



Seattle Office for Civil Rights

Patricia Lally, Director

NEWS ADVISORY

FOR IMMEDIATE RELEASE: March 30, 2015

FOR MORE INFORMATION CONTACT:

Elliott Bronstein, Public Information Officer
206-684-4507 elliott.bronstein@seattle.gov

Seattle Minimum Wage Ordinance:

City finalizes Administrative Rules, publishes workplace poster, and releases FAQs on new Minimum Wage web site.

The Seattle Office of Labor Standards (OLS), a new division within the Seattle Office for Civil Rights (SOCR), has released the final Administrative Rules for the City of Seattle's new Minimum Wage Ordinance. OLS has also posted a workplace poster and an expanded Frequently Asked Questions (FAQ). The Rules, Poster and FAQs are available to view and download on the new Minimum Wage Ordinance web site at <http://seattle.gov/minimumwage>. The Minimum Wage Ordinance goes into effect on April 1, 2015.

The Final Rules cover the following topic areas:

- **SHRR 90-060 Minors** – Employers can pay 85% of the hourly rate required by the ordinance for employees under 16 years of age.
- **SHRR 90-070 Service Charges** – Service charges (e.g. automatic charges at restaurants or banquet facilities) are not tips, but can be considered commissions to meet Seattle minimum wage requirements above the state's minimum wage. Employers in the food/hospitality industry must disclose the amount of the service charge payable to the employee on the menu and on an itemized receipt.
- **SHRR 90-080 Work Study** – Individuals performing under a work study agreement are not covered by the ordinance. The rules define work study as a job placement program that provides students in secondary and/or post-secondary educational institutions with employment opportunities for financial aid and/or vocational training.
- **SHRR 90-100 Joint employers** – The payment rate for employees that are jointly employed by one or more employers (e.g. temporary workers) will be determined by the employer with the most employees. For example, a temporary worker who is provided by a small staffing agency to a large employer must be paid at the Large Employer (Schedule 1) rate, even though the staffing agency is "small."

Rule revisions from the draft document include minor, non-substantive changes:

- **SHRR 90-010 Definitions** – Added definitions from the Minimum Wage Ordinance for bonuses, commissions and piece rate.
- **SHRR 90-060 Minors** – Clarified that employees under 16 years of age can be paid 85% of the rate required "for employees ages 16 and older."

- **SHRR 90-070 Service charges** – Changed formatting to number the provisions to “1” and “2” to be consistent with the rest of the Rules document.
- **SHRR 90-080 Two or more positions for the same employer** – Changed the language from “two jobs” to “two positions.”
- **SHRR 90-100 Joint employers** – Streamlined language.
- **SHRR 90-110 Payroll records** – Clarified that the payroll records of “wages” includes bonuses, commissions and piece rate.

The Workplace Poster complies with the notice and posting requirements of the ordinance. It provides information on:

- Employee rights to minimum wage and minimum compensation.
- Employee rights to file a complaint with the Office of Labor Standards if an employer does not pay minimum wage and/or minimum compensation, or if an employer retaliates against employees for exercising their rights under the ordinance.
- Prohibitions against retaliation.

Employers must provide the information in this poster to employees in English, Spanish and any other language commonly spoken by employees at the particular workplace. The Office of Labor Standards will provide translations of the poster in a variety of languages in the near future.

The expanded FAQ document covers a wide range of questions concerning:

- Employees.
- Employers.
- Wages and compensation.
- Notice and posting.
- Payroll records.
- Enforcement.
- Outreach.

Presentation April 14 on Minimum Wage requirements

Plan to attend a presentation and panel discussion on Tuesday, April 14, 7:30-9:30 am at the Bertha Landes Room in Seattle City Hall. The presentation will include an overview of the Minimum Wage and Administrative Wage Theft Ordinances by Karina Bull, Interim Director for the Seattle Office of Labor Standards, along with a panel of speakers featuring Evelyn Mendoza, Human Resources Director at Uwajimaya; Molly Moon Neitzel, Owner and CEO of Molly Moon’s Homemade Ice Cream; and Nicole Vallesterro Keenan, Policy Director of Puget Sound Sage.

This event is free and open to the general public. Sponsors include WorkSource Seattle-King County Business Services Team, the Seattle Office of Economic Development, and the Seattle Office for Civil Rights. To register, visit <http://www.eventbrite.com/e/worksource-business-breakfast-seattles-new-minimum-wage-law-tickets-16041663046>.

#####