

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.

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

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.

**Family Care and Family Leave Laws**  
To learn more, go to [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov) and click on “Leave & Benefits”

**The Washington Family Care Act allows use of paid leave to care for sick family**  
If you work for an employer with a paid-leave policy (sick, vacation, certain employer-provided short-term disability plans, or other paid time off), you are allowed to use your choice of paid leave to care for sick family. Family includes:

- Children under age 18 with a health condition that requires supervision or treatment.
- Spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition.
- Adult son or daughter incapable of self-care due to a disability.

**The federal Family and Medical Leave Act (FMLA) provides leave**  
The federal FMLA requires covered employers to provide up to 12 weeks of unpaid job-protected leave every 12 months to “eligible” employees for certain family and medical reasons. Employees are eligible if they:

- Worked for their employer for at least 1,250 hours over the previous 12 months; and
- The company has at least 50 employees within 75 miles.

For more information, contact the U.S. Department of Labor at 1-866-487-9243 or visit [www.dol.gov/esa/whd/fmla/](http://www.dol.gov/esa/whd/fmla/).

**The Washington Family Leave Act covers pregnancy disability**  
Women who qualify for leave under the federal FMLA (above) may also be entitled to additional leave for sickness or disability due to pregnancy. Registered domestic partners who meet the requirements for FMLA (above) are eligible for up to 12 weeks of state family leave for certain family medical reasons.

**Pregnancy-related disability is protected from discrimination**  
A woman with a pregnancy-related disability is entitled to time off and job protection if she works for an employer with eight or more employees. Her health-care provider determines the amount of time off needed. For more information, contact the Washington State Human Rights Commission at [www.hum.wa.gov](http://www.hum.wa.gov) or call 1-800-233-3247.

**Victims of domestic violence, sexual assault or stalking may take leave**  
Victims and their family members are allowed to take reasonable leave from work for legal or law-enforcement assistance, medical treatment or counseling.

**Military spouses may take leave for 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 you or retaliate against you for using your leave for these reasons or for filing a complaint alleging a violation of these leave laws.*

**Contact L&I if you have a complaint**  
If you believe your rights have been denied, you may file a Worker Rights Complaint. Contact any L&I office to get a form or print it at [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov).

**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. n 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.

**Meal and rest breaks for teens**

- In agriculture, 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.

**You can learn more about teen safety, work hours and prohibited jobs:**

- Online [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov).
- Call or visit any L&I office or call toll free: 1-866-219-7321.
- E-mail a question to [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov).

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.

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 orkplace 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.

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**.

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

Other formats for persons with disabilities are available on request. Police 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.** 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.

REPORT YOUR INJURY TO:

(Your employer fills in this space)

Helpful phone numbers:

Ambulance

Police

Fire



