

# 2017 Seattle Labor Standards Ordinances

The mission of the Office of Labor Standards 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.



This poster must be displayed in a conspicuous and accessible place at job sites, in English and the language(s) spoken by employees.

SMC 14.19

## Minimum Wage

SETS MINIMUM WAGES FOR EMPLOYEES

### Large Employers (501 OR MORE EMPLOYEES)

Does the employer pay towards the individual employee's medical benefits?

**NO**

**\$15.00**  
PER HOUR

**YES**

**\$13.50**  
PER HOUR

### Small Employers (500 OR FEWER EMPLOYEES)

Does the employer pay at least \$2.00 per hour towards the individual employee's medical benefits and/or does the employee earn at least \$2.00 per hour in tips?

**NO**

**\$13.00**  
PER HOUR

**YES**

**\$11.00**  
PER HOUR

**Employer Size**  
Count the employer's total number of all employees worldwide. For franchises, count all employees in the franchise network.

**Medical Benefits**  
Employee must be enrolled in a silver-level or higher plan as defined by the Federal Affordable Care Act.

» An employer cannot pay a reduced minimum wage if the employee declines medical benefits or is not eligible for medical benefits.

SMC 14.20

## Wage Theft

PROVIDES PROTECTIONS AGAINST 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.
- Employer'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.
- Provide work breaks.
- Pay amount promised.
- Pay for work off the clock.
- Pay tips earned.
- Reimburse employer expenses.
- Classify employees correctly; do not misclassify as independent contractors.

SMC 14.17

## Fair Chance Employment

LIMITS USE OF CONVICTION AND ARREST RECORDS

### 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.

Some exceptions apply, including jobs with unsupervised access to children under 16, people with developmental disabilities, or vulnerable adults.

**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.

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 other public safety issues.\*

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

	TIER 1	TIER 2	TIER 3
<b>Employer Size</b> FULL-TIME EQUIVALENT EMPLOYEES (FTEs) WORLDWIDE	<b>More than 4 and up to 49</b> FTEs	<b>50 – 249</b> FTEs	<b>250+</b> FTEs
<b>Accrual of PSST</b> PER HOURS WORKED	<b>1 hour</b> PER 40 HOURS	<b>1 hour</b> PER 40 HOURS	<b>1 hour</b> PER 30 HOURS
<b>Use and carry over of unused PSST</b> PER BENEFIT YEAR	<b>40 hours</b>	<b>56 hours</b>	<b>72 hours**</b>

\*SAFE TIME CAN ALSO BE USED TO CARE FOR A HOUSEMATE  
\*\*108 HOURS FOR TIER 3 EMPLOYERS WITH A PAID TIME OFF (PTO) POLICY

Employers must comply with these laws. Retaliation is illegal.

File a complaint with the Office of Labor Standards  
-or- File a lawsuit\* in court on or after:

- April 1, 2016 for employers with 50 or more employees
- April 1, 2017 for employers with fewer than 50 employees

\*LAWSUITS CAN BE FILED FOR MINIMUM WAGE, WAGE THEFT, AND PAID SICK & SAFE TIME VIOLATIONS.



Confidential & Free Services

- Investigations of complaints.
- Outreach to workers.
- Technical assistance for businesses.
- Resources and referrals.

Language interpretation, translations and accommodations are available.

**(206) 684-4500**

seattle.gov/laborstandards