

# Salon Owners: Know Your Responsibilities in Washington State



Washington laws may affect your business and your workers, including minimum wage, paid sick leave, workplace safety and more.

*Brought to you by a partnership with Washington's: Employment Security Department, Department of Revenue, Department of Labor & Industries, Attorney General's Office, and Department of Licensing.*

## Know your employer responsibilities

As a nail or beauty salon owner in Washington, you have a lot of responsibilities that go along with serving your customers. If you have workers, it's important to understand the laws that affect your business. As an employer, you need to:

- Know the rights of your workers and pay them correctly.
- Provide a safe work environment for your workers and customers.
- Make sure you and your workers have the required licenses.
- Pay business and employee taxes.



## Employees vs. independent contractors

Are your workers “employees” or “independent contractors”? Workers are independent contractors if they:

- Have a “Salon Location License” from the Washington State Department of Licensing, in addition to the basic individual license for the type of services they provide.
- Have their own business license.
- Set their own rates of pay and are paid directly by their customers.
- Set their own schedules.

If your workers **don't** meet the above criteria, they are **employees**. If you have employees, you must:

- Pay them at least minimum wage for all hours they work and overtime for any hours over 40 hours in a week. You may not deduct or use tips to meet the minimum wage requirement (no tip credit).
- Provide them one hour of paid sick leave for every 40 hours worked. This includes part-time and seasonal workers.
- Allow them a paid rest break of at least 10 minutes for every 4 hours worked.
- Allow them at least a 30-minute meal period, if more than 5 hours are worked in a shift.

- Provide them a safe work environment and have a written safety plan.
- Make sure each technician has the proper and current license for the work they do in your salon.
- Keep accurate records of your employees' daily and weekly hours worked and wages paid.

## Licensing and sanitation requirements

Salon owners are required to:

- Have a current salon license.
- Allow only licensed individuals to work on the public.
- Maintain minimum safety and sanitation standards.

### Salon work that requires a license:

- Cosmetology
- Hair design
- Barber
- Manicurist
- Esthetician
- Master esthetician

## **Paid family and medical leave**

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both employees and many employers, and will be administered by the **Employment Security Department (ESD)**.

This insurance program will allow workers to take necessary time off when they welcome a new child into their family, are struck by a serious illness or injury, or need to take care of an ill or ailing relative. As directed by the Legislature, premium payments started on Jan. 1, 2019 and benefits can be taken starting Jan. 1, 2020.

For more information, go to **[www.paidleave.wa.gov](http://www.paidleave.wa.gov)** or call 1-833-717-2273.



## Questions?

Learn more: [www.Lni.wa.gov/Salons](http://www.Lni.wa.gov/Salons)

### **Minimum wage or paid sick leave**

Contact the Washington State Department of Labor & Industries (L&I):

[www.Lni.wa.gov/workers-rights](http://www.Lni.wa.gov/workers-rights)

[www.Lni.wa.gov/SickLeave](http://www.Lni.wa.gov/SickLeave)

1-866-219-7321

### **Safety and health**

Request a free consultation from L&I:

[www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation)

1-800-423-7233

### **Licensing or sanitation**

Contact the Washington State Department of Licensing:

[www.dol.wa.gov/business/cosmetology](http://www.dol.wa.gov/business/cosmetology)

360-664-6626

### **Business and employee taxes**

Contact the Washington State Department of Revenue:

[www.dor.wa.gov](http://www.dor.wa.gov)

360-705-6705

### **Paid family and medical leave**

Contact the Washington State Employment Security Department:

[www.paidleave.wa.gov](http://www.paidleave.wa.gov)

1-833-717-2273

*Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.*

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