**TIER 2**
Provide an opportunity for applicants to explain or correct criminal background check information for at least two business days before taking adverse action.

**TIER 3**
An employer cannot pay a reduced minimum wage if the individual is not eligible for medical benefits.

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**SMC 14.19**

**Minimum Wage**

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>Minimum Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Employers (501 OR MORE EMPLOYEES)</td>
<td>$16.00 PER HOUR</td>
</tr>
<tr>
<td>Small Employers (500 OR FEWER EMPLOYEES)</td>
<td>$15.00 PER HOUR or $12.00 PER HOUR</td>
</tr>
</tbody>
</table>

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**SMC 14.20**

**Wage Theft**

Employers must pay all compensation owed on a regular pay day and give employees written information about their job and pay.

**Written information must include:**
- Employer’s name and contact information
- Employee’s rate of pay, eligibility to earn overtime, pay basis (hour, shift, day, week, commission), and regular pay day
- Explanation of employer’s tip policy
- Itemized statement of pay information on pay days

**Examples of pay requirements:**
- Pay minimum wage
- Pay overtime
- Pay for rest breaks
- Pay amount promised
- Pay for work off the clock
- Pay tips
- Pay service charges (unless listed on receipt or menu as not payable to the employee(s) serving the customer)
- Reimburse employer expenses
- No misclassification of employees

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**SMC 14.17**

**Fair Chance Employment**

**Prohibited:**
- Job ads that exclude applicants with conviction or arrest records
- Job applications with questions about conviction or arrest records, unless the employer has already screened the applicant for minimum qualifications
- Job denial (or other adverse employment actions) based solely on an arrest record

**Employers are required to:**
- Delay criminal background checks until after screening applicants for minimum qualifications
- Follow procedures before taking an adverse action based solely on a criminal background check:
  - Provide an opportunity to explain or correct criminal background check information
  - Hold the position open for at least two business days
  - Have a legitimate business reason that employing the person will harm the business or impact the employee’s ability to perform the job

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**SMC 14.16**

**Paid Sick & Safe Time**

**REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY ISSUES**

Employers must provide employees with paid leave to care for themselves or a family member.

**Sick Time:** A physical or mental health condition, including a medical appointment

**Safe Time:** Reasons related to domestic violence, sexual assault, stalking or public health issues*

**Paid Sick & Safe Time (PSST) Rates**

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time equivalent employees (FTE) worldwide</td>
<td>Up to 49 FTE</td>
<td>50 – 249 FTE</td>
<td>250+ FTE</td>
</tr>
<tr>
<td>Accrual of PSST per hours worked</td>
<td>1 hour PER 40 HOURS</td>
<td>1 hour PER 40 HOURS</td>
<td>1 hour PER 30 HOURS</td>
</tr>
<tr>
<td>Carry over of unused PSST per year</td>
<td>40 hours</td>
<td>56 hours</td>
<td>72 hours**</td>
</tr>
</tbody>
</table>

*Safe time can also be used to care for a household member
**108 hours for Tier 3 employers with a paid time off (PTO) policy

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**Employers**
- Obtain compliance assistance and/or receive training

**Employees**
- File a complaint with OLS or file a lawsuit in court

**206-256-5297**
www.seattle.gov/laborstandards