



Seattle Office of Labor Standards  
**Domestic Workers Ordinance**  
 2020 Model Notice of Rights and Pay Information

Those who employ or pay for the services of a domestic worker covered by the Domestic Workers Ordinance are encouraged to distribute this model notice to their worker, in the language the worker is most comfortable using. This notice is not intended as legal advice and does not create a contract with the City of Seattle.

DATE OF NOTICE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ NAME OF WORKER \_\_\_\_\_

NAME OF HIRING ENTITY \_\_\_\_\_ HIRING ENTITY PHONE OR EMAIL \_\_\_\_\_

HIRING ENTITY ADDRESS \_\_\_\_\_



**RIGHT TO MINIMUM COMPENSATION**

You have a right to make at least Seattle's minimum wage. Your hourly rate of pay is: \$\_\_\_\_\_/hour.

You will be paid on: \_\_\_\_\_

(i.e., at the end of each workday, every Friday, every 2 weeks on Tuesday, etc.)

Overtime Eligibility: Check Where Applicable

- You are not overtime eligible.
- You are an "overtime eligible" employee, meaning you are owed 1.5x the regular rate of pay for hours worked over 40 in a workweek.

2020 HOURLY MINIMUM WAGE	Minimum compensation	If worker receives \$2.25/hour in tips** or employer-provided medical benefits
Most hiring entities	\$15.75	\$13.50
Employer with 501+ employees	\$16.39	

\*\* If you are an employee, your employer must give you information about its tip policy.

Check if attached



**RIGHT TO REST BREAKS**

For every four hours you work for one hiring entity, you have a right to a paid, uninterrupted 10-minute break by the end of the third hour of work.

Rest Breaks: Check Where Applicable

- You will be able to take a paid, uninterrupted rest break.
- You will be able to take a rest break while remaining at the worksite and are required to return to work when called. If you are responsible for the health and safety of someone under your care, you may miss your break because of your duties. On those occasions, you will be paid an extra 10 minutes' pay, or \$\_\_\_\_\_, for every missed rest break.
- Your duties make it impossible or infeasible to take an uninterrupted rest break without endangering the health and safety of those under your care. You will be paid an extra 10 minutes' pay, or \$\_\_\_\_\_, for every four hours worked.

**REST BREAK REQUIREMENTS:**

- This break must allow you to rest and make other personal choices as to how you spend your time.
- You may be asked to remain at the worksite and to return to work when called, but otherwise relieved of work duties.
- If your break is interrupted by your employer or work tasks, the break restarts until you can take a consecutive 10-minute break.

\*Note: Workers who are directly employed by a hiring entity may be entitled to additional local and state labor standards, including Paid Sick and Safe Time. More information about an employee's rights available at [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards).



## RIGHT TO MEAL PERIODS

For every five hours you work for one hiring entity, you have a right to an uninterrupted 30-minute meal period by the end of the fifth hour.

### Meal Periods: Check Where Applicable

- During your meal period, you will be completely relieved of work duties. You will receive an unpaid meal period. You may waive an unpaid meal period. See side box for waiver requirements.
- During your meal period, you are required to remain at the worksite and return to work when called, but otherwise relieved of work duties. You will receive a paid meal period. You cannot waive this paid meal period.
- You are responsible for the health and safety of a household member, but should be able to receive a paid meal period. On the days you miss your meal period because of your duties, you must be compensated an extra 30 minutes of pay, or \$\_\_\_\_\_, for every missed meal period.
- Your duties make it impossible or infeasible to take an uninterrupted meal period without endangering the health and safety of those under your care. You will be paid an extra 30 minutes of pay, or \$\_\_\_\_\_, for every five hours worked.

### MEAL PERIOD REQUIREMENTS:

- This meal period must allow you to rest and make other personal choices as to how you spend your time.
- If your meal period is interrupted by your employer or work tasks, the meal period restarts until you can take a consecutive 30-minute break.



## RIGHT TO DAY OF REST

If you work 6 days in a row, and live or sleep at your workplace, you have right to an unpaid, 24-hour rest period.

- Any amount of work in a 24-hour period qualifies as a day of work.
- During this 24-hour rest period you must be completely relieved from work duties, not required to remain at the worksite, nor required to return to work if called.
- You may waive a day of rest. See side box for waiver requirements.

### WAIVING A MEAL PERIOD OR DAY OF REST?

- This waiver must be voluntary and for the worker's benefit.
- You must be informed of the rights you are waiving and the consequences of waiving.
- Your waiver should indicate the effective date(s) of the waiver.
- You have the right to rescind this waiver at any time.



## RIGHT TO KEEP PERSONAL DOCUMENTS

You have a right to keep your original documents and personal items.



## RETALIATION PROHIBITED

You have a right to be free from retaliation. It is illegal for a hiring entity to take an adverse action (e.g. firing, demoting, and making threats to report immigration status) against you for exercising rights protected by Seattle Labor Standards.

## QUESTIONS OR COMPLAINTS?

To ask questions or to file a complaint, contact:  
**Seattle Office of Labor Standards at (206) 256-5297**  
or visit [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards).

Their services are free.  
They will provide free language interpretation.  
They will never ask you about your immigration status.

## CIVIL RIGHTS PROTECTIONS

Domestic Workers also have the right to be free from sexual harassment, retaliation and discrimination under Seattle's Fair Employment Practices Law.

For more information about this right, contact:  
**Seattle Office for Civil Rights at (206) 684-4500**  
or visit [www.seattle.gov/civilrights](http://www.seattle.gov/civilrights).