

# Small Business

## REQUIREMENTS & RESOURCES



Washington State Department of  
**Labor & Industries**





# Welcome to High Fives with L&I

***Brought to you by the  
Small Business Liaison  
Office and the  
NW WA Region***



Washington State Department of  
**Labor & Industries**





## **Some (of the Many) Programs We Administer**

- Workers' compensation insurance
- Employment standards / wage & hour rules
- Workplace health & safety
- Contractor registration
- Electrician & plumber licensing
- Electrical permits
- Elevator permits
- Factory assembled structures
- Prevailing Wage
- Apprenticeships

***Keep Washington Safe & Working***

A photograph of two people silhouetted against a bright sunset over the ocean. They are both raising their hands to high-five each other. The text 'High Fives with L&I: Workers' Compensation & Claims' is overlaid in a large, white, bold font with a blue outline.

# High Fives with L&I: Workers' Compensation & Claims

*Brought to you by the Asst.  
Small Business Liaison,  
Andrew Bryan  
(And the number five)*

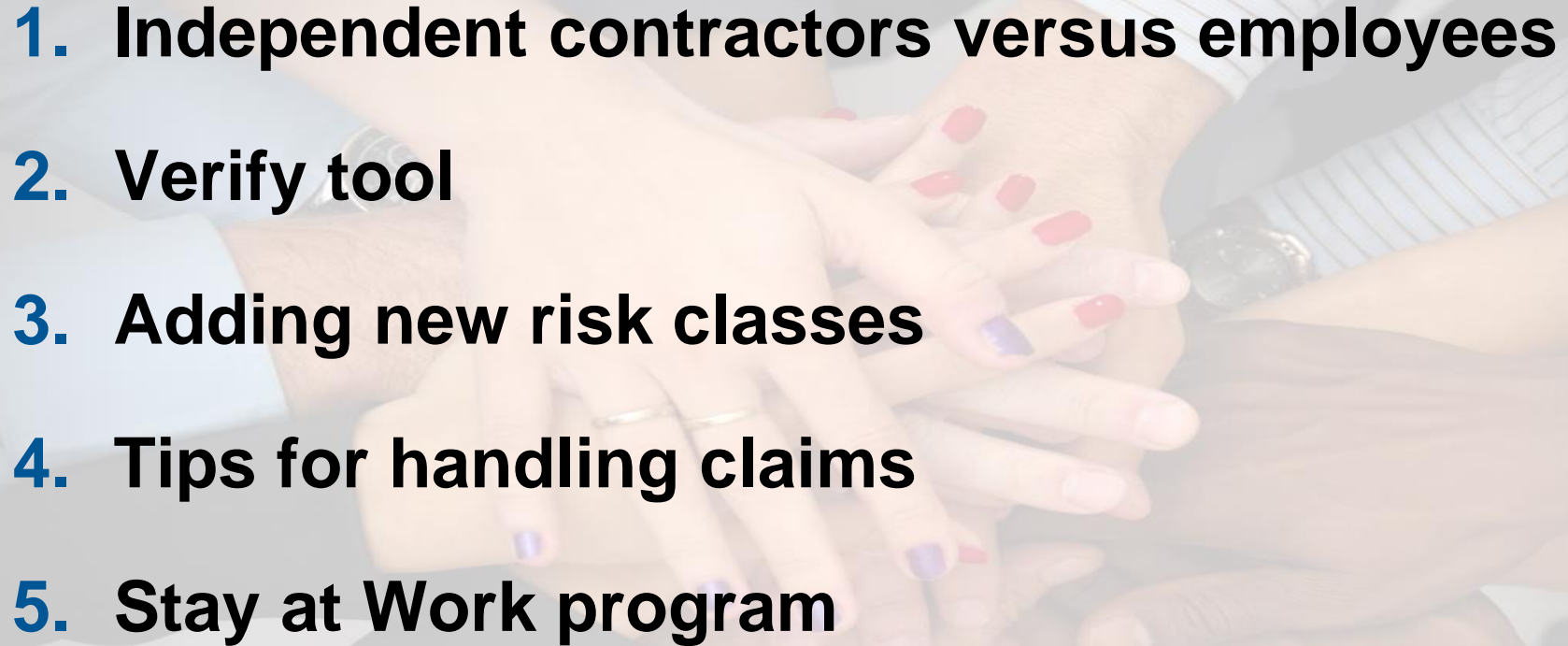


Washington State Department of  
**Labor & Industries**





# **Workers' Comp High Fives Highlights**

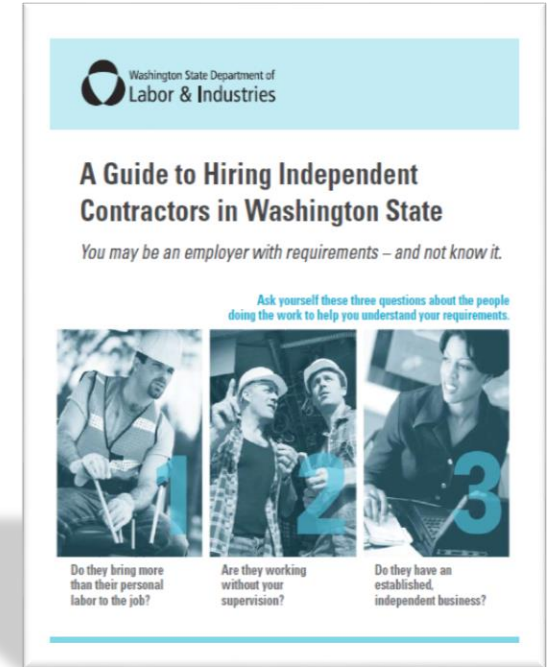
- 
- 1. Independent contractors versus employees**
  - 2. Verify tool**
  - 3. Adding new risk classes**
  - 4. Tips for handling claims**
  - 5. Stay at Work program**

# Independent Contractors

Your contractor may be a covered worker unless they are...

- ✓ Free from your direction and control
- ✓ In business for themselves
- ✓ Have all required business licenses
- ✓ Pay state & federal business taxes
- ✓ Have multiple clients
- ✓ Maintain own books/records

Determination on a case-by-case basis available:  
(360) 902-6868 • [Determinations@Lni.wa.gov](mailto:Determinations@Lni.wa.gov)



# Verify Tool: Find Rates & More

Find:

- ✓ Risk class
- ✓ Certificate of coverage
- ✓ Workers' compensation rates
- ✓ Account manager contact info

<https://secure.lni.wa.gov/verify/>

Washington State Department of Labor & Industries

Home My L&I Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Protect My Home

**Don't Get Soaked: Only hire registered contractors. Find out how.**

LEARN MORE ▶

Sign In to My L&I

Username

Password

SIGN IN

Don't have an account? [Sign Up](#)

Verify a Contractor's or Tradesperson's License

File a Quarterly Report

Create a Safety Program

# Verify: Account Info, Rates, Certificate

PIRATE HARBOUR OCEAN SHORES LLC

**Owner or tradesperson** JAMES EDWARDS

Doing business as  
PIRATES COVE PUB & GRILL

PO BOX 2370  
OCEAN SHORES, WA 98569

WA UBI No.  
603 289 763

Certifications & Endorsements

Workers' comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums. [Questions about workers' comp?](#)

L&I Account ID **265,073-00**

**Account is current.**

Doing business as  
PIRATES COVE PUB & GRILL

Estimated workers reported [?](#)  
Quarter 1 of Year 2019 "4 to 6 Workers"

L&I account contact  
T3 / MICHAEL RUIZ (360)902-5135 - Email: RUIO235@lni.wa.gov

[Workers' comp rates](#)

[Certificate of Workers' Comp Coverage](#) [?](#)

Public Works Requirements

Workplace safety and health

More information about this business

## Workers' Comp Rates

PIRATE HARBOUR OCEAN SHORES LLC, Account no. 265,073-00

**2019 experience factor** [?](#) **0.8999**

Employer's claim costs are lower than average.  
[Past experience factors](#)

### Risk classifications

3905-07 Restaurant/Spirits, Beer, Wine

Hourly rate  
0.3575

Employee withholding  
0.11600



STATE OF WASHINGTON

Department of Labor & Industries

## Certificate of Workers' Compensation Coverage

July 23, 2019

[Print](#)

WA UBI No.	603 289 763
L&I Account ID	265,073-00
Legal Business Name	PIRATE HARBOUR OCEAN SHORES LLC
Doing Business As	PIRATES COVE PUB & GRILL
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 1 of Year 2019 "4 to 6 Workers"
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	No



# Verify the Good, the Bad, the Ugly

Certifications & Endorsements

Workers' comp

Public Works Requirements

Workplace safety and health

Check for any past safety and health violations found on jobsites this business was responsible for. [Questions about workplace safety and health?](#)

Inspection results date

06/17/2019

Inspection no.

317954040

Location

250 Kelso Dr

Kelso, WA 98626-3112

**Under appeal. The results of the inspection are being challenged.**

Date of appeal

07/03/2019

Inspection results date

05/30/2019

Inspection no.

317954230

Location

250 Kelso Dr

Kelso, WA 98626-3112

**Under appeal. The results of the inspection are being challenged.**

Date of appeal

06/17/2019

More information about this business

**2019 experience factor** 1.0969

Employer's claim costs are higher than average.

[Past experience factors](#)

**Risk classifications**

6602-03 Janitorial Cleaning NOC

Hourly rate

1.4133

Employee withholding

0.34980

# Employer's Role During a Claim



Stay  
Connected!

**Employer**

Worker

Medical  
Provider

L&I  
(Claim Manager)

**Online Claim File Access:**

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

# L&I Return to Work Program

## Early Return to Work – Get help offering light duty

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

- L&I staff will help you create a light duty job approved by doctor

## Stay at Work

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

1-866-406-2482

- Reimbursement incentives to bring your employee back to light duty work

## Preferred Worker Program

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

1-800-845-2634

- Financial incentives to hire certified workers with “permanent medical restrictions”

A photograph of two people silhouetted against a bright sunset over the ocean. They are standing on a beach and high-fiving each other. The sun is low on the horizon, creating a warm, orange glow.

# High Fives with L&I: Employment Standards


*Brought to you by the  
Small Business Liaison,  
Celia Nightingale*



Washington State Department of  
**Labor & Industries**



# Employment Standards High Fives Highlights

- 
- 1. Equal Pay Act**
  - 2. Minimum wage**
  - 3. Overtime rules**
  - 4. Paid sick leave**
  - 5. Isolated worker protections**



# Equal Pay Act

- Provide equal pay and career advancement opportunities without regard to gender
- Can't mandate salary/wage secrecy
- Can't ask for salary history from applicants
- If 15+ employees:
  - New employee: must disclose minimum of salary range upon job offer, if asked
  - Current employee: must disclose full range or expectation, if asked



# Washington Minimum Wage

- \$13.50/hour in 2020
  - Can pay 85% of MW to 14 & 15 year-olds
- 2021 and each subsequent year rises by inflation rate
- Tips & service charges in addition to wage
- Regional variances:
  - Seattle: \$13.50-\$16.39
  - SeaTac: \$16.09 (hospitality & transportation workers)



## House Bill 1450 - Effective 1/1/2020

- Can't restrict outside employment or self-employment unless paid more than 2x minimum wage
  - Other than scheduling or clear conflict of interest
- Non-compete agreements
  - Only allowed with employees paid \$100K+ (adjusts with inflation)
  - 18 months maximum
  - Doesn't affect other agreements, such as nondisclosure, confidentiality, nonsolicitation
- Franchisors can't restrict their franchisees from recruiting each other's employees

# Overtime

1.5 x hourly wage for hours beyond 40 hours/week

- Must pay overtime unless worker's position meets a specific exemption in the law
- Most common exemption – “white collar”
  - Duties Test
    - Executive, administrative, professional, outside sales, computer professionals
  - Salary Test
    - Paid a regular salary
    - Paid at least a defined minimum salary



# Recent Changes to Overtime Rules

- Federal minimum exempt salary increased to \$35,568, effective 1/1/2020
- State minimum exempt salary will increase to 2.5 times minimum wage
  - Increases gradually over period 7/1/2020–1/1/2028
  - Impact begins 1/1/2021

Effective Date	Minimum Exempt Salary Small Employers (1-50 Employees)	Minimum Exempt Salary Large Employers (51+ Employees)
1/1/2020	\$35,568 (\$684/week)	\$35,568 (\$684/week)
1/1/2021	1.5 x minimum wage (~\$43,004 or \$827/wk)	1.75 x minimum wage (~\$50,180, or \$965/wk)
1/1/2022	1.75 x minimum wage (~\$51,272 or \$986/wk)	1.75 x minimum wage (~\$51,272 or \$986/wk)





## Paid Sick Leave

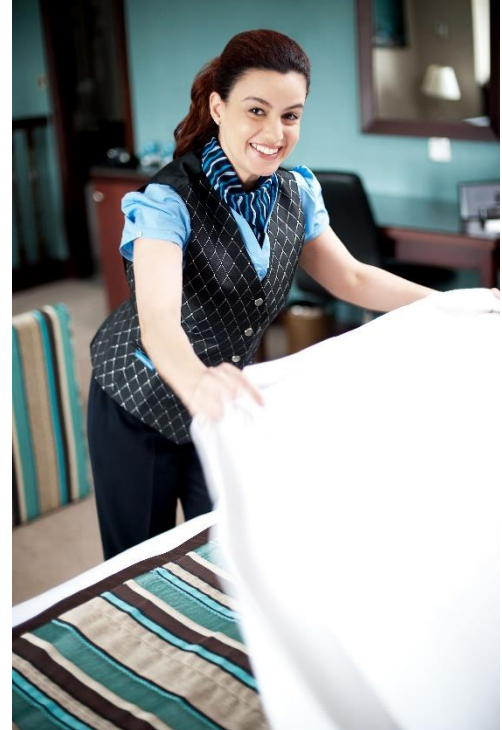
- Must provide at least 1 hour of paid sick leave per 40 hours of work
  - = .025 hours of sick leave per 1 hour of work
- Includes part-time and temporary employees
- Accrual begins immediately on hire
  - Can require 90 calendar days for use
- Employees may use for self or family health, child's school or daycare health-related closures, or absences related to domestic violence

## Paid Sick Leave – Notifications & Statements

- Must provide notification of paid sick leave at hire
- Must provide regular statements, at least monthly, including
  - Amount of paid sick leave accrued
  - Amount used
  - Balance remaining
- Must carry over the balance, up to 40 hours, from one year to the next
- Must reinstate balance at rehire, if within a year

# Isolated Worker Protections

- Effective Jan. 1, 2020 in the following industries:
  - Hotels, motels, retail, security guard services, and janitorial services
- Employers with isolated workers must:
  - Adopt a sexual harassment policy
  - Provide mandatory training
  - Provide a list of resources for employees to utilize
  - Provide a panic button to each employee
    - (Does not apply to contracted security guard companies)



A photograph of two people silhouetted against a bright sunset over the ocean. They are standing on a beach, and their hands are raised in a high-five gesture. The sun is low on the horizon, creating a warm, orange glow.

# High Fives with L&I: Safety & Health Business Resources

*Brought to you by  
NW WA Risk Consultant,  
Walt Kulpa*



Washington State Department of  
**Labor & Industries**



## **Safety & Health/Resources Highlights**

- 
- A background image showing several hands of different skin tones stacked together in a supportive gesture. The hands are positioned in the center and right side of the slide, with fingers pointing towards the bottom right. The image is semi-transparent, allowing the text to be overlaid.
- 1. Division of Occupational Safety & Health (DOSH)**
  - 2. Accident Prevention Program (APP)**
  - 3. Consultation services**
  - 4. Scams**
  - 5. Customer service**



# What's Wrong With This Picture?



# What's Wrong With This Picture?



# Division of Occupational Safety & Health (DOSH)

**WISHA (WA Industrial Safety & Health Act) gives L&I the following responsibilities to oversee workplace safety and health in Washington:**

- ✓ Developing safety and health rules
- ✓ Offering free training, safety and health programs, and other resources to help prevent, find, and fix hazards
- ✓ Providing no-fee on-site consultations to help employers create safe and healthy workplaces
- ✓ Enforcing rules by inspecting worksites for unsafe working conditions
- ✓ Investigating safety discrimination complaints & serious incidents



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

# APP – Accident Prevention Program

**Employers are required to have an Accident Prevention Program that is:**

- ✓ Customized for the business
- ✓ Written and kept up-to-date
- ✓ Communicated to employees at hire and through regular meetings
- ✓ Actively practiced

**See L&I's website for:**

- Sample programs
- Tips on identifying hazards
- Resources for safety meetings





# DOSH Consultation

Consultation is a **proactive approach** to prevent workplace injuries.

Consultants help employers understand and comply with workplace safety and health rules, protect employees, and lower workers' comp costs.

Four no-fee and confidential consultation services available:

1. **Safety**
2. **Industrial Hygiene**
3. **Ergonomics**
4. **Risk Management**





# Call or schedule a consultation online

- ***NW Washington 425-290-1369***
- King County 206-835-1065
- Pierce County/Olympic Peninsula  
253-596-3917
- Southwest Washington 360-575-6951
- *Central/Eastern Washington 509-886-6570*



**More info:**

[www.Lni.wa.gov/Safety/Consultation](http://www.Lni.wa.gov/Safety/Consultation)

# Scams to Watch Out For

## State of Washington Workplace Posters


- Free from each issuing state or federal agency
- Private companies posing as state/federal agencies


## Certificate of Status Request Form

- Targets newly registered businesses
- Secretary of State

Report misleading advertisements WA State Office of the Attorney General

2019 CERTIFICATE OF STATUS REQUEST FORM

 **WA Certificate Service**  
1911 SW Campus Drive  
Suite 471  
Federal Way, WA 98023

QUESTIONS?  
  
TOLL FREE (888) 842-9265  
RECORDS@WACERTSERVICE.COM

Gig Harbor, WA 98329-6629

Key Code: WA-CS38470004  
UBI Number: 604 413 446  
Business Address:  
Gig Harbor, WA 98329-6629

Notice Date:  
03/20/2019

PLEASE RESPOND BY:  
April 3, 2019

Congratulations on registering your business with the State of Washington. Your Articles have been filed with the secretary of state and are complete. You have one step left in order to attain your elective Washington Certificate of Status. Below is a form for your newly registered business. Please confirm the accuracy of the information below for your Washington Certificate of Status Request.

A Washington Certificate of Status is issued by the Secretary of State and may be required for loans, to renew business licenses, or for tax or other business purposes. A Certificate of Good Status certifies that your Washington business is in existence, is authorized to transact business in the state and complies with all state requirements. The Certificate of Status shows the official evidence of an entity's existence and provides a statement of an entity's status, current legal name and date of formation. The Certificate of Status bears the official seal of the Washington Secretary of State.

**Business Information**  
Entity Type: WA LIMITED LIABILITY COMPANY  
Date Of Registration: 3/19/2019  
Certificate Of Status Fee: \$82.50

..... This is not a government agency .....

Step 1: Please Confirm Business Name & Address Are Correct.

Business Name: UBI Number: 604 413 446

Step 2: Contact Information - DO NOT SKIP THIS STEP! Email & Contact Number Are Required For Processing

Name: Email: Phone Number:

Step 3: Payment - Select Payment Method & Double Check Payment Information

☐ CHECK OR MONEY ORDER ENCLOSED IN THE AMOUNT OF: \$82.50 [PLEASE ALLOW UP TO TWO WEEKS FOR PROCESSING AND RETURN OF DOCUMENT]  
Please make your check or money order payable to:  
**WA Certificate Service**  
1911 SW Campus Drive  
Suite 471  
Federal Way, WA 98023

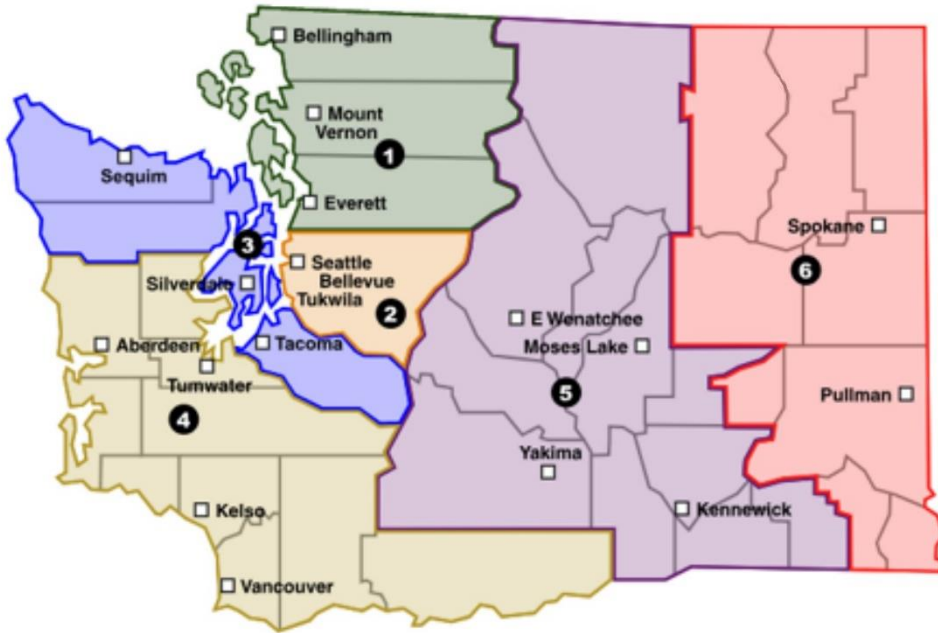
Step 4: Authorization - Please Sign, Date & Return This Form With Payment Enclosed In Return Envelope Provided

Signature: Date:

FORM WACS-S 10.883(1) FOR OFFICE USE ONLY: WA-604 413 446

# Customer Service: No Wrong Door

## Front Counter at 19 Regional Offices



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

Assist you:

- WA Business License Application
- Contractor Registration
- Permits: electrical, food trucks, etc.
- Anything L&I



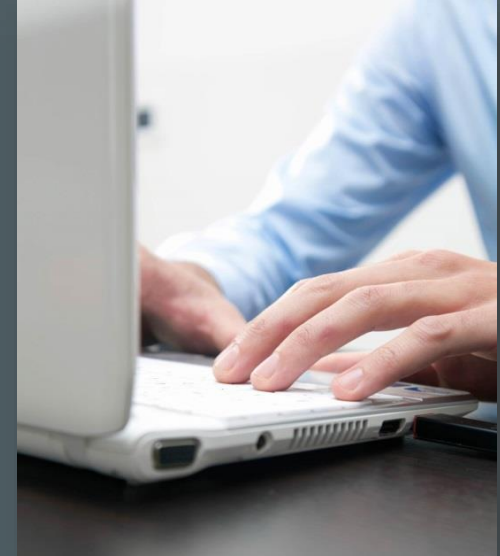
# Customer Service Options

Available 24/7

## Online Resources & Transactions

- Electrical licenses or permits
- Certifications: plumber, trainee cards, installers
- Claim filing & status
- Workers' comp payment
- Contractors & businesses information
- Many more

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



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Web customer support

Office hours: 8 am - 5 pm

Phone: (360) 902-5999

[WebSupport@lni.wa.gov](mailto:WebSupport@lni.wa.gov)

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# L&I Workshop & Training Center

## L&I Workshop & Training Center

Workshops

Training & Education

Online Courses

Certification

Other Resources

- L&I Essentials for Business
- Other training topics
  - ✓ Safety & Health
  - ✓ Workers' Compensation
  - ✓ Construction Contractor
- Receive Training Calendar:
  - [www.TrainingCalendar.Ini.wa.gov](http://www.TrainingCalendar.Ini.wa.gov)

**Website:**

**[www.Ini.wa.gov/Workshops](http://www.Ini.wa.gov/Workshops)**

