

City Contracts – Nondiscrimination in Benefits SMC Ch. 20.45

12/10/2007

Equal Benefits compliance: Contractors with multiple *offices

Basic Rule

1. Equal Benefits must be offered to all employees throughout an entire office where the contract work is being completed, and not just a subset of employees working within a particular office.

* The term “office” as used herein includes traditional workplaces as well manufacturing sites and any other facilities within which, or out of which, employees work.

Questions:

Contact Contracting Services at
(206) 684-0430

EB must be offered to ALL employees in these locations

LOCATION:

1. All offices located within the City of Seattle; and
2. All offices located on property outside the City that is owned or rightfully occupied by the City and where the contractor's presence on such property is connected to a contract with the City.
3. All offices where work on the contract with the City is being performed.

COVERAGE:

All employees in these locations must be offered equal benefits, regardless of whether any of these employees are doing work specific to the contract with the City.

EXAMPLE:

If one employee in the Boston office is performing work on the contract with the City of Seattle, the law requires that all employees in the Boston office be offered equal benefits.

EB need not be offered to ANY employees in these locations

LOCATION:

1. All offices located within the City of Seattle where no work related to the contract with the City is being performed.
2. All offices located outside the City of Seattle where the only work performed on-site and related to a contract with the City is *administrative in nature.

* Administrative work in this context means internal office functions that are not part of the performance elements of the contract with the City.

COVERAGE:

The law does not require that any employees in these locations be offered equal benefits.

EXAMPLE:

Administering payroll for employees in other locations who are working pursuant to a contract with the City is an internal office function that is not a substantive performance element of the contract with the City.