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- Chat for FREE
- Membership not required
- Available Monday-Friday 9:00am-5:00pm
- If you have any questions, Ask Becky. She can help you.

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What our client's are saying about Orca...

"Thank you for sending those reports-That's so Quick"
-J.R.

*"Thanks!
I appreciate your quick response and all you do :)"*
S.C.

ORCA *WISDOM*

"Happiness doesn't depend upon who you are or what you have; it depends solely upon what you think."
-Dale Carnegie

ISLAND HR SOLUTIONS
Your small business HR Solution

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Human Resources Consultant

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Quick Facts: Washington Wage and Hour Laws

By Julia R. Dippold, Island HR Solutions, Email: islandhrsolutions@yahoo.com
HR Consultant

Wage and hour laws cover a variety of topics including minimum wage, records requirements, over-time, breaks and schedules. These laws are detailed and specific; as an employer, it pays to know them, and follow them. A complete summary of Washington State Wage and Hour laws can be found at www.lni.wa.gov/workplacerrights/wages. Here are a few that are frequently overlooked in small businesses:

1. Employers are required to post the “Your Rights as a Worker” poster, along with all other federally required postings. This poster is available at no cost from the Washington L&I website.
2. Workers must be paid for all “hours worked”. “Hours worked” includes opening and closing the business, required meetings, and training. All time spent on these activities must be recorded and paid at least at minimum wage unless there is an exemption.
3. In general, any worker who is paid by the hour and works more than 40 hours in a 7-day week must be paid overtime. There are exemptions due to job type, and these can be found at: www.lni.wa.gov/WorkplaceRights/Wages/Overime/Exemptions/default.asp. Overtime laws are not dependent on how many workers a business employs.
4. Workers must be allowed a paid rest period of at least 10 minutes for each 4 hours worked. Employers may allow workers to take “mini” breaks in lieu of the 10 minute break for personal phone calls, snacks, smoke breaks, etc., provided the time totals 10 minutes.
5. Businesses have the right to prohibit smoking on the work premises or job site.
6. A 30-minute meal period must be allowed if more than 5 hours are worked in a shift. The meal period must begin at least 2 hours into the shift, and cannot start more than 5 hours after the beginning of the shift. Workers do not have to be paid for their meal periods, provided they are free from any duties for their entire meal period.
7. A worker can choose to give his or her meal period if the employer agrees. The Department of Labor & Industries recommends that you obtain a written statement from workers who make this request.
8. Termination wages are due to a separated worker on the next regularly scheduled payday regardless of whether the worker quit or was fired.
9. An employer may not legally withhold a final paycheck until a worker turns in company property.
10. For payroll purposes, a business must keep records that include the worker’s name, address, occupation, hours worked on a daily and weekly basis, rate or rates of pay, total wages earned, deductions, and net pay for the pay period. These records must be kept for three years, and be available upon request to the worker within a reasonable period of time

(Information was obtained from the Washington State Department of Labor & Industries.)
 This article is intended as information, and is not a substitute for legal or other professional advice.



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In Honor of Labor day
Our office will be closed
September 2, 2013