



Insurance Services Administration  
 PO Box 44291  
 Olympia WA 98504-4291

# Preferred Worker Continuous Employment Incentive Application for Employers

*For workers granted preferred worker status on or after January 1, 2016.*

Use this application for the Preferred Worker Continuous Employment Incentive. See the instructions on the next page for information about how to complete the application and for more information about this incentive.

Preferred Worker Information	
Name	
L&I Claim Number	Worker's First Date of Employment (mm/dd/yy)

Employer Information	
Business Name	L&I Account Number
Mailing Address (Where notice of decisions regarding application and incentive payments will be sent)	
City	State
	Zip Code

**Throughout the 12 months:**

I paid the worker the same base wage (or greater) as the date of hire.  Yes  No

I didn't change the worker's work pattern since the date of hire.  Yes  No

Enter the Wages You Paid the Preferred Worker for 12 Consecutive Months			
Note:	From (mm/dd/yy)	Through (mm/dd/yy)	Total Monthly Wage
The 12 months must be consecutive.  <b>Don't</b> include tips, board, housing, fuel, health care benefits, etc.  <b>Include</b> bonuses and commissions paid.			

## Signature

I certify that the information provided in this request is true and accurate.

Printed Name	Title	Phone Number
Signature	Date	

## How does the Continuous Employment Incentive work?

An eligible employer who continuously employs a certified preferred worker at the medically-approved job without reduction in base wages for at least 12 months may receive a one-time continuous employment incentive payment of 10% of the worker's wages up to \$10,000 (whichever is the lesser amount).

### To be eligible for this program, the employer must:

- Have an L&I approved [Preferred Worker Request](#) (L&I form F280-060-000).
- Have an active account in good standing with L&I. For State Fund employers, this means you're current on your premiums or the payments required are under an approved payment plan.
- Apply *within one year* of the date the 12 months ended.

### Required Attachments:

**Important** – Write the L&I Claim Number on each attached page.

- Payroll information: copy of payroll records including timesheets documenting the days worked and the wage paid for the job performed by the preferred worker.

### When do the 12 Months Begin:

- The 12 months begins the date is worker is certified as a preferred worker or the first date of employment, whichever is later.
- *Only one Continuous Employment Incentive is payable per worker certification period.*

### How are Wages Calculated?

- **Wages include:** wages paid to the preferred worker and can include variations in hourly rate such as overtime and shift differential. Wage may also include commissions and bonuses paid.
- **Wages don't include:** tips, board, housing, fuel, health care benefits including dental and vision, per diem, reimbursements for work-related expenses, or any other payments.

**“Without reduction”** means the worker receives the same base wage or greater from the date of hire throughout the 12-month period. Additionally, the employer must continue any health care benefits the worker had at the time of hire, unless these benefits are inconsistent with the employer's current benefit program for workers.

**“Continuous employment”** means maintaining the same medically-approved work pattern as the approved jobs.

**“Same work pattern”** generally refers to the number of hours worked per week and the worker's primary shift (day, swing, or graveyard) as long as the total hours are not reduced.

### How to Submit

- Complete the application in full and sign. Include the required payroll information. *Be sure to write the L&I claim number on each attached page.*
- Fax the signed application and payroll information to: **360-902-6100** or mail to the address listed on Page 1.

### Questions?

Call 1-866-406-2482 (toll-free) or 360-902-4411.  
Or go to: [www.Lni.wa.gov/PreferredWorker](http://www.Lni.wa.gov/PreferredWorker)