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.

Employers must comply with these laws. Retaliation is illegal.

2018 Seattle Labor Standards Ordinances

These ordinances cover all employees working inside Seattle city limits, regardless of employees’ immigration status or location of their employer.

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

Employees 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

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

Paid Sick & Safe Time (PSST) Rates

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
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<tbody>
<tr>
<td>Up to 49 FTEs</td>
<td>50 – 249 FTEs</td>
<td>250+ FTEs</td>
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<tr>
<td>1 hour per 40 hours</td>
<td>1 hour per 40 hours</td>
<td>1 hour per 30 hours</td>
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<tr>
<td>40 hours</td>
<td>56 hours</td>
<td>72 hours**</td>
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*Safe time can also be used to care for a household member
**108 hours for Tier 3 employees with a paid time off (PTO) policy