

KNOW YOUR WORKPLACE RIGHTS

Know Your Rights • Get Paid Fairly • Speak Up Safely

Every worker deserves dignity, fair wages, workplace safety, equal treatment, and protection from retaliation.

WHAT RIGHTS DO YOU HAVE AS WASHINGTON WORKERS?

Workers in Washington are protected by workplace laws designed to ensure fair wages, overtime pay, workplace safety, paid sick leave, equal opportunity, workers' compensation protections, and protection from retaliation. Understanding these rights helps workers protect themselves, support their families, and seek assistance when workplace concerns arise.

FAIR PAY RIGHTS

Most workers in Washington must generally be paid at least the applicable minimum wage for every hour worked, including required meetings, trainings, and certain work-related preparation activities.

Prevailing Wage Rights: Workers on qualifying public works projects may be entitled to higher prevailing wage rates under Washington law. Workers should keep records of hours worked, job site, employer, and work classification.

OVERTIME PROTECTIONS

Most workers who work more than 40 hours during a 7-day workweek are generally entitled to overtime compensation at a rate of at least 1.5 times the regular hourly rate for all overtime hours worked.

FINAL PAYCHECK RIGHTS

Workers generally have the right to receive final wages by the next regular payday after separation from employment and review paycheck deductions and receive wage statements.

PAID SICK LEAVE RIGHTS

Most Washington workers earn paid sick leave for qualifying health or safety-related reasons, including personal illness, family care, and certain emergencies.

MEAL & REST BREAK RIGHTS

Washington law provides protections regarding meal periods and rest breaks. Workers should document missed or interrupted breaks whenever possible.

WORKPLACE SAFETY RIGHTS

Workers have the right to report unsafe working conditions, request required safety equipment, and raise workplace safety concerns without unlawful retaliation.

EQUAL PAY RIGHTS

Workers generally have the right to discuss wages, ask questions regarding compensation, and seek equal advancement opportunities without retaliation. Gender or membership in a protected class cannot be a reason for pay differences between employees with similar jobs.

RETALIATION PROTECTION

Workers generally have the right to ask questions, seek assistance, and file complaints without unlawful retaliation such as threats, discipline, firing, or reduced hours.



HOW WORKERS CAN HELP PROTECT THEMSELVES

Remember: Strong and consistent documentation can be one of the most powerful tools for protecting your legal rights. Document what your employer says, document what your employer does, and preserve all records whenever possible, incidents, dates, and witness information. Accurate documentation may become critical evidence in substantiating claims, proving workplace violations, responding to retaliation, and protecting your credibility during disputes, investigations, or legal proceedings. Keep as much documentation as you can:

Keep pay stubs and wage statements.
Keep text messages and emails
Keep notes regarding workplace incidents
Ask questions in writing, when possible

Save schedules and timecards
Take photographs when appropriate
Write down dates, times, and supervisor names
Request interpretation or translation assistance if needed



COMMON WARNING SIGNS OF POSSIBLE WORKPLACE VIOLATIONS

- Hours worked do not match wages received
- Employer does not disclose their policies or policy
- Overtime compensation is missing
- Workers are told not to record all hours worked
- Tips or service charges are unclear or withheld
- Final paychecks are delayed
- Workers are punished after raising workplace concerns, or employers retaliate or push back when employees request clarification regarding their pay, benefits, or working conditions
- Employers do not disclose, in writing, the position's hourly cash compensation, fringe benefits, and other in-kind benefits, or explain how each form of compensation is provided or paid



NEED HELP OR MORE INFORMATION?

Contact the Washington State Department of Labor & Industries (L&I) regarding wage complaints, workplace safety concerns, retaliation complaints, paid sick leave issues, prevailing wage questions, and workers' compensation matters.

 Website: Lni.wa.gov/workers-rights

 Employment Standards: 360-902-6625

 Prevailing Wage Program: 1-855-545-8163

If you need to learn more, need assistances or in language support please contact Horn of Africa Services in person, phone call or email



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KNOW YOUR RIGHTS • PROTECT YOUR JOB • SUPPORT YOUR FAMILY