**Archbright™**

**Insights Newsletter**

**January 2020**

**Three Things to Know About Our Regional Pay Survey**

We are already at work preparing for our 2020 Regional Pay Survey. As you plan your participation this year, we wanted to remind you of the exciting changes we made last year! Here’s what you should know:

1. Participation. All members who participate in our survey will receive access to the pay data for free. Non-participating members can purchase survey reports at their membership level discount when published.

2. Evergreen Survey. Our survey is now evergreen! If you participated in our 2019 survey, you can log in and update your pay data at any time before March 16th to be included in our 2020 survey. This ensures you remain a survey participant and receive free access to the updated pay data when published.

3. Custom Report Tool. If you are a Bronze, Silver, or Gold member of Archbright, and participate in the survey, you can access all pay data through the Online Custom Report Tool. Create custom reports by choosing one or more filters (job title, geographic area, size, revenue, industry, and more). Plus, throughout the year, you can age the pay data as necessary for more accurate analysis. It’s easy to do!

If you did not participate in our 2019 Regional Pay Survey and would like to participate in 2020, reach out to regionalsurveys@archbright.com. For more information about our 2019 Regional Pay Survey, please visit Archbright.com or contact our survey experts at regionalsurveys@archbright.com with any questions.

**Your 2020 HR Checklist**

As we start a new year, I want to make sure you make the most of your Archbright membership. While the benefits of membership are available to you all year long, putting a plan together now will ensure you and your organization take full advantage of all we have to offer!

• HR Hotline: Call the Hotline or send an email with your questions, concerns, or to bounce your thoughts off of… our HR Advisors answer calls from members each business day!

• Safety Hotline: Just like the HR Hotline, contact our Safety Team with any and all of your workplace safety questions. We are available from 8 am to 5 pm every weekday.

• Pay and Benefits Survey Participation: As an Archbright Member, if you participate in our Regional Pay and Regional Benefits Annual Surveys, you then receive the reports for free. (See sidebar for more info about this year’s participation dates!)

• Employee Handbook Review: For Silver and Gold members, remember to submit your employee handbook for review this year to ensure it remains up-to-date and in compliance. (We recommend having your handbook reviewed every 2 years!)

• Workplace Harassment Awareness Training: See page 3 for all the ways Archbright can train your employees. All employees and managers should complete harassment awareness training each year. (Plus, you receive your member discount!)

• First Aid Training: Washington State law requires employers to ensure adequately trained personnel are available in the workplace should a medical emergency occur. Archbright offers first aid classes each month and your member discount applies. (We have recertification classes too!)

If you have any questions about these or any other membership benefits, just reach out. We’re ready to help. And here’s to a happy and healthy 2020!

**Introducing Wellspring EAP**

Archbright is pleased to partner with Wellspring EAP, a division of Wellspring Family Services and a member of Archbright.

Wellspring Family Services is a 127 year-old PNW based nonprofit 501(c)(3) agency that is working to end the cycle of homelessness for families in our region. They provide financial support to Wellspring Family Services’ community impact program which helps thousands of children and families rebuild their lives in our community.

Qualifying Archbright members who purchase an EAP program with Wellspring receive a 5% member discount, as well as 5 hours of Critical Incident Stress Management Services (CISM) annually. Exclusions apply.

If you are interested in learning more about Wellspring EAP and the packages they offer, please reach out to Shawna Beamish at SBeamish@WellspringEAP.org or at 206.903.2306.

By utilizing Wellspring EAP, not only do you benefit from both their excellent and comprehensive program, you also help support our community.

**2020 Pay and Benefits Surveys Schedule**

**Regional Pay Survey**

This survey collects wage, salaries, and bonus data from organizations throughout Washington, Oregon, and Idaho. We collect data on hundreds of jobs, including non-exempt, exempt, and executive level positions. This is an Evergreen Survey, so participation is open year-round. In order to be considered a participant and receive the reports for FREE, you must have updated data by March 16th, 2020. The reports will be published in May.

**Regional Benefits Survey**

This survey assists organizations in evaluating and defining employee benefit offerings. Participation will open in early May and close June 5th, 2020. Reports will be published in July.

**New Training Requirements for the New Year**

Happy New Year from Archbright University! With January in full swing, it’s time to take a deep dive into training budgets to determine how best to meet employee wants and company needs. Equally important, however, is to identify legal training requirements to ensure corporate compliance.

Did you know that effective January 1, 2020, Washington employers in industries including hospitality, retail, security, and contracted property services will need to comply with a new law amending the Washington Law Against Discrimination (WLAD)? The new protections require covered employers to (1) to adopt a sexual harassment policy; (2) to provide mandatory anti-harassment and assault training to all managers, supervisors, and employees; (3) to educate employees about available resources and protections for reporting violations; and (4) to provide certain isolated workers with panic buttons. Read “A Year of Change for Employers in Washington and Oregon” on the next page to learn more about this and other updates.

Archbright is here to help with the new requirement as your partner for Workplace Harassment Awareness Training. To address the many challenges of coordinating training for all employees, Archbright University offers this training in multiple formats:

• Instructor Led: Our Archbright Sr. Training Consultants will bring the course directly to your organization as an onsite class. This minimizes travel time and employee time away from work. This also allows employees to attend the training together and to collaborate on concepts learned.

• Virtual Course: Workplace Harassment Awareness is also offered as a virtually led course. In this case, employees attend class from the comfort of their own workspace. The class is led by an Archbright Sr. Training Consultant allowing for an interactive learning experience.

• On-Demand: Workplace Harassment Awareness Training On-Demand allows employees to access course content when it is convenient for them. The computer- based class is accessed online and is available in both English and Spanish. This is a perfect option for swing and third shift employees, as well as for employees who are unable to leave their roles for significant periods of time to allow for training. Additionally, employers are able to track employee completion to ensure compliance with the new law.

Whatever your training need, Archbright University is here to help. Register for training at Archbright.com anytime!

Source: Amy Bachmann, Director of Archbright University

**Happy 2020! A Year of Change for Employers in Washington and Oregon**

As we begin the new year (and a new decade!) employers must be mindful of many new changes coming our way in early 2020:

Washington:

• Effective January 1, 2020, Washington’s minimum wage is $13.50. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or $11.48 per hour.

• Effective January 1, 2020, new meal and rest breaks requirements for certain health care employees. Under SHB 1155, an “employer” (defined as a hospital licensed under Ch. 70.41 RCW) must provide an “employee” with uninterrupted meal and rest breaks, which must be scheduled at any point during each work period during which a break is required (refer to WAC 296-126-092, subsections 1 through 4).

• On January 1, 2020, the City of Seattle’s Commuter Benefits Law goes into effect. Employers are covered under the ordinance if they employ 20 or more employees worldwide, including part-time, seasonal, and temporary employees. The law allows employees to make a monthly pre-tax deduction for transit or vanpool expenses or a partially or wholly paid transit pass.

• Effective January 1, 2020, the federal FLSA’s salary basis test will require that exempt employees be paid at least

$684 per week, or $35,568 annually. This is an increase of more than 50% from the current minimum of $455 per week. The minimum total annual compensation requirement for “highly compensated employees” (HCE) also increases from the current level of $100,000 to

$107,432 per year. There is no proration for part-time employees. Washington State’s minimum salary threshold will increase to $675 per week beginning July 1, 2020 – and continue to increase incrementally until 2028.

• Effective January 1, 2020, the scope of enforceable non- competition agreements will narrow considerably for Washington employers. House Bill 1450, signed by the Governor on May 8, 2019, imposes several limitations on non-competition agreements. Under this new law, many non-competition agreements will become unenforceable. Among other requirements, to be enforced after the effective date of the new law, an employee must earn more than $100,000 per year from the employer.

• Beginning January 1, 2020, Washington employers in industries including hospitality, retail, security, and contracted property services will need to comply with a new law amending the Washington Law Against Discrimination (WLAD). The new protections require covered employers to (1) to adopt a sexual harassment policy; (2) to provide mandatory anti-harassment and assault training to all managers, supervisors, and employees; (3) to educate employees about available resources and protections for reporting violations; and (4) to provide certain isolated workers with panic buttons.

Even though the law officially became effective on July 28, 2019, employers were given a grace period in which to implement the new requirements. As of January 1, 2020, all large hotel and motel employers (those with 60 or more rooms) are required to be in full compliance.

• And last but not least… Washington Paid Family and Medical Leave. We’ve been talking about this one for months and it’s finally here! Beginning January 1, 2020, family and medical leave will be available through a State administered plan to all employees employed by an employer in the State of Washington. Download the required poster here: https://paidleave.wa.gov/employers/

Oregon:

• Effective January 1, 2020, Oregon employers with six or more employees must provide reasonable accommodations for pregnant employees who will now be entitled to the same types of accommodation and interactive process requirements required for an employee with a disability under state or federal law. These accommodations could include modification of equipment, more frequent or longer break periods, modification of schedules or assignments, and other needs. Employers must post written notice of the new law, all new employees should be provided written notice and any employee who informs an employer of pregnancy must receive written notice within 10 days.

• Effective January 1, 2020, Oregon employers of all sizes – not just those with 25 or more employees – must now provide employees with reasonable time to express breast milk, at least until their child reaches 18 months of age.

Employers may no longer require that an employee add this time to an existing break; employees must be allowed time to express milk whenever needed. Time spent expressing breast milk remains unpaid, but only employers with 10 or fewer employees may claim an undue hardship.

• Effective January 1, 2020, employers in Oregon may only enforce a non-competition agreement if a copy of that agreement is provided to the employee after termination.

• Oregon minimum wage will increase July 1, 2020 to $12.00. The minimum wage in Portland metro will be $13.50 and nonurban areas $11.50.

• Oregon’s Workplace Fairness Act limits nondisclosure agreements and extends the statute of limitations for most employment-based civil rights complaints from one year to five. Employers must also create or update their harassment policies by October 2020.

Archbright will continue to monitor these new laws and will update members as more information is provided. Eligible members may access Archbright’s many KeyNotes, policies, and sample forms on the Archbright HR Toolkit located on the Members Only website and mobile app.

Source: Joy Sturgis, SPHR, SHRM-SCP, Content Manager at Archbright

**Professionals’ Top New Year’s Work Resolutions Include Making a Difference & Finding the Right Organizational Culture**

A new Korn Ferry (NYSE: KFY) survey reveals one resolution that tops the New Year’s wish list for professionals—and it’s more desired than a promotion, more pay, and better work-life balance combined. Nearly half of the respondents (41%) say creating an impact/ making a difference is their leading work resolution

for 2020. This resolution far exceeds a raise (8%), promotion (5%), a better work-life balance (8%), and even getting a new job (31%).

But achieving that resolution may be difficult. Creating an impact/making a difference ties with getting a promotion (24%) as the hardest New Year’s resolutions to attain.

The top reason professionals would look for a new job in 2020, according to the survey, is that their employers’ culture doesn’t fit with their values (38%), followed by being bored and needing a new challenge (23%).

When asked which New Year’s work resolution would most improve their opportunity to advance at their current employer, the largest percentage (28%) say getting assigned to more challenging, high-profile projects, followed by gaining more professional development opportunities (22%).

“A lot is being written about change-weary professionals constantly navigating through bewildering complexity.

This survey clearly shows that many professionals are not only up for a challenge, but value it as a way to demonstrate they are making a difference in the world.” said Dennis Baltzley, Korn Ferry Global Solution Leader, Leadership Development. “In fact, above pay and promotion, you see professionals exhibiting a growth mindset, seeking to learn and grow.”

The good news: 93% of professionals say they would be able to keep a New Year’s work resolution if they made one.

Source: Korn Ferry/CCH

**HR FAQ**

Question: I heard there is a new W-4 form. Who needs to fill it out and what is it?

Answer: Current employees not making any changes to withholdings do not need to complete a new W-4. In addition, employers may not require them to do so.

Current employees making changes to withholdings do need to use the new W-4. New hires filling out the form for the first time, do need to use the new W-4.

Here is a link to the form: https://www.irs.gov/pub/irs-pdf/fw4.pdf

The new design is intended to replace complicated worksheets and make accurate withholding easier for employees.

Important to note: Employers should not assist employees completing the new W-4 as this would be providing tax advice. The best course of action is to direct employees to the website for assistance in filling out the form. Here’s the link to offer employees: https://www.irs.gov/individuals/tax-withholding-estimator

Source: Kathy Iverson, HR Advisor at Archbright

**The ROI of Certification**

Before we make any business moves, we have to know what return on investment (ROI) we can expect. And, that applies to making decisions about our career goals.

Luckily, earning an HR certification offers a pretty big ROI. In fact, according to PayScale’s 2018 HR certification study, HRCI certification holders tend to receive both better positions and better pay.

There are benefits to earning a certification and then adding the credential’s letters after your name. While upgrading your signature does offer unparalleled satisfaction and a huge boost to your personal morale, the benefits of certification reverberate across your HR practice.

We recognize that earning your certification requires dedication and hard work. But guess what? So do employers. And when it comes to job searches and pay-increase evaluations, that dedication and hard work count for more than you may realize. Here are just a few of the many returns HRCI certification earns on your invested time and effort.

Bolster Your Reputation in the Industry

Your credentials don’t just tell the story of your professional accomplishments. They say a lot about who you are as an HR practitioner — and as a person. “Certification represents that you have demonstrated a commitment to continuous learning,” saus Amy Benbarka, director of talent operations at Frontpoint and volunteer subject matter expert at HRCI. And with great learning comes great responsibility. “Employers expect a certain level of confidence and standards from certified HR professionals,” she says.

Be Prepared for Anything Your Practice Throws at You

As you prepare for your certification exam, you will probably learn about aspects of HR that have never crossed your desk. That doesn’t mean that you won’t use that knowledge in the future — often sooner than you’d think. “HR, especially at larger companies, can sometimes be insular,” Benbarka says. “HRCI exams really represent the practice of HR as it is.”

Certification prepares you to handle any aspect of HR that your organization could possibly throw at you. For example, Benbarka points out that unions only represent about 10% of the private workforce. But your certification prepares you to handle union scenarios, too. Why? “The goal of certification is to end up with a more professional and effective HR team,” Benbarka says. When you want to reach the top of your game, every aspect of HR matters, even those that don’t affect your current daily practice.

Keep Ahead of the Changing Times

To maintain your HRCI certification, you have to recertify every three years. The continuing professional development required is one of the biggest benefits to the certification process, Benbarka says. “Our profession changes, laws change, best practices change,” she says. “The requirement to continue educating yourself in order to maintain certification is its greatest long-term value.”

Few professions are changing as rapidly as HR is. And with its ongoing focus on employee retention, satisfaction and experience, HR has already come a long way from its more administrative past. “Recertification ensures that you’re constantly staying up-to-date on the best and brightest ideas in the industry,” Benbarka says.

How Archbright Can Help

Your company’s membership with Archbright supports your HRCI certification in a variety of ways. Throughout the year we offer several opportunities to help you prepare for taking the PHR/SPHR and aPHR certification exams (course dates below) and your company’s membership level discount applies to your course registration fee. When you are ready to take the exam, you will receive a $50 discount on the exam fee because you are an employee of an Archbright member organization. Lastly, all HRCI-certified employees of Archbright member companies earn up to 12 recertification credits each year simply because of membership.

To find out more about our prep programs, exam fee discount, and claiming your HRCI recertification credits, contact us at info@archbright.com.

Source: HRCI and Archbright

**2020 Certification Exam Prep Dates:**

Ready to pursue a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification?

Every Tuesday, April 7th to June 23rd 6pm to 9pm | Seattle

Every Tuesday, July 7th to September 22nd 6pm to 9pm | Seattle

Beginning your HR journey? The Associate Professional in Human Resources (aPHR) is the perfect certification to help fast-track your career growth.

Every Friday, February 7th to March 13th 8:30am to 11:30am | Seattle

Every Wednesday, August 5th to September 9th 8:30am to 11:30am | Seattle

**Top 10 Safety and Health Violations in 2019**

Every year the Department of Labor & Industries (L&I) of Washington State announces the top ten most common safety and health rules cited during L&I inspections from the previous Federal Fiscal Year (October 1st – September 30th). This information is shared in hopes to help employers strengthen their workplace safety programs and prevent workplace injuries and illnesses. The information helps direct L&I where to shift their focus when identifying and developing resources such as online publications, presentations, and content.

Archbright reviews this information as well to ensure that sample programs, training, and content is up-to-date and available to all of our members.

Here is the data for the Federal Fiscal Year ending September 30th, 2019 for Washington State violations with the corresponding Washington Administrative Code (WAC) for all industries, as well as the Federal violations (all industries/states) with the related federal code.

Washington Top 10 Violations

• Fall Protection WAC 296-155-246

• Accident Prevention Program (APP) (Construction) WAC 296-155-110

• Globally Harmonized System (GHS) for Hazard Communication WAC 296-901-140

• Safety Committees and Safety Meetings WAC 296-800-130

• Accident Prevention Program (General Industry) WAC 296-800-140

• Asbestos, Tremolite, Anthophyllite, and Actinolite WAC 296-62-077

• Personal Protective Equipment (PPE) WAC 296-800-160

• Ladder Use WAC 296-876-400

• First-Aid Training & Certification (Construction) WAC 296-155-120

• Safety & Health Core Rules WAC 296-800-150

Federal Top 10 Violations

• Fall Protection - General Requirements 1926.501

• Hazard Communication 1910.1200

• Scaffolding - General Requirements 1926.451

• Control of Hazardous Energy - Lockout/Tagout 1910.147

• Respiratory Protection 1910.134

• Ladders 1926.1053

• Powered Industrial Trucks 1910.178

• Fall Protection – Training Requirements 1926.503

• Machine Guarding– General Requirement 1910.212

• Personal Protective and Lifesaving Equipment – Eye and Face Protection 1926.102

For questions, more information, or help with your safety program, please contact the Safety Team at Archbright at 206.329.1120 ext. 4, 509.381.1635 ext.4, or email safety@archbright.com.

Source: Tiffany Knudsen, Content Manager at Archbright

**MONTHLY SAFETY WEBINAR**

Workplace Violence | Are you prepared for an active shooter?

Thursday, February 20th, 2020 | 2:15 p.m.

In an age where we hear stories about workplace violence and active shooter situations more and more often, employees might be questioning what their employer is doing to prepare and protect them. Learn about the warning signs for workplace violence and what steps can be taken to help prevent it from happening.

Visit the Safety Webinars page at Archbright.com for registration information. Reserve your seat today!

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We welcome your comments and suggestions.

Email: info@archbright.com | Georgetown Office: 5601 6th Ave S, Suite 400, Seattle WA 98108 | Phone: 206.329.1120 | Web: www.archbright.com