



Get your wafila membership today  
compliments of NDA!

*Bonus Harassment Hotline Service included  
HR Support, Guidance, Services and more!*

*Let us help you become the model for regulatory compliance.*

**Get your membership and hotline service today at [wafila.org/nda](http://wafila.org/nda) page.**

**Not only is NDA supplying you with a wafila membership, but also arranged for you to receive our popular Harassment Hotline service. See below how this service can help you and your employees.**

*Wafila is a non-profit trade association dedicated to assisting agricultural and dairy employers in the Pacific Northwest with their HR practices and compliance through members only resources, niche industry products, services, and education. Here's how we can help you.*

## Members Only Resources

### **HRAnswers**

*Submit unlimited HR or employment law questions, e will respond in 72 hours or less.*

### **Employer Resources**

*Forms Guidance, & Labor Briefs.*

### **Archived Webinars**

*Recorded webinars and handouts.*

### **Required Postings**

*Current required labor law postings.*

### **Helpful Links**

*Resources & Guidance Links.*



## Products

### **Employee Handbook – Lays out the Rules**

Studies show fair and clear employment policies equal motivated workers. We have developed a bilingual (English/Spanish) handbook just for dairies. It contains essential information to communicate to workers in a condensed easy to understand booklet. It protects you, the workers, and demonstrates your commitment to fair employment practices. It acts as layer of defense in combating harassment, discrimination, and wrongful termination claims as well. Start your handbook today! It's easy: request, review, consult, and print. More at <http://wafila.org/employeehandbook>.



## **Supervisor's Leadership Guide – *Enforces, Coaches and Documents***

This bilingual (English/Spanish), pocket sized booklet is a powerful tool for any supervisor. The notebook includes guidelines for best progressive discipline practices, encourages more effective personnel management, and the tear-out discipline notice provides both parties with a record of any corrective action. Additional blank pages also allow it to be used for documentation and note taking in the field. This tool works great in tandem with the Employee Handbook that explains the rules. The Supervisor's Guide enforces, coaches and documents. View guide contents and order today at <http://wafla.org/guidebook>.

## **Worker Onboarding Videos – *Educational, Strategic, Motivational***

These twelve-short educational, strategic, and motivational onboarding videos in Spanish really pack a punch to insulate your company, motivate workers, and communicate the rules. The short training sessions provide an informal communication channel for workers to ask questions. The onboarding series includes training videos on a thumb drive, and an instructional booklet for your staff, with the video scripts in English. Additional onsite, in-depth training of management and HR is available by our experienced staff. A modest investment in training materials and prevention is worth its weight in gold! Learn more at <http://wafla.org/onboardingvideos>.

## **Services**

### **Harassment Hotline – *Protects Your Company & Employees***

The comprehensive harassment hotline service is another layer of defense to lower your risk of a lawsuit. The hotline takes the drama out of reporting issues and demonstrates to employees that you want to solve legitimate problems and puts potential harassers on notice. Be the first to know about internal problems before the employee turns to an outside entity. The service includes double-sided durable posters and employee wallet cards in English/Spanish along with 3-minute harassment training videos (English/Spanish) for training new and returning employees. You also will receive a consultation to explain how the service works, instruction on how to distribute materials and conduct training, and how wafla can assist if an investigation is warranted. This service works well with the Employee Handbook product which explains harassment and discrimination and explains the proper procedures for reporting an incident. Get your complimentary hotline service started today at <http://wafla.org/harassmenthotline>.



### **Compliance – *Audit, Train, Prepare, Emergency Assistance***

- U.S. Department of Labor (DOL)  
*Wage & Hour*
- U.S. Equal Employment Opportunity Commission (EEOC)  
*Harassment, Discrimination, Retaliation*
- U.S. Citizenship and Immigration Services (USCIS)  
*Form I-9*
- DOL/Department of Health (DOH)  
*Housing*

Protect your business from government fines. We can perform internal audits/inspections and instruct management and staff on best practices and corrective actions where needed. Wafla can also assist and guide you in the event you get a surprise government agency visit. We also provide a comprehensive investigation service if you become aware of discriminatory behavior or a complaint has been filed. Learn more <http://wafla.org/compliance>.

### **Visa Programs: H-2A, TN and EB-3**

Dairy operations are generally unable to use the H-2A seasonal guest worker program to petition for unskilled workers who care for animals. However, there are visas that may be appropriate for dairies, including the TN and EB-3. TN visas enable a skilled foreign person with formal training such as a veterinarian to work at a dairy for up to three years, and EB-3 visas may offer legal permanent residence to workers with no formal education who possess special skills. And the H-2A program can be an option for certain seasonal jobs at the farm. *If you are having trouble attracting a legal and stable workforce, ask wafla for a free consultation.*

### **Unemployment Insurance Claims Management – *Comprehensive Claims Management***



We partnered with Integrated Claims Management (ICM), giving you the opportunity to save time and money by having ICM handle all your unemployment claims. We take care of the enrollment process and set a rate based on your recent Unemployment Insurance Tax Rate Notice. The service generally pays for itself by detailed claims management savings and then some, as well as relief from paperwork overload. Let ICM be the watchdog over your unemployment claims: handle your claims management, hearings, charge auditing and provide detailed reports. Ensure you only pay what you need to. Don't let questionable claims go

uncontested and enjoy the security of having someone by your side throughout the process.

Learn more at <http://wafla.org/uiclaimsmgmt>.

## **Training**

### **Webinars**

Our webinars offer a wide range of HR and employment law topics including timely education on emerging issues and regulatory changes. The season occurs from April through November offering short one hour webinars for wafla members for a fraction of the price of other professional presentations offered, and are of superior caliber. A mix of purchasing packages are also offered at reduced rates and added conveniences. Our Season Pass is an amazing deal and a very popular choice. More at <http://wafla.org/trainingandevents>.

## **Kennewick Training Center - Offers a full suite of services**

### **Training**

We offer several bilingual trainings on a range of topics at our training facility that can comfortably accommodate up to 50 people.

### **Video Studio**

We can assist you with producing effective customized training videos for your operation. Our professional studio includes a green screen (background in front of which moving subjects are filmed and allows a separately filmed background to be added to the final image) professional audio and video recording options, and editing service. Rates are determined according to your needs.

### **Conference Room**

Need to conduct a meeting in the city? The center contains a small private conference room (seats 6 comfortably) free of charge to wafla members.

### **Onsite Training**

We can conduct a series of bilingual training on a range of topics at your business location. Sexual harassment and leadership training are the most popular, but we can provide training tailored to your needs.

## **Events**

### **Labor Conference**

The only all-day conference dedicated to the labor and employment needs of agricultural employers. Held in January, this popular event brings in key speakers to address emerging issues as well as how to deal with regulatory requirements and other challenges of agricultural employment. Continuing education at its best!

### **Winter Ag Academy (G.S. Long Company)**

GS Long Co. hosts an annual “Winter Ag Academy” at three eastern Washington locations where wafla provides the leadership curriculum for the supervisor group in Spanish as well as an HR/Legal section tailored for employers and managers. The leadership training, we conduct at the Winter Ag Academy, can be customized for your business, and held at your location or the Training Center.

More at <http://wafla.org/trainingandevents>.



**wafla.org**

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