



2024 minimum wage: \$16.28 per hour

Washington's minimum wage will be \$16.28 per hour beginning Jan. 1, 2024.

Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.84 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.

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/MealAndRestBreaks.

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/Wages 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/FamilyCareAct.

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.

Administered by other agencies

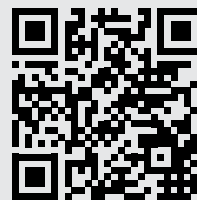
Paid Family and Medical Leave: Administered by Washington Employment Security Department. Washington offers paid family and medical leave benefits to workers. This insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, 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. 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

For more information or assistance



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.



YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/userra>
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <https://www.dol.gov/agencies/vets/programs/userra/poster> Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — May 2022

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 90 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 seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.

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/go/F416-081-909 | 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 711. L&I is an equal opportunity employer.

Ley de seguridad y salud en el trabajo

¡Es la ley! Los empleadores deben colocar este aviso en un lugar donde puedan leerlo los trabajadores.

Todos los trabajadores tienen derecho a un lugar de trabajo seguro y saludable.

Trabajadores — Su empleador debe protegerlo de los peligros que encuentra en el trabajo, informarle sobre ellos y proporcionarle capacitación.

Usted tiene el derecho de:

- Notificarle a su empleador o a L&I sobre los peligros en el lugar de trabajo. Usted puede pedirle a L&I que mantenga su nombre confidencial.
- Solicitar una inspección de L&I del lugar donde trabaja si cree que existen condiciones no saludables o inseguras. Usted y el representante de los trabajadores pueden participar en una inspección.
- Obtener copias de sus archivos médicos, incluyendo los archivos sobre exposiciones a sustancias o condiciones tóxicas y peligrosas.
- Presentar una queja con L&I dentro de 90 días si usted piensa que su empleador lo despidió o tomó represalias o lo discriminó porque presentó una queja de seguridad, participó en una inspección u otra actividad de seguridad relacionada.
- Apelar la fecha de corrección de una infracción, si usted considera que el tiempo permitido en la citación no es razonable.

La ley requiere que usted siga las reglas de seguridad y salud en el lugar de trabajo que se apliquen a sus propias acciones y conducta en el trabajo.

Empleadores — Ustedes tienen la obligación legal de proteger a los trabajadores en el trabajo.

Los empleadores deben proporcionar lugares de trabajo libres de riesgos reconocidos que puedan causar lesiones serias o muerte a los trabajadores.

Acciones que usted debe tomar:

- Cumpla con todas las reglas de seguridad y salud en el lugar de trabajo que se apliquen a su negocio, incluyendo el desarrollo y la implementación de un Plan de Prevención de Accidentes por escrito (también llamado un APP en inglés o un programa de seguridad).
- Ponga este aviso en un lugar visible para informarle a los trabajadores de sus derechos y responsabilidades.
- Antes de asignar trabajos, capacite a los trabajadores sobre cómo prevenir exposiciones peligrosas y proporcione el equipo de protección personal requerido sin costo alguno.
- Permítale a un representante de los trabajadores que participe en una inspección de seguridad/salud de L&I sin descontarle salarios o beneficios. Es posible que el inspector de L&I hable en forma confidencial con otros trabajadores.
- Si recibe una citación por una infracción de salud y seguridad usted debe poner a la vista la citación en o cerca del lugar de la infracción por un mínimo de siete días laborales, excluyendo los fines de semana y los días festivos. Debe permanecer en un lugar visible hasta que se hayan corregido todas las infracciones.

Es ilegal despedir o discriminar a cualquier trabajador por haber presentado una queja o por haber participado en una inspección, investigación o conferencias de apertura o cierre de las mismas.



Los empleadores deben reportar todas las muertes, hospitalizaciones de pacientes, amputaciones o pérdida de ojos.

Reporte a la División de Seguridad y Salud Ocupacional (DOSH) de L&I cualquier muerte u hospitalización relacionada con el trabajo dentro de 8 horas.

Reporte a DOSH cualquier amputación sin hospitalización o pérdida de un ojo dentro de 24 horas.

Para cualquier muerte relacionada con el trabajo, hospitalización, amputación o pérdida de un ojo, debe reportar la siguiente información a DOSH:

- Nombre del empleador y número de teléfono.
- Nombre del negocio.
- Dirección y lugar donde ocurrió el incidente
- Fecha y hora del incidente.
- Número de trabajadores y sus nombres.
- Breve descripción de lo sucedido.

Dónde reportar:

- Cualquier oficina local de L&I o
- Puede llamar a DOSH al 1-800-423-7233, presione 1 (disponible las 24 horas)

Este cartelón es gratis y está disponible en el sitio Web de L&I en www.Lni.wa.gov/RequiredPosters.

Ayuda gratuita de la División de Salud y Seguridad (DOSH)

- Capacitación y recursos para promover lugares de trabajo seguros.
- Consultas en su lugar de trabajo para ayudar a los empleadores a identificar y corregir peligros y manejo de riesgos para reducir los costos de compensación para los trabajadores.



División de Seguridad y Salud Ocupacional
www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233

A petición del cliente, hay ayuda disponible para personas que hablan otros idiomas y otros formatos alternos de comunicación para personas con discapacidades. Llame al 1-800-547-8367. Usuarios de dispositivos de telecomunicaciones para sordos (TDD, por su sigla en inglés) llamen al 711. L&I es un empleador con igualdad de oportunidades.

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.Lni.wa.gov/RequiredPosters 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 711. 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.Lni.wa.gov/FindADoc.)

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.Lni.wa.gov/FileFast), 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:

(Your employer fills in this space.)

Helpful phone numbers:

Ambulance

Fire

Police

¡Es la ley! Los empleadores deben colocar este aviso en un lugar donde puedan leerlo los empleados.

Cada trabajador tiene derecho a recibir beneficios del programa de compensación al trabajador. Usted no puede ser penalizado ni discriminado por haber presentado un reclamo. Para más información, llame a la línea gratuita **1-800-547-8367**.

Si ocurre una lesión en el trabajo...

Su empleador está asegurado a través del programa de compensación al trabajador del Departamento de Labor e Industrias. Si usted sufre una lesión en el trabajo o desarrolla una enfermedad ocupacional, tiene derecho a recibir beneficios del programa de compensación al trabajador.

Los beneficios incluyen:

Atención médica. Los gastos médicos que resulten de su lesión o enfermedad ocurrida en el trabajo están cubiertos por el programa de compensación al trabajador.

Ingresos por discapacidad. Si no puede trabajar como resultado de su lesión o enfermedad ocupacional, podría tener derecho a recibir beneficios de sustitución parcial de su salario.

Asistencia vocacional. Bajo ciertas condiciones, usted podría tener derecho a recibir ayuda para regresar a trabajar.

Beneficios de discapacidad parcial. Usted podría recibir una indemnización monetaria para compensarlo por la pérdida de funciones corporales.

Pensiones. Usted podría tener derecho a una pensión por discapacidad si sus lesiones no le dejan volver a trabajar en forma permanente.

Beneficios para los sobrevivientes. Si un trabajador fallece, el cónyuge o pareja doméstica registrada y/o los dependientes sobrevivientes podrían recibir una pensión.

Sobre los carteles requeridos en el lugar de trabajo

Vaya a www.enespanol.Lni.wa.gov/Spanish/formpub/RequiredPostersSpanish.asp para aprender más sobre los carteles del lugar de trabajo de L&I y otras agencias del gobierno.

En Internet: www.Lni.wa.gov

A petición del cliente, hay ayuda disponible para personas que hablan otros idiomas y otros formatos alternos de comunicación para personas con discapacidades. Llame al 1-800-547-8367. Usuarios de dispositivos de telecomunicaciones para sordos (TDD, por su sigla en inglés) llamen al 711. L&I es un empleador con igualdad de oportunidades.

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Lo que usted debe hacer...

Reporte su lesión. Si usted se lesiona, aún cuando la lesión parezca ser mínima, póngase en contacto con la persona indicada en este cartel.

Obtenga atención médica. La primera vez que usted visite a un doctor, usted puede escoger a cualquier proveedor de cuidado de la salud que esté calificado para tratar su lesión. Para cuidado continuo, usted debe recibir tratamiento de un doctor de la red de proveedores médicos de L&I. (Encuentre proveedores de la red en www.enespanol.Lni.wa.gov/Spanish/ClaimsIns/Claims/FindaDoc).

Los proveedores de cuidado de la salud calificados incluyen: médicos generales, osteópatas, quiroprácticos, médicos de naturopatía y podiatría, dentistas, optometristas, oftalmólogos, asistentes de doctor y enfermeras registradas de práctica avanzada.

Dígale a su proveedor de cuidado de la salud y a su empleador sobre su lesión o condición relacionada con el trabajo. El primer paso para presentar un reclamo de compensación para los trabajadores (seguro industrial) es llenar un Reporte de Accidente (ROA, por su sigla en inglés). Usted puede hacer esto en línea con FileFast (www.Lni.wa.gov/FileFast — en inglés solamente), por teléfono al 1-877-561-3453 o llenar el formulario en la oficina de su doctor. Presentando un reclamo en línea o por teléfono acelera el reclamo y reduce las complicaciones.

Registre su reclamo lo más pronto posible. Para lesiones en el trabajo, debe presentar un reclamo y el Departamento de Labor e Industrias (L&I) debe recibirlo dentro de un año a partir del día en que ocurrió la lesión. Para una enfermedad ocupacional, usted debe presentar un reclamo y L&I debe recibirlo dentro de los dos años después de la fecha en que su proveedor de cuidado de la salud le avisó por escrito que su condición está relacionada con su trabajo.

Reporte su lesión a:

(El empleador llena este espacio.)

Números de teléfono:

Ambulancia

Bomberos

Policía

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

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



Safety and Health Discrimination in the Workplace

Your Rights

The Washington Industrial Safety and Health Act (Chapter 49.17 RCW) requires employers to provide safe and healthful working conditions, as far as reasonably possible, for workers in this state. The Department of Labor & Industries enforces this law through its Division of Occupational Safety and Health (DOSH)*.

This law sets minimum requirements that employers must follow and protects your right to report workplace safety and health concerns. Protected activities may also include:

- Filing a safety or health complaint with your employer, union, or DOSH.
- Participating in walk-around inspections or interviews related to a workplace safety and health inspection or discrimination investigation.
- Participating in safety meetings or other activities concerning job safety and health.
- Exercising any right defined or implied in the Washington Industrial Safety and Health Act.

Your employer may not fire you or take disciplinary action against you solely because you have taken part in protected activities such as those described above. In such circumstances, the following actions would also be prohibited:

- Demoting you or laying you off.
- Assigning you to an undesirable job assignment or shift.
- Taking away your seniority.
- Reducing your pay or other earned benefits.
- Blacklisting, threatening or intimidating you.

*The OSHA program covers workplaces under federal jurisdiction.

You have the right to a safe and healthy workplace — It's the law!

What To Do

If you believe you have been punished or fired for exercising your workplace safety and health rights, you or your representative should contact DOSH as soon as possible.

You must file your complaint within 90 days from the time a discriminatory action occurred.

Discrimination complaint

forms are available online at www.Lni.wa.gov/WorkplaceDiscrimination and from local L&I offices.

Your Responsibilities

You do not have the right to refuse an assignment or walk off the job simply because you believe that a safety or health requirement has been violated.

If you are confronted with a hazardous condition that places you in imminent danger of death or serious physical harm, and you do not have time to contact DOSH, your refusal to work may be protected by law. To be protected by law, you must:

- First, tell your employer about the hazard and request that it be corrected where possible.
- Second, ask for and accept alternate assignments.

If you have questions about these protections and rights or wish to file a complaint, call our toll-free information number or visit our website for more information.

NOTE TO EMPLOYERS:

Posting this Employee Discrimination Protection poster is voluntary unless required as part of a signed settlement agreement.

NOTE TO WORKERS:

You may also file a retaliation complaint with the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) within 30 days of the retaliatory act. Although OSHA will not conduct a parallel investigation, filing an OSHA complaint allows you to request a federal review of your retaliation complaint if you are dissatisfied with the state's final determination. Contact the OSHA Regional Office at 300 Fifth Ave., Suite 1280, Seattle, WA 98104-2442, or call 206-757-6700.

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.

PUBLICATION F417-188-909 [07-2022]



Division of Occupational Safety and Health
www.Lni.wa.gov/go/F417-188-909 | 1-800-423-7233



Washington State Department of
Labor & Industries



Discriminación de seguridad y salud en el lugar de trabajo

Sus derechos

La Ley de Seguridad y Salud Industrial de Washington (Capítulo 49.17 del Código Revisado de Washington (Revised Code of Washington, RCW), requiere que los empleadores provean condiciones de trabajo sanas y seguras para los trabajadores en este estado, hasta donde razonablemente sea posible. El Departamento de Labor e Industrias hace cumplir esta ley a través de la División de Seguridad y Salud Ocupacional (Division of Occupational Safety and Health, DOSH).*

Esta ley establece los requisitos mínimos que los empleadores tienen que seguir y protege su derecho de reportar sus inquietudes sobre la seguridad y salud en el lugar de trabajo. Las actividades protegidas también pueden incluir:

- Presentar una queja de seguridad o salud con su empleador, sindicato o DOSH.
- Participar en las inspecciones en el sitio de trabajo o en entrevistas relacionadas con inspecciones de seguridad y salud en el sitio de trabajo o investigaciones de discriminación.
- Participar en reuniones de seguridad u otras actividades relacionadas con la seguridad y salud en el trabajo.
- Ejercer cualquier derecho especificado o que se da a entender en la Ley de Seguridad y Salud Industrial de Washington.

Su empleador no puede despedirlo o tomar una medida disciplinaria contra usted solamente por haber participado en las actividades protegidas como las antes mencionadas. Bajo estas circunstancias, las siguientes acciones también serían prohibidas:

- Bajarle de puesto o suspenderlo temporalmente.
- Asignarle un trabajo o turno de trabajo indeseable.
- Quitarle su antigüedad como trabajador.
- Reducirle su pago u otros beneficios acumulados.
- Ponerle en una lista negra, amenazarle o intimidarle.

Usted tiene derecho a un lugar de trabajo seguro y sano...
¡Así lo exige la ley!

Lo que puede hacer

Si usted cree que ha sido disciplinado o despedido por ejercer sus derechos de seguridad y salud en el trabajo, usted o su representante deben ponerse en contacto con DOSH lo más pronto posible.

Usted tiene que presentar su queja dentro de 90 días a partir de la fecha cuando ocurrió una acción discriminatoria. Los formularios de queja por discriminación están disponibles en www.Lni.wa.gov/WorkplaceDiscrimination y en las oficinas locales de L&I.

Sus responsabilidades

Usted no tiene derecho a rehusar una tarea o a retirarse del trabajo simplemente porque usted cree que un requisito de seguridad y salud no se ha cumplido.

Si se enfrenta a una situación con inminente peligro de muerte o en donde podría sufrir un daño físico serio y no tiene tiempo de comunicarse con DOSH, el negarse a trabajar podría ser protegido por la ley. Para estar protegido por la ley, usted tiene que:

- Primero, informarle a su empleador del peligro y pedirle que lo corrija si es posible.
- Segundo, pedir y aceptar trabajos diferentes.

Si tiene preguntas sobre estas protecciones y derechos o si desea presentar una queja, llame a nuestro número gratuito para información o visite nuestro sitio de Internet.

AVISO A LOS EMPLEADORES:

La exhibición de este cartel de Protección para Empleados Contra la Discriminación es voluntaria a menos que se requiera como parte de un acuerdo firmado.

AVISO A LOS TRABAJADORES:

Usted puede presentar una queja de represalia con la Administración de Seguridad y Salud Ocupacional (Occupational Safety & Health Administration, OSHA) del Departamento de Trabajo de los Estados Unidos dentro de 30 días después del acto de represalia. Aunque OSHA no lleve a cabo una investigación paralela, la presentación de una queja de OSHA le permitirá solicitar una revisión federal de su reclamo de represalia si usted no está satisfecho con la determinación final del estado. Comuníquese con OSHA Regional Office, 300 Fifth Avenue, Suite 1280, Seattle, WA 98104-2442 o llame al 206-757-6700.

*El programa de OSHA cubre lugares de trabajo bajo jurisdicción federal.

A petición del cliente, hay ayuda en otros idiomas y otros formatos de comunicación para personas con discapacidades. Llame al 1-800-547-8367. Usuarios de dispositivos de comunicación para sordos (TDD) llamen al 711. L&I es un empleador con igualdad de oportunidades.

PUBLICACIÓN F417-188-909 [07-2022]



División de Seguridad y Salud Ocupacional
www.Lni.wa.gov/F417-188-909 | 1-800-423-7233



Washington State Department of
Labor & Industries

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

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

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

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

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

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

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

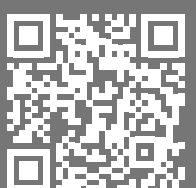
ADDITIONAL INFORMATION

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



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



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.
- Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months).
- Your Washington State ID or License, if applicable.

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 member 4 or higher).

The fastest way to apply is 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 Monday through Friday 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 job listings. 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 Temporary Total Disability (TTD) unemployment benefits.

For more information, please refer to the Handbook for Unemployed Workers at ESD.WA.GOV.



**Employment
Security
Department**
WASHINGTON STATE

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/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

ESD.WA.GOV

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

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



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

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd





WASHINGTON STATE HUMAN RIGHTS COMMISSION

OLYMPIA HEADQUARTERS

711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, Washington 98504-2490
360-753-6770

SATELLITE OFFICES:

SPOKANE

Rock Pointe Plaza III
1330 North Washington Street, Suite 2460
Spokane, Washington 99201
509-568-3196

EVERETT

729 100th Street SE
Everett, WA 98208

VANCOUVER

312 SE Stonemill Dr., Bldg 120
Vancouver, WA 98684

YAKIMA

15 West Yakima Ave., Ste 100
Yakima, WA 98902

EAST WENATCHEE

519 Grant Rd
East Wenatchee, WA 98802

WEBSITE: www.hum.wa.gov

TOLL FREE: 1-800-233-3247

TTY: (360) 586-2585

Se Habla Español

Please let us know if you need an interpreter or reasonable accommodation.

To obtain this publication in alternate format, please contact the Headquarters Office.

Welcome to the WASHINGTON STATE HUMAN RIGHTS COMMISSION

MISSION STATEMENT

The mission of the Washington State Human Rights Commission is to prevent and eliminate discrimination through the fair application of the law, the efficient use of resources, and the establishment of productive partnerships in the community.

LEGISLATIVE STATEMENT OF PURPOSE

“This Chapter shall be known as the law against discrimination. It is an exercise of the police power of the state for the protection of the public welfare, health, and peace of the people of this state, and in fulfillment of the provisions of the Constitution of this state concerning civil rights. The legislature hereby finds and declares that practices of discrimination against any of its inhabitants because of...[protected class]... are a matter of state concern, that such discrimination threatens not only the rights and proper privileges of its inhabitants but menaces the institutions and foundation of a free democratic state.” RCW 49.60.010

Established in 1949 by the Washington State Legislature, the Washington State Human Rights Commission is responsible for administering and enforcing the Washington Law Against Discrimination (WLAD), Chapter 49.60 of the Revised Code of Washington (RCW).



The agency works to prevent and eliminate discrimination through complaint investigation, alternative dispute resolution, and education, training and outreach activities.

Discriminatory practices on the basis of protected class are illegal in the areas of:

Employment; Housing; Places of Public Accommodation; Real Estate and Credit Transactions; and Insurance

Protected Classes include:

Race/Color;
National Origin;
Creed;
Sex/Pregnancy;
Sexual Orientation/Gender Identity;
Veteran/Military Status;
The presence of any sensory, mental, or physical actual Disability or perceived Disability;
Use of a Service Animal;
HIV or Hepatitis C;
Marital Status (except in public accommodation);
Breastfeeding (in public accommodation);
Age (40+, employment only);
Families with Children (housing only); and
State Employee Whistleblower.

It is also **illegal to retaliate** against any individual who files or participates in a discrimination complaint.



FAIR APPLICATION OF THE LAW

The Washington State Human Rights Commission is a neutral, fact-finding law enforcement agency; it does not act as an advocate for any party during an investigation, but advocates for the law in the interest of preventing and eliminating discrimination.



COMPLAINT PROCESS

Everyone has an obligation to comply with the law and a right to seek redress for alleged violations. Complaints must be filed within six months of the date of the alleged harm; in housing, complaints must be filed within one year; and two years in Whistleblower complaints. Investigations are conducted to determine whether there is reasonable cause to believe that a violation of the law has occurred and to take action to correct discriminatory practices or policies. Complaints may be resolved during an investigation subject to agreement between the parties and the Washington State Human Rights Commission. Investigations in which a violation of the law is found are referred to the Attorney General's Office for prosecution if settlement cannot be reached between the parties. To obtain additional information about the complaint process, visit our website or contact our office. *Please let us know if you need an interpreter or reasonable accommodation.*

EDUCATION AND OUTREACH

Proactive education and training is a powerful tool in preventing and eliminating discrimination. Knowing the law facilitates compliance and exercise of individual rights. Everyone benefits from a clear understanding of rights and responsibilities under the law. The Washington State Human Rights Commission may provide speakers who conduct educational forums, direct and specialized trainings, and provides publications, and brochures on the law against discrimination. For more information or to inquire about arranging for a guest speaker, please contact the Headquarters Office.



TECHNICAL ASSISTANCE

The Washington State Human Rights Commission also provides technical assistance to government agencies, employers, businesses, human resource professionals, attorneys and the public. If you have questions about the Washington Law Against Discrimination or related matters, please contact the Headquarters Office.



Workplace Posters: Required and Recommended

The following posters are available FREE from the issuing State of Washington, federal, or other agency. Contrary to some advertisements you may have received, employers aren't required to purchase posters from private companies. If you feel you have been misled by advertisements claiming posters must be purchased, you may file a complaint with the Washington State Office of the Attorney General at: atg.wa.gov/file-complaint.

Online access to posters is indicated, when available. Otherwise, call the phone number listed to request that posters be mailed. Employers must post required posters where their employees can read them. If employees work remotely, posters or links to posters should be sent to them. Keep records of what was sent and when.

Disclaimer: While efforts have been made to provide correct information regarding posters and notices, no assurance is offered that the following is accurate and comprehensive at the time reviewed. Use the links below to verify requirements for organization.

Washington State

Department of Labor & Industries (required posters)

lni.wa.gov/RequiredPosters ■ 1-800-547-8367

- Job Safety and Health Law (F416-081-909)
- Your Rights as a Worker (F700-074-909)
- Notice to Employees — If a Job Injury Occurs (F242-191-909)
Or
Notice to Employees — Self-insured Businesses (F207-037-909)
This poster is for self-insured businesses. All others use F242-191-909.
- Safety and Health Discrimination in the Workplace (F417-188-909)
(recommended but not required)

Posters are also available at L&I offices.

Employment Security Department (required posters)

esd.wa.gov/about-employees/forms-and-publications

- Unemployment Benefits poster (EMS 9874)
- Paid Family and Medical Leave poster
- Domestic Violence Resources (EMS 10427)

Human Rights Commission (recommended poster)

hum.wa.gov/publications

1-800-233-3247 (in Washington State) or 360-753-6770

- Washington State Law Prohibits Discrimination in Employment

United States

Equal Employment Opportunity Commission (required poster)

webapps.dol.gov/elaws/posters.html

1-866-487-2365

- Equal Opportunity Employment is the Law
– *Also covers Americans with Disabilities Act.*

Department of Labor (required posters)

dol.gov/general/topics/posters#CA_Materials

1-866-487-2365

Most businesses are required to post the following notices in the workplace.

To determine which specific federal posters your business is required to post, please visit the DOL elaws Poster Advisor (webapps.dol.gov/elaws/posters.html).

- Fair Labor Standards Act (FLSA)
Federal Minimum Wage Poster (WH Pub.1088)
- Employee Polygraph Protection Act (WH Pub.1462)
- Family and Medical Leave Act of 1993 (WH Pub.1420)
- Your Rights Under USERRA — The Uniformed Services Employment and Reemployment Rights Act*

Affordable Care Act (required notice)

dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice

1-866-444-3272

** Federal law requires employers to notify employees of their rights under USERRA; employers may meet this requirement by displaying this notice where they customarily place notices for employees*

Please note that generally, whether your organization is nonprofit or for-profit has no bearing on whether you have to post notices.

Local posters, online guides, and helpful contact information

Local Workplace Poster Requirements

- Seattle Office of Labor Standards, seattle.gov/laborstandards/resources-and-language-access/resources/posters
 - 2021 Seattle Labor Standards Ordinances, [seattle.gov/Documents/Departments/LaborStandards/2021%20Workplace%20PosterSD1_Final\(0\).pdf](https://seattle.gov/Documents/Departments/LaborStandards/2021%20Workplace%20PosterSD1_Final(0).pdf)
 - City of SeaTac Minimum Wage Adjustments, seatacwa.gov/our-city/employment-standards-ordinance
-

Washington's Website for Businesses

Business.wa.gov

- Small Business Guide, Business.wa.gov/SmallBusinessGuide
 - Small Business Liaison, 1-800-917-0043
-

Department of Labor & Industries

Lni.wa.gov

- Small Business Liaison, 1-800-987-0145
 - Agency information and assistance, 1-800-547-8367
 - Contractor registration, 1-800-647-0982
 - Employment standards/workplace rights, 1-866-219-7321
 - Workplace safety and health, 1-800-423-7233
-

Employment Security Department

esd.wa.gov

- Small Business Liaison, 360-902-9540
 - Employer helpline (24 hours), 1-888-836-1900
 - Shared Work Program, 1-800-752-2500
 - Labor market information, 1-800-215-1617
 - Paid Family and Medical Leave, 1-833-717-2273
-

Department of Revenue

dor.wa.gov

- Small Business Liaisons
 - Tax services, 360-705-6602
 - Licensing services, 360-705-6615
 - Business licensing, 360-705-6741
 - Tax assistance, 360-705-6705
 - Remote sales and consumer use tax, 360-704-5900
 - Unclaimed property, 360-534-1502
-

WA Cares Fund

WACaresFund.wa.gov

- 1-844-CARE4WA (1-844-227-3492)

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.