

Washington State Employee Handbook Requirements

Form for more details. Occasionally, Verisys might use third party contractors in our recruiting process. Employees are prohibited from accepting referral bonuses from a third party contractor that is actively engaged in our recruitment process. Such activity by an employee is considered a conflict of interest and is subject to disciplinary action up to and including termination.

HOLIDAYS

We observe the following ten days as paid holidays per calendar year. These holidays may be occasionally reviewed and adjusted by the company in order to meet business needs.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Plus 2 additional days each year assigned and published by the company annually.

Based on customer needs, you might be asked to work a holiday. If you are a non-exempt employee you will be paid for both the holiday and hours worked. Non-worked hours are not included in overtime calculations.

If any holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. If any holiday falls on a Sunday, the following Monday will be recognized as the holiday.

Full-time and part-time employees working at least 30 hours a week are paid for holidays based upon the number of hours they are normally scheduled to work at their normal hourly rate. Part-time employees working less than 30 hours weekly and casual employees do not receive holiday pay.

In order to receive holiday pay, you must have:

1. Worked the last scheduled workday before and the first scheduled workday after the holiday, unless on an approved pre-planned paid day off. Those on a leave of absence do not receive holiday pay, whether the leave of absence is paid or unpaid.
2. Have been scheduled to work on the holiday in question. Part-time employees not regularly scheduled to work that day will not receive holiday pay. Part-time employees regularly scheduled to work that day will receive holiday pay equivalent to the number of hours they otherwise would have worked.

If a holiday falls during your approved pre-planned paid days off, you will be paid for the holiday hours. For example: If you have vacation Monday through Friday of a

WASHINGTON STATE EMPLOYEE HANDBOOK REQUIREMENTS ARE ESSENTIAL FOR BOTH EMPLOYERS AND EMPLOYEES IN ESTABLISHING CLEAR EXPECTATIONS AND GUIDELINES IN THE WORKPLACE. AN EMPLOYEE HANDBOOK SERVES AS A VITAL DOCUMENT THAT COMMUNICATES THE RIGHTS AND RESPONSIBILITIES OF EMPLOYEES WHILE OUTLINING THE POLICIES AND PROCEDURES OF THE ORGANIZATION. IN WASHINGTON STATE, SPECIFIC LEGAL REQUIREMENTS AND BEST PRACTICES GOVERN THE CREATION AND MAINTENANCE OF THESE HANDBOOKS. THIS ARTICLE WILL DELVE INTO THE REQUIREMENTS, BEST PRACTICES, AND THE IMPORTANCE OF HAVING A COMPREHENSIVE EMPLOYEE HANDBOOK.

UNDERSTANDING THE IMPORTANCE OF AN EMPLOYEE HANDBOOK

AN EMPLOYEE HANDBOOK PLAYS SEVERAL CRUCIAL ROLES IN THE WORKPLACE:

- **ESTABLISHING POLICIES:** IT PROVIDES A WRITTEN RECORD OF THE COMPANY'S POLICIES, ENSURING THAT ALL EMPLOYEES UNDERSTAND THE RULES AND EXPECTATIONS.
- **LEGAL PROTECTION:** A WELL-CRAFTED HANDBOOK CAN PROTECT THE ORGANIZATION FROM LEGAL DISPUTES BY DEMONSTRATING THAT THE COMPANY HAS COMMUNICATED ITS POLICIES EFFECTIVELY.
- **ONBOARDING TOOL:** IT SERVES AS A VALUABLE RESOURCE FOR NEW HIRES, HELPING THEM ACCLIMATE TO THE COMPANY'S CULTURE AND EXPECTATIONS.
- **CONSISTENCY IN ENFORCEMENT:** IT ENSURES THAT POLICIES ARE APPLIED CONSISTENTLY ACROSS THE ORGANIZATION, REDUCING THE RISK OF CLAIMS OF DISCRIMINATION OR FAVORITISM.

LEGAL REQUIREMENTS FOR EMPLOYEE HANDBOOKS IN WASHINGTON STATE

WHILE THERE IS NO SPECIFIC LAW IN WASHINGTON STATE REQUIRING EMPLOYERS TO CREATE AN EMPLOYEE HANDBOOK, CERTAIN REGULATIONS INFLUENCE THE CONTENT AND STRUCTURE OF THESE DOCUMENTS. HERE ARE THE KEY LEGAL ASPECTS TO CONSIDER:

1. EMPLOYMENT LAWS

WASHINGTON STATE ADHERES TO VARIOUS FEDERAL AND STATE EMPLOYMENT LAWS THAT MUST BE REFLECTED IN THE EMPLOYEE HANDBOOK. SOME IMPORTANT LAWS INCLUDE:

- FAIR LABOR STANDARDS ACT (FLSA): EMPLOYERS MUST INCLUDE INFORMATION ABOUT WAGE AND HOUR LAWS, INCLUDING OVERTIME PAY AND MINIMUM WAGE.
- FAMILY AND MEDICAL LEAVE ACT (FMLA): THE HANDBOOK SHOULD OUTLINE EMPLOYEE RIGHTS REGARDING LEAVE FOR FAMILY AND MEDICAL REASONS.
- WASHINGTON STATE FAMILY LEAVE ACT (FLA): EMPLOYERS ARE REQUIRED TO INFORM EMPLOYEES ABOUT THEIR RIGHTS UNDER THE STATE-SPECIFIC FAMILY LEAVE PROVISIONS.
- EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS: POLICIES PROHIBITING DISCRIMINATION AND HARASSMENT MUST BE CLEARLY STATED, IN COMPLIANCE WITH BOTH FEDERAL AND STATE LAWS.

2. WORKERS' COMPENSATION INFORMATION

WASHINGTON STATE REQUIRES EMPLOYERS TO PROVIDE INFORMATION ABOUT WORKERS' COMPENSATION COVERAGE. THE HANDBOOK SHOULD INCLUDE:

- A STATEMENT OF THE COMPANY'S WORKERS' COMPENSATION COVERAGE.
- INSTRUCTIONS ON HOW TO REPORT WORKPLACE INJURIES.
- AN EXPLANATION OF EMPLOYEE RIGHTS REGARDING WORKERS' COMPENSATION CLAIMS.

3. SAFETY REGULATIONS

THE WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES MANDATES THAT EMPLOYERS MAINTAIN A SAFE WORK ENVIRONMENT. THE EMPLOYEE HANDBOOK SHOULD INCLUDE:

- SAFETY POLICIES AND PROCEDURES.
- EMPLOYEE RIGHTS TO REPORT UNSAFE CONDITIONS WITHOUT FEAR OF RETALIATION.
- INFORMATION REGARDING THE COMPANY'S SAFETY TRAINING PROGRAMS.

4. AT-WILL EMPLOYMENT STATEMENT

WASHINGTON IS AN "AT-WILL" EMPLOYMENT STATE, ALLOWING EITHER THE EMPLOYER OR THE EMPLOYEE TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY LAWFUL REASON. THE HANDBOOK SHOULD CONTAIN A CLEAR STATEMENT REGARDING AT-WILL EMPLOYMENT TO AVOID MISUNDERSTANDINGS.

ESSENTIAL COMPONENTS OF AN EMPLOYEE HANDBOOK

TO COMPLY WITH LEGAL REQUIREMENTS AND ENSURE CLARITY, AN EMPLOYEE HANDBOOK SHOULD INCLUDE THE FOLLOWING KEY COMPONENTS:

1. INTRODUCTION

- A WELCOME MESSAGE FROM MANAGEMENT.
- AN OVERVIEW OF THE COMPANY'S MISSION, VALUES, AND CULTURE.

2. EMPLOYMENT POLICIES

- EQUAL EMPLOYMENT OPPORTUNITY: A POLICY STATEMENT THAT SUPPORTS A DIVERSE WORKPLACE AND PROHIBITS DISCRIMINATION.
- ANTI-HARASSMENT POLICY: CLEAR GUIDELINES ON WHAT CONSTITUTES HARASSMENT AND THE PROCEDURES FOR REPORTING INCIDENTS.
- CODE OF CONDUCT: EXPECTATIONS FOR EMPLOYEE BEHAVIOR, INCLUDING PROFESSIONALISM, DRESS CODE, AND ETHICAL STANDARDS.

3. COMPENSATION AND BENEFITS

- INFORMATION ON PAYROLL SCHEDULES, SALARY STRUCTURE, AND OVERTIME POLICIES.
- DETAILS ABOUT EMPLOYEE BENEFITS, INCLUDING HEALTH INSURANCE, RETIREMENT PLANS, AND PAID TIME OFF (PTO).

4. LEAVE POLICIES

- EXPLANATION OF VARIOUS LEAVE TYPES, SUCH AS SICK LEAVE, VACATION, AND FAMILY LEAVE.
- PROCEDURES FOR REQUESTING TIME OFF AND THE NOTICE REQUIRED.

5. EMPLOYEE RIGHTS AND RESPONSIBILITIES

- OUTLINE OF EMPLOYEE RIGHTS UNDER VARIOUS LAWS AND COMPANY POLICIES.
- RESPONSIBILITIES OF EMPLOYEES REGARDING ATTENDANCE, PERFORMANCE, AND ADHERENCE TO COMPANY POLICIES.

6. WORKPLACE SAFETY AND HEALTH

- SAFETY POLICIES, PROCEDURES, AND TRAINING REQUIREMENTS.

- INFORMATION ON HOW TO REPORT SAFETY HAZARDS OR CONCERNS.

7. DISCIPLINARY PROCEDURES

- A CLEAR OUTLINE OF THE DISCIPLINARY PROCESS, INCLUDING TYPES OF OFFENSES AND POTENTIAL CONSEQUENCES.
- INFORMATION ON THE APPEAL PROCESS FOR DISCIPLINARY ACTIONS.

8. ACKNOWLEDGMENT OF RECEIPT

- A SECTION FOR EMPLOYEES TO SIGN AND ACKNOWLEDGE THAT THEY HAVE RECEIVED AND UNDERSTOOD THE HANDBOOK.

BEST PRACTICES FOR CREATING AND MAINTAINING AN EMPLOYEE HANDBOOK

CREATING AN EFFECTIVE EMPLOYEE HANDBOOK IS AN ONGOING PROCESS THAT REQUIRES REGULAR UPDATES AND REVISIONS. HERE ARE SOME BEST PRACTICES:

1. REVIEW AND UPDATE REGULARLY

LAWS AND REGULATIONS CHANGE FREQUENTLY, SO IT'S ESSENTIAL TO REVIEW THE HANDBOOK AT LEAST ANNUALLY AND UPDATE IT TO REFLECT ANY CHANGES IN EMPLOYMENT LAW OR COMPANY POLICIES.

2. INVOLVE EMPLOYEES IN THE PROCESS

CONSIDER SEEKING INPUT FROM EMPLOYEES OR EMPLOYEE REPRESENTATIVES WHEN DRAFTING THE HANDBOOK. THIS CAN HELP TO ENSURE THAT THE HANDBOOK ADDRESSES EMPLOYEE CONCERNS AND PROMOTES BUY-IN.

3. TRAIN MANAGERS AND SUPERVISORS

ENSURE THAT MANAGERS AND SUPERVISORS ARE FAMILIAR WITH THE HANDBOOK'S CONTENTS AND UNDERSTAND THEIR ROLE IN ENFORCING POLICIES. PROVIDING TRAINING CAN HELP PREVENT INCONSISTENCIES IN POLICY ENFORCEMENT.

4. DISTRIBUTE AND COMMUNICATE EFFECTIVELY

ONCE THE HANDBOOK IS FINALIZED, DISTRIBUTE IT TO ALL EMPLOYEES AND ENSURE THEY UNDERSTAND HOW TO ACCESS IT. CONSIDER HOLDING A MEETING TO GO OVER KEY POLICIES AND ENCOURAGE QUESTIONS.

5. KEEP RECORDS

MAINTAIN RECORDS OF WHEN THE HANDBOOK WAS DISTRIBUTED AND WHO RECEIVED IT, ALONG WITH ANY SIGNED ACKNOWLEDGMENT FORMS. THIS DOCUMENTATION CAN BE VALUABLE IN THE EVENT OF DISPUTES.

CONCLUSION

IN CONCLUSION, UNDERSTANDING WASHINGTON STATE EMPLOYEE HANDBOOK REQUIREMENTS IS CRUCIAL FOR EMPLOYERS WHO WANT TO CREATE A LEGALLY COMPLIANT AND EFFECTIVE WORKPLACE ENVIRONMENT. A WELL-STRUCTURED EMPLOYEE HANDBOOK SERVES AS A FOUNDATION FOR CLEAR COMMUNICATION BETWEEN EMPLOYERS AND EMPLOYEES, HELPS MITIGATE LEGAL RISKS, AND FOSTERS A POSITIVE WORKPLACE CULTURE. BY ADHERING TO LEGAL REQUIREMENTS AND IMPLEMENTING BEST PRACTICES, ORGANIZATIONS CAN ENSURE THAT THEIR EMPLOYEE HANDBOOKS ARE NOT ONLY COMPLIANT BUT ALSO SERVE AS VALUABLE RESOURCES FOR THEIR EMPLOYEES.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE KEY COMPONENTS THAT MUST BE INCLUDED IN A WASHINGTON STATE EMPLOYEE HANDBOOK?

A WASHINGTON STATE EMPLOYEE HANDBOOK SHOULD INCLUDE KEY COMPONENTS SUCH AS COMPANY POLICIES, EMPLOYEE RIGHTS, WORKPLACE SAFETY GUIDELINES, ANTI-DISCRIMINATION POLICIES, LEAVE POLICIES, AND PROCEDURES FOR REPORTING GRIEVANCES.

ARE THERE SPECIFIC LAWS IN WASHINGTON STATE THAT DICTATE EMPLOYEE HANDBOOK REQUIREMENTS?

YES, WASHINGTON STATE LAWS, SUCH AS THE WASHINGTON LAW AGAINST DISCRIMINATION AND THE FAMILY LEAVE ACT, REQUIRE CERTAIN POLICIES TO BE INCLUDED IN EMPLOYEE HANDBOOKS TO ENSURE COMPLIANCE WITH STATE REGULATIONS.

HOW OFTEN SHOULD A WASHINGTON STATE EMPLOYEE HANDBOOK BE UPDATED?

EMPLOYEE HANDBOOKS IN WASHINGTON STATE SHOULD BE REVIEWED AND UPDATED AT LEAST ANNUALLY OR WHENEVER THERE ARE SIGNIFICANT CHANGES IN LAWS OR COMPANY POLICIES TO ENSURE COMPLIANCE AND RELEVANCE.

IS IT MANDATORY FOR WASHINGTON STATE EMPLOYERS TO PROVIDE AN EMPLOYEE HANDBOOK?

WHILE IT IS NOT LEGALLY REQUIRED FOR ALL EMPLOYERS IN WASHINGTON STATE TO PROVIDE AN EMPLOYEE HANDBOOK, IT IS HIGHLY RECOMMENDED AS IT HELPS CLARIFY POLICIES AND PROTECT BOTH THE EMPLOYER AND EMPLOYEES.

WHAT SHOULD BE INCLUDED IN THE ANTI-DISCRIMINATION POLICY OF A WASHINGTON STATE EMPLOYEE HANDBOOK?

THE ANTI-DISCRIMINATION POLICY SHOULD OUTLINE THE PROHIBITED BASES FOR DISCRIMINATION, PROCEDURES FOR REPORTING INCIDENTS, AND ASSURANCE OF NON-RETALIATION AGAINST EMPLOYEES WHO REPORT DISCRIMINATION.

DO WASHINGTON STATE EMPLOYEE HANDBOOKS NEED TO INCLUDE INFORMATION ABOUT WORKPLACE SAFETY?

YES, WORKPLACE SAFETY INFORMATION MUST BE INCLUDED IN EMPLOYEE HANDBOOKS, DETAILING THE SAFETY POLICIES, EMERGENCY PROCEDURES, AND THE RIGHTS OF EMPLOYEES REGARDING WORKPLACE SAFETY UNDER WASHINGTON'S SAFETY REGULATIONS.

WHAT ARE THE CONSEQUENCES OF NOT HAVING A COMPLIANT EMPLOYEE HANDBOOK IN WASHINGTON STATE?

FAILING TO HAVE A COMPLIANT EMPLOYEE HANDBOOK CAN LEAD TO LEGAL ISSUES, MISUNDERSTANDINGS REGARDING WORKPLACE

POLICIES, AND POTENTIAL VIOLATIONS OF EMPLOYEE RIGHTS, WHICH MAY RESULT IN LAWSUITS OR PENALTIES.

CAN EMPLOYEES IN WASHINGTON STATE REQUEST CHANGES TO THE EMPLOYEE HANDBOOK?

YES, EMPLOYEES CAN REQUEST CHANGES TO THE EMPLOYEE HANDBOOK, AND IT IS ADVISABLE FOR EMPLOYERS TO CONSIDER EMPLOYEE FEEDBACK TO PROMOTE A FAIR WORKPLACE ENVIRONMENT AND ENHANCE EMPLOYEE RELATIONS.

Find other PDF article:

<https://soc.up.edu.ph/39-point/files?docid=vwX67-9667&title=map-fluency-practice-test.pdf>

Washington State Employee Handbook Requirements

Online photo editor | Photoshop Lightroom

Nondestructive edits, sliders & filters make better photos online-simply. Integrated AI organization helps you manage & share photos. Try it for free!

Download Lightroom | Photo editing and organizing - Adobe

Lightroom lets professional photographers and photo enthusiasts make amazing photos from anywhere through photo editing and organizing.

Adobe Lightroom - Download and install on Windows | Microsoft ...

Join millions of users who trust Adobe Photoshop Lightroom as their AI-assisted photo editor for editing, organizing, storing, and sharing their photos and videos across desktop, mobile, and web. • Lightroom offers powerful photo and video editing features in an easy-to-use interface.

Get started with Adobe Lightroom Classic

Jun 2, 2025 · Why do I have to sign in to use Lightroom Classic? You need to sign in periodically for licensing validation every 30 days. Sign-in is also required when you download or update Photoshop.

Lightroom Photo & Video Editor - Apps on Google Play

Jul 16, 2025 · Adobe Lightroom — meet a smarter photo editor. Make any photo special with our easy, yet powerful picture editor. Lightroom is here to help you get shareworthy photos in seconds — to capture sunsets, family moments, or your latest foodie find. State of the art photo editor tools allow you to fix pictures, enhance photo quality, and edit videos.

Start a 7-day free trial of {{lightroom}}. - Adobe

Get the full version of Adobe Lightroom for free. Create amazing photos at your desk or on-the-go with a free trial of Adobe Lightroom.

Lightroom Photo & Video Editor 12+ - App Store

Lightroom gives you access to tools that feel professional but stay approachable. Blur the photo background for a polished look, adjust the finer details, or use Generative Remove to remove objects and erase people from photos in a few taps.

Photo Editor | Online Photoshop Lightroom

Lightroom on the web is an online tool that allows you to edit, crop, make adjustments, and apply presets to your photos. Try now!

How To Make The Most Of AI In Adobe Lightroom - Shotkit

4 days ago · Lightroom will detect and highlight individuals in the scene with red overlays and pins. Select the ones you want to remove and deselect the rest by clicking on the pin and clicking the trash icon. Once you're done with the selection, click Remove. Lightroom will fill those areas based on the surrounding content.

Lightroom Learn & Support - Adobe Inc.

Get started with Adobe Photoshop Lightroom. Find tutorials, the user guide, answers to common questions, and help from the community forum.

Washington State Tuberculosis Laws

What are the tuberculosis (TB) testing requirements for the staff? Each employee and volunteer must have the results of a one step Mantoux TB skin test prior to starting work.

Unemployed Worker Handbook 2018 - ESDWAGOV

The Washington state Employment Security Department (ESD) has produced this handbook to provide unemployed workers with information and guidance about how to navigate the Unemployment Insurance benefits system. This handbook is based on current legislation and rules. The Employment Security Department is an equal opportunity employer/ program.

WAC 110-300 Policy tip sheet - DCYF

Program based staff policies and training 110-300-0110 Program based staff policies and training.

Chapter 296-800 WAC - Labor & Industries (L&I), Washington State

This book contains the Safety & Health Core Rules, as adopted under the Washington Industrial Safety and Health Act of 1973 (Chapter 49.17 RCW).

Paid Family and Medical Leave - lawleyinsurance.com

PAID MEDICAL LEAVE An eligible employee can take paid medical leave due to the employee's own serious health condition. For purposes of Washington's paid family and sick leave program, a serious health condition is defined similarly to the FMLA's definition of serious health condition.

Bureau of Benefits Benefits Handbook - cms.illinois.gov

Annuity State's five retirement systems. All annuitants must meet the minimum vesting requirements of the appropriate retirement system based solely on prior State employment. Insurance coverage becomes effective upon commencement of the retirement or annuity benefits, or the first of the month of the application whichever is later.

TRS Plan 3 Member Handbook - Amazon Web Services

You're an employee of the Washington State School for the Blind, the Center for Childhood Deafness and Hearing Loss, or an institution of higher learning: If you begin working in September in an eligible position and earn compensation during at least nine months of the school year, you can receive 12 service credit months for the school year ...

The Employee's Guide to the Family and Medical Leave Act

Also, an eligible employee is entitled to FMLA leave to care for a person who stood in loco parentis to that employee when the employee was a child. (See Administrator's Interpretation No. 2010-3 and Fact Sheets 28B and C.) 6 The Employee's Guide to the Family and Medical Leave Act What Can the

FMLA Do for Me?

State of Indiana Employee Handbook - IN.gov

The state of Indiana Employee Handbook is provided only as a resource summarizing the personnel policies and procedures for the employment relationship between the state and its employees.

Workers Rights - Occupational Safety and Health Administration

Every State Plan must cover state and local government workers. OSHA regulations allow states and territories to develop State Plans that cover only state and local government workers. In states with state and local government only State Plans, private sector workers and employers remain under Federal OSHA jurisdiction.

AMERICORPS PROGRAM HANDBOOK - Washington

Purpose of Handbook The Serve Washington AmeriCorps Program Handbook (The Handbook) has been specifically designed by Serve Washington as a guide for those who administer AmeriCorps programs in Washington State.

RECORDKEEPING AND ACCESS TO PAYROLL RECORDS (NON ...

The Minimum Wage Act requires employers to keep records of the amount paid each pay period to each such employee, which includes tips, gratuities, and the employee portion of service charges. Federal tax requirements of recordkeeping related to tips, gratuities, and service charges are enforced by the Internal Revenue Service.

Furlough Employees Handbook - Updated December, 2022

For Federal Employee Group Life Insurance (FEGLI), coverage continues for 12 consecutive months in a non-pay status without cost to the employee (5 CFR 870.508(a)) or to the agency (5 CFR 870.404(c)). Please note that premium payments are required if an enrolled employee in non-pay status is receiving workers' compensation (5 CFR 870.508(a)).

Differences between exempt and nonexempt salaried employees

Classifying employees as exempt or nonexempt Employees can be classified as exempt from the protections of the Minimum Wage Act if they meet the requirements in one of the exemption categories outlined in the law. Most exemption categories require exempt employees to be paid on a salary basis. Employees who meet the requirements for exemption, are paid on a salary basis, ...

EMPLOYER S PAID LEAVE EMPLOYER'S PAID - Washington State...

A worker can receive short-term disability at the same time as Paid Leave, but short-term disability plans may have restrictions. Make sure your employee understands the short-term disability plan's requirements related to Paid Leave benefits.

LEOFF Plan 2 Guide - Washington State Law Enforcement ...

Handbook summary This handbook is not a complete description of your retirement benefit under Plan 2 of the Law Enforcement Officers' and Fire Fighters' Retirement System. State retirement laws govern your benefit. If any conflicts exist between the information shown in this handbook and what is contained in current law, the law governs.

Adult Family Home Guidebook - Washington State Department of ...

It also contains information that is not intended to conflict with any federal requirements that are a necessary condition to receipt of federal funds by Washington State. Contact your local Residential Care Services (RCS) District Administrator or RCS Field Manager if you have any questions about this Guidebook and its content.

PERS Plan 1 Guide - Washington State Public Employees' ...

Handbook summary This handbook is not a complete description of your retirement benefit. State retirement laws govern your benefit. If any conflicts exist between the information shown in this handbook and what is contained in current law, the law governs.

Furlough Employees Handbook - Updated September 8, 2022

For Federal Employee Group Life Insurance (FEGLI), coverage continues for 12 consecutive months in a non-pay status without cost to the employee (5 CFR 870.508(a)) or to the agency (5 CFR 870.404(c)). No premium payments are required unless the employee is receiving compensation (5 CFR 870.508(a)).

The ICRC Handbook - wa-council.org

The ICAO cited the effort among the eastern Washington community and technical colleges and four-year institutions to implement more major-focused advising and student preparation as well as the effort between Eastern Washington University and the Community Colleges of Spokane to serve as pilot institutions for competency-based transfer.

DOSH Compliance Manual - Labor & Industries (L&I), Washington State

This manual is intended to provide guidance regarding some of the internal operations of the Washington State Department of Labor and Industries, Division of Occupational Safety and Health, and is solely for the benefit of the Government. No duties, rights, or benefits, substantive or procedural, are created or implied by this manual. The contents of this manual are not ...

WASHINGTON HANDBOOK SUPPLEMENT - Landry's

An absence resulting from the employee or their family member being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency, to obtain mental health counseling, or to participate in safety planning, ...

DoS Furloughed Employee Handbook - September 2023

Sep 28, 2023 · In general, the law of the state in which an employee's last official duty station in Federal civilian service was located will be the law that determines eligibility for unemployment insurance (UI) benefits.

Washington Nonprofit Handbook 2018 Edition - Secretary of State ...

In Partnership with Washington Nonprofits and Washington State Office of the Secretary of State Acknowledgements We wish to express our gratitude to the Advisory Committee, authors and editors of the July 2018 Edition of the Washington Nonprofit Handbook.

PERS Plan 2 Guide - Washington State Public Employees' ...

Handbook summary This handbook is not a complete description of your retirement benefit. State retirement laws govern your benefit. If any conflicts exist between the information shown in this handbook and what is contained in current law, the law governs.

Student Employee Handbook 25-26 - in.ewu.edu

Welcome to Eastern Washington University! This Handbook, prepared by the University's Human Resources—Student Employment Office, is designed to help you understand the terms and responsibilities of your EWU student employment. Please read this handbook thoroughly and refer to it when needed. If you have questions, please contact Student Employment at 359-2525 or ...

Furloughed Employee Handbook - September 2023 - Accessible

Mar 20, 2024 · In general, the law of the state in which an employee's last official duty station in Federal civilian service was located will be the law that determines eligibility for unemployment insurance (UI) benefits. The states and the District of Columbia determine the eligibility for benefits and the amounts to be paid to unemployed individuals.

F700-216-000 EPOA Employer Guide - Labor & Industries (L&I), Washington ...

All applicants, including existing employees, who apply to a posting recruiting Washington-based employees, with an employer as defined by RCW 49.58.010, including employers who may not have a physical presence or employee in Washington State, are protected by the law.

WSPTA Policy Manual

2.2 Washington State PTA Washington State PTA (WSPTA) is affiliated with National PTA and shall abide by the affiliation agreement as well as the National PTA bylaws and other relevant requirements. The association shall be led by any federal or state requirements, the WSPTA Uniform Bylaws as approved by the members, and this policy document.

WASHINGTON NONPROFIT HANDBOOK - Communities Rise

Washington state has a thriving nonprofit sector comprising more than 55,500 active domestic nonprofit corporations and 18,800 registered charities. These organizations touch every aspect of life in Washington, from veterans' advocacy to environmental stewardship, performing arts to education, elder care to economic development, and much more. These organizations leverage ...

PERS Plan 3 Guide - Washington State Public Employees' ...

Handbook summary This handbook is not a complete description of your retirement benefit. State retirement laws govern your benefit. If any conflicts exist between the information shown in this handbook and what is contained in current law, the law governs.

F101-054-000 Workplace Posters: Required and Recommended

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 ...

MISSISSIPPI STATE EMPLOYEE HANDBOOK

In keeping with the requirements of the Family and Medical Leave Act of 1993 (hereinafter referred to as "FMLA") and the State of Mississippi's policies, an employee must have worked for the State for a total of twelve months and the employee must have worked for the State for 1,250 hours in the twelve-month period immediately preceding ...

5019 latest version with Updates 2025 - Veterans Affairs

PART I. GENERAL PURPOSE This handbook contains a statement of program objectives and scope, provisions for pre-placement and periodic physical examinations, emergency outpatient and hospital treatment, evaluation and or treatment of injuries and illnesses, and protection from communicable disease, maintenance of healthful working environment, preventive health ...

Department of employment services: Unemployment Insurance Handbook ...

INTRODUCTION The Unemployment Insurance Handbook for Employers is designed to provide employers with an overview of the District of Columbia's Unemployment Insurance (UI) Program and information on their rights and responsibilities. The UI Program is administered by the Department of Employment Services (DOES) and is financed through taxes paid by employers doing business ...

o. Employee Handbook (page ii only) - Illinois.gov

The failure of any State employee to report known discrimination, harassment, sexual harassment, or retaliation, a State employee knowingly providing false information, or a State employee's failure to cooperate with and provide assistance to the OEIG and/or "CEI's" Ethic's Officer during an investigation is subject to disciplinary ...

Barrett Business Services, Inc. State Addenda to the Employee Handbook

The State Addendum applicable to you is to be read in connection with the Company's Employee Handbook. Together, the Company's Employee Handbook and the applicable state Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. BBSI will adhere to all ...

Motorcycle Operator Manual - WA State Licensing (DOL)

This manual is provided by the Washington State Department of Licensing (DOL) and Washington Motorcycle Safety Program (WMSP); it provides motorcycle riding techniques and information for both inexperienced and experienced riders.

Washington State Commercial Driver Guide - WA State Licensing ...

Jan 1, 2017 · This Commercial Driver License (CDL) Guide is a summary of the laws and rules that apply to all drivers of commercial motor vehicles in Washington State. It is not a book of laws, and should not be used as a basis for any legal claims or actions. Regulations put into effect by federal or state agencies may go beyond state laws but cannot conflict with them.

UW FACILITIES Employee Handbook - University of Washington

Introduction The University of Washington is a large, complex, public institution. The rules, regulations, policies, and procedures that apply to most aspects of your work life are published and made available through a variety of media. Every employee is expected to become familiar with all the various sources that communicate aspects of their job, their employment and the University ...

Benefit Guide - Washington State's Paid Family and Medical Leave

Health benefits must continue without a break in coverage until the employee's paid leave ends or the employee returns to work after taking their leave. Nothing prevents your employer from maintaining any of your benefits while you take Paid Family and Medical Leave, so please ask your employer if they will continue your health coverage while ...

Boards and Commissions Membership Handbook - Washington

Citizen Participation through Boards and Commissions Washington's system of boards and commissions is fundamental to encouraging the use of citizen talent and interest in affairs of the state, keeping government innovative and responsive, and improving the performance of state agencies and institutions.

EQUAL PAY AND OPPORTUNITIES ACT ES.E.1

1. Employee and Job Applicant Rights Under the Equal Pay and Opportunities Act. The Equal Pay and Opportunities Act defines an "employee" as being employed in the business of the employee's employer whether by way of manual labor or otherwise. See RCW 49.58.010. This also includes employees who are exempt under the Minimum Wage Act. See RCW 49.46. The Equal Pay and ...

Washington State School Staff Health Training Guide

This Health Training Guide is provided by the Washington State School Nurse Corps (SNC) to school districts in Washington State. It is intended for use by school nurses and district administration to assist in the compliance of state health training for school staff.

State-Specific Employee Separation Requirements

State-Specific Employee Separation Requirements An ETC HR Multi-State Annual Resource Publication Published September 2023 Legal Disclaimer: The materials and information contained herein are intended only to provide general information and in no way constitute legal advice.

Reentry Center Handbook - Washington State Department of ...

The rules of the Reentry Center are based upon legal requirements set forth in the Revised Code of Washington (RCW), Washington Administrative Code (WAC), DOC Policies, which include Operational Memorandums, posted directives, and case plans. *All items in this handbook are subject to change and changes will be posted in advance*

Law Enforcement Officers' and Fire Fighters' Plan 1 Member Handbook

This handbook describes your retirement benefits under Plan 1 of the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). The plan is designed to be an important source of income that along with Social Security benefits (if you are eligible), personal savings, and other investments, will help pay your living expenses when you retire.

Employer Handbook

It is a voluntary employer-initiated program. Shared Work is a flexible program and can accommodate a variety of work situations and save jobs and money. The Shared Work Program offers qualified employers of Washington state an alternative to layoffs during certain down times in the economy. Shared Work is available to public and private employers.

Frequently Asked Questions from HR Personnel on Washington ...

Frequently Asked Questions from HR Personnel on Washington and Federal Leave Laws Britenae Pierce Ryan, Swanson & Cleveland, PLLC September 27, 2022

Medicare and You Handbook 2025

Lowering your prescription drug costs In 2025, your yearly out-of-pocket drug costs will be capped at \$2,000. If you have Medicare drug coverage (Part D) and your drug costs are high enough to reach this cap, you don't have to pay a copayment or coinsurance for Part D drugs for the rest of the calendar year. You also have the option of spreading your drug costs across monthly ...

Discover essential Washington State employee handbook requirements to ensure compliance and best practices. Learn more to protect your workplace today!

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