



Where Great People & Great Companies Meet

[www.WESTSOUNDWORKFORCE.COM](http://www.WESTSOUNDWORKFORCE.COM)

## **HANDBOOK FOR TEMPORARY WORKERS**

### **Kitsap County Office:**

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Poulsbo, WA 98370  
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Gig Harbor, WA 98335  
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There is no intent within this handbook or in any policies and procedures herein noted to interfere with an employee's Section 7 rights, including their rights to discuss terms and conditions of employment.

Revised 1/3/19

## WELCOME TO WEST SOUND WORKFORCE

Thank you for registering for employment through West Sound Workforce (WSW). We are happy to have you as part of our team.

West Sound Workforce is a professional staffing and recruiting company serving the staffing needs of Pierce, Kitsap, Mason, and Jefferson counties. We are a woman-owned, small business, certified by the State of Washington as a Women's Business Enterprise (WBE).

We have been providing temporary, temp-to-hire and direct hire staffing services since 1998. We provide services for all levels of employment in many different industries.

All of our placement fees are paid by our client companies, so there is never a fee to our candidates/employees. West Sound Workforce will be your employer and handle any time off, sick leave or concerns you may have about your assignment.

When you work on a temporary assignment through WSW, you are our employee and a valuable member of our team. Even though you will be working at our client's site, you remain an employee of WSW. We will call you on a regular basis to find out how the assignment is working out for you. In the meantime, please call or text us with any questions or concerns you might have. If you have to call after hours, just leave a message and your phone number where you can be reached.

**Again, welcome to the West Sound Workforce Team.** We look forward to a mutually satisfying and beneficial relationship.

Sincerely,

Monica Blackwood

President & CEO

## WORKING WITH THE CLIENT COMPANY

- **Report to work each day.** When you agree to accept an assignment, we make a commitment on your behalf to the client company. Both WSW and the client company are depending on you, and it's important that you follow through on your commitment.
- **Be at work on time.** Client companies who contract with us do so because they really need the extra help. It causes confusion and disrupts the work environment if you are late.
- **Dress appropriately** for the work environment. We will give you complete information about the work you'll be doing. Please report to work dressed appropriately.
- **Do not use your cell phone** during work hours. It is inappropriate to use the client's time to make personal calls. You need to turn off your cell phone during work hours, and limit personal calls to breaks or lunches when you are on your own time and away from your work space. If you do need to make a personal call on a break, please step outside to do so. If you need to provide an emergency number to your family, give out WSW as a contact number (253) 853-3633 or (360) 394-1882. We will relay those calls to you immediately and also make the client aware of the situation.
- **Do not use the client company's computers, phones, or fax machines for anything other than work-related business.** Furthermore, you must follow the client company's policies regarding the use of their computers, phones, and other systems, even though they may be more restrictive than WSW's. \*
- **Abide by the Confidentiality Agreement you signed when you interviewed with us.**

### **You agreed that you would not: \***

- Disclose client information.
- Disclose information about the clients' operations, procedures or customers.
- Remove documents or materials from the client's premises.

\*Nothing in this policy is intended to restrict an employee's right to exercise protected speech and concerted activity under Section 7 of the National Labor Relations Act.

## You agreed to:

- **Abide by the Service Agreement** you signed when you interviewed with us.
- **Not approach our client company** regarding employment for a period of one year after we've introduced you to them and arranged a job interview.
- **Not approach our client company** regarding employment for a period of one year from the end of your temporary assignment.
- **If our client offers you a direct-hire position while you are on assignment, you will refer them to us to handle the transition.**
- **Practice good safety habits on the job.** Your safety is very important to us. Please observe all safety rules on the job. Do not hesitate to ask your supervisor if you have any questions. And please let us know immediately if you feel that you are being put in an unsafe situation.
- **Do not drive your car or anyone else's as part of your job.** Unless we have agreed with the client company that you will be driving as part of your job, you should not use your car or anyone else's to run errands for the client company. If you are asked to drive during the course of your work, please ask the client company to give us a call.
- **Do not leave personal items at the worksite** as this is a temporary position. Any personal items left after your assignment ends will be held for you to pick-up in a West Sound Workforce office for 30 days. If not picked up, they will be donated to charity or discarded.

## **STAYING IN TOUCH WITH WEST SOUND WORKFORCE**

- **Call WSW immediately if you are unable to report to your assignment.** Do not call the client company directly as we are your employer and we are the contact for the client company. You can call or text our offices any time at (253) 853-3633 or (360) 394-1882. If no one answers, please leave a detailed voicemail message. If you fail to notify WSW and then you do not report for work (even for one day), this is deemed a voluntary resignation from both your assignment and WSW and you will no longer be considered for further employment. If you are out ill for 3 or more consecutive days, you may be required to provide us with a note from your doctor verifying that you are able to return to work.

- **We will call you immediately if your assignment changes or ends.** If we are unable to reach you at your home number or on your cell phone, we will leave you a message on your voicemail, answering machine, or with the person answering the phone. It is your responsibility to check your messages regularly and promptly. If your shift has been cancelled and you have not checked your messages, or if we are unable to leave a message for you, you will not be compensated for any time spent reporting to the cancelled job.
- **Keep us informed.** When you learn that your assignment is nearing an end, please let us know whether you're available for another assignment. If the client company asks you to stay longer than originally anticipated, let us know that as well. Also, if you are having any problems on the job, we need to hear from you. Since we're your employer, you must keep us informed.
- **Submit your time card no later than 5:00 pm Sunday.** You can submit your time card through the WSW portal after the completion of your final shift of the week. We have provided you with instructions on how to complete it (see p. 10). Please be sure you submit your timesheet for your supervisor's approval by the deadline so we can have your paycheck available for you on Friday. If your online timecard is received after the deadline or if it has errors or omissions, you may have to wait until the following week for us to process your paycheck.
- **Give notice if you are quitting.** If you wish to complete your assignment, you must give WSW two weeks' notice. If you quit your assignment without proper notice, that means you are voluntarily resigning from WSW and will no longer be considered for other assignments.
- **In between assignments check in with us regularly.** Check the website often and email us with the job numbers of positions for which you feel qualified.

### **SAFETY GUIDELINES**

All employees on temporary assignments must adhere to the following safety guidelines:

- If you are involved in an accident that results in personal injury or property damage, no matter how small the injury or damage, you **MUST immediately:**
  - Report it to your job site supervisor
  - Seek medical attention, if needed

- Contact the Branch Manager at West Sound Workforce by phone. (Phone numbers for WSW are: GH: 253-853-3633 or Poulso: 360-394-1882) or in person, and
  - Complete the WSW Employee Incident Report
- If you observe any condition or practice on the job site that you deem dangerous or think might cause injury or damage to equipment or personnel, you must **report it immediately to your site supervisor AND to West Sound Workforce.**
  - Do not operate any motorized vehicle or equipment that you have not received proper training on, or that does not appear to be in proper working order. Also, do not operate any motorized vehicle or equipment without receiving prior authorization from West Sound Workforce.
  - You **must** use all the client company's prescribed safety and personal protective equipment on the job. Notify your job site supervisor immediately if any piece of safety or protective equipment is not in good working condition.
  - Obey all of the client company's safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know, be sure to ask.
  - Be courteous and avoid distracting others on the job. Do not engage in horseplay or unsafe practices.
  - Always use the right tools and equipment for the job. Use them safely and only when authorized.
  - **Never** use drugs or alcohol prior to or during work, and never keep or use them on the job site.
  - Always obtain first aid promptly. Please refer to the Safety handout you received at your interview!

**YOUR SAFETY IS THE HIGHEST IMPORTANCE TO US.**

**PROHIBITION OF HARASSMENT & DISCRIMINATION  
AND PROCESS FOR COMPLAINTS**

It is West Sound Workforce's policy that all employment relationships shall be conducted in an environment that is not hostile or offensive.



Harassment based on an individual's age, race, creed, color, religion, national origin, veteran status, disability, marital status, sex, gender identity, sexual orientation, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at West Sound Workforce. Harassment includes, but is not limited to:

- **Verbal harassment**, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief; epithets; derogatory comments; vulgar or profane words and expressions; or slurs;
- **Physical harassment**, such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement;
- **Visual forms of harassment**, such as derogatory posters, cartoons or drawings;
- **Sexual harassment**, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name-calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying at work sexually suggestive objects, posters, drawings or pictures.

If you believe that you have been subjected to harassment or discrimination by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with your employment by West Sound Workforce, you should immediately bring the matter to the attention of your West Sound Workforce supervisor or recruiter. If the complaint involves (or if you feel uncomfortable discussing the matter with) your immediate West Sound Workforce supervisor or recruiter, report the matter to Monica Blackwood, President & CEO of West Sound Workforce.

All complaints of harassment and/or discrimination will be investigated promptly and, where necessary, corrective action will be taken. WSW cannot promise confidentiality for complaints of harassment or retaliation, but identities will be revealed only on a need to know basis. No employee will be punished or suffer any adverse employment action by WSW as a result of bringing any good faith harassment complaint to WSW's attention.

Any supervisor, agent, or other employee who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including termination of employment.

## **AMERICANS WITH DISABILITIES ACT**

West Sound Workforce (WSW) fully complies with all requirements of the ADA. Our policy is to treat all employees without discrimination because of physical or mental disability in regard to any position for which the employee is qualified, and to treat them equally in all employment practices. West Sound Workforce will make requested reasonable accommodations related to the known physical or mental limitations of qualified applicants or employees with disabilities, to enable them to perform essential job duties, unless such accommodation would impose an undue hardship on our (or our client company's) operation in accordance with applicable law.

## **DRUG FREE WORKPLACE POLICY**

West Sound Workforce (WSW) is a drug-free work place. No employee may use, sell, manufacture, receive, distribute, dispense, be under the influence of, or possess any illegal substance (including marijuana, considered illegal under Federal law), or be under the influence of, or use alcohol or marijuana, or abuse prescriptions or over-the-counter (OTC) drugs while on the job, on client or company property, operating client or personal vehicles while on the job, or representing West Sound Workforce in any official capacity.

West Sound Workforce, or its authorized agent, may conduct drug testing of its job applicants and employees. West Sound Workforce reserves the right to require a drug test to be conducted at any time during employment and without prior notice. No drug test will be performed unless a consent form is signed prior to the test. Results of all drug tests will be handled in a strictly confidential manner, with results reported to a company member only. All related documentation will be maintained in a confidential, locked file with limited authorized access only.

A "positive" drug test will result in disciplinary action up to, and including, dismissal. Refusal to consent to a drug testing constitutes a violation of company policy and will result in automatic dismissal. Violation of this policy and these procedures may result in termination.

## **RULES OF CONDUCT**

The Rules of Conduct define what is and is not appropriate behavior. The following lists unacceptable activities:

1. Gambling on WSW or Client property
2. Smoking in unauthorized areas
3. Assault on anyone working for or on WSW or Client property

4. Fighting or attempting to provoke a fight on WSW or Client property
5. Threatening, intimidating or harassing anyone working with or at WSW or Client
6. Falsifying WSW or Client record(s) or documents
7. Repeated failure to submit one's own time card
8. Failure to provide I-9 documentation within 3 days of hire
9. Unauthorized removal of records or documents from WSW or Client
10. Misuse or damage of WSW or Client property
11. Unauthorized operation of Client equipment
12. Disregarding safety rules and/or procedures
13. Failure to report an injury or accident within 24 hours
14. Creating or contributing to unsanitary conditions by poor housekeeping or hygiene
15. Leaving the work area during working hours without permission
16. Failure to report absence (or expected tardiness) prior to start of shift
17. Insubordination in any form toward WSW or Client
18. Personal use of Client property including computers, phones, stationery, stamps, postage meters, or other supplies, equipment or vehicles
19. Receiving personal visits/calls during working hours unless in an emergency
20. "Surfing the Net" is not a legitimate business activity and is not permitted
21. Guns are strictly prohibited on WSW or Client property
22. Use of alcohol, marijuana or illegal drugs is strictly prohibited on WSW or Client property

**This list is not intended to be all inclusive.**

**The above constitute STANDARDS OF CONDUCT for employees of WSW on temporary assignments. Failure to comply with these standards may result in disciplinary action up to, and including, termination of your assignment and/or your employment with West Sound Workforce**

These policies are not an employment contract and shall not be construed as a guarantee of continued employment or a promise of any particular benefit. West Sound Workforce has the right to change, interpret, or cancel any of its rules, policies, benefits, procedures or practices at its discretion.

## AT WILL EMPLOYMENT

Employment at West Sound Workforce is on an “at-will” basis, which means that either you, the employee, or WSW, may terminate the employment relationship at any time, for any reason, with or without cause. (There is no intent within this handbook or in any policies and procedures herein noted to interfere with an employee’s Section 7 rights, including their rights to discuss terms and conditions of employment.)

## EQUAL OPPORTUNITY EMPLOYMENT

West Sound Workforce (WSW) provides equal employment opportunities to all employees and applicants without regard to age, race, creed, religion, color, national origin, sex, pregnancy, disability, veteran status, marital status, sexual orientation or gender identity, or any other protected status in accordance with applicable federal, state and local laws. This policy governs all areas of employment at WSW, including recruiting, hiring, training, assignments, compensation, benefits, discipline and terminations.

## ONLINE TIMECARD INSTRUCTIONS

West Sound Workforce uses an online time-card system (which we often refer to as a “portal”). Any West Sound Workforce employees with an active portal account can use the online time-card system.

**NOTE:** If you are logging into the portal for the very first time, check your email for a message with the title “Portal Login.” This email contains your User Name and your temporary password. When you log in for the first time, you will be prompted to create a new password and to set up security questions.

### **How to submit an online time card:**

1. To log into the West Sound Workforce online time card system, click on the **Portal Login** link in the upper right-hand corner of westsoundworkforce.com
2. Enter your User Name (which is usually your email address) and your password. You can find your username and password within our email titled, “Applicant Portal Login for West Sound Workforce”.
3. Once you are logged in, click the **Time Entry** icon at the top of the page.
4. After you click the Time Entry icon, you’ll see a drop-down menu called **Week End Date**. Click on it to choose the Week End Date that ENDS with the Sunday of the week for the time card you’re going to submit. The Week End Date field will always be set to the

current week, so always double-check that you're choosing the right week for your time card data.

5. After selecting the correct week for the time card you're filling out, click the underlined name of the business you are assigned to. (This link is located right below the word **Customer** in bold text.) When you click the name of the business you're assigned to, you'll be taken to a blank time card.
6. Enter the times you actually worked on the time card. Make sure you use AM and PM when you enter each time. Edit or delete times by clicking on the fields you want to change.
7. Enter your meal break time in **quarter hour increments**. For example: 0.25 equals 15 minutes. 0.5 equals 30 minutes. 0.75 equals 45 minutes. 1.0 equals 60 minutes.

**NOTE:** Do not enter actual total minutes for your breaks. Always round to the nearest quarter hour. For example: if you took a 28-minute break, do not enter .28. A 28-minute break rounds up to 30 minutes, which you will enter as .5.

8. When you're done filling out your time card, click the **SAVE** button. A saved time card can be edited or submitted at a later date.  
**NOTE:** A saved time card has not been submitted! We can only process time cards that have been submitted.
9. Click the **SUBMIT** button to send West Sound Workforce your time card. You must submit your time card by Sunday at 5:00 pm for each workweek. (If you work past 5:00 pm on Sundays, submit your time card as soon as you're done with your shift.) If you do not submit your time card by the deadline, we won't be able to process it until the next week.
10. A confirmation will appear when your time card has been saved or submitted.
11. You can un-submit an unprocessed Time Card on Monday by clicking the green **Unsubmit** button. The Unsubmit button will disappear when your supervisor approves your time. Any changes to your time card **AFTER** the Unsubmit button disappears must be handled by our staff.

**Note:** Overtime will be calculated automatically. All overtime must be approved in advance by your onsite supervisor.

## GETTING PAID

### GETTING PAID

- **Please Note:** Time cards must be received by **5:00 pm Sunday even if Monday is a holiday!**

- If we do not receive your time card by **5:00 pm Sunday**, or if you turn in one with errors, you will not receive a paycheck until the following Friday. **It is your responsibility to get your time card to WSW on time and completed correctly.**

- ***IT IS ALSO YOUR RESPONSIBILITY TO LET WEST SOUND WORKFORCE KNOW IF YOU MAKE ANY CHANGES TO YOUR DIRECT DEPOSIT FORM!***

#### PAY STUB COPIES

- You can print out copies of your pay stub through the portal at any time. Simply login, go to the tab **Pay History**, then select either the check number, the Check Date or the Year to Date feature and select **View Stub** and then the **Print** icon on the top right of your screen.

#### ACCIDENT/INJURY

- All on the job injuries need to be reported on the day the injury occurred. Please call or email your recruiter as soon as possible!

**All on-the-job accidents and/or injuries MUST be reported!**

If you have any questions, call us at:  
Gig Harbor: 253-853-3633 or Poulsbo: 360-394-1882

#### **CHOOSE BETWEEN TWO PAY OPTIONS**

##### **DIRECT DEPOSIT:**

Your pay check will be available in your bank account by 5:00 pm Friday. You can set up direct deposit by completing the direct deposit eDocument in the online Employee Portal. Your pay stubs will be emailed to you.

***IT IS ALSO YOUR RESPONSIBILITY TO LET WEST SOUND WORKFORCE KNOW IF YOU MAKE ANY CHANGES TO YOUR DIRECT DEPOSIT FORM!***

##### **PAYROLL CASH CARD:**

Payroll Cash Cards allow workers who do not have bank accounts to bypass check-cashing services and the fees charged to convert checks into currency. You will be given an instant-issue card when you accept a job placement and your first deposit will occur the Friday following your first week of work.

After several payroll deposits you will receive a personalized Visa logo paycard at the mailing address you enter when enrolling in the program.

Follow directions that are included with your new card. After activating your permanent card, your funds will be accessible with your personalized Visa logo paycard. Keep your temporary card as a back-up.

On payday, West Sound Workforce will load a balance onto the card in the same amount that would have been given to you via a traditional paycheck or through a direct deposit. For example, if an employee's weekly pay is \$245 after deductions, every week the debit card is loaded with \$245. The paycard is not attached to a checking account nor is it a credit card, so **when all the money has been spent, the card is empty until the next payday.**

**West Sound Workforce will make every effort to accurately process your paycheck. You are responsible for verifying that you have been paid correctly. You must notify us immediately if there is an error on your paycheck, so it can be corrected as quickly as possible.**

### **EMPLOYEE BENEFITS FOR TEMPORARY WORKERS**

*We value our employees who work for us in temporary positions for our client companies. Because you represent us well with your commitment to excellence, we are pleased to offer the following benefits in return:*

**MEDICAL INSURANCE\***: West Sound Workforce offers a medical health insurance plan to its full-time employees. To meet the requirements, you must work 30 hours or more per week, or 130 hours per month. If you qualify, the insurance can start on the 1st of the month after your 60th day of employment. Your premium will be deducted weekly from your paycheck, and will begin a month before coverage starts.

If we do not receive your completed and signed enrollment form prior to the date coverage is to start, we will consider this to be a declination of coverage.

#### **AFLAC- Summary of Benefits Offered:**

**DISABILITY** –This plan replaces a portion of your income if you are unable to work due to illness or off the job injury, including maternity. Each employee tailors this benefit to their personal lifestyle, budget and financial responsibilities.

**ACCIDENT PLAN** - This plan provides cash benefits in the event that you or a covered family member has an accident/injury on or off the job. Also included is a yearly Wellness Benefit.

**HOSPITAL PLAN** - This policy pays cash benefits for Illnesses and Injuries. There are benefits for Hospital stay, ambulance, diagnostic exams, surgeries, rehabilitation benefits.

**FULL DENTAL** – Gives you \$1,600 per year in coverage and coverage increases yearly. No dentist networks, no deductible or co-pay, rate stable, no pre-certification. You must plan ahead and enroll in this early, as there are short waiting periods.

**CANCER PLAN**-This policy pays large cash benefits directly to the policyholder for the diagnosis and treatment of cancer. Our policyholders can then concentrate on recovery, rather than finances.

**CRITICAL ILLNESS**- No Underwriting Questions Asked. This policy pays large cash benefits directly to the policyholder for the diagnosis and treatment of Cancer, Heart Attack, Stroke and other Major diseases.

**LIFE INSURANCE**- Options from \$25,000 to \$500,000 in coverage. No medical exam required.

**WEEKLY PAY:** We offer competitive wages and pay our active employees every Friday.

**HOLIDAY PAY\*:** After working 1,500 consecutive hours, you will receive up to 8 hours holiday pay (maximum \$100) at your current rate of pay, provided you work at least 24 hours the week of, the week before, and the week after the holiday. Holiday pay is provided for the following holidays:

- |                                |                                |
|--------------------------------|--------------------------------|
| <i><b>Memorial Day</b></i>     | <i><b>Thanksgiving Day</b></i> |
| <i><b>Independence Day</b></i> | <i><b>Christmas Day</b></i>    |
| <i><b>Labor Day</b></i>        | <i><b>New Year's Day</b></i>   |

**BONUS\*:** Upon completion of 2,000 hours worked, you will receive a bonus check for \$250. For each additional 2,000 consecutive hours, the bonus amount increases by \$50.

**SKILLS ENHANCEMENT\*:** Online tutorials are available for the most popular software packages. Contact our office for information on how to access these tutorials.

**PAID SICK LEAVE\*:**

In compliance with Washington state law, employees accrue one hour of paid sick leave for every 40 hours worked. You will accrue paid sick leave only while you are working on an active assignment.

This leave may only be used for the following purposes:



- For your own illness or injury
- To care for an ill or injured family member, per outlined in the law
- For a medical appointment or treatment for self or a family member
- Closure of your workplace by order of a public official for a health-related reason
- Closure of your child's school or place of care by order of a public official for a health-related reason
- For absences that qualify for leave under the state's Domestic Violence Leave Act

You will not be discriminated or retaliated against, or disciplined, for lawfully using your paid sick leave rights. However, you may not use paid sick leave for vacation or any other personal time off. Using your paid sick leave time for inappropriate reasons is cause for immediate termination. Your paid sick leave accrual year starts on your date of hire.

Your unused paid sick leave balance of 40 hours or less will carry over to the following year. You are eligible to use accrued paid sick leave after completing 90 days of employment on active assignments. You will be paid sick leave at your normal hourly rate of compensation for the assignment you are scheduled to work on the day you use paid sick leave. This rate does not include tips, premium rates, or overtime rates. If you have a break of over 12 months between assignments, your accumulation will start over.

You will only be compensated for paid sick leave taken while you are active on a current temporary assignment. If the client cancels your assignment, for any reason, you will no longer be compensated for paid sick leave.

You must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for yourself or a family member. When leave is foreseeable, please provide at least 10 days' notice if possible. If the reason for your absence is unforeseeable, notice should be provided no later than one hour before the start of your shift. Employees must make reasonable efforts to schedule foreseeable time off so as not to unduly disrupt operations at their temporary assignment.

### **You must always notify us of your absence.**

- **Do not call the client company** directly as we are your employer and we are the contact for the client company.
- **You can call our offices any time** at (253) 853-3633 or (360) 394-1882. If no one answers, please leave a detailed message.

In addition to notifying us of your absence, you must put the number of paid sick leave hours requested each day on your timecard. Select "Additional Items", then select "Type", then "Sick Leave WA" and enter the sick leave

hours to be paid for each day. Do not enter more hours than you were scheduled to work. Your total sick leave hours requested cannot exceed the number that you have accrued. In the Notes Field you must enter the reason for your absence.

**Please note:** Verification may be required if an employee uses paid sick leave for more than three consecutive days for which the employee was scheduled to work. Verification must be provided within 10 calendar days of the first day you use paid sick leave to care for yourself or a family member. You may not be paid for sick leave taken in excess of three consecutive days until verification is provided. Employee's working within the city limits of Seattle and Tacoma may have additional rights under their respective Paid Leave policies. Please visit those cities' websites for further information.

**\* All benefits are subject to change without prior notification. Some benefits do not apply to Payroll Service Employees.**

### **PAID FAMILY and MEDICAL LEAVE\*:**

Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement);
- Experience a serious illness or injury;
- Need to care for a seriously ill or injured relative;
- Need time to prepare for a family member's pre-and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

### *Payment of Premiums*

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD).

Premium collection starts on January 1, 2019. In 2019, the premium is 0.4% of wages. Employers may withhold up to about 63 percent of the total

premium from employees' paychecks, and then are required to contribute the other 37 percent. Premium collection will begin on January 1, 2019. The premiums are sent to ESD on a quarterly basis.

### *Taking Leave*

Starting January 1, 2020, employees who have worked 820 hours in the qualifying period will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90% of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by the State of Washington rather than your employer.

Federal Family Medical Leave Act (FMLA) may be taken in conjunction with the Washington State PFML time, providing you qualify.

Employers are prohibited from discriminating or retaliating against anyone for requesting or taking paid leave.

Remember, this is not paid sick leave. You file your claim with the Employment Security Department (ESD), and your payment will come from ESD. You can learn more at [www.paidleave.wa.gov/workers](http://www.paidleave.wa.gov/workers).

## Interviewing Tips

### **Before**

- Dress professionally and conservatively (e.g. dress slacks or a skirt, and a nice blouse or business shirt). This does NOT include blue jeans! All clothing should be neat, clean, and pressed.
- Hair style and makeup, if you wear it, should also reflect a professional, conservative style of dress.
- Never wear cologne or perfume; you never know who has allergies.
- Visit the client company's website and take some time to familiarize yourself with them.
- Make sure you know the time and place of your interview, the position for which you're being considered, and the name of your interviewer.
- Always give yourself enough time to get to your interview. Arrive early, but never by more than 10 minutes.
- Bring a copy of your resume.
- Leave your cell phone in your car, or turn it completely off. Simply setting it to "silent" or "vibrate" is unprofessional.
- Have answers in mind for typical situational interview questions such as, "Describe a situation where you exhibited your professional strengths," or "Describe one of your biggest accomplishments."

### **During**

- Be friendly and polite toward everyone in the office. Other employees are often asked what they thought of you.
- Do not ask anyone but your interviewer questions about your prospective position. You may be talking to someone who is being replaced.
- Stand when your interviewer enters the room, and greet him/her with a pleasant smile and a firm handshake.
- Avoid being either too relaxed or too rigid. You want to give the impression that you are easy to work with, but professional at all times.

- Speak clearly, confidently and thoughtfully, using proper grammar and maintaining a steady speed.
- Avoid over-thinking your answers or using vocabulary with which you are uncomfortable.
- Maintain good posture and eye contact throughout the interview to demonstrate that you are attentive and interested.
- Don't give in to nervous impulses such as clicking your pen, playing with your hair, or cracking your knuckles.
- Emphasize the skills, abilities, and personality traits that make you right for the position, without giving too much personal information. Remember that the focus is on you as an employee, not you as a person.
- Never speak negatively about previous employers.
- Show that you are interested in the position without sounding desperate. Your interviewer is thinking of how you can help them, not how they can help you.

## **After**

- Ask your interviewer what the next step is. Though the answer will be that they are going to contact your recruiter, this shows that you are interested in moving forward, and also gives you an idea of what is to come.
- Your recruiter will be in contact with the client company to discuss the interview, and will then relay to you any feedback he/she has received.
- Follow up with your recruiter as soon as possible after your interview, and let her/him know your perceptions of the meeting.

## **QUESTIONS**

If you have questions about any of these policies or procedures, please contact one of our offices: **253-853-3633** (Gig Harbor) or **360-394-1882** (Kitsap/Poulsbo)

There is no intent within this handbook or any policies and procedures herein noted to interfere with an employee's Section 7 rights, including their rights to discuss terms and conditions of employment.





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