

**LEGAL CHECKLIST: EMPLOYMENT LAW**

If YES, date sent or reviewed	NO	ITEM
<b>EQUAL OPPORTUNITY</b>		
		Our organization does not discriminate in employment on the basis of race, color, creed, religion, sex (including pregnancy-related discrimination), national origin, age, disability, genetic information, military or veteran status, marital status, sexual orientation, and political activities.
<b>WORKERS COMPENSATION</b>		
		Our organization has evaluated whether it wishes to provide workers compensation coverage for volunteers. If our organization elected to provide this coverage, it has timely notified the Director of the Washington State Department of Labor & Industries of its intent to do so and is making the required contributions.
<b>TYPES OF WORKERS</b>		
		Our organization is confident that it has properly categorized volunteers, independent contractors, employees, and interns, and is treating workers appropriately for their category.
		Our organization is confident it has properly classified employees as either exempt or non-exempt and is treating them appropriately for their category.
<b>ORGANIZATIONS WITH STAFF</b>		
<b>LABOR PRACTICE</b>		
		If our organization's staff members work overtime or have unusual hours, we are complying with wage and hour standards that govern overtime.
		Our organization has considered whether it should adopt written personnel policies that include, for example, a description of employee benefits, a process for handling a harassment complaint or other grievances, termination procedures, the process for performance management or employee reviews, and other employment practices.

# Employment Law Checklists

**Bloomsbury Publishing**



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