NONPROFIT LABOR & INDUSTRIES NAVIGATOR

ACTION GUIDE

OVERTIME AND MINIMUM WAGE

What to know

- ❑ The Washington Department of Labor & Industries sets **minimum pay standards** in two ways:
  - The hourly **minimum wage**
  - Pay standards that determine whether or not a worker must earn **overtime pay** and receive other Minimum Wage Act protections for overtime work
- ❑ **Everyone** must be paid the state minimum wage, with very few exceptions. Some regions, such as Seattle, have a higher minimum wage.
- ❑ The circumstances of an individual's employment determine **how overtime rules apply to them**. This includes how the person is paid (salary vs. hourly), the amount they are paid, and what their job duties are.
- ❑ Depending on those circumstances, there are **3 categories** common to nonprofits that **can be exempt** from overtime pay:
  - Executive
  - Administrative
  - Professional
- ❑ There is a **salary threshhold** that also applies to overtime requirements.
- ❑ The Nonprofit Labor & Industries Navigator includes a **step-by-step process** for determining which pay standards apply to each employee.

Exempt

Not exempt

- ❑ Minimum wage and salary threshold figures **change each year**. You can find the current figures on the L&I website (LNI.wa.gov).

Next steps

- ❑ Walk through the Pay Standards flowchart in the Nonprofit Labor & Industries Navigator. It's available in both video and print formats. Do you feel that you understand all the distinctions?
- ❑ Review your employee records. Does every employee meet the pay standards?

Watch the video

Use this QR code to watch a short video on your phone:

https://nonprofitlearning.center/LNI-pay/

This Action Guide is part of the Nonprofit Labor & Industries Navigator series. We've created learning tools with what you need to know to keep your nonprofit compliant: **Download the Washington State Labor & Industries Nonprofit Navigator Guide: nonprofitlearning.center/LNI**