

City of Tacoma / WA Department of Labor & Industries  
**EMPLOYMENT STANDARDS REFERRAL GUIDE**

Tacoma – Strengths	L&I – Strengths
<p><u>Coverage:</u>  TACOMA MINIMUM WAGE  TACOMA PAID LEAVE</p> <p>COMPANY-WIDE INVESTIGATIONS</p> <p><u>Good Fact Scenarios:</u></p> <ul style="list-style-type: none"> <li>• Company-wide behavior</li> <li>• Complainant/Worker requests nondisclosure of their identity</li> <li>• Complaint involves both paid leave and minimum wage</li> <li>• Retaliation</li> <li>• Undocumented workers</li> </ul>	<p><u>Coverage:</u>  STATE MINIMUM WAGE  OBLIGATED WAGE (<i>includes local minimum wage</i>)  PAYCHECK DEDUCTIONS &amp; OVERTIME</p> <p>SINGLE-COMPLAINANT INVESTIGATIONS</p> <p><u>Good Fact Scenarios:</u> *</p> <ul style="list-style-type: none"> <li>• Single affected worker</li> <li>• Worker is comfortable having identifying information shared with respondent</li> <li>• Small group of affected workers in communication with one another (not company-wide)</li> <li>• Unauthorized or unlawful deductions</li> <li>• Singular event, such as last paycheck violation</li> </ul>
Tacoma – Cannot Assist	L&I – Cannot Assist
<ul style="list-style-type: none"> <li>• Outside of Tacoma City Limits</li> <li>• Wage/leave issues before February 1, 2016, or significant damages before that day</li> <li>• Overtime wages (when employer is paying more than the Tacoma Minimum Wage for hours worked)</li> <li>• Paycheck deductions</li> </ul>	<ul style="list-style-type: none"> <li>• Paid leave accrual or unpaid benefits</li> <li>• Some types of wage theft: Unpaid meal or rest breaks, tip theft</li> <li>• Retaliation</li> <li>• Reimbursement for employer expenses</li> </ul>

*\*Only triggered when complainant, witnesses, or workers do not request nondisclosure of their identity.*

**Process to refer cases from Tacoma Employment Standards to L&I:** Tacoma Employment Standards will provide complainants with L&I’s phone number (1-800-547-8367) and website (<http://www.lni.wa.gov/WorkplaceRights/>). Tacoma Employment Standards will request that complainants inform L&I that they were referred to L&I by Tacoma Employment Standards. This information will be transmitted to the L&I investigator assigned to the case. Per the L&I/Tacoma Employment Standards MOU, Tacoma Employment Standards may contact L&I throughout the investigation to receive status updates on referred cases.

**Process to refer cases from L&I to Tacoma Employment Standards:** L&I will provide complainants with Tacoma Employment Standards phone number (253-591-5306) and website form (complaint/inquiry form available at [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards)). L&I will request that complainants inform Tacoma Employment Standards that they were referred to Tacoma Employment Standards by L&I. This information will be transmitted to the Tacoma Employment Standards investigator assigned to the case. Per the L&I/Tacoma Employment Standards MOU, L&I may contact Tacoma Employment Standards throughout the investigation to receive status updates on referred cases.