

State Work Study (SWS) Employer Update



Important 2016-17 Time Sheet Reimbursement Information

The 2016-17 state fiscal year ends on June 30, 2017. To avoid possible denial of reimbursement, please submit all 2016–17 time sheets (for the period July 1, 2016–June 30, 2017) to the college your student employee attends by the deadline established by the college, or by July 14, 2017, whichever is earlier. If your pay period crosses over the state fiscal year, you must submit two separate time sheets for hours worked in June and July. For example, you must submit two time sheets for the pay period June 5 through July 4 (one for June 5–June 30, 2017 and one for July 1–4, 2017).

2017-18 SWS Employer Renewal Process

Thank you in advance for completing the updated employer renewal process and continuing your participation in SWS during fiscal year 2017–18. In order to better protect your data and to fully comply with state information technology security rules, SWS instituted a more robust employer log-in process for contract renewals beginning this year. The new process ensures that only authorized users can make changes to your SWS employer account. We appreciate your patience with the new process and anticipate easier renewals in future years, despite the more complicated process in this initial year.

Please contact SWS directly (see contact info below) if you require assistance completing the 2017-18 SWS employer renewal process.

2017 Legislative Session

The regular 2017 Legislative Session ended on April 23, 2017, without agreement on a final operating budget. A special session started on April 24, 2017, to finalize an operating budget. Thus far, there have not been proposals to modify SWS policy or funding levels for the 2017-18 fiscal year. SWS will contact participating employers if the final operating budget includes material changes to the program.

2017-18 Minimum SWS Wages

Initiative 1433 (I-1433), passed in November 2016, directed higher state minimum wages for all Washington employees beginning on January 1, 2017, and increasing incrementally as follows:

- \$11.00 per hour as of January 1, 2017
- \$11.50 per hour as of January 1, 2018
- \$12.00 per hour as of January 1, 2019
- \$13.50 per hour as of January 1, 2020
- Each January 1 thereafter, as adjusted by the rate of inflation.

Please note that employers in localities with higher minimum wages than the state minimum (Seattle, Tacoma, and SeaTac currently) must ensure compliance with the higher, local minimum wage.

Thank you for continuing to ensure that your SWS student employees' hourly pay rates comply with all applicable minimum wage requirements.

2018 State-Mandated Sick Leave

In addition to its state minimum wage provisions, I-1433 also requires that Washington employers provide employees with paid sick leave. **Beginning January 1, 2018**, Washington employers must provide paid sick leave as directed by I-1433 to **all employees, including all student employees**.

I-1433 requires that employees accrue at least one-hour of paid sick leave for every 40 hours worked, can begin using accrued sick leave hours after 90 days of employment, and can carry forward unused sick leave hours to the following calendar year.

The Washington Department of Labor & Industries is currently writing the rules on I-1433-mandated sick leave benefit implementation, but these rules will not be final until fall 2017. Until then, many questions on I-1433 implementation may be difficult to answer. The best information on I-1433 implementation requirements can be found at <http://www.lni.wa.gov/WorkplaceRights/Wages/Minimum/1443.asp>.

Because the paid sick leave hours defined under I-1433 are a required component of state-mandated employee compensation, the **paid sick leave hours required by I-1433 will be eligible for SWS reimbursement**.

For I-1433 sick leave hours to be eligible for reimbursement:

- Employers should document I-1433 sick leave hours on SWS timesheets as they would any other hours of SWS employment.
- Please note that average weekly SWS hour limitations still apply, including any I-1433 sick leave hours used within the calculation period.

Questions? Contact Us

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