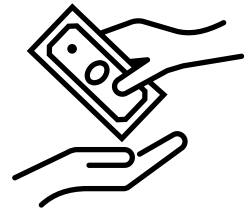


Independent Contractor Protections Ordinance Fact Sheet

Translated version of this document is available upon request at: (206) 256-5297.

Seattle's Independent Contractor Protections Ordinance requires covered Hiring Entities to provide Independent Contractors with written notices prior to entering a contract and at the time of payment. Independent Contractors must be paid on or before the date compensation is due under the terms of a contract, the terms of the pre-contract disclosure, or within 30 days.



Coverage

Which workers are covered by this law?

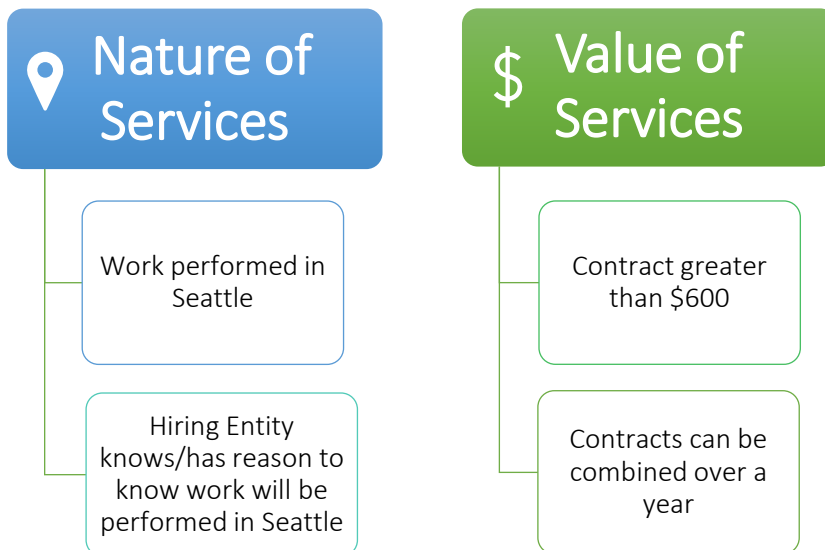
An Independent Contractor is a self-employed person that is hired by a Hiring Entity to provide services in exchange for compensation. This law applies to all Independent Contractors with a few exceptions¹ listed below.

Which companies are covered by this law?

This law applies to Hiring Entities regularly engaged in business or commercial activity, including not-for-profit businesses.

What work is covered by this law?

Whether contract work is covered by this law is based on the nature of services and value of services.



¹ Independent Contractors not covered by this law are lawyers, Transportation Network Company drivers (e.g. Uber and Lyft drivers), situations where an Independent Contractor's relationship with a Hiring Entity is limited to a property rental agreement (e.g., hair stylist renting booth at a salon), and other Independent Contractors as defined by the Office of Labor Standards Director's rule. Sign up for [OLS Newsletter](#) or check OLS website for updates at: www.seattle.gov/laborstandards.

Seattle Office of Labor Standards

This document provides an explanation of the law. Note: Information provided by the Office of Labor Standards does not serve as legal advice, create an agency decision, or establish attorney-client privilege with the reader. This should not be used as a substitute for laws and regulations.

Requirements

Timely Payment Requirements



Hiring Entities must provide “timely payment” to the Independent Contractor under:

- 1) the terms of the contract;
- 2) the terms of the pre-work written notice; or
- 3) within 30 days.

Disclosure Requirements

Hiring Entities must provide the following Pre-work and Itemized Payment Information written notices to all covered Independent Contractors.

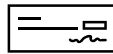
Template notices are available for use on our [website here](#).



1. Pre-work Written Notice Requirements

- | | |
|---|--|
| ▪ <i>Date</i> | ▪ <i>Pay basis</i> |
| ▪ <i>Independent Contractor name</i> | ▪ <i>Tips and/or service charge distribution policy</i> |
| ▪ <i>Hiring Entity name + contact information</i> | ▪ <i>Expenses of job and which are reimbursed by Hiring Entity</i> |
| ▪ <i>Description of work</i> | ▪ <i>Deductions, fees, or charges</i> |
| ▪ <i>Location of work</i> | ▪ <i>Payment schedule</i> |
| ▪ <i>Rate or rates of pay</i> | |

2. Itemized Payment Information Requirements



- | | |
|---|---|
| ▪ <i>Date</i> | ▪ <i>Tips, compensation and/or service charge distributions</i> |
| ▪ <i>Independent Contractor name</i> | ▪ <i>Pay basis</i> |
| ▪ <i>Hiring Entity name</i> | ▪ <i>Expenses reimbursed by Hiring Entity</i> |
| ▪ <i>Description of services covered by payment</i> | ▪ <i>Gross payment</i> |
| ▪ <i>Location of services covered by payment</i> | ▪ <i>Deductions</i> |
| ▪ <i>Rate or rates of pay</i> | ▪ <i>Net payment after deductions</i> |

Resources

For ongoing updates, visit our website or sign up for our newsletter at: www.seattle.gov/laborstandards.

Read more about the Independent Contractor Protections Ordinance, here:

<http://www.seattle.gov/laborstandards/ordinances/independent-contractor-protections->

SEATTLE OFFICE OF LABOR STANDARDS

Our mission 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.

Our Services

Investigation of complaints
Outreach to workers
Technical assistance for business
Resources and referrals

Language interpretation and translation available.

Accommodations for persons with disabilities are provided. Services are free.

More Information

Call: (206) 256-5297

Email: laborstandards@seattle.gov

Visit: seattle.gov/laborstandards

Seattle Office of Labor Standards

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