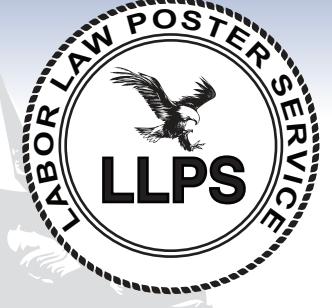




2011

# Washington Posting Requirements

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Washington State Department of  
Labor & Industries

## WASHINGTON MINIMUM WAGE is \$8.67 per hour

(Effective January 1, 2011)

- Effective January 1, 2011, Workers age 14 or 15 may be paid 85 percent of the minimum wage, which is \$7.37 per hour.
- Employers may not use tips to make up any part of the minimum wage. Employees must be paid 1-1/2 times the regular rate for all hours worked over 40 in a workweek. Agricultural workers are generally exempt from overtime.
- Certain occupations are exempt from the minimum wage and/or overtime requirements. Please contact the L&I office nearest you for a complete list of exemptions.

### NEED MORE INFORMATION?

- Visit Labor and Industries' website – [www.LNI.wa.gov](http://www.LNI.wa.gov)
- Call the L&I office nearest you or toll-free 1-866-219-7321. (Please look in the government pages of your phone book for office numbers.)

In 1998, Washington voters approved an initiative on minimum wage. It requires L&I to recalculate the minimum wage each year based on changes in the federal Consumer Price Index.

### PLEASE POST THIS INFORMATION WHERE YOUR EMPLOYEES CAN READ IT.

Washington State Department of  
Labor & Industries

## YOUR RIGHTS AS A WORKER in Washington State

This poster is a summary of Washington State workplace rights. For complete information on these workplace rights and others:

- Go online to [www.WorkplaceRights.LNI.wa.gov](http://www.WorkplaceRights.LNI.wa.gov)
- Call or visit the Department of Labor & Industries (L&I) office nearest you
- For L&I locations, go to [www.Offices.LNI.wa.gov](http://www.Offices.LNI.wa.gov)
- Call us toll-free 1-866-219-7321
- E-mail to: [ESgeneral@LNI.wa.gov](mailto:ESgeneral@LNI.wa.gov)

### Wage and Hour Laws

Workers must be paid the Washington minimum wage.

Workers in all industries who are 16 years of age or older must be paid at least the minimum wage for all hours worked. Workers who are 14 or 15 may be paid 85% of the minimum wage. To find out the current minimum wage, contact L&I (see above).

Tips cannot be counted as part of the minimum wage.

Overtime pay is due when working more than 40 hours.

You must be paid one and one-half times your regular rate of pay for all hours worked over 40 in a fixed seven-day workweek that is designated by your employer.

Agricultural workers are generally exempt from overtime.

There are a few exceptions to minimum wage and overtime laws.

A few occupations are not covered by minimum wage or overtime requirements under limited circumstances. See [www.WorkplaceRights.LNI.wa.gov](http://www.WorkplaceRights.LNI.wa.gov) and click on "Minimum Wage" or "Overtime & Exemptions."

Unless you are exempt, you cannot waive the right to minimum wage or overtime pay.

Workers need meal and rest breaks.

Most workers are entitled to a 30-minute meal period if working more than five hours in a day. If you must remain on duty or work during your meal period, you must be paid for the 30 minutes. Most workers are entitled to a 10-minute paid rest break no later than the end of the third hour. Your employer may schedule the break or allow "mini" breaks, such as two five-minute rest breaks. Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.

If you are under 18, check out the Teen Corner to see break requirements.

Your employer must schedule a regular payday.

You 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.

You must agree to deductions from pay.

Your employer may deduct from your wages when required by state or federal law and for certain other deductions under an agreement between you and your employer. For complete information, go to [www.WorkplaceRights.LNI.wa.gov](http://www.WorkplaceRights.LNI.wa.gov) and click on "Pay Requirements."

Human trafficking is against the law.

For victim assistance, call the National Human Trafficking Resource Center at 1-888-3737-888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067.

### Teen Corner (information for teens age 14-17)

- The minimum age for work is generally 14, with different rules for ages 16-17 and for ages 14-15.
- Employers must get a minor work permit in order to employ teens, including family members.
- Teens don't need a work permit; however, parents must sign the parent/school permission form provided by the employer. If you work during the school year, a school official must sign too.
- Many jobs are not allowed for anyone under 18 because they are not safe. Work hours are limited for teens; more restrictions apply during school weeks.
- If you are injured on the job, ask your health-care provider to help you file a claim for medical benefits.

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.

## SELF - INSURANCE NOTICE TO EMPLOYEES

**Employer:** You are required by law to post this notice  
(Revised Code of Washington 51.14.100).

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

### 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: \_\_\_\_\_

Phone: \_\_\_\_\_

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.

On the Web: [www.LNI.wa.gov](http://www.LNI.wa.gov)

Self-Insurance Section  
Department of Labor and Industries  
PO Box 44890  
Olympia, WA 98504-4890

## WORKERS' COMPENSATION NOTICE TO EMPLOYEES

### 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 will be paid 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 and/or dependents may receive a pension.

### 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.** You may choose any health-care provider who is qualified to treat your injury. Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

**Tell your doctor that your injury or condition is work-related.** Your health-care provider will complete a *Report of Industrial Injury or Occupational Disease* form and send it in. This is the first step in filing your workers' compensation (industrial insurance) claim.

**File your claim within set time frames.** 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.

### IMPORTANT:

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.

### REPORT YOUR INJURY TO:

(Your employer fills in this space)

**Helpful phone numbers:**

Ambulance

Police

Fire

2011

# Washington Posting Requirements



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## WE BELIEVE IN FAIR HOUSING!

In Washington State, it is illegal to discriminate in the rental or sale of housing because of:

Race or Color	Creed
National Origin	Sex
Disability	Marital Status
HIV/AIDS and Hepatitis C Status	Families with Children
Use of Dog Guide or Service Animal	Sexual Orientation or Gender Identity
Honorably Discharged Veteran or Military Status	Retaliation

- ✓ We gladly receive inquiries from all.
- ✓ We apply fair and equitable criteria when evaluating applicants.
- ✓ We enforce our rules equally and without discrimination.
- ✓ We set rents, deposits, and fees without discrimination.
- ✓ We respond to repair requests and other tenant concerns equally.
- ✓ We provide reasonable accommodations for people with disabilities.

If you believe you have been discriminated against, contact:

Washington State Human Rights Commission  
1-800-233-3247 or  
1-800-300-7525 TTY  
[www.hum.wa.gov](http://www.hum.wa.gov)

U.S. Dept. of Housing & Urban Development  
1-800-877-0246 or  
206-220-5185 TTY  
[www.hud.gov](http://www.hud.gov)

## YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU LOSE YOUR JOB

Log onto [www.go2ui.com](http://www.go2ui.com) to apply

### TO APPLY FOR UNEMPLOYMENT, YOU WILL NEED:

- Your Social Security number
- Names and addresses of everyone you worked for in the last two years
- 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 24 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214).

### YOU CAN APPLY ONLINE UNLESS:

- You worked in two or more states in the last 24 months
- You worked in only one state other than Washington in the last 24 months
- You were totally disabled for at least 13 consecutive weeks due to a work-related injury or a non-work related injury or illness, AND you were released by your doctor within the last 12 months

### YOU CAN ALSO APPLY FOR UNEMPLOYMENT OVER THE PHONE

Call 1.800.318.6022 (TTY 1.800.365.8969). We are available to help you Monday through Friday from 8:00 a.m. to 5:00 p.m., except on state holidays. We may be open extended hours during peak periods.

### If your Social Security number ends with:

0 thru 3, call Monday 4 thru 7, call on Tuesday 8 thru 9 call Wednesday

Please call on your designated day. If you miss your day, you may call on Wednesday, Thursday, or Friday of the same week without any delay in payment. Customers with active claims may call any day of the week.

### 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 and Internet access. Log onto [www.go2worksource.com](http://www.go2worksource.com) to find the office nearest you.

If your work hours have 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 persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunications 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.

## WASHINGTON STATE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

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

• Race	• Age (40 years and over)	• Honorably discharged veteran or military status
• Color	• HIV/AIDS or Hepatitis C status	• Retaliation for filing a whistleblower complaint with the state auditor
• National Origin	• Marital Status	• Pregnancy or Maternity
• Sex	• Sexual Orientation, or Gender Identity	• Retaliation for filing a nursing home abuse complaint
• Creed	• Use of a service animal by a person with a disability	• Retaliation for opposing an unfair practice
• Disability		

### PROHIBITED UNFAIR EMPLOYMENT PRACTICES

#### AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE SOLELY 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](http://www.hum.wa.gov)**

**Se Habla Espanol**

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

## WASHINGTON STATE HUMAN RIGHTS COMMISSION

## WASHINGTON STATE LAW PROHIBITS DISCRIMINATION IN PLACES OF PUBLIC ACCOMMODATION

*The law prohibits discrimination in public accommodations based on the following:*

• Race	• Honorably discharged veteran or military status
• Color	• HIV/AIDS or Hepatitis C status
• National Origin	• Pregnancy or Maternity
• Sex	• Sexual Orientation, or Gender Identity
• Creed	• Use of a service animal by a person with a disability
• Disability	

### PLACES OF PUBLIC ACCOMMODATION INCLUDE, BUT ARE NOT LIMITED TO:

- Public resorts;
- Places of accommodation, assemblage, or amusement;
- Public schools;
- Private institutions open to the public for an event or gathering;
- Places of patronage, including government offices, stores, shopping malls, theaters, libraries, hospitals, and transit facilities.

### PROHIBITED PRACTICES IN PUBLIC ACCOMMODATION:

#### UNDER RCW 49.60.215, A PLACE OF PUBLIC ACCOMMODATION CANNOT:

- Refuse or withhold entrance;
- Charge a different rate or offer different terms and conditions of service;
- Prohibit entrance of a service animal.
- Make any inquiry in connection with prospective employment that is discriminatory.

The Washington Law Against Discrimination does not require structural changes, modifications, or additions to make any place accessible to a person with a disability except as otherwise required by law. Behavior or actions constituting a risk to property or persons can be grounds for refusal and shall not constitute an unfair practice.

**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](http://www.hum.wa.gov)**

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## WASHINGTON STATE HUMAN RIGHTS COMMISSION

## JOB SAFETY AND HEALTH LAW

Washington State Department of  
Labor & Industries

*Division of Occupational Safety and Health*

### It's the law!

Employers must post this notice where employees can read it.

The Washington Industrial Safety and Health Act (WISHA) protects the safety and health of employees on the job in Washington State (Chapter 49.17 RCW). Employers and employees: You should read this entire notice to understand your rights and responsibilities.

The Washington State Department of Labor & Industries (L&I), Division of Occupational Safety and Health (DOSH), administers WISHA and:

- Inspects workplaces to identify hazards and improve safety.
- Investigates complaints of unsafe workplaces.
- Provides free on-site consultations to help employers identify and fix hazards.
- Offers education and training to promote safer workplaces.

### Contact us

This poster describes important parts of the law. Please contact us if you have questions about your rights or responsibilities.

Call: 1-800-423-7233

Web site: [www.lni.wa.gov/Safety](http://www.lni.wa.gov/Safety)

Mail: Division of Occupational Safety and Health

Department of Labor & Industries  
P O Box 44600  
Olympia, WA 98504-4600

### Other workplace posters from L&I

- Your Rights as a Worker (required)
- Notice to Employees (required)
- Washington Minimum Wage (recommended)

### 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.
- Post this notice to inform your employees of their rights and responsibilities.
- Provide personal protective equipment and advise employees if they have been or will be exposed to hazards.
- 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 with a number of employees.

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

### Citations and penalties

L&I will issue a citation if the inspector identifies violations of workplace safety and health rules. The citation will include a date for correcting them.

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.

L&I can fine you for failing to comply with workplace safety and health requirements:

- Up to \$7,000 for each serious or general violation.
- Up to \$70,000 for willful or repeat violations.
- Up to \$7,000 per day for each violation not corrected by the due date.

The law also provides for criminal penalties under certain conditions.

### Appeals

You may appeal any citation, penalty or hazard correction date.

You must allow an employee representative to attend all meetings between you and L&I if you appeal a citation.

### Employees – You have a right to a safe and healthy workplace

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.
- 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 other safety-related activity, or exercised any of your rights under WISHA.
- 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.

### Fatality or hospitalization

Employers: If a work-related death or probable death occurs, you must notify L&I within 8 hours. Or, if an incident at work causes one or more of your workers to be hospitalized overnight, you must notify L&I within eight hours of the time the event is reported to you or an agent in your employ.

- Employer contact person and phone number.

- Name, address and location of the workplace.

- Date and time of the incident.

- Number of fatalities or hospitalized employees.

- Names of the employees.

- Brief description of what happened.

### Where to report

- Any local L&I office or