

# Office of Labor Standards

---

Dylan Orr, Director

(206) 256-5297

<http://www.seattle.gov/laborstandards>

## Department Overview

The mission of the Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development, with a commitment to race and social justice. OLS's main work program focuses on the implementation of labor standards for employees working within Seattle city limits. These standards (established through City ordinances and a City initiative) include the:

- **Paid Sick and Safe Time Ordinance**, requiring employers with more than four full-time equivalent employees to provide paid sick and safe time;
- **Fair Chance Employment Ordinance**, restricting how employers can use conviction and arrest records during the hiring process and course of employment;
- **Minimum Wage Ordinance**, establishing a minimum hourly wage that will rise to \$15/hour over several years;
- **Wage Theft Ordinance**, requiring employers to provide written notice of employment information and pay all compensation due by reason of employment (including wages and tips) on a regular pay day;
- **Secure Scheduling Ordinance**, establishing scheduling requirements for covered retail and food service establishments to provide schedule predictability and increased access to hours; and
- **Hotel Employees Health and Safety Initiative**, establishing protections for the health and safety of hotel employees working in Seattle.

OLS also provides free education and technical assistance to the business and worker communities. As a part of these efforts, OLS manages the **Labor Standards Community Outreach and Education Fund** to foster collaboration between OLS and the community with funds to develop awareness and understanding of the worker rights provided by Seattle's labor standards. The office also manages the **Labor Standards Business Outreach and Education Fund** which provides technical assistance to small businesses in order to increase compliance with Seattle's labor standards. The fund emphasizes outreach to businesses owned by low-income and historically disenfranchised communities who typically are not served by traditional outreach methods.

OLS also provides technical and administrative support for the Labor Standards Advisory Commission, a 15-member commission who advises on matters related to labor standards laws, as well as wages, working conditions, safety, and the health of Seattle workers.

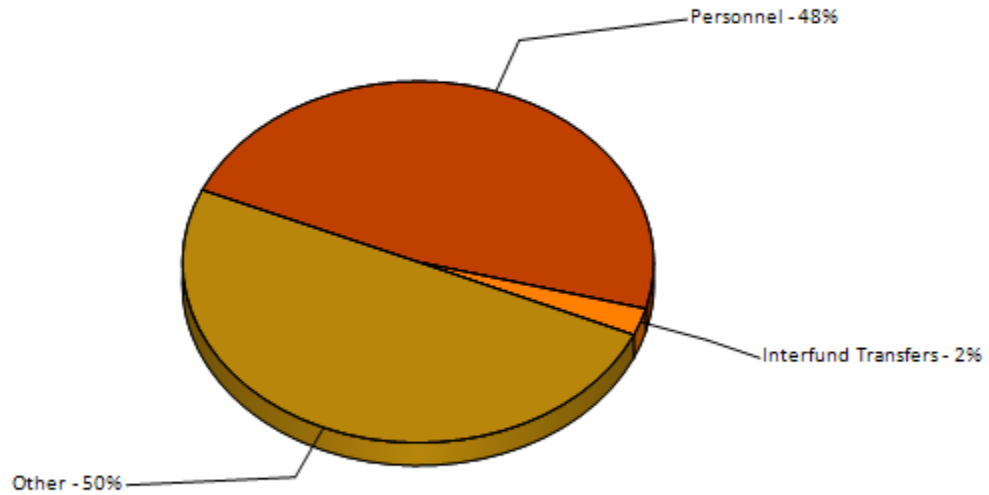
# Office of Labor Standards

## Budget Snapshot

Department Support	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Adopted
General Fund Support	\$2,292,057	\$5,746,889	\$5,698,246	\$0
Other Funding - Operating	\$0	\$0	\$0	\$5,698,216
<b>Total Operations</b>	<b>\$2,292,057</b>	<b>\$5,746,889</b>	<b>\$5,698,246</b>	<b>\$5,698,216</b>
<b>Total Appropriations</b>	<b>\$2,292,057</b>	<b>\$5,746,889</b>	<b>\$5,698,246</b>	<b>\$5,698,216</b>
Full-time Equivalent Total*	9.00	23.00	23.00	23.00

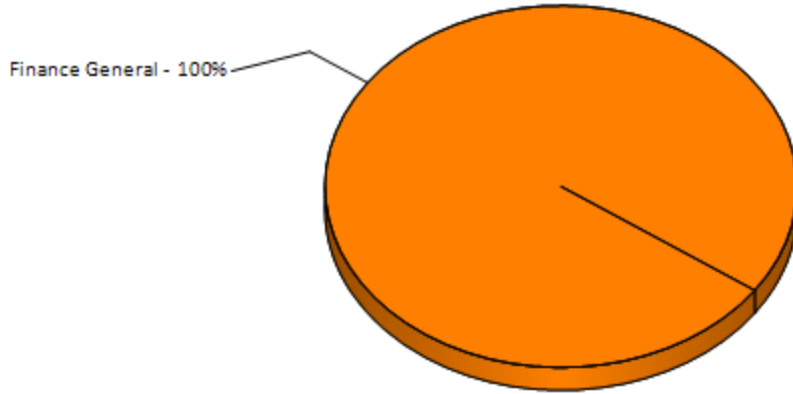
*\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

## 2018 Adopted Budget - Expenditure by Category



# Office of Labor Standards

## 2018 Adopted Budget - Revenue by Category



### Budget Overview

In 2015, the Office of Labor Standards (OLS) was introduced as a division of the Office for Civil Rights (OCR). Since that time, the office has more than doubled its resources and become a stand-alone department. In 2017, OLS hired 13 new full-time employees and received additional funding for operating expenses, staff training and outreach. Also in 2017, the City Council established a special Office of Labor Standards Subfund to guarantee annual funding of OLS from the City's existing business license tax revenues. The 2018 Adopted Budget maintains the increases added in the 2017 budget and includes only minor technical adjustments to reflect updated internal service rates, health care costs and annual space rent.

#### City Council Changes to the Proposed Budget

The Council made no changes to the 2018 Proposed Budget.

# Office of Labor Standards

## Incremental Budget Changes

### Office of Labor Standards

	2018 Budget	FTE
<b>Total 2018 Endorsed Budget</b>	<b>\$ 5,698,246</b>	<b>23.00</b>
<b>Baseline Changes</b>		
Citywide Adjustments for Standard Cost Changes	-\$ 12,611	0.00
Lease Cost Adjustment	\$ 12,581	0.00
<b>Total Incremental Changes</b>	<b>-\$ 30</b>	<b>0.00</b>
<b>2018 Adopted Budget</b>	<b>\$ 5,698,216</b>	<b>23.00</b>

## Descriptions of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - (\$12,611)**

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

#### **Lease Cost Adjustment - \$12,581**

In 2017, the Office of Labor Standards (OLS) moved out of its shared space with the Office for Civil Rights. This adjustment aligns OLS' budget with actual costs for annual space rent.

## City Council Provisos

There are no Council provisos.

# Office of Labor Standards

## Expenditure Overview

Appropriations	Summit Code	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Adopted
Office of Labor Standards Budget Control Level	X1L01	2,292,057	5,746,889	5,698,246	5,698,216
<b>Department Total</b>		<b>2,292,057</b>	<b>5,746,889</b>	<b>5,698,246</b>	<b>5,698,216</b>

<b>Department Full-time Equivalents Total*</b>	<b>9.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>
--	-------------	--------------	--------------	--------------

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

## Revenue Overview

### 2018 Estimated Revenues

Summit Code	Source	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Adopted
587001	Interfund Transfers - General Fund	0	0	0	5,698,216
	<b>Total Finance General</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,698,216</b>
	<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,698,216</b>
	<b>Total Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,698,216</b>

## Appropriations By Budget Control Level (BCL) and Program

### Office of Labor Standards Budget Control Level

The purpose of the Office of Labor Standards Budget Control Level is to implement labor standards for employees working inside Seattle's city limits. This includes investigation, remediation, outreach and education, and policy work related to the paid sick and safe time, fair chance employment, minimum wage, and wage theft, and secure scheduling ordinances, the hotel employees health and safety initiative, and other labor standards the City may enact in the future.

Program Expenditures	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Adopted
Labor Standards	2,292,057	5,746,889	5,698,246	5,698,216
<b>Total</b>	<b>2,292,057</b>	<b>5,746,889</b>	<b>5,698,246</b>	<b>5,698,216</b>
Full-time Equivalents Total*	9.00	23.00	23.00	23.00

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

# Office of Labor Standards

## Labor Standards Fund Table

### Office of Labor Standards Fund (00190)

	2016 Actuals	2017 Adopted	2017 Revised	2018 Endorsed	2018 Adopted
<b>Beginning Fund Balance</b>	0	0	0	0	0
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Budgeted Revenues	0	0	5,772,752	0	5,698,216
Less: Actual and Budgeted Expenditures	0	0	5,772,752	0	5,698,216
<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ending Unreserved Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>