



Washington State Department of
Labor & Industries

Self-Insurance

Self-Insurance Training Presents:

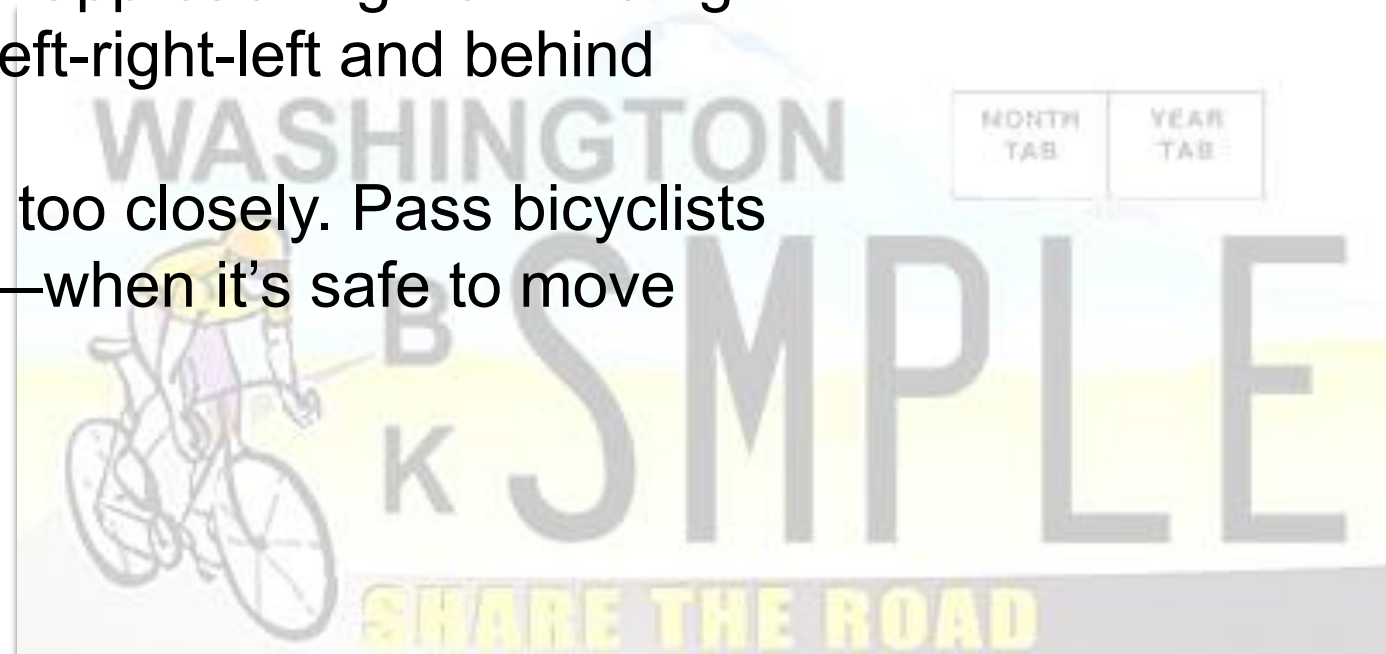
Wages

2025 Training



Safety Topic

- Yield to bicyclists as you would motorists and do not underestimate their speed. This will help avoid turning in front of a bicyclist traveling on the road or sidewalk, often at an intersection or driveway.
- Drivers turning right on red should look to the right and behind to avoid hitting a bicyclist approaching from the right rear. Stop completely and look left-right-left and behind before turning right on red.
- Give cyclists room. Do not pass too closely. Pass bicyclists as you would any other vehicle—when it's safe to move over into an adjacent lane.



Housekeeping

- Calling in?
 - Please put your name and phone number in the Q&A.
- Certification renewing soon?
 - Double check your SICATS credits.
 - Continuing Education/Certification renewal questions
SIContEdu@LNI.WA.GOV
- Course ID?
 - Will be provided at the end of training.

Resources

- **Claim Adjudication Guidelines** - Wages
- **Forms and Publications** – SIF-5A
- **Claims Management Tools: Benefit Calculations**
 - Lump Sum Matrix for Date of Injury Wage Calculation
- **RCW's (Title 51)** - Revised Code of Washington
<https://apps.leg.wa.gov/rcw/default.aspx?Cite=51>
- **WAC's (Title 296)** – Washington Administrative Code
<https://apps.leg.wa.gov/WAC/default.aspx?cite=296-20>

RCW 51.08.178

- Intent is to ensure that wages are computed in a fair and equitable manner.
- Contains instructions for how to calculate wages.
 - Outlines when and how to include overtime in calculations.
 - Defines other types of compensation included in wages (housing/board, tips, etc.)
- Employer's contribution to health care benefits is also considered wages.

Wages at the Time of Injury

- Time-Loss compensation calculations are based on the wages the injured worker was receiving at the time of injury. These wages must include all employment and represent the wage the worker was earning when injured.

Other Compensation

- Wages may include types of compensation beyond those listed in RCW 51.08.178 and WAC 296-14-522.
 - Commissions
 - Longevity pay
 - Clothing/food allowance
- Benefits not essential to worker's life are not included (contributions to retirement, trust fund, etc.)

Lump Sum Matrix for Date of Injury Wage Calculation

- Found on the “Benefit Calculations” tab under Claims Management Tools.
- Helps determine whether:
 - to include a ‘Lump Sum’ payment as part of the workers date of injury wages
 - an included ‘Lump Sum’ payment should be classified as a “Bonus” or “Other Compensation”.

Subsection 1

- Also known as “regular and continuous” employment.
- Most workers fit under subsection (1).
- Applies to workers who:
 - Are paid a monthly salary, or
 - Have a regular and continuous work schedule.
- Under Sub (1), overtime hours are included at base rate of pay.

Methods for Calculating Sub 1

- Monthly Salary
- Regularly Scheduled
- Average hours per day
- Average hours per month

Sub 1: Monthly Salary

- If the worker has fixed monthly salary, use this amount for the gross monthly wage.
- If the worker is eligible for overtime, calculate separately using averaging hours per day or per month.

Sub 1: Regularly Scheduled

- Calculate wages based on hours worked per day and days worked per week.
- Use formula given in the statute:
 - $\$15.50 \text{ per hour} \times 8 \text{ hours per day} \times 22 \text{ days per month} = \$2,728 \text{ per month.}$

Regularly Scheduled

Number of days worked per week:			
	x	x	=
<u>Hourly Rate</u>		<u>Hours per day</u>	<u>\$0.00</u>
		<i>*Days per month</i>	Monthly Wage
<i>*Days per month are defined by law and are based on the number of days worked per week.</i>			
Days worked per week		Days per month	
1		5	
2		9	
3		13	
4		18	
5		22	
6		26	
7		30	

Sub 1: Averaging Hours: What's included?

- When the worker's schedule varies, average the worker's hours, not the wages.
- Hours paid for vacation, sick leave, holidays, etc. should be included in total hours. If these benefits are paid out by a union, documentation is needed.
- Overtime hours are only included if there is a pattern of overtime worked, and are included at the base rate of pay.

Sub 1: Representative Period for Averaging Hours

- Default representative period is 3 months prior to DOI.
 - One month is considered a **consecutive calendar month**
 - Example: February 14 – March 13 = 28 days
 - March 18 – April 17 = 31 days
- Determine how the worker is paid:
 - Monthly: use 3 months
 - Semi-monthly: use 6 pay periods
 - Bi-Weekly: use 6.5 pay periods
 - Weekly: use 13 pay periods

Sub 1: Averaging Hours Per Day

- Use if the worker has one rate of pay and is working a set number of days per week, but daily hours vary.

$\frac{528}{\text{Total hours worked in the period}}$	\div	$\frac{52}{\text{\# of days worked in the period}}$	$=$	$\frac{10.15}{\text{Average hours per day}}$	<i>Use two decimal points when calculating average hours per day.</i>
					<i>Rounding: Numbers ending in 0-4 should be rounded down. Numbers ending in 5-9 should be rounded up.</i>
$\frac{\$20.00}{\text{Hourly Rate}}$	\times	$\frac{10.15}{\text{Average hours per day}}$	\times	$\frac{18}{\text{*Days per month}}$	$= \frac{\$3,654.00}{\text{Monthly Wage}}$

Sub 1: Averaging Hours Per Month

- Use when the worker doesn't work a set number of days **OR** hours.

$$\begin{array}{ccccccc} \frac{511}{\text{Total hours}} & \div & \frac{3}{\text{\# of months}} & = & \frac{170.33}{\text{Average}} & \times & \frac{\$20.00}{\text{Hourly Rate}} & = & \frac{\$3,406.60}{\text{Monthly Wage}} \\ & & \text{worked in the} & & \text{hours per} & & & & \\ & & \text{period} & & \text{month} & & & & \end{array}$$

Sub 1: Multiple Rates of Pay

- A worker paid at more than one rate will always have their wages averaged by month.
- Average hours per month for each rate of pay, then multiply by the applicable hourly rate.
- Include overtime in each rate separately, not combined.
- Add totals from each rate of pay to find total gross monthly wage.

Sub 1: Fred Meyer Inc. v. Shearer (2000)

- Shift differential is **not** overtime, even if paid at the same rate.
 - Considered additional compensation for working undesirable hours.
 - May still be listed as overtime (OT) on payroll records.
- Differential hours should be calculated at the full rate of pay.

Sub 1: Dairy And Agriculture Workers

- Dairy workers became entitled to overtime wages 07/25/2021 per case law.
- Extends overtime rights to all agricultural workers by removing the agricultural exemption.
- Agricultural workers, including piece-rate workers, must earn at least the state minimum wage.
- Currently and moving forward, overtime pay must be at least 1.5 times the employee's regular rate of pay.

Sub 1: Agriculture Workers

- Wage changes for Agriculture, or non-dairy, workers became effective for claims with date of injury on or after January 1, 2022.
- RCW 49.46.130 (6) decreased the number of hours each January 1 that employees would need to work in a week before they're entitled to overtime.
- For claims with a date of injury on or after January 1, 2024, the threshold is 40 hours, with no further decreases.

Sub 1: Bundling (Averaging Multiple Rates)

- For multiple rates, If any rate of pay does not equal at least 8 hours per month, the hours can be rolled (bundled) into the next highest qualified rate.
 - These rates are considered “minimally worked hours.”
- If you choose to bundle one minimally worked rate, you **must** bundle all minimally worked rates
- Bundled rates must be shown on the SIF-5A.

Sub 1: Minor Variations

- Used for regularly-scheduled employees who have a set schedule but do not always work all scheduled hours.
- BIIA Significant decision: In re Maggie Stedman (2010)
 - “Minor variations in hours worked should be considered self-correcting rather than representative of a change in full-time status.”
- A ‘Minor Variation’ is 10% or less variation between hours worked and hours scheduled.

Sub 1: Calculating Minor Variations

Calculation of Minor Variation for a Regularly Scheduled Employee				
<p><i>If the variation is 10% or less, use regularly scheduled with a minor variation to calculate the monthly wage.</i></p> <p><i>Paid Vacation and Sick Leave should be included in the Actual Hours worked.</i></p> <p><i>Do not include overtime hours in the "Actual hours worked."</i></p> <p><i>If the variation is greater than 10%, use averaging to calculate the monthly wage.</i></p>	Scheduled Hours:	520.00		
	Actual Hours Worked:	470.00		
	$\frac{470.00}{\text{Actual Hours}}$	\div	$\frac{520.00}{\text{Scheduled Hours}}$	$= \frac{0.9}{\text{Variation}}$
	$\frac{1.00}{\text{Variation}}$	$-$	$\frac{0.9}{\text{Variation}}$	$\times \frac{100}{\text{\% Variation}} = \frac{10.00}{\text{\% Variation}}$

Multiple Employers

- If worker has another job, the SIE must attempt to obtain wage info for other employers.
 - Letter to worker is sufficient.
- Each job must be calculated separately on SIF-5A.

Knowledge Check



What RCW governs wages?

RCW 51.08.178

Under subsection 1, overtime hours are only included when:

...there is a pattern of overtime

If a worker has more than one paying job, the additional job(s) wages are

...included if employed at the time of injury.

Mia stated on the SIF-2 she works 8 hours per day 5 days per week earning \$18.00 per hour. The employer provided an SIF-5A indicating total hours worked were 486 hours in a 3-month period. Payroll records show that the worker worked consistent hours and days per week.

How many hours should she have worked in the 3-month period? **528**

8 hours per day x 22 days per month x 3 months = 528

How many actual hours did she work in the 3-month period? **486**

% of Minor Variation? **8%** **$486 \div 528 = .92$** **$1.00 - .92 = .08$**

Regularly scheduled or average hours? **regularly scheduled**

What is her gross monthly wage? **\$3,168.00**

$\$18.00 \times 8 \times 22 = \$3,168$ gross monthly wage

Rip indicated on the SIF-2 that he works 6 hours per day 4 days per week earning \$22.00 per hour. The employer provides an SIF-5A indicating total hours worked were 250 hours in a 13-week period. Payroll records show that he worked consistent hours and days per week.

How many hours should he have worked in the 13-week period? 312
6 hours x 4 days x 13 weeks = 312

How many actual hours did he work in the 13-week period? **250**

% of Minor Variation? 20% **$250 \div 312 = .80$** **$1.00 - .80 = .20$**

Regularly scheduled or average hours? **average hours (Per Day)**

What is his gross monthly wage? **\$1,904.76**

4 days / wk x 13 weeks = 52 days worked. 250 hrs / 52 days = 4.81 hrs/day avg.
 $\$22.00/\text{hr} \times 4.81\text{hrs/day} \times 18\text{ days/mo} = \$1904.76/\text{mo. wage.}$

Subsection 2

Part-Time, Seasonal, and Intermittent workers

- Part-time: No set schedule or discernable pattern, and hours spent at employment are significantly less than the number of hours typically worked by employees in that industry.
- Seasonal: Work activities performed during a particular time of year.
- Intermittent: Pattern is sporadic with definite start and stop points and significant gaps in between.

Sub 2 or Sub 1: Intent To Work

- Beyond job of injury work pattern, Dept. of L&I v. Avundes (2000) requires us to consider worker's **intent** to work when deciding on Sub 1 or Sub 2.
- First, consider worker's relationship to the **employer of injury**.
- Then, consider worker's relationship to that type of **employment in general**.

Sub 2: School District Employees

- Most school district employees are Sub 2 because they have specific start and stop dates.
- Include wages from **ALL** other employment and all wages from the school district (coaching, stipends, etc.)
- Watch for specific jobs – some employees work year-round and are regular & continuous.

Sub 2: Calculating Subsection (2) Wages

- Total wages from all employment in any 12 consecutive months prior to the date of injury, then divide by 12.
- SIE/TPA must review payroll records for all worker's employment for at least 1 year prior to DOI.
 - If unable to get records, must provide documentation of attempt (letter to worker).
- 12 months immediately prior to DOI are default.

Subsection 3 - Bonuses

- Always applies, regardless of whether worker is Sub (1) or (2).
- Add all bonuses paid in 12 months immediately preceding DOI, then divide by 12.
- Only applies to employer of injury, not additional jobs.

Knowledge Check



Stacey was a stay-at-home mom who was hired to work at Round Up Coffee Corral from 7:00 am through 10:00 am three days a week (M-W). Those are the only hours she is available to work outside the home.

Sub 1

Sub 2

Sub 3

Sub 4

Junior was hired to work for Sunrise Farms from August through October doing various tasks. He was injured while picking apples for the employer when he fell from a ladder. When he is not harvesting apples, the remainder of his time is working as a general farm laborer for the same employer. After receiving a work history, it shows that Junior did work for other farms throughout the year prior to his date of injury.

Sub 1

Sub 2

Sub 3

Sub 4

Ricky works as a 7th grade History teacher for Columbia Junior Valley High School from September through June. In the summertime, he works at a box store. He is assaulted by a student in the hallway in December.

Sub 1

Sub 2

Sub 3

Sub 4

Willa, a high school student was hired to clean stalls at the local fairground. There are three week-long events each year and she works all three. She has done this for the last two years. Based on her job history, this is her only employment. A discussion with her confirmed that this is the only job she currently chooses to do.

Sub 1

Sub 2

Sub 3

Sub 4

Why?

Her job is intermittent with specific start and stop dates. Since this is the only job she chooses to do, her relationship to employment is intermittent.

Non-Standard Wages

- Regular and continuous employment pattern, but no hourly rate.
- Typically applies to workers paid by the mile, trip, or piecework.
- Average earnings over a period of 3-12 months prior to the injury.

Non-Standard Example

The worker is a truck driver who is paid \$0.755 per mile. In the last 3 months, he drove 39,200 miles.

What is his total earnings for the 3 months?

$39,200 \times \$0.755 = \$29,596.00$ total earnings

What is his gross monthly wage?

$\$29,596.00 \div 3 \text{ months} = \$9,865.33$ gross monthly wage

Subsection 4 – Like Wages

- Use when the wage is not fixed or cannot be fairly determined. (no contract of hire)
- Typically used when worker has worked less than one month and was not hired with a regular schedule.
- SIE should review payroll documents for 3 “like” employees, choose one, and explain why.

Cockle v. Dept. of L&I (2001)

- Actual cost of employer-provided health care benefits must be included in wages.
 - Includes medical, dental, and vision
- Do not have to address whether the worker was “eligible” to access benefits at that time.

Gross Monthly Wage

Total Monthly Wage - (this is the basis for worker's compensation payment; it is not the benefit amount.)						
<u>\$0.00</u>	+	<u>\$0.00</u>	+	<u>\$0.00</u>	+	<u>\$0.00</u>
Monthly Wage for Job of Injury		Monthly Value of Bonuses		Monthly Value of Other Compensation		Monthly Wage for All Additional Jobs
						Sub - Total of Monthly Wage
						Monthly Value of Health Care Benefits
						TOTAL MONTHLY WAGE

Knowledge Check



Trevor says he earns \$16.50 an hour and he works 8 hours a day, 5 days a week.

What is his GMW?

$$\text{\$16.50} \times 8 = \text{\$132} \times 22 = \text{\$2,904}$$

Mr. Higgins says he earns \$15.80 an hour and works 8 hours a day, 5 days a week. His employer provides health care coverage in the amount of \$600.00 per month.

What is his GMW?

$$\text{\$15.80} \times 8 = \text{\$126.40} \times 22 = \text{\$2,780.80} + \text{\$600} = \text{\$3380.80}$$

Moe, who owns Moe's Tavern was injured on 6/15/2021 after slipping on spilled beer behind the bar. Moe submitted payroll and tax records that support he pays himself 42.86 per hour working 10 hours a day, 6 days a week, and earns \$1000.00 per month in tips.

What is his GMW?

$$\begin{aligned} \$42.86 \times 10\text{hr} &= \$428.60 \times 26\text{days} = \$11,143.60 + \\ \$1,000.00 \text{ (tips)} &= \mathbf{\$12,143.60} \end{aligned}$$

Wage Disputes

- WAC 296-15-425: If no dispute is received the department will not issue a wage order.
- The department will ask the self-insurer to submit payroll records and other documentation that supports the calculation of wages.
- The self-insurer should always be prepared to provide the documentation listed in the CAG.

Marital and Dependent Status

- Wage orders establish worker's marital status and number of dependents as of the date of injury.
 - Married = married, separated, registered domestic partnership,
 - Single = divorced, widowed, common law marriage
- Marital status on date of injury = status for life of the claim.

Definition of a Child – RCW 51.08.030

- Natural born child
- Stepchild
- Legally adopted
- In legal custody
- Child conceived prior to DOI but born after
 - Compensation paid effective date of child's birth

Dependent Eligibility: RCW 51.32.060

- Dependent status maintained until child turns 18, or 23 if enrolled full time in an accredited school.
- Dependents with physical, mental, or sensory handicaps will remain eligible regardless of age (“invalid” child).
- Each eligible dependent adds 2% to time-loss, up to a maximum of 10% (5 eligible dependents)

Knowledge Check



Jon works a varying number of days per week and has a pattern of overtime. In 3 months prior to the injury, he worked a total of 628 regular hours at \$28.00 an hour and 87 hours of overtime paid at \$42.00 an hour. At the time of injury, his employer contributed \$250.00 per month towards his HCB's. The 12 months preceding the injury, Jon received \$500.00 performance bonus.

What is the GMW?

$$628(\text{reg hrs}) + 87(\text{OT hrs}) = 715(\text{total hrs})/3\text{m} = 238.33\text{hr/m}$$

$$238.33\text{hr/m} \times \$28.00 = \$6,673.24$$

$$\text{Bonus: } \$500.00/12\text{m} = \$41.67$$

$$\$6,673.24 + \$41.67(\text{bonus}) + \$250.00 (\text{HCB}) = \mathbf{\$6,964.91}$$

On the date of injury Billy was married with 2 kids (ages 13 and 15). Additionally, the worker has 2 kids (ages 19 and 24) from a prior marriage, who live with their mom. They both attend college full time.

How many eligible dependents does Billy have?

Three dependents

Tim works for an amusement park. He earns \$14.75 an hour and works 7 hours per day, 4 days a week. The park is open year round. His employer contributes \$250.00 per month for HCB. For the prior 12 months, he earned \$27,258.00 gross wages.

What is Tim's GMW?

$$\text{\$14.75} \times 7 \times 18 = \text{\$1,858.50}$$

$$\text{\$1,858.50} + \text{\$250.00} = \text{\$2,108.50}$$

Tim also began working a second job for a local bar on 05/01/2016. Tim earns \$14.00 per hour, 8 hours a day, 2 days per week at the bar.. Tim received a \$300.00 bonus from the bar owner on 07/01/2016. Tim was injured on 09/30/2016 while working for the amusement park.

What is the GMW?

Amusement park – GMW: **\$2,108.50**

2nd Job: \$14.00/hr x 8hours/day x 9 days/mo = **\$1,008.00 GMW**

Total GMW: **\$2,108.50 + \$1008.00 = \$3,116.50**

Chris worked 575 hours M-F in the 3 month prior to his injury earning \$20.45 per hour. He reports that he occasionally picks up extra hours on weekends and receives a Saturday premium of \$1.20 per hour and Sunday premium of \$1.50 per hour. In the 3 months prior to his injury Chris worked 21 hours on Saturdays and 12 hours on Sundays.

Could you bundle any rates? **Yes**

If you bundle, what is the GMW?

Reg: $575\text{hrs}/3\text{m} = 191.67\text{hrs} \times \$20.45 = \$3,919.65$

Sat: $21\text{ hrs}/3\text{m} = 7\text{ hr/m} \times \$20.45 = \$143.15$

Sun: $12\text{ hrs}/3\text{mo} = 4\text{ hrs/m} \times \$20.45 = \$81.80$

Total GMW: $\$3,919.65 + \$143.15 + \$81.80 = \$4,144.60$

James was hired as a mechanic and contracted to work 8 hours a day 5 days a week earning \$22 an hour, with no overtime. He fell during his 3rd day during orientation. During his first week of work, he was only scheduled to work 4 days 10 hours a day. The wages of 3 like employees were as follows for the 3 months immediately prior to the injury:

Mechanic 1 : 515 hours @ \$22/hr

Mechanic 2: 600 hours @ \$22/hr

Mechanic 3: 422 hours @ \$22/hr

What is James' GMW? $8\text{hr} \times \$22.00 \times 22\text{days} = \$3,872$

Top 5 *Method* Errors Found In Audit

1. Multiple Rates of Pay
2. Health Care Benefits
3. Bonuses
4. Other Compensation
5. Representative Period



Documentation

- SIF-5A
- Calculation of Monthly Wage as a Basis for Time-Loss Compensation (F207-227-000)

If there's a dispute:

- Payroll records
 - These should include explanations of any pay codes

Resources

- L&I self-insured section – self-insured main-page
<https://lni.wa.gov/insurance/self-insurance/about-self-insurance/>
- Claims Adjudication Guidelines (CAG) – Wages
https://lni.wa.gov/insurance/_docs/CAGWages.pdf
- Forms and Templates – SIF 5A
<https://www.lni.wa.gov/insurance/self-insurance/about-self-insurance/forms-publications>



Questions?

⑩ Claim-specific questions:

- Contact the adjudicator assigned to the claim.

or

- Call 360-902-6901 and ask for the adjudicator assigned to the claim.

⑩ General claim questions:

- Email us at SITrainerquestions@Lni.wa.gov

⑩ Course ID: **004-1224-0360**