



2019 Employer Checklist

Is Your Business Prepared for the New Year?

Annual Updates to Seattle's Labor Standards

The new year is quickly approaching! Use this checklist to ensure that your business complies with Seattle's labor standards. For more information, visit our website, <http://www.seattle.gov/laborstandards> or call us at 206-256-5297.

Minimum Wage ➡ Annual Increases

- ☐ **Large Employers** (501+ employees) — Increase minimum wage to \$16/hour.
- ☐ **Small Employers** (500 and fewer employees) — Increase minimum wage to \$15/hour or \$12/hour (if employee earns \$3/hour in tips and/or employer pays \$3/hour toward employee's medical benefits).

Wage Theft

- ☐ **Notice of Employment Information** — Update each employee's [Notice of Employment Information](#) to reflect wage increases, including the increase to Seattle's minimum wage.

Paid Sick and Safe Time (PSST)

- ☐ **Carry-over** — Carry-over unused, accrued PSST hours (up to 40, 56, 72 or 108 hours depending on employer tier size).
- ☐ **Union Waivers** — Ratify collective bargaining agreement (CBA) waivers by December 31, 2018, to waive certain PSST provisions beyond 2018. No CBA waivers permitted if ratified after that date.

Secure Scheduling

- ☐ **Access to Hours** — Follow Access to Hours requirements when staffing for seasonal employment.
- ☐ **Good Faith Estimate** — Update [Good Faith Estimate of Median Number of Hours](#) (part of Notice of Employment Information).

Hotel Employee Health and Safety Initiative

- ☐ **Premium Costs for Calculating Additional Compensation** — Incorporate 2019 premiums offered on the WA Health Benefit Exchange in the calculation for additional compensation for low income employees of large hotels.
- ☐ **Minimum Amount of Additional Compensation** — Increase the minimum monthly amount of additional compensation due to low income employees of large hotels from \$275.17 to \$295.38.

Domestic Workers Ordinance

- ☐ **Employers and Private Households** — Prepare for implementation on July 1, 2019.



Seattle
Office of Labor Standards