

**Minimum Wage**

Department of Labor & Industries

**Announcement**

**2019 minimum wage:**  
**\$12 per hour**

Washington's minimum wage will be \$12 per hour beginning Jan. 1, 2019. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$10.20 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/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights).

FY19-289

REV. 12/2018

**NOTICE:** This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.  
**THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.**

**Unemployment Ins.**

Employment Security Department

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

Visit [www.esd.wa.gov](http://www.esd.wa.gov) to apply and click "Sign in or create an account"

**To apply for unemployment, you will need:**

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

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

**You can apply online at [esd.wa.gov](http://esd.wa.gov):**

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

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

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

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

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

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

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

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

[esd.wa.gov](http://esd.wa.gov)

EMS 9874. CC 7540-032-407. U-biz-poster-EN

REV. 10/2017

Department of Labor & Industries

# Job Safety and Health Law

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

(Chapter 49.17 RCW)

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

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

**You have the right to:**

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

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

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

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

**Actions you must take:**

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

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

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

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

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

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

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

**Where to report:**

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

**This poster is available free from L&I at [www.Lni.wa.gov/RequiredPosters](http://www.Lni.wa.gov/RequiredPosters).**

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

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



Division of Occupational Safety and Health  
[www.Lni.wa.gov/Safety](http://www.Lni.wa.gov/Safety) 1-800-423-7233

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

PUBLICATION F416-081-909

REV. 09/2015

**Discrimination**

Human Rights Commission

**State Law Prohibits Discrimination in Employment**

**Protected Classes**

- Race
- Color
- National Origin
- Sex
- Creed
- Disability—Sensory, Mental or Physical
- HIV, AIDS, and Hepatitis C
- Age (40 yrs old and older)
- Marital status
- Pregnancy or maternity
- Sexual Orientation or Gender Identity
- Use of a service animal by a person with a disability
- Honorably discharged Veteran or Military status
- Retaliation for filing a whistleblower complaint with the state auditor
- Retaliation for filing a nursing home abuse complaint
- Retaliation for opposing an unfair practice

- Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form
- Make any discriminatory inquiries in connection with prospective employment.

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
- Fail 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 make discriminatory inquiries in connection with prospective employment.

**If you have been discriminated against, please call or go to:**  
**1-800-233-3247 or [www.hum.wa.gov](http://www.hum.wa.gov)**

WASHINGTON STATE HUMAN RIGHTS COMMISSION

REV. 04/2015

**Workers' Comp.**

Department of Labor & Industries

**Notice to Employees**

**It's the law!**

**Employers must post this notice where employees can read it.**

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

**If a job injury occurs**

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

**Benefits include:**

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

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

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

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

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

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

**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](http://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](http://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 \_\_\_\_\_

**About required workplace posters**

Go to [www.Lni.wa.gov/RequiredPosters](http://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](http://www.Lni.wa.gov)**

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

PUBLICATION F242-191-909

REV. 12/2012

**Worker Rights**

Department of Labor & Industries

**Your Rights as a Worker**

**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**

**Need to know the current minimum wage?**



Scan QR code at left or see "Contact L&I" below.

- Most workers 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.

*Tips cannot be counted as part of the minimum wage.*

**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. Agricultural workers are generally exempt from overtime.

**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.

- 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.

**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/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights) and click on "Pay Requirements."

**Leave Laws**

**Paid sick leave (effective January 1, 2018)**

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 a separate notification. Workers must be allowed to carry over a minimum of 40 hours of this unused leave to the following year. See [www.Lni.wa.gov/SickLeave](http://www.Lni.wa.gov/SickLeave) for details on authorized usage, accrual details and eligibility.

**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.

**Washington Family Leave Act:**

This act provides additional leave for pregnancy and childbirth. It covers employers with 50 or more employees. Employees must have worked for an employer at least 1,250 hours in the previous 12 months to be eligible. For more information regarding qualifications and benefits, see [www.Lni.wa.gov/WorkplaceRights/LeaveBenefits](http://www.Lni.wa.gov/WorkplaceRights/LeaveBenefits). Pregnancy disability leave is covered under the Washington State Law Against Discrimination (WLAD) and enforced by the Washington State Human Rights Commission: [www.hum.wa.gov](http://www.hum.wa.gov) or 1-800-233-3247.

Eligible employees can enforce their right to protected family and medical leave under FMLA by contacting the U.S. Department of Labor at: [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla) or 1-866-487-9243.

**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.

**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 under, or filing a complaint alleging violations of, the Minimum Wage Act which does include paid sick leave or any of the protected leave laws.**

**Teen Corner — Information for Workers Ages 14–17**

- The minimum age for work is generally 14, with different rules for ages 14–15 and for 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; however parents must sign the Parent Authorization form for summer employment. 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:

- Online [www.Lni.wa.gov/TeenWorkers](http://www.Lni.wa.gov/TeenWorkers).
- Call toll-free: 1-866-219-7321.
- Email a question to [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov).

**Contact L&I**

**Need more information?**

**Questions about filing a worker rights complaint?**

Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

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

Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

**About required workplace posters**

Go to [www.Lni.wa.gov/RequiredPosters](http://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 360-902-5797. L&I is an equal opportunity employer.

PUBLICATION F700-074-909

REV. 08/2017

**TWO ways to verify poster compliance!**

SCAN



ENTER

[JKeller.com/LLPverify](http://JKeller.com/LLPverify)

Enter: 44216-012019

To update your employment law posters contact

J. J. Keller & Associates, Inc.

[JKeller.com/employmentlaw](http://JKeller.com/employmentlaw)

800-327-6868