

Exh. 14B

Sourcing - Summary of Specific Source

Limit by: Positions Selected: Major Gifts Officer

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	9	39.1%
LinkedIn - AdCode: linkedin	4	17.4%
Company Website, KNKX	2	8.7%
Company Website, Indeed.com	1	4.3%
Radio/TV, knkx	1	4.3%
Internet/Job Board, AFP Advancement NW	1	4.3%
Internet/Job Board, Agency website	1	4.3%
Internet/Job Board, Indeed	1	4.3%
Internet/Job Board, KNKX.org	1	4.3%
Internet/Job Board, LinkedIn	1	4.3%
Internet/Job Board, Philanthropy Northwest Job Bank	1	4.3%
Total	23	100%

Share
Exh. 15 A
TITLE

Email Opening

Major Donor Coordinator

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

GENERAL DESCRIPTION:

The Major Donor Coordinator works to support the major gift (Leadership Circle \$1,500+), Board of Director and Community Advisory Council efforts and activities for KNKX by providing support to the Director of Major and Planned Giving, and also to KNKX staff members with a donor portfolio. This position provides critical support for donor events, solicitations, research, donor management and communication and executive support to the KNKX President and General Manager. Salary range is between \$37,000 - \$42,000 DOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and update major donor files in donor database
- Maintain major donor calendar overseeing the communication process for solicitation, stewardship and events
- Assist team members with donor portfolios through weekly check-in meetings to review upcoming donor moves, fulfill prospect research needs, record notes in tracking documents and help organize strategic outreach for each donor manager
- Prepare and routinely update comprehensive bios for donors and prospects, using a wealth and prospect screening tool, historical data and other applicable research methods
- Assist Director of Major and Planned Giving in preparing direct mail campaigns, newsletters, e-blasts, mail merges, data pulls, notes, other KNKX publications, as well as special appeals and special projects
- Assist Director of Major and Planned Giving with Lifetime Listener Society (planned giving program)

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
-

OTHER JOBS WITHIN 60 MILES

-- None found -
-

- mailings, events, welcome packets and donor support
- Manage ongoing/routine mail projects, from data pull to mail drop
 - Support fundraising efforts through efficient, high-level management of turn-key duties while also providing intuitive support to portfolio managers with their donor cultivation, solicitation, and stewardship plans
 - Support the General Manager with Board of Director meeting preparation, oversee online document and file storage tool, communications and retreat planning
 - Support Senior Leadership with Community Advisory Council meeting preparation, oversee online document and file storage tool and communications
 - Assist Director of Major and Planned Giving in event planning and management. This includes planning, vendor contracts, catering, invitations, day of support and post event follow up
 - Administrative duties such as copying, filing, scanning and distributing information
 - Perform other duties as assigned

SKILLS AND ABILITIES

- Professional manner in the office and with donors
- Excellent proofreading and writing skills
- Excellent face-to-face communication skills
- Excellent organizational skills, detail-oriented, and able to balance priorities
- Ability to maintain donor confidentiality
- Ability to maintain a mature and calm demeanor in a fast paced environment.
- Experience using email marketing tools
- Excellent teamwork skills and abilities
- Ability to manage multiple projects simultaneously and effectively manage his/her time/workloads
- Competency in Google Drive programs with strong word processing and spreadsheet skills
- Knowledge of PC operations and standard software packages as well as database experience

POSITION REQUIREMENTS

REQUIRED QUALIFICATIONS

- 3+ yrs experience in a professional support position
- Microsoft Office experience with strong word processing and spreadsheet skill
- Reliable transportation (for travel between KNKX studios and events)

PREFERRED QUALIFICATIONS

- Basic understanding of fundraising in the non-profit sector
- Bachelor's Degree

SPECIAL NOTES

- This position requires times spent in both the Seattle and Tacoma offices. KNKX has a discounted Orca card as part of its benefits package. Beginning in the summer

of 2019 our Tacoma studio will move to downtown Tacoma, easing transit between locations

- This position also requires some work during weekend and evening hours to accommodate event and fund drive needs

OPEN DATE 4/9/2019

CLOSE DATE 5/3/2019

LOCATION Tacoma Office

FULL-TIME/PART-TIME Full-Time

EXEMPT/NON-EXEMPT Non-Exempt

SHIFT

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://Friendsof885FM.appone.com>

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Click here for technical assistance.

Exh. 15B

Sourcing - Summary of Specific Source

Limit by: Positions Selected: Major Donor Coordinator

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	3	15.8%
LinkedIn - AdCode: linkedin	3	15.8%
GlassDoor.com - AdCode: GlassDoor6487	2	10.5%
Internet/Job Board, Idealist.org	2	10.5%
Internet/Job Board, LinkedIn	1	5.3%
Internet/Job Board, pbs	1	5.3%
Internet/Job Board, Philanthropy Northwest	1	5.3%
Idealist	1	5.3%
College/University, Seattle Pacific University	1	5.3%
Company Website, KNKX	1	5.3%
Other, LINKEDIN	1	5.3%
Word of Mouth, Janet De La Cruz	1	5.3%
Internet/Job Board, Idealist	1	5.3%
Total	19	100%

Exh. 16 A
Share

Email Opening

TITLE

Gift and Data Processing Assistant

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

GENERAL DESCRIPTION:

This position ensures the accuracy and accountability of the KNKX constituent database. The assistant will perform daily batch entry and electronic posting tasks in the database program and is responsible for maintaining data integrity in processing and information retrieval. This position is also tasked with performing account maintenance on member accounts, including credit card updates, other account updates, and on implementing corresponding communications.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Enter daily check and credit card payments from listener support activities.
- Enter daily online gifts.
- Assist Data Processing Team with other gift entry, as assigned.
- Update recurring donor gift and payment information.
- Create and send individual tax receipts per individual donor request.
- Provide support with pledge drive data input and member relations.
- Perform maintenance of database records including name and address updates, account suppressions, notes, payment schedules, and other account updates.
- Prepare and send pledge reminders to members with outstanding pledges.
- Perform additional mailing prep and distribution duties, as needed.
- Perform other duties, as assigned.

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
-

OTHER JOBS WITHIN 60 MILES

-- None found -
-

**POSITION
REQUIREMENTS****KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent customer service and communication skills, both verbal and written.
- Ability to interact effectively with various people and departments in collaborative settings.
- Strong time management and organizational skills.
- Detail oriented and ability to follow established procedures.
- Ability to maintain a high level of confidentiality.
- Ability to maintain focus in a fast-paced work environment with frequent interruptions.
- Knowledge of database applications.
- Proficiency in the latest Microsoft word processing and spreadsheet applications.
- Proficiency in mail merge using Microsoft Word and Excel applications
- Knowledge of basic accounting principles, including accounts receivable and tax regulations

RATE: \$13 /hour**HOURS: 15 hours per week****SCHEDULE: M – F, 8am – 6pm (Flexible within those parameters based on availability)**

OPEN DATE 6/10/2019

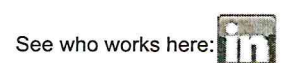
CLOSE DATE 7/9/2019

LOCATION Tacoma Office

FULL-TIME/PART-TIME Part-Time

EXEMPT/NON-EXEMPT Non-Exempt

SHIFT

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.To search for an open position, please go to <http://Friendsof885FM.appone.com>

Exh. 16B Sourcing - Summary of Specific Source

Limit by: Positions Selected: Gift and Data Processing Assistant

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	16	80%
Internet/Job Board, Indeed	1	5%
Internet/Job Board, Indeed (I think)	1	5%
Internet/Job Board, KNKX.org careers page	1	5%
Company Website, KNKX	1	5%
Total	20	100%

Exh. 17 A

Category	Title	Hired	Location	Open Date	Hiree Date	Hire Source	Status	Applicants
Content/News	Sound Effect Producer	Female	Seattle	8/10/2017	1/2/2018	word of mouth- Allie Ferguson	Filled	127
Listener Services	Listener Services Lead	Female	Tacoma	8/25/2017	1/16/2018	Facebook	Filled	54
Management	Director of Administration	Male	Seattle	7/17/2017	2/5/2018	No source listed	Filled	57
Content/News	ATC Producer	Male	Seattle	1/8/2018	4/2/2018	Twitter	Filled	72
Development	KNKX Promotions Assistant	Male	Seattle	2/15/2018	5/26/2018	KNKX Website	Filled	36
Administration	Traffic Assistant	Female	Tacoma	5/14/2018	8/6/2018	Internet/Job Board, Indeed	Filled	27
Development	Director of Major and Planned Giving	Female	Tacoma	5/10/2018	8/14/2018	Word of Mouth, Ruth Tollefson	Filled	18
Content/Music	Director Music Programming	Female	Tacoma	7/27/2018	8/20/2018	Agency- Livingston Associates	Filled	1
Content/News	Digital Content Manager	Female	Seattle	8/6/2018	11/1/2018	Employee Referral, Will James, Erin Hennessey	Filled	71
Communications	Marketing and Communication Manager	Male	Tacoma	1/9/2019	3/18/2019	Employee Referral, Matt Martinez	Filled	65
Listener Services	Major Donor Coordinator	Female	Tacoma	4/9/2019	7/2/2019	Internet/Job Board, Philanthropy Northwest	Filled	19
Content/Music	Jazz Host	Female	Tacoma	2/20/2019	8/26/2019	Word of Mouth, KNKX email list	Filled	73
Content/News	News Director	Female	Seattle	9/6/2019	9/9/2019	Agency- Livingston Associates	Filled	1
Development	Major Gifts Officer	Male	Tacoma	5/21/2019	9/16/2019	Internet/Job Board, AFP Advancement NW	Filled	23
Development	Gift and Data Processing Assistant	Male	Tacoma	6/10/2019	9/16/2019	Internet/Job Board, Indeed	Filled	20

Exh. 17 A Recruitment Analysis: #Applicants, Hiree, Hiree Source



Jenna Chapman <jchapman@knkx.org>

Exh. 18 A: Email re Internships**Re: Is that enough correspondence for the audit from me?**

1 message

Erin Hennessey <ehennessey@knkx.org>
To: Jenna Chapman <jchapman@knkx.org>

Thu, Mar 12, 2020 at 1:50 PM

I signed up with the UW Premier Internship program on the advice of UW journalism instructors. And WWU school of communications runs an internship program, too. We have long been "clients" of both of those programs and have been considered to be a very good place to intern because we've been very hands on and interns leave having produced a number of stories for broadcast and online which they then use to apply for jobs, etc.

<https://www.com.washington.edu/journalism/journalism-internships/>

<https://chss.wvu.edu/journalism/internships>

On Thu, Mar 12, 2020 at 1:33 PM Jenna Chapman <jchapman@knkx.org> wrote:

Thanks Erin. I'll look through them soon. Were there any external communications or posts on schools sites? How did we solicit these interns?

Thanks!

Jenna Chapman

Accounting Assistant

KNKX 88.5 FM • Jazz24.org

jchapman@knkx.org • 253-993-5621

INTERNAL Extension: 1621

****PLEASE NOTE MY NEW PHONE NUMBER****



KNKX & Jazz24 are owned/operated by Pacific Public Media (DBA Friends of 88-5 FM), a 501(c)(3) tax-exempt organization

On Thu, Mar 12, 2020 at 1:21 PM Erin Hennessey <ehennessey@knkx.org> wrote:

I emailed you quite a few email exchanges going back to 2017. Let me know if you need anything else.

Good luck!

--

Erin Hennessey

Cell:(206) 715-0901

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Erin Hennessey

Cell:(206) 715-0901



Home » Journalism » Journalism Internships

Exh. 18 B

JOURNALISM INTERNSHIPS

The Premier Journalism Internship Program recruits, mentors, and places the top journalism and public interest communication students from University of Washington in media and news internships at select outlets in the Puget Sound.

These internships are hands-on positions for students who are reliable, can work independently, and have some experience in journalistic coursework. One of the largest benefits for students in the Premier Journalism Internship Program is that once you are vetted by UW faculty, you are placed at the outlet, without the pressure and time of applying in a general pool of interns. Students are interviewed before placement, and mentored throughout the experience. Most internships are 20 hours per week, one-quarter, paid positions that allow students to secure course credit if desired, although available internships vary each year.

Applications to the Premier Journalism Internship Program are accepted on a rolling basis. Most placements occur midway through the preceding quarter. Available outlets will be posted here as they are secured during the year.

To apply to the program, please email Caley Cook ckcook@uw.edu with two items: 1) a personal statement of no more than 500 words that outlines what you would bring to a Premier Internship, and 2) an updated resume.

For internships available to all Communication students, please see <http://www.com.washington.edu/communicationworks/internships/public/>.

- Admissions
- Curriculum
- Scholarships
- News Lab
- Journalism Internships
- International Reporting
- Olympia Reporting
- Organizations
- Reserve Equipment
- Journalism Alumni
- Public Accountability

102 Communications
Box 353740
Seattle, WA 98195
Phone: (206) 543-2660
Fax: (206) 616-3762

Graduate Program:
(206) 543-6745
Undergraduate Program:
(206) 543-8860

- Make a Gift
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- [PUBLICATIONS](#)
- [SCHOLARSHIPS](#)
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Exh. 18C Internships

For Students

For Employers

Important Forms

Internship Information

A field internship is one of the most important undertakings in the student's entire college program and deserves the very best. Students who do not invest the utmost in effort do themselves and the college an injustice. In a sense, this is a test of the learning, the capacity, the sincerity of purpose and determination, and the professionalism of the student. Nothing less than top performance should be expected, and the intern should not overlook the importance of a good letter of recommendation from the supervisor. It will be of great value for job applicants.

The internship (JOUR 430) is required in the News Editorial, Public Relations and Visual Journalism sequences, and typically is done between the junior and senior years. Increasingly, however, students elect to do an internship during the academic year, and some take their internship as their last quarter before graduation. You should consult with the faculty intern adviser as you decide your timing. A minimum of 240 working hours is required to complete the internship, and in most cases the internship does not allow time to take other classes.

Important Documents

- Internship Interest Application: [Journalism_Internship_Interest_Application_Form.pdf](#), [Journalism_Internship_Interest_Application_Form.doc](#)
- Midway Intern Rating Sheet: [PDF](#), [Word](#)
- Final Intern Rating Sheet: [PDF](#), [Word](#)

**JOURNALISM
DEPARTMENT
COMMUNICATIONS
FACILITY (CF) 251
BELLINGHAM, WA
98225-9161
360-650-3252**

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WESTERN WASHINGTON UNIVERSITY

[516 High Street
Bellingham, WA 98225](#)

[\(360\) 650-3000](#)

[Contact Western](#)



School of Jazz

Exh. 18D

Alaska

AIRLINES

**HALF
PRICE
BOOKS**

B|E|C|U

Exh. 18D

Since 2005, School of Jazz has demonstrated a commitment to jazz education: in fact, it's one of the cornerstones of KNKX's mission as the station's signature community outreach program. School of Jazz provides mentorship, learning and performance opportunities to Western Washington middle school, high school and college jazz students. Monthly during the school year, we invite a student jazz combo and professional mentor to perform live on the air. And every month throughout the year a guest student DJ shares an hour of their favorite jazz on the air with host Abe Beeson. Since its inception, School of Jazz has directly impacted nearly 3,000 jazz students, band directors and professional musicians.

Band directors: if you're interested in bringing your combo in for a School of Jazz studio session and/or nominating a jazz student to be a guest student DJ, please contact Brenda Goldstein-Young at KNKX: bgoldstein@knkx.org.

WAYS TO CONNECT

[Apple Podcast](#)

[Google Podcast](#)

[TuneIn Podcast](#)



Program Growth

School of Jazz strives to bring even more students one-of-a-kind learning and performance opportunities with internationally-known, touring jazz musicians year-round. A stand-out example: In 2016 and 2017, KNKX invited middle and high school students to attend live, broadcast performances inside their studios with 13-year old piano prodigy, Joey Alexander. Students were able to interview Joey on-air and jam with him afterwards.



National Recognition

School of Jazz has garnered the *CPB's Education in Innovation Award and the **NABEF's Service to Community Award.



School of Jazz Support

KNKX partners with other regional organizations that are dedicated to furthering jazz education, including Washington Music Educators Association, Seattle JazzED, Earshot Jazz, Seattle Repertory Jazz Orchestra, JazzClubsNW, Cornish College of the Arts, Bellevue Jazz & Blues Festival, Seattle Theatre Group and Coastal Jazz and Blues (Vancouver, B.C.).

School of Jazz is made possible by regional businesses that strongly believe in KNKX's youth outreach, in addition to vital listener support.

You, too, can help nourish local jazz and jazz education through School of Jazz by making a gift at: knkx.org/support



Check it Out

Watch & listen to School of Jazz performances & DJs at: www.schoolofjazz.org

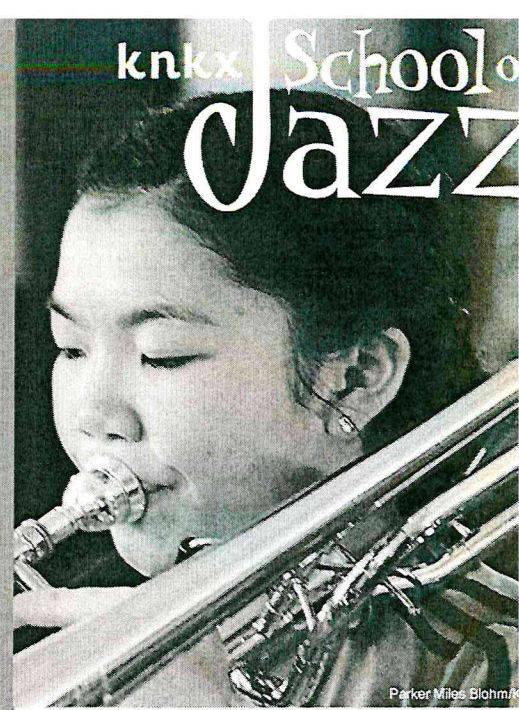


Email: info@knkx.org
Phone: 1-877-NPR-KNKX

KNKX 88.5 FM is owned & operated by nonprofit Pacific Public Media

*Corporation for Public Broadcasting

**National Association of Broadcasters Educ. Foundation



Parker Miles Blohm/KNKX

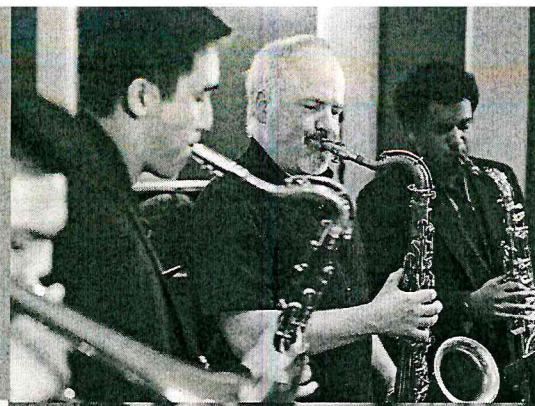
"School of Jazz is one of the best experiences I've had with my students in my 16-year teaching career. The mentors have opened my eyes to new charts, new artists to listen to, and new ways of inspiring the students to reach their potential. Participating in School of Jazz has helped me become a better musician and band director."

-Edd George,
Bellevue High jazz band director, 2015

Exh. 18 E (2 pages - leaflet)

"Jazz is America's gift to the world... it needs our help to keep it healthy. It's important in jazz to play with older, experienced musicians, so with the School of Jazz program, that is what happens. The kids establish connections into the community, sometimes lifelong. The young players' excitement is tangible and real and KNKX deserves credit for its support and foresight."

-Jay Thomas, School of Jazz mentor, trumpeter & saxophonist



"Jazz brings out the creative, adventurous child in all of us. When looking at it, it seems so complicated. But when I feel the music there is nothing like it. I get jitters! There are so many different types of jazz, and even if you don't like them all, the people are still incredibly talented. Not only that, but it makes you a better musician. The fact that it is felt and not scripted makes the music so much more powerful."

-Mairead Rising, 2017 School of Jazz participant, student at Glacier Peak High



Parker, Miles Blohm, KNKX



Abe Beesnik, KNKX



School of Jazz

Established in 2005, KNKX's School of Jazz program has demonstrated a commitment to foster the jazz education, appreciation and musicianship of Pacific Northwest students in middle school, high school and college. Since its inception, School of Jazz has directly impacted nearly 3,000 students, band directors and professional musicians. With its mentorship, learning and performance opportunities, School of Jazz provides student participants with academic and personal enrichment experiences through the practicum of jazz and jazz music discovery. This in turn has strengthened KNKX's connection to the regional jazz community, while nurturing the next generation of jazz enthusiasts and musicians.

Mentorships & Student Performances

KNKX hires professional musicians to mentor students inside and outside the classroom. The experience of each School of Jazz student group culminates with a live, on-air performance within KNKX's studios, broadcast to thousands of listeners on the station's FM frequency, in addition to streaming worldwide on KNKX's website. KNKX is also proud to hire students to play at station events to further support mastery of live jazz performance.

Evening Jazz Guest DJs

KNKX invites students to host a monthly, hour-long on-air segment during its evening jazz programming, broadcast live and recorded for on-demand listening. Participants curate a special playlist, learn about broadcast production and communication with the show's regular on-air host, and get to share their love and knowledge of jazz with KNKX listeners.

Reach

School of Jazz participants to date primarily reside within Western Washington, although KNKX is excited to extend the program's outreach nationally and internationally to encompass the entire Pacific Northwest region, and beyond. Already, high schools from Vancouver, B.C. and Portland, Oregon have recorded studio sessions with their mentors through the School of Jazz program.

Each School of Jazz performance and evening jazz show are recorded and professionally edited into high-quality video and/or audio formats, which are then distributed to KNKX's website, social media platforms and posted onto their 11-million views strong YouTube channel.

KNKX is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Washington, the following also are a protected class: age [40 or over]; sex; marital status; race; creed; color; national origin, including ancestry; sensory, mental or physical disability, including the results of an HIV and/or Hepatitis C test; use of a trained guide dog or service animal by a person with a disability; pregnancy and childbirth; honorably discharged veteran or military status, credit report or credit history; and sexual orientation.

You may discuss equal employment opportunity related questions with your supervisor or any other designated member of management.

PREGNANCY ACCOMMODATION

KNKX will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the organization will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The organization may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact your supervisor.

AMERICANS WITH DISABILITIES ACT

KNKX is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from

bull or stalking
 If you want to report or
 meetings with their
 You provide reasonable safety
 per Domestic Violence Leave

five weeks for dependents who are
 total of 11 days request leave

your rights under, or filing a
 under paid sick leave or any

Benefit
 benefits for workers. This
 and many employers
 please allow child into
 For all or aging relative.
 a premium assessment
 2020 For more

complaint?

out workplace

Resource
Crime Victims
 available. Call

na
tamento

Additional information or help with a workers' compensation issue you can contact
 the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

Upon request, foreign language support and formats
 for persons with disabilities are available.
 Call 1-800-547-4067
 TDD users, call 360-902-5797
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About required workplace posters
 Go to www.Lni.wa.gov/RequiredPosters to learn
 more about workplace posters from L&I and other
 government agencies.

Self-Insurance Section
 Department of Labor & Industries
 PO Box 44190
 Olympia, WA 98504-4590

PUBLICATION F207-037-909 (12-2012)

On the Web: www.Lni.wa.gov

LNU11



Washington State Law Prohibits Discrimination in Employment

- Protected Classes**
- Race
 - Color
 - National Origin
 - Sex
 - Creed
 - Disability—Sensory, Mental or Physical
 - HIV, AIDS, and Hepatitis C
 - Age (40 yrs old and older)
 - Marital Status
 - Pregnancy or maternity
 - Sexual Orientation or Gender Identity
 - Use of a service animal by a person with a disability
 - Honorably discharged Veteran or Military status
 - Retaliation for filing a whistleblower complaint with the state auditor
 - Retaliation for filing a nursing home abuse complaint
 - Retaliation for opposing an unfair practice

PROHIBITED UNFAIR EMPLOYMENT PRACTICES

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYER CANNOT:

- Refuse to hire you or discharge you from employment
- Discriminate in compensation or other terms or conditions of employment
- Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form
- Make any discriminatory inquiries in connection with prospective employment

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

- Deny membership or membership rights and privileges
- Expel from membership
- Fail to represent a person in the collective bargaining unit.

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:

- Discriminate in classification or referrals for employment
- Print or circulate any discriminatory statement, advertisement, or publication
- Use discriminatory employment application forms, or make discriminatory inquiries in connection with prospective employment.

If you have been discriminated against, please call or go to:
 1-800-233-3247 or www.hum.wa.gov

Washington State
 Human Rights Commission

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