



Insights

SEPTEMBER | 2022 Newsletter



Attention! The Results for Archbright's 2022 Benefits Plus Survey Are Here

The results are in. Now's your chance to get insight into holidays, time off, general compensation trends, and health & welfare benefits for employers in the Pacific Northwest.

Thank you to the 306 organizations who participated in this year's survey!

We sent the PDF report to the members who completed the survey on August 30. If you did not receive the email or have any questions, please reach out to Member Support at 206.329.1120, 509.381.1635, or info@archbright.com.

If you did not participate in the survey, you can purchase the results at Archbright.com. There are two versions available: the [Full Report](#) and the [Nonprofit Report](#)!

We hope this information will provide you with a valuable and comprehensive look into benefits practices at organizations across the PNW. If you have any suggestions and comments to make this survey more useful in the future, please send them to info@archbright.com.

What's Inside

CEO Corner

- Make the Most of Membership

Archbright University

- When to Schedule a Private Team Training

HR Advice & Counsel

- Time to Sharpen Your Pencil: Washington's New Salary Transparency Law
- Seattle's Ordinance for Independent Contractor Protections Goes into Effect

Archbright News

- Upcoming Events and Presentations

Safety & Loss Control

- Monkeypox: Don't Reinvent the Wheel

mozzo Monthly Updates

- Discover New and Recently Updated Resources in mozzo

LOOKING AHEAD

CEO Corner



**Shannon
Kavanaugh**

President and CEO at Archbright

Make the Most of Membership

As autumn approaches, I want to make sure you make the most of your Archbright membership. Revisiting your membership benefits now through the end of the year will ensure you and your organization take full advantage of all we have to offer!

- **HR Advice:** There are several ways to reach out with your HR questions or concerns. Call the HR Hotline, send an email, or chat with our HR Advisors on mozzo each business day.
- **Safety Advice:** Just like the HR Advice Team, contact our Safety Team with any and all of your workplace safety questions through the Hotline, email, or mozzo Chat. We are available from 8:00 AM-5:00 PM every weekday.
- **Employee Handbook Review:** For Silver and Gold members, remember to use mozzo's Handbook Builder to create and submit your employee handbook for review to ensure it remains up-to-date and in compliance. *Turnaround times increase towards the end of the year, so please submit prior to November 1!*
- **2022 Wage & Compensation Survey Data:** Bronze, Silver, and Gold members who submitted pay data to our 2022 Survey now have real-time access to the data through our all-new Survey Tool in mozzo. Pull data for specific jobs, and download, save, and share reports to prepare your comp budgets for 2023! *If you haven't submitted pay data yet, you can still do so and gain access to the Survey Tool!*

If you have any questions about these or any other membership benefits, just reach out to your Account Executive or to info@archbright.com. We're here to help!

UPCOMING EVENTS

Creating Safe Spaces: Transforming Conversations on Race and Equity

Join the Institute for Sustainable Diversity & Inclusion (ISDI) on September 29, from 9:00 AM-11:00 AM, for their September session of the Northwest Diversity Learning Series, which will dive into S.O.A.R., a process designed to create safe spaces for productive DEI conversations to take place.

Presented by Wanda Savage-Moore, Vice President of Organizational Development and JEDI (Justice, Equity, Diversity, and Inclusion) Solutions for Polarity Partnerships, LLC.

For more information on the event or to register, visit <https://www.14sdi.org/s5-sept-29-2022>.

Archbright is a proud sponsor of the Northwest Diversity Learning Series, currently celebrating its 24th year providing relevant, substantive, thought-leading, and cost-effective educational programming on diversity, equity, and inclusion for managers, and employees in the Puget Sound Region.

Employment Law Update

Wondering what's new in the world of Employment Law? Look no further, join us on September 14, from 9:30 AM-11:00 AM, for this FREE event where Kellis Borek, Archbright's Vice President of Labor & Legal Services and General Counsel, will review current employment labor updates that are happening outside of the pandemic.

This webinar will cover updates on:

- Wage and hour laws
- Labor laws
- Pay equity
- Employment contracts
- And more!

Don't delay, the webinar is filling up, we only have 24 seats left. Go to [Archbright.com](https://www.archbright.com) to register. A recording will be available on our website after the event.

When to Schedule a Private Team Training: Considering the 4 Major Benefits

September is back-to-school time, and for member employees, that means Archbright University! As the Director of Sales and Training at Archbright, I get the opportunity to meet face to face with members to discuss their unique training needs. It's always a joy to find the perfect training solution to propel employees forward.

The topic of private team trainings comes up frequently, specifically when to schedule a private class versus sending employees to Archbright University's public courses. To figure out the answer to this question, consider the benefits of a private team training:

1. **The ability to customize.** Members can request changes to an Archbright University class to meet their specific needs. The customizations could be as simple as adding a company policy or as complex as re-writing a portion of the curriculum to hit the bullseye on a training need.
2. **Convenience.** We offer private team trainings virtually or in-person; the latter can be taught at a member's facility or office, which means less time away from work for employees attending training. Members can choose the best format for their organization. Instructors are experts in both formats, and virtual classes are just as engaging as their in-person counterparts, offering participants the opportunity to share in online breakout sessions.
3. **Team-bonding.** Teams who go through a private team training gain a sense of camaraderie when learning new concepts together. This is particularly true of leadership teams who attend courses such as Supervisory Skills, Management Fundamentals, or Management Academy. Learning the same communication methods and leadership skills ensures consistency across teams and a more uniform experience for employees.
4. **Cost Effectiveness.** Virtual private team trainings are becoming increasingly popular as many employers have moved to a more remote workforce. Members with employees who live out of state particularly appreciate the ability to bring employees together for training without the added travel expenses.

If these benefits are a good fit for your organization, then I highly recommend you schedule a private team training for your employees! For more information, please contact your Account Executive or email info@archbright.com.



Amy Bachmann | Director of Sales and Training

Upcoming Classes

For the complete course schedule, please go to [Archbright.com](https://www.archbright.com).

- September 14 to October 19 - [Management Academy \(Virtual Class\)](#)
- September 15 - [Leadworker Effectiveness \(Seattle\)](#)
- September 16 - [First Aid/CPR/AED Recertification \(Seattle\)](#)
- September 19, 26, & October 3 - [Management Fundamentals \(Seattle\)](#)
- September 19 - [Fundamentals of Project Management \(Virtual Class\)](#)
- September 20, 21, & 22 - [Supervisory Skills \(Seattle\)](#)
- September 20 - [Civil Treatment Workplace for Leaders \(Virtual Class\)](#)
- September 23 - [Delegating and Setting Expectations \(Virtual Class\)](#)
- September 26 - [Leadworker Effectiveness \(Virtual Class\)](#)
- September 27, October 4, & 11 - [Supervisory Skills \(Virtual Class\)](#)
- September 27 - [Managing Leaves and the Law \(Virtual Class\)](#)
- September 28 - [Emotional Intelligence at Work \(Virtual Class\)](#)
- September 29 - [Hiring Practices For Equity & Excellence \(Virtual Class\)](#)
- September 30 - [Writing and Delivering Performance Reviews \(Seattle\)](#)
- October 3 - [Building Interpersonal Awareness with DiSC® \(Virtual Class\)](#)

How to Register:

Register online anytime at [Archbright.com](https://www.archbright.com).

If you are an Archbright member, you will see the pricing for your membership level once you sign in and view the class details.

Visit our website to setup an account if you need one.

If you have any questions, please contact us at **206.329.1120, 509.381.1635, or info@archbright.com**.

HR ADVICE & COUNSEL

Time to Sharpen Your Pencil: Washington's New Salary Transparency Law

With the crunch of autumn leaves right around the corner and kids returning to school, employers in Washington are sharpening their pencils in preparation for the new salary transparency requirements taking effect on January 1, 2023.

What are the new requirements?

Following similar laws in California and Oregon, the Equal Pay and Opportunities Act in Washington originally went into effect in Washington in March of 2018. Since then, it expanded in July 2019 to include a salary history ban, and now a salary transparency amendment, requiring employers to post a salary range with each external job posting. In addition to the current requirements to provide a salary range internally upon request, here is what the law will require beginning January 1, 2023:

- For Washington employers with 15 or more employees, each job posting must include the wage scale or salary range for the job, and
- A general description of all the benefits and other compensation to be offered to the hired applicant. The law states that "each job posting" means every posting online or in print, whether recruited directly or through an outside recruiter.

What covered employers need to do now:

1. Review your organization's pay grades. Some organizations may not have these, and now is an excellent time to put a system in place. You will need a minimum (starting pay), midpoint, and maximum for each job. If you already have a system, review it and make necessary changes.
2. Review where individuals fall within these grades, and check for any "green-circled" individuals. These are employees who are being paid under or near the minimum, or significantly less than others in the same job, and could include persons of protected classes such as women or people of color. While often not intentional, it can present a significant risk to your organization and must be corrected. On the other hand, "red-circled" folks are those nearing or over the maximum of a pay grade. Consider paying them a cash lump sum or bonus instead of increasing base wages. This recognizes their efforts and service length while preserving pay grade equity.
3. Decide on market adjustments for those green-circled employees and apply those—or increase your annual compensation budget and apply them when you do your regular pay increases. Making adjustments before the law goes into effect will be a proactive and trust-building exercise with your employees.
4. Build a communication plan and roll that out to your employees. As part of this, consider posting your pay grades internally before the end of the year. Communicating often and early builds trust with your employees.
5. Finally, ensure that your job postings comply with the new law, effective January 1, 2023. If not, Labor and Industries (L&I) is prepared to impose penalties and fines for non-compliance.
6. To save time, include a link to a separate page on your organization's website that details employee benefits.

What to expect from employees:

For employers that communicate and are transparent regarding pay, many employees will likely be satisfied and reassured that they understand what to expect. But some employees may complain that they are not paid fairly. Be prepared to listen, and when warranted, make adjustments.

What to expect from applicants:

Expect applicants to negotiate using the new information. Keep in mind that virtually all employers will be required to post salaries, which should create a more level playing field within occupations and industries. Additionally, posting salaries will likely assist recruiters with open communication about the level of the job and the pay available.

Above all, a bit of preparation and additional budget dollars will be your best course of action with these new changes. Eligible Archbright members are welcome to contact the HR Hotline for assistance, and we'll be happy to help you navigate through this change.



Bridget Frolich | Sr. HR Advisor

Seattle's Ordinance for Independent Contractor Protections Goes Into Effect

Taking effect on September 1, 2022, Seattle's Independent Contractor Protections Ordinance, SMC 14.34, requires covered "hiring entities" to provide covered "independent contractors" with certain disclosures (detailed below) when performing work in Seattle.

The ordinance also requires hiring entities to compensate independent contractors on or before the date compensation is due under the terms of a contract, the terms of the pre-contract disclosure, or within 30 days.

Who is covered | Covered independent contractors are self-employed, have no employees, perform any part of their work in Seattle for a commercial hiring entity, AND will receive or may reasonably expect to receive at least \$600 in total compensation from the hiring entity between January 1 and December 31. A "commercial hiring entity" means a hiring entity regularly engaged in business or commercial activity. An example of a covered independent contractor may include a graphic designer that a company hires to help design their website. If the company hires a graphic design firm or a contractor with other employees, they would not be covered by the ordinance. Also, if a private individual hires a contractor to help with a personal project, such as painting a house, they would not be covered. But if a company hires a painter, they would likely be covered.

Exceptions | Some exceptions to the ordinance include lawyers, situations where an independent contractor's relationship with a hiring entity is limited to a property rental agreement (e.g., a hairstylist renting a booth at a salon), and any other independent contractors defined by the Office of Labor Standards (OLS) rule.

Transportation Network Company (TNC) drivers, such as Uber or Lyft drivers, are exempt from the disclosure requirements and are subject to different rules under SMC 14.33. Also not included are third parties purchasing services from hiring entities that hire platform gig workers to provide prearranged services.

Pre-Work Written Notice | Before the work begins, hiring entities must provide the following information to the independent contractor in a single document:

- Date, Independent contractor name, Hiring entity name & contact information, Description of work, Pay Basis, & Location of work
- Rate or rates of pay, Tips and/or service charge distribution policy, Expenses of job and which are reimbursed by Hiring Entity, Deductions, fees, or charges, Payment schedule, & Rate or Rates of pay

Itemized Payment Information Notice | Each time the hiring entity provides payment to an independent contractor, the hiring entity must provide the following information in a single document:

- Date, independent contractor name, hiring entity name, description of services covered by payment, location of services covered by payment, & rate or rates of pay
- Tips and/or service charge distribution policy, pay basis, expenses reimbursed by hiring entity, gross payment, deductions, & net payment after deductions

Notice of Rights | Hiring entities must also provide a notice of rights, including the right to pre-contact disclosures, timely payment, payment disclosure, protection from retaliation, and the right to file a complaint. The hiring entity must provide the notice in English, and any language that the hiring entity knows or has reason to know is the primary language of the independent contractor.

The OLS has released sample notices on their website that covered hiring entities may use to comply with the ordinance: Pre-Work Written Notice, Itemized Payment Information Notice, and Notice Rights. Eligible members may contact the HR Hotline for additional questions or help navigating the new ordinance.



Ben Eckhart | Attorney

HR FAQ

Question: Can or should we continue to screen for COVID-19 symptoms for those entering our worksite?

Answer: The Americans with Disabilities Act (ADA) only permits employers to make disability-related inquiries or require medical examinations if they are "job-related and consistent with business necessity." Such inquiries or exams often meet those criteria when the employer believes that a medical condition will impair the employee's

ability to perform essential job functions or pose a "direct threat" to the safety or health of themselves or others. At the onset of the COVID-19 pandemic, the Equal Employment Opportunity Commission (EEOC)'s guidance stated that the ADA standard for medical examinations was always met for employer screening and onsite COVID testing. However, in July 2022, the EEOC updated its guidance and declared that employers have more of a burden of proof if they wish to continue COVID screening measures. Now, employers must consider various factors when deciding if testing and/or symptom screening is job-related and consistent with business necessity, including community transmission levels, employees' vaccination status, working conditions, and the potential impact of positive cases on operations.

The Centers for Disease Control and Prevention (CDC) updated their guidance in August 2022 to state that they no longer recommend screening testing of asymptomatic people without known exposure in most community settings. However, it is important to note that state or other local jurisdictions may still recommend COVID-19 symptom screening in the workplace.

Employers still have an obligation to provide a safe work environment for their employees and having a system that prevents people with COVID-19 from entering the workplace certainly helps to meet that obligation. Screening individuals before entry and rejecting those with symptoms is one way to keep sick individuals out of the workplace. Another option may include signage indicating that symptomatic individuals are not allowed to enter the workspace and/or employee training.



Lindsey Sosa | Content Manager

ARCHBRIGHT NEWS

Upcoming Events and Presentations

There are many upcoming events at which Archbright's subject matter experts are sharing their knowledge on a variety of HR, employment law, and safety topics!

Snohomish County HRA Annual Employment Law Update Meeting

Looking Beyond the Pandemic: The Top Five Non-COVID-19 Employment Law Updates, Presented by Ben Eckhart | September 15, 8:00 AM-9:30 AM PDT | Everett, WA

For the last two years, the pandemic put HR Professionals' expertise, stamina, and patience to the test through ongoing COVID-19-related work rules, regulations, and the need for constant policy review and revision. This session will address current employment and labor law updates outside of pandemic-related issues, with noteworthy and critical updates in Labor, Pay Equity, Wage/Hour, OFCCP, and employee agreements.

NHRMA

Driven by Excellence: How One Transportation Company Rebuilt Its Culture, NHRMA Pre-Conference Webinar Presented by Krisann Hatch, Regional Director, and Liza Romero, HR Consulting Manager | September 22, 12:00 AM-1:00 PM PDT | Virtual

Many organizations find themselves in a position of rebuilding, rethinking, or reconsidering their culture. But how? And what are key elements to consider? Experience the journey of one company that found themselves with an opportunity to reinvent their culture and rebuild employee engagement. Join Liza Romero and Krisann Hatch as they share the why, the what, and the how through a real-life case study of one organization's journey.



Krisann Hatch |
Regional Director



Liza Romero | Manager,
HR Consulting

Diversity, Equity, & Inclusion Success: The Strategic Work of Leaders, NHRMA Breakout Session Presented by Dr. Joe Marth | October 5, 10:30 AM-1:30 AM PDT | Spokane, WA

It's an exciting time to lead the Diversity, Equity, and Inclusion (DEI) work in organizations. Unfortunately, employers often begin implementing DEI without building the strategic foundation essential for its success. An underdeveloped strategy often results in many start-and-stops, setbacks, and ultimately, its failure. Whether your DEI efforts are underway or you're looking for a sound approach to begin your journey, this session is for you. Learn the strategic work of leaders that results in DEI being a positive transformational force for an organization.

Attend these two presentations by registering for NHRMA at <https://www.nhrmaconference.org/2022>.

Breaking Down Retro, Presented by Tim Lundin, Director of Safety & Loss Control | October 12, 9:00 AM PDT | Virtual

There are thousands of organizations out there that are missing out on valuable refunds simply because they don't know how retro works, or which program they should join. We want to help.

Join us for a free webinar where Tim Lundin, will be Breaking Down Retro. Learn how retro works, the different programs available, the services included in the program, and how your organization can benefit from participating. You might find out that you could save money just by being safe!

Register at <https://www.archbright.com/store/what-is-retro-2754782209>.

SIHRMA Fall Workshop

Effective Workplace Investigations, Presented by Colleen Mayer, Attorney | October 13, 8:00 AM-1:00 PM PDT | Anacortes, WA

Employers have a duty to conduct a prompt and thorough investigation of alleged acts of discrimination, harassment, or other claims of workplace misconduct. Employer liability can hinge on the quality of the company's investigation, therefore, it's critical employers understand when they must investigate and the steps they need to take. In this presentation, Colleen Mayer will review the importance of investigations, when investigations must/should occur, and how to conduct and conclude a workplace investigation effectively.



Colleen Mayer | Attorney

SAFETY & LOSS CONTROL

Monkeypox: Don't Reinvent the Wheel

By now, many employers already have the latest viral epidemic on their radar—monkeypox. Although this new public health outbreak is considered highly contagious and spreading rapidly throughout the world, it presents as significantly less threatening than COVID-19. Where COVID can potentially cause life-threatening health conditions, the monkeypox virus is more likely to cause an uncomfortable rash that can last for weeks. As cases of monkeypox continue to rise, many employers are wondering if and how they should address this latest global outbreak.

What is Monkeypox, and how does it spread?

Before addressing monkeypox in the workplace, it's best to understand what the virus is and how it spreads to determine if employees are at risk of workplace infection. According to the Centers for Disease Control and Prevention (CDC), the monkeypox virus is in the same family of viruses that cause smallpox, although symptoms are milder. Symptoms of monkeypox include a rash that can be painful or itchy on intimate body parts and other areas like the hands, feet, chest, face, and mouth. Some people have flu-like symptoms (fever, chills, swollen lymph nodes, exhaustion, muscle aches, headache, and respiratory symptoms) before getting a rash, others experience the rash first, and yet others only experience a rash. Symptoms usually start within three weeks of exposure to the virus and typically last 2-4 weeks.

How should employers address Monkeypox and shared objects?

A lesson learned from the COVID-19 pandemic is how important it is for employers to have a written Infectious Disease Plan (IDP) that addresses how the organization is planning for, will respond to, and recover from health events and disease outbreaks. As part of the plan, employers are encouraged to perform hazard assessments whenever there is a health outbreak to determine employees' level of risk. The hazard assessment should evaluate job duties and the work environment to determine the likelihood (low-medium-high) of the employee contracting the virus. For example, machinists or office workers with limited face-to-face interactions will likely have a low risk, whereas nurses who attend to ill patients will have a high risk. Based on this risk level, employers can determine whether they need to modify job functions, introduce controls such as increased ventilation, or provide personal protective equipment (PPE).

At this time, the Occupational Safety and Health Administration (OSHA) has not issued guidance on monkeypox. However, OSHA's General Duty Clause still applies, which states that employers must provide a safe and healthy working environment. Employers are encouraged to monitor community infection levels as well as local and state requirements. For now, in the absence of official guidance, in addition to following the organization's IDP and performing hazard assessments, employers can educate employees on facts about the virus to help alleviate some concerns, reiterate non-discrimination policies, and continue to take steps to prevent infection in the workplace. Prevention steps can include encouraging frequent handwashing, cleaning and sanitizing surfaces and shared objects, wearing PPE such as masks and gloves when at higher risk, implementing job rotation or remote work options, and reminding employees not to come to work with they have illness symptoms.

What resources are available?

Archbright will continue to monitor widespread health concerns and requirements for employers. Eligible members can find an *Infectious Disease Plan Template* as well as a *COVID-19 Job Hazard Analysis* that can be used for monkeypox in the mozzo Resource Library. Eligible Users with questions can utilize the mozzo chat feature to contact a Safety or HR Advisor or send inquiries to the [Safety Hotline](#) or [HR Hotline](#).



Tiffany Knudsen | Content Manager

mozzo MONTHLY UPDATES

Discover New and Recently Updated Resources in mozzo

In our weekly mozzo email, we announce the new and updated resources in the Resource Library. But now, you can find them conveniently sorted in the Resource Library too!

Eligible mozzo users can simply click on the tabs labeled, “New Documents” and “Recently Updated Documents” for easy access to view, download, and share these resources. Here are some of the resources we’ve recently added or updated:

- [Violence in the Workplace Policy](#) | This document provides sample workplace violence policies suitable for an employee handbook.
- [Wildfire Smoke Plan](#) | Wildfire smoke is hazardous to outdoor workers. This sample wildfire smoke plan is designed to be made site-specific and meet state plan requirements, identifying mitigations that the employer is taking to protect outdoor workers.
- [COVID-19 Incident Response FAQ](#) | This resource is intended to address common COVID-19 exposure scenarios and steps employers should take to mitigate its impact on other employees.
- [Permit-Required Confined Space Atmospheric Testing Guide](#) | Use this guide for atmospheric testing of permit-required confined spaces.
- [Federal and State Required Posters](#) | Federal and state laws mandate that employers post notices to employees about their employment rights and the employer’s obligations in the workplace. This resource includes recommended posters, and how to obtain appropriate notices through the governmental agency websites.

Are You a Part of the Community?

Have you ever had a question that you wanted feedback or advice from another HR professional? Community is the place to go!

In mozzo, Community is an easy-to-use forum for members to connect with one another to receive and share advice. There are no “dumb questions,” if you want to know, chances are someone else is wondering too!

Interact by posting questions, responding to threads, and liking posts. Plus, by connecting with other HR professionals, you can expand your professional network along the way. Our HR and Safety experts oversee the thread, so they also weigh in and share their expertise.



Consumer Price Index

US Cities Average—July 2022

CPI-W: 292.219	+ 0.110% (1 month change)	+ 9.123% (1 year change)
CPI-U: 296.276	+ 0.012% (1 month change)	+ 8.507% (1 year change)

Seattle/Tacoma/Bellevue—May/June 2022

CPI-W: 321.626	+ 3.441% (bimonthly change)	+ 9.543% (1 year change)
CPI-U: 326.656	+ 3.201% (bimonthly change)	+ 10.144% (1 year change)

1982-84 Base; CPI-U = Urban Consumers; CPI-W = Wage Earners & Clerical Workers

Please Notify Us of Staff Changes. Please take a moment to contact us to correct any staffing changes for your organization, including email addresses.
Email us at info@archbright.com.

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We welcome your comments and suggestions.

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