

EMPLOYEE HANDBOOK

[COMPANY NAME]

Effective Date: [DATE]

Location: [CITY], Washington

Last Updated: [DATE]

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1. WELCOME MESSAGE

Welcome to [COMPANY NAME]! We are pleased to have you as part of our team. This handbook provides important information about our company policies, procedures, and your rights as an employee in Washington State.

This handbook is designed to familiarize you with our organization and serve as a reference guide. Please read it carefully and keep it accessible for future reference.

Important Note: This handbook is not a contract of employment. Employment with [COMPANY NAME] is at-will, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

2. COMPANY OVERVIEW

Our Mission

[Insert company mission statement]

Our Values

[Insert company values]

Company History

[Insert brief company history]

Organizational Structure

[Insert organizational chart or description]

3. EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

[COMPANY NAME] is committed to providing equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, pregnancy, veteran status, or any other protected characteristic under federal, state, or local law.

3.2 At-Will Employment

Employment with [COMPANY NAME] is at-will. This means that either you or the company may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

3.3 Employment Classifications

Full-Time Employees: Work 40 hours per week, eligible for all benefits **Part-Time Employees:** Work less than 40 hours per week, eligible for certain benefits **Temporary Employees:** Hired for specific projects or time periods **Exempt Employees:** Not eligible for overtime pay under federal and state law **Non-Exempt Employees:** Eligible for overtime pay

3.4 Background Checks and Drug Testing

Background checks and drug testing may be conducted in accordance with Washington State law and the Washington Fair Chance Act. We comply with all "ban the box" requirements and consider the nature of any criminal history in relation to job duties.

3.5 Immigration Law Compliance

All employees must provide acceptable documentation of their identity and eligibility to work in the United States as required by federal I-9 requirements.

4. COMPENSATION AND BENEFITS

4.1 Wages and Salary

Washington State Minimum Wage: As of 2025, Washington's minimum wage is \$16.66 per hour (adjusted annually for inflation).

Payday: Employees are paid [frequency] on [day of week/month]. If payday falls on a holiday, payment will be made on the preceding business day.

Overtime: Non-exempt employees receive overtime pay at 1.5 times their regular rate for hours worked over 40 in a workweek.

4.2 Wage Theft Prevention

In accordance with Washington State law, employees have the right to:

- Receive written notice of pay rate, payday, and employer information
- Receive detailed pay stubs showing hours worked, rates, and deductions
- Receive all wages owed upon termination

4.3 Benefits Overview

Health Insurance: [Details about health insurance offerings] **Retirement Plans:** [Details about 401(k) or other retirement benefits] **Life Insurance:** [Details if applicable] **Disability Insurance:** [Details if applicable]

4.4 Paid Family and Medical Leave (PFML)

Washington State provides Paid Family and Medical Leave benefits. Eligible employees may receive up to 12 weeks of family leave and 12 weeks of medical leave per year with partial wage replacement. Premiums are shared between employer and employee.

4.5 Long-Term Care Insurance

Washington State requires most employees to contribute to the WA Cares Fund, which provides long-term care benefits. Employees may opt out if they have qualifying private insurance.

5. TIME OFF AND LEAVE POLICIES

5.1 Washington State Paid Sick Leave

Accrual: All employees accrue 1 hour of paid sick leave for every 40 hours worked **Usage:** Can be used for employee or family member illness, medical appointments, or domestic violence situations **Carryover:** Up to 40 hours may be carried over to the following year **Maximum Accrual:** 40 hours per year (unless employer provides more generous policy)

5.2 Paid Time Off (PTO)

[Company specific PTO policy - if applicable]

5.3 Holidays

Recognized Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Day
- [Any additional company holidays]

5.4 Family and Medical Leave

Washington Family Leave Act (WFLA): Eligible employees may take up to 12 weeks of unpaid leave for family and medical reasons **Federal FMLA:** Eligible employees may take up to 12 weeks of unpaid leave (if company has 50+ employees) **Paid Family and Medical Leave:** State-provided partial wage replacement during leave

5.5 Pregnancy and Parental Leave

Pregnancy Disability Leave: Up to 12 weeks for pregnancy-related disabilities **Parental Leave:** Up to 12 weeks for bonding with new child **Reasonable Accommodations:** Provided for pregnancy, childbirth, and related conditions

5.6 Military Leave

Leave provided in accordance with federal and state military leave laws, including USERRA.

5.7 Jury Duty and Court Appearances

Employees are entitled to time off for jury duty and court appearances as required by law.

5.8 Domestic Violence Leave

Employees may take reasonable leave for domestic violence, sexual assault, or stalking situations affecting themselves or family members.

6. WORKPLACE CONDUCT AND POLICIES

6.1 Anti-Harassment and Anti-Discrimination Policy

[COMPANY NAME] is committed to maintaining a workplace free from harassment and discrimination. We prohibit harassment based on any protected characteristic and will investigate all complaints promptly and thoroughly.

Reporting: Employees should report harassment or discrimination to [designated person/department] or through our complaint process.

6.2 Workplace Violence Prevention

We maintain a zero-tolerance policy for workplace violence, threats, or intimidation.

6.3 Drug and Alcohol Policy

[Company specific policy in compliance with Washington State cannabis laws]

6.4 Social Media and Communication Policy

[Guidelines for professional communication and social media use]

6.5 Confidentiality and Non-Disclosure

Employees must protect confidential company and customer information.

6.6 Dress Code and Appearance

[Company specific dress code policy]

6.7 Attendance and Punctuality

Regular attendance and punctuality are essential. Excessive absenteeism may result in disciplinary action.

7. HEALTH AND SAFETY

7.1 Washington Industrial Safety and Health Act (WISHA)

We comply with all WISHA requirements to provide a safe and healthy workplace.

7.2 Workplace Safety Program

[Details about company safety programs and procedures]

7.3 Injury Reporting

All workplace injuries must be reported immediately to [designated person/department].

7.4 Workers' Compensation

Washington State provides workers' compensation benefits for work-related injuries and illnesses.

7.5 Emergency Procedures

[Emergency evacuation procedures and emergency contact information]

8. TECHNOLOGY AND COMMUNICATION

8.1 Computer and Internet Use

[Policy regarding appropriate use of company technology]

8.2 Email and Communication Systems

[Guidelines for professional email and communication]

8.3 Privacy Expectations

Employees should have no expectation of privacy when using company-provided technology.

8.4 Bring Your Own Device (BYOD)

[Policy if employees use personal devices for work]

9. WASHINGTON STATE EMPLOYMENT LAWS

9.1 Wage and Hour Laws

Minimum Wage: \$16.28/hour (2025 rate, adjusted annually) **Overtime:** 1.5x regular rate for hours over 40 per week **Meal Breaks:** 30-minute unpaid break for shifts over 5 hours **Rest Breaks:** 10-minute paid break for every 4 hours worked **Final Paycheck:** Must be paid by next regular payday

9.2 Washington Equal Pay and Opportunities Act

Pay Equity: Prohibits wage discrimination based on gender **Salary History:** Employers cannot ask about salary history **Pay Transparency:** Job postings must include salary range **Career Advancement:** Equal opportunities for advancement

9.3 Scheduling Laws

Predictive Scheduling: [If applicable - for certain retail and food service employers] **Right to Request:** Employees may request schedule changes **Schedule Changes:** Advance notice required for schedule changes

9.4 Cannabis Laws

Legal Use: Recreational cannabis is legal in Washington **Workplace Policies:** Employers may prohibit cannabis use and impairment at work **Medical Cannabis:** Reasonable accommodations may be required

9.5 Domestic Workers' Rights

[If applicable - for domestic workers]

10. EMPLOYEE RIGHTS AND PROTECTIONS

10.1 Right to Organize

Employees have the right to organize, form unions, and engage in collective bargaining.

10.2 Whistleblower Protections

Employees are protected from retaliation for reporting violations of law or unsafe conditions.

10.3 Wage and Hour Rights

- Right to receive all wages owed
- Right to accurate pay stubs
- Right to rest and meal breaks
- Right to overtime pay (if non-exempt)

10.4 Anti-Retaliation Protections

Employees are protected from retaliation for:

- Filing complaints about workplace violations
- Participating in investigations
- Exercising rights under employment laws
- Requesting accommodations

10.5 Privacy Rights

Personnel Files: Employees have the right to inspect their personnel files **Background Checks:** Rights under the Washington Fair Chance Act **Medical Information:** Protection of confidential medical information

10.6 Accommodation Rights

Disability Accommodations: Reasonable accommodations for disabilities **Religious Accommodations:** Reasonable accommodations for religious practices **Pregnancy Accommodations:** Reasonable accommodations for pregnancy-related conditions

11. COMPLAINT AND GRIEVANCE PROCEDURES

11.1 Internal Complaint Process

Step 1: Report concerns to immediate supervisor **Step 2:** If unresolved, report to [HR/designated person] **Step 3:** If still unresolved, report to [senior management]

11.2 External Complaint Options

Washington State Department of Labor & Industries: For wage and hour, safety, and other workplace issues **Washington State Human Rights Commission:** For discrimination and harassment complaints **Equal Employment Opportunity Commission (EEOC):** For federal discrimination complaints **National Labor Relations Board (NLRB):** For union and organizing issues

11.3 Anonymous Reporting

[Information about anonymous reporting options if available]

11.4 Non-Retaliation Policy

We prohibit retaliation against employees who make good faith complaints or participate in investigations.

12. TERMINATION OF EMPLOYMENT

12.1 Voluntary Termination

Notice: [Company policy on notice period] **Return of Property:** All company property must be returned **Final Paycheck:** Will be provided by next regular payday

12.2 Involuntary Termination

Progressive Discipline: [Company policy on progressive discipline] **Immediate**

Termination: May occur for serious misconduct **Final Paycheck:** Will be provided by next regular payday

12.3 Exit Procedures

Exit Interview: [Policy on exit interviews] **Benefits Continuation:** Information about COBRA and other benefits **References:** [Company policy on references]

12.4 Post-Employment Obligations

Confidentiality: Continues after employment ends **Non-Compete:** [If applicable and enforceable under Washington law] **Return of Property:** All company property must be returned

13. ACKNOWLEDGMENT

13.1 Handbook Acknowledgment

By signing below, I acknowledge that:

- I have received a copy of the Employee Handbook
- I understand that I am responsible for reading and understanding the policies
- I understand that policies may change and I will be notified of updates
- I understand that this handbook is not a contract of employment
- I understand that employment is at-will
- I understand my rights under Washington State employment laws

13.2 At-Will Employment Acknowledgment

I understand and agree that my employment with [COMPANY NAME] is at-will, meaning that either I or the company may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

13.3 Anti-Harassment Policy Acknowledgment

I acknowledge that I have read and understand the company's anti-harassment and anti-discrimination policy, and I agree to comply with these policies.

EMPLOYEE SIGNATURE

Employee Name (Print): _____

Employee Signature: _____

Date: _____

COMPANY REPRESENTATIVE

Representative Name (Print): _____

Representative Signature: _____

Title: _____

Date: _____

APPENDICES

Appendix A: Emergency Contact Information

- Emergency Services: 911
- Company Emergency Contact: [Phone number]
- Poison Control: 1-800-222-1222

Appendix B: Important Phone Numbers

- Washington State Department of Labor & Industries: 1-800-547-8367
- Washington State Human Rights Commission: 1-800-233-3247
- EEOC: 1-800-669-4000
- NLRB: 1-866-667-6572

Appendix C: Forms and Documents

[List of forms employees may need]

Appendix D: Organizational Chart

[Company organizational structure]

This handbook is effective as of [DATE] and supersedes all previous employee handbooks and policies. [COMPANY NAME] reserves the right to modify, update, or rescind any policies in this handbook at any time, with or without notice. This handbook should be reviewed by qualified legal counsel to ensure compliance with current laws and regulations.