



## Long-Term Care Foundation

of Washington State

*Please note we have started this HR Q&A from our first HR Best Practice overview series and will continue to update. We encourage you to submit more questions to [shereice@ltcfwa.org](mailto:shereice@ltcfwa.org).*

## Human Resources Q&A

### **Q: Do you have an employee handbook?**

**A:** You can find and download the Employee Handbook in the Resources section on our website at [www.longtermcarefoundationwa.org/resources](http://www.longtermcarefoundationwa.org/resources).

### **Q: There are applicants who have completed training except they are waiting for their work permit and have no social security number to give to DOH when they are submitting their HCA application. What can we do for them?**

**A:** When it is time for the applicant to submit their home care aid application to the Department of Health, there is a social security form that they can fill out to explain their situation as to why they don't have a social security number.

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in your home care aid application, please read, complete, and return the form below with your application.

<https://www.doh.wa.gov/portals/1/Documents/Pubs/600057.pdf>

### **Q: Where can I find the I-9 and W-4 forms?**

**A:** You can find the I-9 form at [www.uscis.gov](http://www.uscis.gov) and the W-4 form at [www.irs.gov](http://www.irs.gov). Please see below for direct links for the forms:

[www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

[www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf](http://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf)

*Q&A continues on next page*

**Q: In the Employee handbook it says you have to give so many days of vacation? What is mandatory to do?**

**A:** Vacation and holiday leave are not required by Washington law, so there is nothing at the state level mandating any particular number of vacation days.

**Q: What is the basis for an employee to be considered exempt or non-exempt employee?**

**A:** The primary difference between exempt and non-exempt is their eligibility for overtime pay. Under Federal law, that status is determined by the Fair Labor Standards Act (FLSA). Exempt employees are not entitled to overtime pay, while non-exempt employees are. In order to qualify as exempt, certain criteria must be met.

**Q: Is the AFHC and DSHS planning to increase the Medicaid Residents rate for us to be able to give more benefits and compensation?**

**A:** Yes, the Medicaid reimbursement rate is negotiated between the AFH Council and DSHS every two years and the rates are published in the collective bargaining agreement. Part of the daily rate is to offset some of the costs of insurance for the provider and training.

**Q: Can we have a list of caregiver job posting sites?**

**A:**

[www.indeed.com](http://www.indeed.com)

[www.connecttocarejobs.com](http://www.connecttocarejobs.com)

[www.worksourcewa.com](http://www.worksourcewa.com)

[www.simplyhired.com](http://www.simplyhired.com)

[www.ziprecruiter.com](http://www.ziprecruiter.com)

[www.mycnajobs.com](http://www.mycnajobs.com)

[www.care.com](http://www.care.com)