



Seattle
Office of
Labor Standards

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

