Fair Chance, Commuter Benefits, & Wage Theft Ordinances WA12 | All employers in Seattle, WA | 11/21 |
| Seattle Secure Scheduling Ordinance WA13 | Retail and food services establishments with 500+ employees worldwide; and Full service restaurants with 500+ employees and 40+ full-service restaurant locations worldwide. | 07/17 |
| SeaTac Minimum Wage WA14 | All employers in SeaTac, WA | 10/21 |
| Tacoma Paid Sick Leave WA15 | All employers in Tacoma, WA | 12/17 |





Washington State Law Prohibits Discrimination in Employment

The law prohibits unfair employment practices based on the following protected classes:

- | | | |
|-------------------|---|---|
| • Race | • Age (40 years of age and older) | • Honorably discharged veteran or military status |
| • Color | • HIV, AIDS, and Hepatitis C status | • Retaliation for filing a whistleblower complaint with the state auditor |
| • National Origin | • Marital status | • Retaliation for filing a nursing home abuse complaint |
| • Sex | • Pregnancy or maternity | • Retaliation for opposing an unfair practice |
| • Creed | • Sexual orientation or gender identity | |
| • Disability | • Use of a service animal by a person with a disability | |

PROHIBITED UNFAIR EMPLOYMENT PRACTICES:

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYER CANNOT:

- Refuse to hire you or discharge you from employment.
- Discriminate in compensation of other terms or conditions of employment.
- Print, circulate, or use any discriminatory statement, advertisement, publication, job application form.
- Make any inquiry in connection with prospective employment that is discriminatory.

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

- Deny membership or membership rights and privileges.
- Expel from membership.
- Failing to represent a person in the collective bargaining unit.

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT

- Discriminate in classification or referrals for employment.
- Print or circulate any discriminatory statement, advertisement, or publication.
- Use discriminatory employment application forms, or inquiries made in connection with prospective employment.

IF YOU HAVE BEEN DISCRIMINATED AGAINST PLEASE CONTACT THE WASHINGTON STATE HUMAN RIGHTS COMMISSION:

1-800-233-3247 Voice or 1-800-300-7525 TTY

www.hum.wa.gov

Se Habla Español

Language interpreters are available. Accommodations to people with disabilities will be made.

WASHINGTON STATE HUMAN RIGHTS COMMISSION

WA01E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



It's the law! Employers must post this notice where employees can read it.
(Chapter 49.17 RCW)

All workers have the right to a safe and healthy workplace.

Employees — Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&I within 30 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or any other safety-related activity.
- Appeal a violation correction date if you believe the time allowed on the citation is not reasonable.

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

Employers — You have a legal obligation to protect employees on the job.

Employers must provide workplaces free from recognized hazards that could cause employees serious harm or death.

Actions you must take:

- Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).
- Post this notice to inform your employees of their rights and responsibilities.
- Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective equipment at no cost.
- Allow an employee representative to participate in an L&I safety/health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.
- If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the violation for a minimum of three days. You cannot remove it until you correct the violation.

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.



Employers must report all deaths, in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours.

Report any work-related non-hospitalized amputation or loss of an eye to DOSH within 24 hours.

For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH:

- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred.
- Date and time of the incident.
- Number of employees and their names.
- Brief description of what happened.

Where to report:

- Any local L&I office or
- 1-800-423-7233, press 1 (available 24/7)

This poster is available free from L&I at www.Lni.wa.gov/RequiredPosters.

Free assistance from the Division of Occupational Safety and Health (DOSH)

- Training and resources to promote safe workplaces.
- On-site consultations to help employers identify and fix hazards, and risk management help to lower your workers' compensation costs.



Division of Occupational Safety and Health



www.Lni.wa.gov/Safety



1-800-423-7233

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

PUBLICATION F416-081-909 [09-2015]



Losing your job?

You may not be eligible for unemployment benefits

State law says the wages you earn while working for a church or religious organization cannot be used for unemployment purposes, unless your employer has elected to provide unemployment coverage to its employees. This means you may not qualify for unemployment benefits if you lose your job.

You may be eligible for benefits if you worked for an employer other than a church or religious organization in the last two years. Log onto www.esd.wa.gov or call 800-318-6022 to apply.

To learn more, read the law (RCW 50.44.040(1)) at www.esd.wa.gov/rcw-wac

Churches and religious organizations are legally required to post this notice in a place convenient for all employees to read.



**Employment
Security
Department**
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

UI-07-0119

WA03E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



You may be eligible for **UNEMPLOYMENT BENEFITS** if you lose your job

Visit www.esd.wa.gov to apply and click "Sign in or create an account"



To apply for unemployment, you will need:

- Your Social Security number.
- Names and addresses of everyone you worked for in the last 18 months.
- Dates you started and stopped working for each employer.
- Reasons you left each job.
- Your alien registration number if you are not a U.S. citizen.

If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214).

You can apply online at esd.wa.gov:

If you don't have a home computer, you can access one at a WorkSource center or your local library.



If you can't apply online, try contacting us over the phone:

Call 800-318-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Wednesdays and Fridays from 8 a.m. to 4 p.m., except on state holidays. You may experience long wait times.

You must look for work each week that you claim benefits:

Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines, Internet access, and newspapers. Log onto WorkSourceWA.com to find the nearest office.

If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits.

If you have been unemployed due to a work-related injury or non-work-related illness or injury and are now able to work again, you may be eligible for special unemployment benefits.

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.140).

The Employment Security Department is an equal-opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing- or speech-impaired individuals. Individuals with limited English proficiency may request free interpretive services to conduct business with the department.

esd.wa.gov

WA04E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

EMS 9874 . CC 7540-032-407. Rev 10/17 . UI-biz-poster-EN





Notice to Employees

It's the law! Employers must post this notice where employees can read it.

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more information, call toll-free **1-800-547-8367**.

If a job injury occurs

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation benefits.

Benefits include:

Medical care. Medical expenses resulting from your workplace injury or disease are covered by the workers' compensation program.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages.

Vocational assistance. Under certain conditions, you may be eligible for help in returning to work.

Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body functions.

Pensions. Injuries that permanently keep you from returning to work may qualify you for a disability pension.

Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a pension.

About required workplace posters

Go to www.Posters.Lni.wa.gov to learn more about workplace posters from L&I and other government agencies.

On the Web: www.Lni.wa.gov

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

What you should do

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.)

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

Tell your health-care provider and your employer about your work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of Accident (ROA). You can do this online with FileFast (www.FileFast.Lni.wa.gov), by phone at 1-877-561-FILE, or on paper in your doctor's office. Filing online or by phone speeds the claim and reduces hassle.

File your claim as soon as possible. For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care provider in writing that your condition is work related.

Report your injury to:

Kate Triplett or someone on the People Team

(Your employer fills in this space.)

Helpful phone numbers:

911

Ambulance

911

Fire

911

Police





Notice to Employees

It's the law! Employers must post this notice where employees can read it
(Revised Code of Washington 51.14.100).

If a job injury occurs

Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers' compensation (industrial insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulated by the Department of Labor & Industries (L&I).

What you should do

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.)

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

File your claim as soon as possible. For an on-the-job injury, you must file a claim with your employer within one year after the day the injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider in writing that your condition is work related.

To report an injury:

If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person designated below:

Name: Kate Triplett or someone on the People Team

Phone: people-team@flipboard.com or 650-488-3547

For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

About required workplace posters
Go to www.Posters.Lni.wa.gov to learn more about workplace posters from L&I and other government agencies.

Self-Insurance Section
Department of Labor & Industries
P.O. Box 44890
Olympia WA 98504-4890



It's the law!

Employers must post this notice where employees can read it.

Wage and Overtime Laws

Workers must be paid the Washington minimum wage

- Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked. See www.Lni.wa.gov/MinWage.
- Workers who are 14 or 15 may be paid 85% of the minimum wage.
- Tips cannot be counted as part of the minimum wage. Employers must pay all tips to employees.

Overtime pay is due when working more than 40 hours

Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed seven-day workweek.

Workers Need Meal and Rest Breaks

Meal period

Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/workers-rights/workplace-policies/rest-breaks-meal-periods-and-schedules.

Breaks

- Most workers are entitled to a 10-minute paid rest break for each four hours worked and must not work more than three hours without a break.
- Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.
- If you are under 18, see “Teen Corner” at right.

Pay Requirements

Regular Payday

Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid and click on “Paycheck deductions.”

Equal Pay and Opportunities Act

Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers also are prohibited from requesting a job applicant’s wage or salary history, except under certain circumstances, and cannot require an applicant’s wage or salary history meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15 or more employees. For more information or to file a complaint, go to www.Lni.wa.gov/EqualPay.

Teen Corner — Information for Workers Ages 14–17

- The minimum age for work is generally 14, with different rules for ages 14–15 and ages 16–17.
- Employers must have a minor work permit to employ teens. This requirement applies to family members except on family farms. Teens do not need a work permit.
- Teens are required to have authorization forms signed before they begin working. For summer employment, parents must sign the Parent Authorization for Summer Work form. If you work during the school year, a parent and a school official must sign the Parent/School Authorization form.
- Many jobs are not allowed for anyone under 18 because they are not safe.
- Work hours are limited for teens, with more restrictions on work hours during school weeks.

Meal and rest breaks for teens

- In agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours.
- Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

To find out more about teens in the workplace: www.Lni.wa.gov/TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.



Leave Laws

Paid sick leave

Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning on the 90th calendar day of employment. Employers must provide employees with a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

Washington Family Care Act: Use of paid leave to care for sick family

Employees are entitled to use their choice of any employer provided paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for:

- A child with a health condition requiring treatment or supervision;
 - A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and
 - Children 18 years and older with disabilities that make them incapable of self-care.
- For more information, see www.Lni.wa.gov/workers-rights/leave/family-care-act.

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DVLeave.

Leave for military spouses during deployment

Spouses or registered domestic partners of military personnel who receive notice to deploy or who are on leave from deployment during times of military conflict may take a total of 15 days unpaid leave per deployment.

Your employer may not fire or retaliate against you for exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

PUBLICATION F700-074-000 [10-2021]

Administered by other agencies

Paid Family and Medical Leave: Administered by Washington Employment Security Department. Washington offers paid family and medical leave benefits to workers. This insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information, see www.paidleave.wa.gov.

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.wa.gov or 1-800-233-3247

Family and Medical Leave Act: Administered by the U.S. Department of Labor. Eligible employees can enforce their right to protected family and medical leave under the FMLA by contacting the Department of Labor at www.dol.gov/whd/fmla or 1-866-487-9243.

Contact L&I

Need more information?

Questions about filing a worker rights complaint?

Online: www.Lni.wa.gov/workers-rights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

About required workplace posters

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

Human trafficking is against the law

For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.



2022 minimum wage: \$14.49 per hour

Washington's minimum wage will be \$14.49 per hour beginning Jan. 1, 2022.

Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$12.32 per hour.

For more information about Washington's minimum wage law, see the required workplace poster *Your Rights as a Worker* or visit www.Lni.wa.gov/workers-rights.



Everyone deserves a healthy relationship

No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power and control over another. These behaviors can include isolation, emotional abuse, monitoring, controlling finances, or physical and sexual assault.

Everyone should be free to make their own choices in relationships. If you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgement. Just help.
800-799-SAFE (7233) or 800-787-3224 (TTY).

www.thehotline.org

You can also find a program in your area that can help. Find out more about what kind of help is available at wscadv.org/get-help-now.



Employment Security Department
WASHINGTON STATE
Workplace posters available at esd.wa.gov

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

WA10E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

How it works



Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at **\$1,327** per week.

Your rights



If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is **0.6%** of your wage. You may pay about **73%** of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Learn more and apply at
paidleave.wa.gov

Washington
Paid Family & Medical Leave

Employment
Security
Department
WASHINGTON STATE

Updated 12/2021

WA11E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

2022 Seattle Labor Standards Ordinances

The mission of the Office of Labor Standards is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.



This poster must be displayed in a noticeable area at the workplace, in English and the language(s) spoken by employees.

The Office of Labor Standards provides translations, interpretations, and accommodations for people with disabilities.

Minimum Wage

SETS MINIMUM WAGES FOR EMPLOYEES

Large Employers (501 OR MORE EMPLOYEES)

\$17.27
PER HOUR

Small Employers (500 OR FEWER EMPLOYEES)

Does the employer pay at least \$1.52 per hour toward the individual employee's medical benefits and/or does the employee earn at least \$1.52 per hour in tips?

NO

\$17.27
PER HOUR

YES

\$15.75
PER HOUR

Employer Size
Count the employer's total number of all employees worldwide. For franchises, count all employees in the franchise network.

Medical Benefits - Small Employers
To pay the lower hourly rate, a small employer's payments must be for a silver-level or higher medical benefits program as defined by the federal Affordable Care Act.

» A small employer cannot pay the lower rate if the employee declines or is not eligible for medical benefits.

Paid Sick & Safe Time

REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY ISSUES

Employers must provide employees with paid leave to care for themselves or a family member.
(Child, Parent, Spouse, Registered Domestic Partner, Grandparent, Grandchild, Sibling)

Sick Time: A physical or mental health condition, including a medical appointment

Safe Time: Reasons related to domestic violence, sexual assault, stalking or public health issues*

Paid Sick & Safe Time (PSST) Rates

| | TIER 1 | TIER 2 | TIER 3 |
|---|-------------------------------|-------------------------------|-------------------------------|
| Employer Size FULL-TIME EQUIVALENT EMPLOYEES (FTEs) WORLDWIDE | Up to 49 FTEs | 50 - 249 FTEs | 250+ FTEs |
| Accrual of PSST PER HOURS WORKED | 1 hour PER 40 HOURS | 1 hour PER 40 HOURS | 1 hour PER 30 HOURS |
| Carry over of unused PSST PER YEAR | 40 hours | 56 hours | 72 hours** |

*SAFE TIME CAN ALSO BE USED TO CARE FOR A HOUSEHOLD MEMBER

**108 HOURS FOR TIER 3 EMPLOYERS WITH A PAID TIME OFF (PTO) POLICY

Fair Chance Employment

LIMITS USE OF CONVICTION AND ARREST RECORDS

Prohibited:

- Job ads that exclude applicants with conviction or arrest records
- Job applications with questions about conviction or arrest records, unless the employer has already screened the applicant for minimum qualifications
- Job denial (or other adverse employment actions) based solely on an arrest record

Some exceptions apply, including jobs with unsupervised access to children under 16, people with developmental disabilities, or vulnerable adults.

Employers are required to:

Delay criminal background checks until after screening applicants for minimum qualifications

Follow procedures before taking an adverse action based solely on a criminal background check:

- » Provide an opportunity to explain or correct criminal background check information
- » Hold the position open for at least two business days
- » Have a legitimate business reason that employing the person will harm the business or impact the employee's ability to perform the job

Wage Theft

PROVIDES PROTECTIONS AGAINST WAGE THEFT

Employers must pay all compensation owed on a regular pay day and give employees written information about their job and pay.

Written information must include:

- Employer's name and contact information
- Employee's rate of pay, eligibility to earn overtime, pay basis (hour, shift, day, week, commission), and regular pay day
- Explanation of employer's tip policy
- Itemized statement of pay information on pay days

Examples of pay requirements:

- Pay minimum wage
- Pay overtime
- Pay for rest breaks
- Pay amount promised
- Pay for work off the clock
- Pay tips
- Pay service charges (unless listed on receipt or menu as not payable to the employee(s) serving the customer)
- Reimburse employer expenses
- No misclassification of employees

Commuter Benefits

Employers with 20 or more employees must offer employees, who work an average of ten hours or more per week, the ability to deduct transit or vanpool expenses from an employee's taxable wages up to the maximum level allowed by federal tax law. To meet this requirement, employers may instead provide a transit pass that is fully or partially subsidized. Employers must offer this benefit within 60 calendar days of the employee's start date.

Contact OLS

Employees

File a complaint with OLS or file a lawsuit in court

206-256-5297

www.seattle.gov/laborstandards

Employers

Obtain compliance assistance and/or receive training

810 THIRD AVE, SUITE 375
SEATTLE, WA 98104

HOURS: 8 AM-5 PM (MON-FRI)
LABORSTANDARDS@SEATTLE.GOV

SECURE SCHEDULING ORDINANCE

SMC 14.22

Covers hourly employees at retail and food services establishments with 500+ employees worldwide
Full service restaurants also must have 40+ full-service locations worldwide

EFFECTIVE JULY 1, 2017



Good faith estimate.

For the upcoming year, employer must provide a written forecast of employee's median hours per work week and whether to expect on-call shifts.



Right to request input into work schedule.

Before the work schedule is posted, employer must grant schedule requests related to a **major life event** (employee's transportation, housing, other job(s), education, caregiving, and self-care for serious health condition) unless the employer identifies a **bona fide business reason** (significant cost or disruption).



Advance notice of work schedule.

Employer must post work schedules 14 days in advance.



Right to rest between work shifts.

Employer must pay time-and-a-half for any hours worked between closing and opening (**clopening**) shifts that are separated by less than 10 hours.



Access to hours for current employees.

Before hiring new employees, employer must post notice of available hours for 3 days and offer the job to qualified, current employee(s), subject to exceptions.

Premium pay for work schedule changes after schedule is posted.



- ▶ **Additional hours:** Employer must provide an additional hour of pay, plus wages earned.
- ▶ **Subtracted hours:** Employer must pay for half of the hours not worked, plus wages earned, for regular and on-call shifts.
- ▶ **Exceptions to premium pay requirements:**

- » Grace period for additions or subtractions of 15 minutes or less.
- » Employee requests for schedule changes and/or shift swaps with another employee.
- » Employer reduction of hours due to disciplinary reasons.
- » Employer inability to begin or continue operations due to events such as a public utilities failure, a natural disaster, or inclement weather.
- » Employee acceptance of additional hours in response to employer
 - ▶ **Mass communication** about additional hours due to scheduled employee not being able to work; or
 - ▶ **In-person group communication** about additional hours that are due to unanticipated customer needs and are consecutive to employee's current shift.

This law applies to employees regardless of immigration status.

Employers must comply with this law. Employers are not allowed to engage in pattern or practice of underscheduling. Retaliation is illegal.

The Seattle Office of Labor Standards provides language translations, interpretations, and accommodations for people with disabilities upon request.

Employers

Private and free services, including technical assistance and training.

Employees

Private and free services, including training, intake, and investigation –or– file a lawsuit in court.

Contact Us

206-256-5297
www.seattle.gov/laborstandards

CHECK HERE FOR YOUR LANGUAGE Amharic/ አማርኛ Arabic/ عربي Chinese/中文 Khmer/ ភាសាខ្មែរ Korean/한국어
 Oromo/ Oromiffa Somali/ af Soomaali Spanish/ Español Tagalog Thai/ ภาษาไทย Tigrinya/ ትግርኛ Vietnamese/ Tiếng Việt and more.

Poster created by the Seattle Office of Labor Standards; some graphics courtesy of the Seattle City Council

WA13E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com





CITY OF SEATAC ANNOUNCES 2022 MINIMUM WAGE ADJUSTMENTS

City of SeaTac, Wash., October 11, 2021 – The City of SeaTac is announcing the mandatory annual adjustments to the City’s Minimum Employment Standards Ordinance for Hospitality and Transportation Industry Employers.

2022 Minimum Wage: \$17.53 per hour

The increase in the living wage rate (5.83%) has been calculated using the consumer price index for urban wage earners and clerical workers, (CPI-W) for the twelve (12) months prior to September 1 as calculated by the United States Department of Labor. Therefore, in accordance with SeaTac Municipal Code (SMC) Section 7.45.050, the living wage rate in effect for hospitality and transportation employees within the City will increase to \$17.53, effective January 1, 2022.

SMC 7.45.050 provides that the City Manager shall publish a bulletin, by October 15 of each year, announcing the adjusted living wage rates in effect for Hospitality and Transportation Employees within the City. The increase in the living wage rate is calculated to the nearest cent using the consumer price index for urban wage earners and clerical workers, CPI-W, or a successor index, for the twelve (12) months prior to each September 1 as calculated by the United States Department of Labor. The declaration of the Washington State Department of Labor and Industries each September 30 regarding the rate by which Washington State’s minimum wage rate is to be increased effective the following January 1, shall be the authoritative determination of the rate of increase to be applied for purposes of this provision.

Each hospitality employer and transportation employer shall provide written notification of the rate adjustments to each of its workers and make the necessary payroll adjustments by January 1 following the publication of the bulletin. Tips, gratuities, service charges and commissions shall not be credited as being any part of or be offset against the wage rates required by this chapter.

About the City of SeaTac:

Incorporated in February 1990, the City of SeaTac is located approximately midway between the cities of Seattle and Tacoma. The City of SeaTac is 10 square miles in area and has a population of 29,130. The City of SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The City boundaries surround the Seattle-Tacoma International Airport, (approximately three-square miles in area) which is owned and operated by the Port of Seattle.

For additional information please contact: City Manager at 206-973-4831 or visit the City’s website at EmploymentStandards.CityofSeaTac.com

WA14E



Labor Law Compliance Center
(800) 801-0597
www.laborlawcc.com





NOTICE TO EMPLOYEES

Effective February 2016: The City of Tacoma Paid Sick Leave Ordinance (TMC 18.10) ensures that all eligible persons working in the City earn Paid Sick Leave to use when they or a family member are sick, injured, need preventative care or need to seek help for domestic violence, sexual assault, stalking or other safety related issues. The Ordinance is intended to allow employees to care for themselves and family members, making Tacoma a healthier, more secure, and more productive community. Employers may, at their option, have a Paid Sick Leave policy that exceeds the minimum requirements set by the Ordinance. The Ordinance was updated effective January 2018 to align with State law.

WHO QUALIFIES?

EMPLOYEES RECEIVING PAID SICK LEAVE

The Paid Sick Leave Ordinance applies to all Employees who work within the geographical boundaries of the City of Tacoma (the "City" or "Tacoma") for 80 hours or more in a benefit year, regardless of whether their Employer is physically located in the City or not.

HOW MUCH?

ACCRUAL OF PAID SICK LEAVE

Employers shall provide Employees with a minimum of one (1) hour of Paid Sick Leave for every forty (40) hours worked within the City. Employees shall be eligible to use accrued Paid Sick Leave beginning on the 90th calendar day after start of their employment.

CARRYOVER

CARRYOVER OF UNUSED PAID SICK LEAVE

The Ordinance requires Employers to carry over up to 40 hours of accrued but unused Paid Sick Leave into the following benefit year for each Employee. An Employee can then use carried over time in addition to accrued time, for absences related to health, safety, and some kinds of family care as outlined below.

USE

USES OF PAID SICK LEAVE

Employees may use Paid Sick Leave time for any of the following reasons:

- Mental or physical illness, injury or preventative health care (for either the Employee or for specified family members);
- When an Employee's place of employment has been closed by order of a public official for any health-related reason or to care for a child whose school has been closed by order of a public official;
- To seek law enforcement or legal help for domestic violence or sexual assault (either for the Employee or for specified family members);
- To seek safety from domestic violence, sexual assault, or stalking, (either for the Employee or for specified family members); and
- For bereavement of specified family members.

OPTIONS

SHIFT SWAP & DONATIONS OF PAID SICK LEAVE

Employers and Employees may mutually agree to allow an Employee to work additional hours or shifts in lieu of using Paid Sick Leave. Employers may establish policies allowing Employees to exchange or trade shifts. Employers may establish a policy allowing Employees to donate Paid Sick Leave time to another Employee.

PTO

USE OF UNIVERSAL PAID TIME OFF (PTO) TO COMPLY WITH THE ORDINANCE

Employers may use a combined or universal paid time off program (PTO) to comply with the Ordinance. An Employer using PTO to comply with the Ordinance must have a written policy readily available for employees.

DOCUMENTATION

DOCUMENTATION REQUIREMENTS

For absences exceeding three days, an Employer may take reasonable measures to verify or document that an Employee's use of Paid Sick Leave is lawful. Employer-required verification may not result in an unreasonable burden or expense to the Employee. If the Employer chooses to require written documentation or other verification that creates an unreasonable cost or burden, the Employee may notify the Employer as outlined in State law (RCW 296-128-660). The Employer must have a written policy regarding the requirement of written documentation or other verification and said policy must be readily available to all Employees.

ENFORCEMENT

FILING A COMPLAINT

If an Employee believes that he/she has been subject to a violation of the Paid Sick Leave Ordinance, they may file a complaint in writing with the City of Tacoma. Employers are prohibited from taking adverse action against Employees who exercise any right under this Ordinance. An employee filing a complaint may request confidentiality and no information about an employee's immigration status will be required for an investigation.

For more information, visit www.CityofTacoma.org/paidleave or the City of Tacoma Customer Support Center (747 Market Street, #243) or call 253-591-5306.

This notice must be posted in a conspicuous and accessible place in each establishment where your employees work.

Published December 11, 2017.

WA15E



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

