

# Independent Contractor Protections (ICP) Ordinance



Effective 9/1/2022



## Rights

Independent Contractors (ICs) have a right to receive:



**written notices** before starting work AND each time payment is made.



**timely payment** under the terms and conditions of the pre-work written notice or contract, or within 30 days of completing services.

## Requirements

Commercial hiring entities are required to provide independent contractors:

- a **notice of rights** before the independent contractor begins work.
- a **pre-work written notice** that identifies the terms and conditions of work and payment before starting work.
- **timely payment** in accordance with the terms and conditions of the pre-work written notice or contract.
- a **written notice** that gives specific itemized payment information each time that payment is made.

## Who is covered?

Covered independent contractors are those who\*:

- **have no employees**, and are hired to perform services for a commercial hiring entity,
- **perform any part of their work in Seattle**, AND
- **will receive or may reasonably expect to receive at least \$600 in total compensation** from the hiring entity between January 1 and December 31 in a given year.

\* Workers not covered by ICP are: attorneys, Transportation Network Company (TNC)/rideshare drivers



## Resources

Model notice forms are available on OLS' ICP web page

Translations of ICP model notices are available at OLS Resources/Languages:

Amharic  
Simplified Chinese  
English  
French  
Japanese

Khmer  
Korean  
Punjabi  
Somali  
Spanish

Tagalog  
Tigrigna  
Vietnamese

Additional languages provided upon request.

## Contact Office of Labor Standards

**Hiring Entities** may contact OLS to request translation of model notices, assistance with compliance, or training.

**Independent Contractors** have a right to make a complaint with OLS or file a lawsuit if a hiring entity violates this law.



Visit the OLS' ICP web page for more information

