**Overtime Comment Template**

*Below is a template for written comments on L&I’s overtime pay proposal. Please feel free to customize your talking points to fit your organization’s mission, voice, and style.*

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Washington State Department of Labor & Industries

ATTN: Employment Standards Program

PO Box 44510

Olympia, WA 98504-4510

Dear Employment Standards Program Staff.

I am writing on behalf of [your organization] regarding the Department of Labor and Industries’ overtime pay proposal. Our organization appreciates this opportunity and hopes that our comments are helpful to your rule making process.

Our nonprofit organization’s mission is [mission]. [Describe your work…] We currently employ [number full and part time employees; unique information about them, etc…]

Based on the current information that we have today, we estimate that the overtime proposal will impact us in the following ways:

* How will this impact your mission and service delivery?
  + Will you have to serve fewer or more people?
  + Will you have to raise program fees?
* How will this impact your employees?
  + Staffing costs
  + Staffing plans
  + Benefits
  + Payroll taxes
  + Operations and organizational culture
* What will this change mean for any government contracts that you hold?
  + Ask L&I to ensure that your funders know about this change:
    - Ex: “Our organization has a service contract with the Department of Social and Health Services. We will be letting them know about this change, but we ask that you educate DSHS and other state departments about this change so that they can adjust their contracts and service plans.”
* What else do you want L&I to know?
  + What will you have to do to comply successfully?
  + What unique challenges do you face?
  + What other costs does this add?

[Your organization] appreciates the opportunity to share feedback on this. Please feel free to contact [me/my organization] if [I/we] can provide additional information.

Thank you very much,

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**Tips:**

* Use your own words and have the text reflect your organization’s mission, style, and voice.
* Make the letter about your organization’s views, not your personal views unless you are writing as an individual.
* If you have a story to illustrate the proposal’s impact, include it.
* Try to provide numbers and details about the proposal’s impact. It is acceptable to include estimations.