

# 2018 Changes to Washington Leave Laws

## Overview

January 2018 will bring changes in the requirements for Washington State employers related to paid parental leave, paid sick and safe leave, and a statewide increase to the minimum wage. Join us for a webinar that discusses these requirements, including how to prepare and how to communicate these changes to your employees.

### **Webinar**

**2018 Changes to Washington Leave Laws** with Nancy Kasmar

<https://vimeo.com/242133947>

Date: November 1, 2017

In this webinar you'll learn:

- Details of the changes to the Washington State Family Leave Act that must be implemented on January 1, 2018.
- The paid sick leave requirements of I-1433 that must be implemented on January 1, 2018.
- Details of the 2018 Washington minimum wage: the new requirement, and how to implement it while maintaining wage equity within your organization.
- How to communicate these changes to your employees.

### **Presenters**

#### ***Nancy Kasmar, 501 Commons***

Nancy Kasmar is a Principal of Compensation Connections, with over 25 years of management experience in addition to over ten years in human resources. She received her Master of Science degree from the University of California, San Francisco, and a Certificate in Management from the University of California, San Diego. Nancy holds a Senior Professional in Human Resources (SPHR) designation with an additional certification as a Certified Compensation Professional (CCP). She is also certified as a SHRM-SCP.

Nancy has worked with hundreds of companies throughout North America as a compensation consultant. She was the 2014 President of Lake Washington Human Resource Association, and serves as the 2017 Director-Elect for Washington State SHRM. In addition to her professional and volunteer responsibilities, Nancy delivers presentations on HR topics, including compensation and benefits, throughout Washington State.

### **Resources needed**

1. Computer. We recommend you download the webinar onto the desktop so that you aren't relying on the Internet.
2. Projector/screen or HD television.
3. Handouts - Discussion Guide, [2018 Change to Washington Leave Laws](#)

# 2018 Changes to Washington Leave Laws

## Discussion Guide

### Key questions

- What Washington paid sick leave requirements will be implemented in 2018?
- What can you do to prepare for the changes?
- What is the new minimum wage for 2018?
- How do you communicate these changes to your employees?

### Clips of video

#### 06:18 - 10:08 – **What is the Washington Paid Sick Leave?**

*Nancy gives us an overview about the new 2018 paid sick leave requirements. It applies to all employees in Washington State. They must accrue 1 hour for every 40 hours worked, local sick and safe laws take precedence, and the law's requirements apply to non-exempt employees.*

- Is there a cap on annual accrual or use?
- How many hours can you accrue for every 40 hours worked?
- Does this apply to all employers and must we comply?

#### 10:08 – 18:05 – **How do you prepare?**

*Nancy talks about creating a to do list to prepare for these changes.*

- By what date do you need to set up a payroll system for accrual?
- Can you pay premium pay in lieu of leave?
- How can you become more familiar with the law?
- How can you access compliance?

#### 18:05-21:53 – **What is the new minimum wage law?**

*Nancy discusses the minimum wage laws and how you can sharpen your budgeting skills.*

- What is the new minimum wage?
- How will you implement the increases?
- What concerns or topics around wages have arisen in your organization since last year?

#### 21:53 – 27:13 – **What are some pay compression issues?**

*Pay compression issues arise when there is only a small difference in pay between employees regardless of their individual qualifications or job. You are legally required to make this change even though the increase isn't related to the people's job.*

- Is tenure a factor in this increase?
- Is performance a factor in this increase?
- What are some issues in dealing with this?

#### 22:30 - 30:36 – **What are some pay range issues?**

*Nancy talks about pay range issues and pay grade minimums. Lower pay grade minimums may be less than \$11.50/hour.*

- What are some pay range options to consider?

- Will you need to revise your entire non-exempt pay structure?

### **30:36 – 32:33 – How can you prepare?**

*Nancy discusses some ways you can prepare for these changes. Calculate potential cost, get executive buy-in for any changes to pay ranges and pay compensation adjustments, identify stakeholders, meet with manager, notify employees, and answer any questions.*

- What are some ways you will prepare for these changes?
- What are the best options for your organization?
- How will you get your managers and employees to understand these changes?
- How will you communicate in person and in policy?

### **32:33 – 41:41 - Paid Family and Medical Leave**

*Paid family and medical leave is provided to workers. Washington State has the most generous paid parental-leave benefits in the U.S.*

- Who will pay the premiums?
- Can you opt out if you have less than 50 employees?
- How many hours must employees work to be eligible?
- When do the payroll deductions begin?

### **41:43 – 43:57 - How will you communicate these changes?**

*Nancy talks about how to communicate these changes to employees.*

- Start with WHY
- How will you explain HOW the law affects them?
- Talk about WHAT the changes entail
- WIIFM (What's in it for me?)

### **Actions to take the next step**

- Make a list of what information in this video is important and begin a dialogue about the 2018 changes to Washington leave laws with your organization. Make a plan of how you will communicate these changes to your employees, stakeholders, and managers.
- Prepare for the upcoming changes and calculate potential costs to your organization. Consider any compensation and pay range issues.

### **Resources for further information**

L&I Paid Sick Leave:

<http://www.lni.wa.gov/WorkplaceRights/LeaveBenefits/VacaySick/PaidSickLeave.asp>

L&I Webinars: <http://www.lni.wa.gov/apps/workshops/workshopinfo.asp?WkshopID=810>

Draft Policies: <https://lni.us.engagementhq.com/PaidSickLeaveSamplePolicies>

Questions? Contact Nancy Kasmar at [nancyk@compensationconnections.com](mailto:nancyk@compensationconnections.com)