**How to Share Overtime Pay Comments with Legislators**

*Below is a template for writing to members of the Washington Legislature on overtime pay. Please feel free to customize your talking points to fit your organization’s mission, voice, and style. If your organization has a position on the overtime pay proposal, make sure to include it.*

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Dear [Senator or Representative] [Last Name],

I am writing on behalf of [your organization] regarding the Department of Labor and Industries’ overtime pay proposal. Our organization appreciates this opportunity to share feedback with you and hopes that our comments are helpful for the legislative session.

* Do you have a position to convey?

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 legislators 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.”
		- Ex. “We also ask that you educate members of the [House Appropriations Committee or Senate Finance Committee] about this change and encourage them to account for it in supplemental budget negotiations this year and operating budget negotiations in 2021.”
* What else do you want legislators 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:**

* You can submit comments either in the body of an email or as an attached PDF.
* If you have organizational letterhead, feel free to use it.
* 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.

**How to Email the Comments:**

1. [Click this link](https://app.leg.wa.gov/DistrictFinder/) to find your Senator and Representatives. *If your organization serves multiple geographic areas or legislative districts, be sure to share your message with all of the members.*
2. Once you’ve found who you are sending to, [click this link](https://app.leg.wa.gov/Rosters/Members) to find email addresses for legislators and their Legislative Assistant. Be sure to cc the Legislative Assistant on your email.
3. Write the email to the legislators. You can either include the text in the body of the email or include an attached PDF. If you include a PDF, make sure your email introduces its content.
4. Send the email. Once you’ve sent the email, make sure to save a copy of whatever you sent for future use. Also, please feel free to share your comments with Washington Nonprofits.