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Introduction to Starbucks Coffee Company

Our company was founded in 1971, in Seattle, Washington by selling high-quality green coffee beans. Howard Schultz joined Starbucks in 1982. Starbucks is a coffee shop devoted to preparing some of the best high-quality green coffee beans in the World. We strive to bring the absolute highest quality product and service to our customers’. Our first store open in 1984 as a bar concept. There are two types of employee descriptions: one for barista’s and one for shift supervisors. Every barista and shift supervisors should be proud to work at our company and also be friendly and knowledgeable about the types and standards of coffee that we can hand-craft the beverages and learn how to make drinks properly and drink recipes are retained. This also includes the learning basics of roasting and levels of roast and how they affect the flavors of a coffee. Baristas learn about every aspect of their job, including blending coffees, the history of coffee, adjusting the espresso grinder, tamping, pulling a shot and frothing milk. Anyone who cannot or will not do these things cannot be a barista. Customer service is the way new baristas interact with guests. Compensation and Benefits is offer only if you qualify when you work at least 15 hrs a week or 180hrs a quarter. We develop and execute in-house events and programs to maintain and grow of our gold card members and coffee transactions.

Mission

Our mission is to inspire and nurture the human spirit of one person, one cup and one neighborhood at a time. Growing greener stores that are more renewable energy and greener cups that are 100% recyclable cup.

Vision

Starbucks is committed to be a role model of leadership for the business.
Human Resource Duties & Responsibilities

Human Resource Management is the process of acquiring, training, appraising, and compensating employees. HR managers are also responsible for labor relations, health and safety, and fairness concerns. At Starbucks our Human Resource Department is responsible for all of these functions including creating the Starbucks Employee Handbook, HR Policy and Procedure Manual, and the Benefits Guide. Human Resource Management also Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents. Human Resources also contributes to the accomplishment of HR practices and objectives that will provide an employee high performance culture that emphasizes empowerment, quality, productivity and standards, goals, and the recruitment and ongoing development of a superior workforce.

Acquiring Employees

The supervisor is responsible to assign the positions and Baristas job description such as well doing a current and future staff vacancies and recruits for the hiring process, reference checks on the selected applicant and the interview process. Human Resources Department conducts testing, and selects applicants with the assistance of the supervisor for that position. Human Resources provide employees with information regarding job duties, working conditions, wages, benefits, and opportunities for the future employment needs of the company.

Appraising Employees

The supervisor monitors the employee and value the employee by using a performance management systems. These reviews will help to determine the employee’s processes on how to evaluate on performance, behavioral skills, and the steps for career opportunities.
Training Employees

The new employee completes an online Health and safety Orientation on the first work day and learns about the coffee shop layout and why is it important to know the process of the coffee beans. Also the new employee will get training by the Supervisor and provide them a required training schedule. The HR is responsible for implementing orientations and training that is needed at different levels of positions for all employees.

Compensating Employees

The Human Resource Manager plans the compensations and benefits for each employee only if they work at least 15 hours a week or 180hrs a quarter. Supervisor evaluates the incentives rewards quarterly to the employees on the volume of sales of the coffee beans. Also the individual pay increases are conducted by the supervisor based on performance every six months and yearly minimum wage increase by the State of Washington.

Labor Relations

HR acts as a mediator and liaison between management and employees. They help resolve disputes and guide management in proper dealings with employees. Should union membership arise, the HR Department will aid management in the negotiating and interpretation of bargaining agreements and labor contracts. They will also aid in the grievance procedure to help rectify any issues that may arise. Human Resources Department is associated with matters different scenarios such as investigations, counseling and disciplinary actions. The critical HR component operates is between staff and management. Labor Relations offers balanced to management and employees to protect their respective rights and facilitate a more for the work environment.
Health & Safety

The HR Department is responsible for understanding and ensuring compliance of government safety regulations such as those established by OSHA and WISHA. They analyze the safety needs of the company and implement proper safety training. If any safety accidents or injuries occur, then HR will investigate and report the incidents to the relevant parties and help to develop remedies to the situation. The safety committee reports directly to them.

Fairness Concerns

Employees feel the need to address anything regarding treatment, rights, or workload, to the HR Department to help to find the appropriate solutions of the problem. It’s best to have a sign at the break room to let the employee’s know you care. They will help with the procedure of filing out a grievance form, document the employee’s recommended solution and discuss the issue with management to find a suitable solution for all. Employees most fairness concerns are Career development opportunities, merit increases, base pay amounts, employee development and training.

Employee Motivation

Training

Training is a critical part when it comes to how well an employee performs. It is our goal that employees perform up to the standard that Starbucks has set forth. Starbucks has set a framework that we will use in order to measure and critique our employees performance (describe frame work we will be using for measuring our employees performance) Starbuck will do a two week long training for new employees;

The training will consist of the following:

- The **first week** of training the new employee will take a tour of the store
• Familiarize yourself with the coffee equipment
• It is important to know what the coffee taste like, therefore, we will be doing a taste test
• Give new employees a background of Starbucks history and culture
• Employee will work with manager and learn how to make beverages and prepare food
• The second week of training the employee, under supervision of barista or manager, begin to take orders and prepare beverages and food
• At the end of week two employee will be given a knowledge and skills test to ensure they are prepared to be on the floor without supervision

Employee discounts
Each employee receives a 50% discount off Starbucks food. We offer a 60% discount on any beverage made at Starbucks. This discount is for personal consumption only and is not for the purchase of product for others. Please note that the discounts listed above will only apply while employees are on shift. When not on shift Employees can receive a 20% discount on food or beverages. All retail items in the store are at a 30% discount price that will apply to Employees on or off shift.

How to Apply Employee Discounts
Employees are not to ring themselves up for any purchases. Beverages can be consumed while on the clock however they must be placed in the designated area the Store Manager has set forth. Food is to be consumed away from the floor and must be consumed in the Employee break room or away from the store perimeter. Food or Beverages must be paid for prior to consumption. All beverage cups must be properly disposed of before the end of the employees shift.
Pay Period
Starbucks pay period will run from Sunday to Saturday. Payday will be on Tuesday, however if payday falls on a holiday checks will be available the following day. Paychecks will be available for pick up at Starbucks and must be picked up before 5pm. The above content is only for Employees who have not set up direct deposit. If Employee has opted for direct Deposit Funds will be wired in to the employees account on Tuesday at Midnight.

Pay deductions
Starbucks will only deduct taxes allotted by law. The only time any extra funds will be deducted as the employee has specified. The tax forms I-90 and W2 are filled out by the Employee on the first day of employment. Check stubs will serve as a payment receipt and will show all pay deductions and hours worked by the employee. In the event that there is an error on the Employees pay check bring that error to the attention of the Accounts Payable Department.

Performance Evaluations
Starbucks encourages managers and Employees to discuss performance issues and goals at any time. Formal performance reviews will be set every six months and will be for the Managers to give the employees opportunity to discuss current or new job tasks, identify and correct any weaknesses, encourage and recognize strengths, and purposeful ways to meet the performance goals. These formal reviews will be used to determine pay raise or job promotion. Starbucks will also use the evaluations to determine if Starbucks is a good fit for the current employee. Which could mean employment may be terminated if performance is lacking.
Bonus

Starbucks does offer a bonus program which will be based upon the stores overall profitability as well as the teams overall performance. Starbucks prides itself on being a team player so we will reward bonus based on the overall success of the store.

Promotions

Starbucks has a leadership development program that will help identify existing talent within the company. Starbucks is always trying to promote within and will continue to offer pay raises and job advancements for employees who are motivated and want to move up in the company.

Overtime

Employees may be asked to work overtime during a busy time, holiday, or if there is not enough employees to cover store shift. According to Labor and Industries for Washington State, most workers who are paid an hourly wage and work more than 40 hours in a 7-day work week must be paid overtime. When paying overtime a business must pay at least one and one-half times the worker’s regular hourly rate. Understanding Overtime. (n.d.). Retrieved November 19, 2015, from http://www.lni.wa.gov/WorkplaceRights/Wages/Overtime/WhenApply/default.asp

If the Employee is nonexempt, you must receive authorization from your manager before working overtime. After employee has worked overtime the employee must log hours on timesheet the day after the accrual. Please note that overtime pay is based on actual hours worked. Time taken for lunch will not be included as time worked for purposes of computing overtime. Time off on holidays, sick leave, and vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.
# Raises

Raises are based on the Employees performance or increased responsibilities. Starbucks will review Employees performance every 6 months. Employee performance raises range from twenty-five cents to one-dollar a hour. The job duties and responsibilities raise can vary and is at the discretion of Store Manager. However those raises are still guided by a pay system corporate has put in place. Store managers are given the authority but must stay within the limits and are not to exceed the amount.

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**Employee Performance Review**

<table>
<thead>
<tr>
<th>Employee Information</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>Job Title</strong></td>
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<tr>
<td><strong>Department</strong></td>
<td></td>
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<tr>
<td><strong>Review</strong></td>
<td></td>
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<tr>
<td><strong>Ratings</strong></td>
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<th>2 – Fair</th>
<th>3 –</th>
<th>4 – Good</th>
<th>5 –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Knowledge</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Work Quality</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Attendance/Punctuality</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Initiative</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Communication/Listening</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Dependability</td>
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</tbody>
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**Overall Rating**

[average the rating numbers]

**Evaluation**

**Verification of Review**

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with the evaluation.

<table>
<thead>
<tr>
<th>Employee Signature</th>
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<tbody>
<tr>
<td>Date</td>
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<table>
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<tr>
<th>Manager Signature</th>
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<tr>
<td>Date</td>
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</table>
Employment Discrimination Laws

The Humans Rights Commission was established in 1949 and is set in place to enforce Washington state laws against discrimination. According to the Human Rights Commission:

Under the law, if it is because of a person’s race, creed, color, national origin, sex, marital status, age (40+), disability, retaliation, sexual orientation/gender identity, honorably discharged veteran or military status, or use of a trained dog guide or service animal by a person with a disability:

An EMPLOYER may not: (1) refuse to hire a person, (2) discharge or bar a person from a job, (3) discriminate in compensation or other terms or conditions of employment, (4) print, circulate, or use any discriminatory statement, advertisement, publication, job application form, or make any inquiry in connection with prospective employment that is discriminatory.

EMPLOYMENT AGENCIES may not: (1) discriminate in classification or referrals for employment, (2) print or circulate any discriminatory statement, advertisement, or publication, or (3) use discriminatory employment application forms, or inquiries made in connection with prospective employment.

Equal Employment Opportunity

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.
Anti-Harassment

The Equal Employment Opportunity has defined harassment as, “unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Both federal and Washington law also prohibits workplace harassment against any of the classes of employees protected under federal and state antidiscrimination laws.

Starbucks has a no tolerance for any form of harassment. Any complaints that are submitted to Human Resources will be addressed within 24 hours. Corrective Action is immediately made.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA) of 1993

1. The Company grant to eligible employees time off up to 12 weeks within a 12-month period, for medical and family care purposes as defined by FMLA and at least 12 months worked of a minimum of 1250 hours of service during the 12 months prior to the leave of absence.

2. An FMLA absence may be taken for an employee’s own serious health condition that renders the employee unable to perform his or her job.

b. Care of his or her parent, spouse or child with a serious health condition.

c. Care of a newborn or newly placed adopted or foster child.
Minimizing the Impact of Discrimination/ Development Plan

Starbucks Employment Applications do not require information such as, age, gender, ethnicity, national origin, and or religious beliefs. Starbucks will train employees on employment law and legal consequences for racism and discrimination. We have set up a new program that teaches diversity awareness which will focus on mutual respect between all employees. This training will teach employees to focus more on the workers contributions despite cultural or physical differences. Starbucks also believes that the manager’s behavior sets the tone. We have confidence that our managers will emulate positive work habits and show behavior that disapproves of discriminatory behavior.

Exit Interview

Upon termination or resignation employees are given an exit interview. This interview will be set forth to resolve any grievances that the employee may have. This information will be used for Starbucks to process unbiased feedback in order to implement growth and development.

1. What made you look for a new job?

2. What led you to accept the new position?

3. Do you feel that you received adequate training?

4. How would you describe the culture of Starbucks?

5. Could anything be done to keep you employed here?

6. If you could change anything about your job or the company, what would you change?
Unions

The economy has grown allot for small businesses and unions are not for a small businesses in the work force. Unions advantages for a small business can chose to manage the way their workplace its run in a way that is not available for a larger company. One of the disadvantages of being a union workplace is that it will reduce the company flexibility. In order to meet union contracts for a small business often has restrictions that cannot be changes. However for a business to be a union it requires on the contact 350-hour minimum eligibility for to be eligible for medical and prescription benefits. Also for dental, vision and life insurance requires on the contact 1,000 work hours. Starbucks Coffee Company will not be a unionized work place for our employees because the cost will be too expensive and to many restrictions for a company to be unionize.

Labor relations

Started 1935 to protect the rights of employees and employers and to encourage collective bargaining, and to cut down certain private sector of labor and management practices, which can harm the general welfare of workers, businesses and the U.S. economy.

Glossary

(Job Auditing) is the process of the organization to analyze the workforce strengths and weakness to provide current jobs and jobs for the future.

(Job Design) is the process of organizing tasks, duties and responsibilities for a job description on the process of defining how work will be performed productively in a work force for a given job or job design.
Job Analysis is a detail of different important tasks that define a job using the several methods of tasks for the workforce. Such as (1) Performance of the employee, (2) how the employee is performed, and (3) the job requirements for achievement for the position. The comprehensive of the job analysis begins with the structure to plan the job analysis, prepare for and introduce the communication process to managers and employees, conduct and gather the data analysis, develop the job descriptions and job specifications, maintain and update the job descriptions and job specifications for the business. This is a 5 step process of understanding of the job and forms the basis of job description which leads to job specification for support of top management and Human resources.

Job Description is the process of several identifies for different tasks, duties and responsibilities of a job in a work place. You have to be very specific on what you want the employee to perform in a workforce.

Job Specifications is a list of knowledge, skills and abilities that is needed to perform in a work place. An Employee is require to have experience in education, personal abilities, work skills and mental and physical requirements of the work place qualifications.

Needs/Gap Analysis is determining what steps is needed for the businesses to determine what steps are needed to be taken in order to move from its present situation to its future. It’s also used in other words such as need-gap analysis, needs analysis, and needs assessment.

Job Evaluation is the assessment of tasks that are performed on the employee. Human resources or top management evaluates on the employee job performance to determine if they get a raise if the meet the qualifications and skills required.
Job description and Job Specification

Application process

- Receiving applications
- Interviewing applicants
- Administering tests to applicants
- Conducting background investigations
- Placing and assigning new employees
- Coordinating follow-up of new employees.
- Matching the knowledge, skills and abilities (KSAs) of people to the characteristics of jobs (tasks, duties and responsibilities—TDRs).
Organizational Health & Safety

OSHA stands for the Occupational Safety and Health Administration. It was created by Congress to oversee and regulate the Occupational Safety and Health Act of 1970 and is part of the United States Department of Labor (About OSHA, n.d.). Their mission is to assure safe and healthful conditions for working men and women by setting and enforcing standards and providing training, outreach, and education and compliance assistance. Under the OSHA law, employers are responsible for providing a safe and healthful workplace for their workers. OSHA covers most private sector employers and workers in all 50 states because it’s the law and the safety of the employee.

Not Covered under the OSH Act

• The self-employed

• Immediate family members of farm employers

• Workplace hazards regulated by another federal agency (such as the Mine Safety and Health Administration, the Department of Energy, or Coast Guard).

Filing a Complaint

If a workplace is Hazardous in a workplace and its unsafe or unhealthful working conditions you may want to file a complaint. The best way to solve and correct a hazard workplace is to notify your supervisor or Human resources.

Safety

Starbucks Coffee is committed to maintaining a safe and healthy environment for all employees. It is important for all employees, including supervisors, to follow all safety and health measures prescribed by Starbucks Coffee Company. Safety is our top priority for the Company. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related
issues immediately to your supervisor. When an employee is injured please contact your supervisor immediately. You must complete an Employee's Claim for Worker's Compensation form if you have any injury that requires medical attention. If your inquiry does not require any medical attention you must still complete an Employee Report of Accident Form in case medical treatment is needed in the future and to ensure for your safety.

A federal law, the Occupational Safety and Health Act is required to keep records of all illnesses and accidents that occur on the workplace. OSHA provides your right to know about any health hazards which might be present on the job. In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

When operating the espresso machine it will take training and practice in order to operate safely. First Aid supplies are located in the employee bathroom closet.

The Material Safety Data Sheets (MSDS) for all of the chemicals is required to work with and in your training you will understand on how to use MSDS’s if you don’t understand you should notify your supervisor immediately. You should be aware of all emergency exits and the location of any emergency equipment in our office and who will be in charge in case of a fire or other disaster.

**OSHA Job Safety and Health:** Below It's the Law poster and informs you as a workers of your rights under the Occupational Safety and Health Act. This poster is display in the Lunch room and training room.
All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov
WISHA

The Washington Industrial Safety and Health Act was established in 1973 and it is a statute (state law) in Revised Code of Washington and specifically RCW 49.17. It is administered by the Department of Occupational Safety and Health (DOSH) of the Washington Department of Labor and Industries (L&I). They protect employees against numerous hazards at work and require safeguards and precautions that business owners must comply with. Below are some Washington Administrative Codes that Starbucks must comply with Washington State Department of Labor and Industries.

Applies to you if

- Hire someone to work for you as an employee, including from a temp agency.
- Hired to work for someone as their employee.
- Your business is elected industrial insurance coverage for yourself if you are the owner
- Your business contracted with someone else involves personal labor, even though you are not required to pay industrial insurance or unemployment insurance premiums.
- Your business has volunteers as your personal labor.
- Your business has volunteers working for you who receive any kind of benefit or compensation

L&I is a diverse state agency that dedicates the safety, health and security of the State of Washington's serving 2.5 million workers. They help businesses to meet safety and health standards and inspect workplaces when they are alerted to hazards. They also do admin of the state's workers' compensation system by providing medical and limited wage-replacement coverage to workers that suffer job-related injuries and illness. They also enforce programs to help ensure workers are paid what they are owed, teens work hours are limited and enforce, and that consumers are protected from unsound building practices.


Acknowledgement of receipt and understanding

I acknowledge that I have read and understand Starbucks Coffee Employee Handbook and that I have read and understand the policies. I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Starbucks Coffee Employee the right to change these policies and benefits. I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by Human resources department.

I understand that if I do not comply with all policies of the Handbook that I may be subject to disciplinary action up to and including discharge.

I understand that I am obligated to understand the Company's safety, health, and emergency procedures as outlined in this Handbook.

___________________________________
Signature Date

___________________________________
Please Print Your Name
Find the information and contacts you need

- Overtime exemptions, comparison of state overtime rules and new federal overtime rules.
- Wages, breaks, or hours of work.
- Phone: 360–902–5316
- Email: esgeneral@lni.wa.gov
- Filing your workplace rights complaint online.
- Phone: 1–866–219–7321 (toll free) or 360–902–5316
- Email: esgeneral@lni.wa.gov
- Minor Work Endorsement (Permit).
- Phone: 360–902–5316
- Email: esgeneral@lni.wa.gov
- Child/teen labor variances.
- Phone: 360–902–5316
- Email: esgeneral@lni.wa.gov
- Teen workers/child labor.
- Phone: 360–902–6041
- Email: TeenSafety@Lni.wa.gov
- Family Care leave: Family leave, military spousal leave, and domestic violence leave.
- Phone: 360–902–4930
- Email: Cynthia.Gaddis@lni.wa.gov
- Farm labor contractor information.
- Phone: 360–902–4537
- Email: esgeneral@lni.wa.gov
- Nurses' overtime.
- Phone: 360–902–5552
- Email: esgeneral@lni.wa.gov
- Problems with this section of the website.
- Suggestions for improving the website.
- Phone: 360–902–5860
- Email: Michael.Low@lni.wa.gov
Protected Leave Laws
July 2015

State Laws – Labor & Industries

Family Care Act (RCW 49.12.285, WAC 296-130)
- Applies to all employers who provide a paid leave benefit
- Does not apply if employee has no paid leave available or is not yet entitled to use earned paid leave (as in during probationary period)
- Employees can use their choice of earned paid leave such as sick leave, vacation, holiday, PTO and some short-term disability plans for family care purposes
- Family members included in the Family Care Act are: minor children with health condition requiring treatment or supervision; spouses, registered domestic partners, adult children, parents, parents-in-law and grandparents with serious health condition or emergency condition
- Includes use of paid leave to care for a child < 18 with a health condition that requires treatment or supervision, including preventive care
- Includes use of paid leave to care for an adult child ≥ 18 who cannot care for him or herself because of disability
- Includes short-term care of a spouse or registered domestic partner temporarily disabled because of pregnancy or childbirth

Family Leave Act (FLA) (RCW 49.76)
- Like the federal Family Medical Leave Act (FMLA), the FLA provides job protection when leave is taken for a qualifying reason
- Covers employers who employ ≥ 50 employees during twenty or more calendar weeks during the current or previous year
- Eligible employees are employees who worked for at least 12 months for the employer from whom leave is requested and 1,250 hours in the past 12 months for the employer from whom leave is requested
- The FLA provides 12 weeks of leave during a 12-month period – these weeks will usually run concurrently with FMLA leave
- At this time, L&I enforces only: 1) leave benefits for eligible employees to care for a registered domestic partner with a serious health condition, 2) leave benefits that remain after an employee has exhausted FMLA leave for an exigent deployment reason or as a military caregiver, and 3) additional family leave benefits for women who qualify for pregnancy disability leave under the Washington State Law Against Discrimination (WLAD)
- Unless one of the circumstances above applies, L&I will not enforce the FLA
- Eligible employees can enforce their rights to protected family and medical leave under the FMLA through the U.S. Department of Labor or a private civil action
- The 12 weeks of FLA is in addition to any leave taken because an employee is temporarily disabled by pregnancy or childbirth ("pregnancy disability leave")
- Pregnancy disability leave is covered by the WLAD, enforced by the Washington Human Rights Commission [www.hum.wa.gov](http://www.hum.wa.gov)
- Leave is unpaid unless employee has paid leave to substitute

Leave for Victims of Domestic Violence, Sexual Assault, & Stalking (RCW 49.75)
- Provides job protection for employees who are victims or whose family members are victims of domestic violence, sexual assault or stalking
- Family members include a child, a spouse, a parent, a parent-in-law, a grandparent or a person the employee is dating
• Leave may be taken for legal or law enforcement assistance, medical treatment, counseling, obtaining services from a shelter or a victim's advocate program, or for safety planning or relocation
• Provides as much leave as is reasonable under the circumstances
• Leave is typically without pay
• All public and private employers are covered, regardless of size
• If no emergency or unforeseen circumstances exist, the employee must give advance notice of intent to take leave consistent with the employer's stated policy for requesting such leave
• The employee must give notice no later than the end of the first day of the leave to qualify, even in emergency circumstances

Leave for Spouses of Deployed Military Personnel (RCW 49.77)
• Provides job protection for spouses or registered domestic partners of military personnel (active duty, national guard, or reserves)
• All employers, public and private, are covered, regardless of size.
• An employee who works ≥ 20 hours per week on average is covered
• Covered employees can take up to 15 days unpaid leave to spend time together after receiving notice of an impending call or order to active duty and during the military member’s leave from deployment during times of military conflict
  • This law does not provide for leave at the end of a deployment
• Leave is without pay unless the employee has accrued paid leave and chooses to substitute paid leave for unpaid leave
• Employees must give notice of intent to take military family leave within five business days of receiving official notice of the deployment or the leave from deployment in order for the leave to qualify for job protection

Leave for Certain Emergency Services Personnel (RCW 49.12.460)
• Public and private employers who employed ≥ 20 full time equivalent employees in the previous year are covered
• Volunteer firefighters, reserve officers or civil air patrol members are covered
• Provides job protection to covered employees responding to, working at, or returning from a fire alarm or emergency call
• Volunteer firefighters must be on the alarm or emergency call and ordered to remain at the scene by the commanding authority in order to be covered
• Does not provide leave for participating in training or other nonemergency activities
• Complaints must be filed within 90 days

Federal Law – U.S. Department of Labor
Family and Medical Leave Act (FMLA) (29 CFR 825)
• Employers with ≥ 50 employees for each working day during 20 or more calendar workweeks
• Employees employed by the employer for at least 12 months with 1,250 hours of service during 12-month period preceding the leave
• Provides job protection for 12 weeks’ leave to care for self or family member with serious health condition: includes spouse, child, or parent
• L&I has no enforcement authority – call U.S. Department of Labor, Seattle District Office, at 206-398-9039 or visit the U.S. Department of Labor Wage and Hour Division’s webpage on FMLA
<table>
<thead>
<tr>
<th>Washington Leave Law</th>
<th>Paid or Unpaid Leave</th>
<th>Leave Allowed</th>
<th>Employer - Employee Criteria</th>
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</thead>
<tbody>
<tr>
<td>Family Care Act (FCA)</td>
<td>Paid only;</td>
<td>Use of any or all of employee’s earned paid time off for care of a sick family member; Family member = child, spouse, registered domestic partner (RDP), parent, parent-in-law or grandparent</td>
<td>No size requirement; Applies to all employers who provide a paid leave benefit</td>
</tr>
<tr>
<td>RCW 49.12.265</td>
<td>The FCA only applies when employee has earned paid leave</td>
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<td>WAC 296-110</td>
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<tr>
<td>Family Leave Act (FLA)</td>
<td>May be unpaid leave;</td>
<td>Employee may take 12 weeks to care for RDP with serious health condition; Employee who took pregnancy disability leave may take 12 weeks of parental leave after period of pregnancy disability is over; Note: FLA runs concurrently with FMLA except during pregnancy disability leave</td>
<td>Employee working at workplace with ≥ 50 employees or workplace with &lt; 50 employees if employer employs ≥ 50 employees within 75 miles of the workplace; Employee with 1,250 hours of service in previous 12 months for employee from whom leave is requested</td>
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<tr>
<td>Superseded by the FMLA where provisions are similar</td>
<td>Employee may choose or employees may require substitution of paid leave for unpaid leave</td>
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<tr>
<td>RCW 49.78</td>
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<td>WAC 296-115</td>
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<tr>
<td>Domestic Violence Leave</td>
<td>Employee may choose between unpaid leave or accrued paid leave</td>
<td>“Reasonable leave” for victims of domestic violence, sexual assault or stalking and family members of victims in order to seek legal or law enforcement assistance, legal proceedings, treatment by health care provider, counseling, shelter or social services, safety planning or relocation; Family member = child, spouse, RDP, parent, parent-in-law, grandparent or person with whom the employee has a dating relationship</td>
<td>All employers and employees; No eligibility requirements</td>
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<tr>
<td>RCW 49.76</td>
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<tr>
<td>Military Family Leave Act (MFLA)</td>
<td>Unpaid leave unless employees elect to substitute accrued paid leave</td>
<td>Employees who is spouse of military personnel may take 15 days’ leave per deployment prior to deployment or when spouse is on leave from deployment</td>
<td>All employers; Employees who work ≥ 20 hours per week on average</td>
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<td>RCW 49.77</td>
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<tr>
<td>Leave for Certain Volunteer Emergency Services Personnel</td>
<td>Unpaid leave</td>
<td>Leave related to an alarm of fire or an emergency call for volunteer firefighters and reserve officers; Leave related to emergency service operation for civil air patrol members</td>
<td>Employees who had ≥ 20 full time equivalent employees in the previous year</td>
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