California

Comply Anywhere Poster Pack

A digital compliance solution for all of your state and federal labor law postings.
<table>
<thead>
<tr>
<th>Federal Panels</th>
<th>State Panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Minimum Wage</td>
<td>26 Minimum Wage</td>
</tr>
<tr>
<td>4 Employee Polygraph Protection Act</td>
<td>27 DFEH Discrimination and Harassment</td>
</tr>
<tr>
<td>5 Equal Employment Opportunity</td>
<td>29 Sexual Harassment</td>
</tr>
<tr>
<td>7 “EEO is the Law” Poster Supplement</td>
<td>31 CAL/OSHA Safety and Health Protection</td>
</tr>
<tr>
<td>8 USERRA</td>
<td>33 EDD Unemployment, Disability, and Paid Family Leave</td>
</tr>
<tr>
<td>9 Family and Medical Leave Act (FMLA)</td>
<td>34 Notice to Employees Unemployment Insurance Benefits</td>
</tr>
<tr>
<td>10 Notice of Withholding and Federal Earned Income Tax Credit</td>
<td>35 Workers’ Compensation Notice</td>
</tr>
<tr>
<td>12 OSHA “It’s the Law” Notice</td>
<td>36 Whistleblowers Protection</td>
</tr>
<tr>
<td>13 Employee Rights Under the National Labor Relations Act (NLRA)</td>
<td>37 Smoking / Right to Vote Notice</td>
</tr>
<tr>
<td>14 E-Verify</td>
<td>38 Your Rights and Obligations as a Pregnant Employee (5 or more employees)</td>
</tr>
<tr>
<td>15 USCIS Anti-Discrimination Notice</td>
<td>40 Family Care and Medical Leave and Pregnancy Disability Leave (50 or more employees)</td>
</tr>
<tr>
<td>16 Right to Work Notice</td>
<td>41 Emergency Numbers / CA Payday Notice</td>
</tr>
<tr>
<td>17 Migrant and Seasonal Worker Protection Act</td>
<td>42 Access to Medical and Exposure Records</td>
</tr>
<tr>
<td>18 Employee Rights on Government Contracts</td>
<td>43 Paid Sick Leave</td>
</tr>
<tr>
<td>20 Employee Rights Under the Davis-Bacon Act</td>
<td>44 Transgender Rights in the Workplace</td>
</tr>
<tr>
<td>21 Employee Rights for Workers with Disabilities</td>
<td></td>
</tr>
<tr>
<td>22 Minimum Wage for Contractors</td>
<td></td>
</tr>
<tr>
<td>23 Pay Transparency Non-Discrimination Provision</td>
<td></td>
</tr>
<tr>
<td>24 Paid Sick Leave for Federal Contractors</td>
<td></td>
</tr>
<tr>
<td>25 Department of Defense — Fraud Waste &amp; Abuse</td>
<td></td>
</tr>
</tbody>
</table>

**Employee Notice – Your Rights Are Protected**

The Federal Government and the State of California have established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the Federal Government and the State of California to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

**Note:** The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.
EMPLOYEE RIGHTS
UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE
$7.25 PER HOUR
BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY
At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youth aged 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT
Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION
- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student-learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.
EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.
Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions,
Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**
Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee’s religious practices where the accommodation does not impose undue hardship.

**DISABILITY**
Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

**AGE**
The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

**SEX (WAGES)**
In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

**GENETICS**
Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

**RETALIATION**
All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

**WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**
There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:
The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments).
EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETAILIATION
Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs
(OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.
The Executive Order 11246 section is revised as follows:

**RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**PAY SECRECY**

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

The Individuals with Disabilities section is revised as follows:

**INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era, Special Disabled Veterans section is revised as follows:

**PROTECTED VETERANS**

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Mandatory Supplement to EEOC P/E-1 (Revised 11/09) “EEO is the Law” Poster.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.
YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have obtained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address http://www.dol.gov/vets/programs/userral/pectcfr.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor 1-866-487-2305

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590

Publication Date — April 2017
EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT
THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:
- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement).
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition.
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered service member’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:
- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

REQUESTING LEAVE
Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees can require a certification or periodic recertification supporting the need for leave. If the employee determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if the employee is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-8243) TTY: 1-877-889-5627
www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WH420 REV 04/16
Possible Federal Tax Refund Due to the Earned Income Credit (EIC)

What Is the EIC?
The EIC is a refundable tax credit for certain workers.

What Is the Purpose of This Notice?
Your employer sent you this notice to make you aware of an important federal tax benefit. Even if you had no income tax withheld from your wage during the year, you may be eligible for the EIC.

How Much Is the EIC?
For 2020, the EIC can be as much as $3,584 if you have one qualifying child; $5,920 if you have two qualifying children; $6,660 if you have three or more qualifying children; and $538 if you have no qualifying children.

How Do You Claim the EIC?
To claim the EIC, you must:
1. Be eligible for the EIC, and
2. File a 2020 tax return (including Schedule EIC if you have a qualifying child).

To figure out if you are eligible, see Pub. 596 or visit IRS.gov/EITC.

If eligible, you can claim the EIC to get a refund even if you had no tax withheld from your pay or owe no tax. For example, if you had no tax withheld in 2020 and owe no tax but are eligible for a credit of $800, you must file a 2020 income tax return to get the $800 refund.

Most people qualify for free tax preparation. If you earned less than $72,000, you can file for free online at IRS.gov/FreeFile. In addition, IRS-certified volunteers can prepare your return for free in person if you earned less than $57,000 or are age 60 or older. To find locations, visit IRS.gov/VITA or call 800-906-9887.

More Information
Refer to instructions for the tax return you are filing, Pub. 596, or IRS.gov/EITC for details on the EIC. You can download IRS forms and publications at IRS.gov/Forms, and you can get printed copies mailed to you by going to IRS.gov/OrderForms or by calling 800-829-3676.
What Is the EIC?
The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?
You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee’s Withholding Allowance Certificate.

Note: You are encouraged to notify each employee whose wages for 2020 are less than $56,844 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?
You must give the employee one of the following.
• The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
• A substitute Form W-2 with the same EIC information on the back of the employee’s copy that is on Copy B of the IRS Form W-2.
• Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
• Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee’s copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2020.

You must hand the notice directly to the employee or send it by first-class mail to the employee’s last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at www.irs.gov/FormsPubs. Or you can go to www.irs.gov/OrderForms to order it.

How Will My Employees Know If They Can Claim the EIC?
The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040.

How Do My Employees Claim the EIC?
An eligible employee claims the EIC on his or her 2020 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2020 and owes no tax but is eligible for a credit of $800, he or she must file a 2020 tax return to get the $800 refund.
All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov
EMPLEYEE RIGHTS
UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

• Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
• Form, join or assist a union.
• Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
• Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
• Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
• Strike and picket, depending on the purpose or means of the strike or the picketing.
• Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

• Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
• Question you about your union support or activities in a manner that discourages you from engaging in that activity.
• Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of those actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
• Threaten to close your workplace if workers choose a union to represent them.
• Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
• Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
• Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

• Threaten you that you will lose your job unless you support the union.
• Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
• Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
• Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
• Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NRLB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NRLB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NRLB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NRLB’s page titled “About Us,” which contains a link “Locating Our Offices.” You can also contact the NRLB by calling toll-free: 1-866-667-NLRB (6572) or (TTY) 1-866-315-NLRB (6572) for hearing impaired.

The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

This is an official Government Notice and must not be defaced by anyone.
This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

**E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.
Anti-Discrimination Notice.

It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual’s national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

If you think discrimination has occurred, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688.
If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn’t get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)
1-800-255-7688  TTY 1-800-237-2515
www.justice.gov/ier  IER@usdoj.gov

U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department’s discretion, in accordance with applicable laws. The Department’s guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see “Memorandum for All Components: Prohibition of Improper Guidance Documents,” from Attorney General Jefferson B. Sessions III, November 16, 2017.
Migrant and Seasonal Agricultural Worker Protection Act

This federal law requires agricultural employers, agricultural associations, farm labor contractors and their employees to observe certain labor standards when employing migrant and seasonal farmworkers unless specific exemptions apply. Further, farm labor contractors are required to register with the U.S. Department of Labor.

Migrant and Seasonal Farmworkers Have These Rights

- To receive accurate information about wages and working conditions for the prospective employment
- To receive this information in writing and in English, Spanish or other languages, as appropriate
- To have the terms of the working arrangement upheld
- To have farm labor contractors show proof of registration at the time of recruitment
- To be paid wages when due
- To receive itemized, written statements of earnings for each pay period
- To purchase goods from the source of their choice
- To be transported in vehicles which are properly insured and operated by licensed drivers, and which meet federal and state safety standards
- For migrant farmworkers who are provided housing
  - To be housed in property which meets federal and state safety and health standards
  - To have the housing information presented to them in writing at the time of recruitment
  - To have posted in a conspicuous place at the housing site or presented to them a statement of the terms and conditions of occupancy, if any

Workers who believe their rights under the act have been violated may file complaints with the department’s Wage and Hour Division or may file suit directly in federal district court. The law prohibits employers from discriminating against workers who file complaints, testify or in any way exercise their rights on their own behalf or on behalf of others. Complaints of such discrimination must be filed with the division within 180 days of the alleged event.

For further information, get in touch with the nearest office of the Wage and Hour Division, listed in most telephone directories under the U.S. Government, Department of Labor.

WH Publication 1376 Revised April 1983
MINIMUM WAGES
Your rate must be no less than the federal minimum wage established by the Fair Labor Standards Act (FLSA).

A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this notice.

FRINGE BENEFITS
SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.

OVERTIME PAY
You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

CHILD LABOR
No person under 16 years of age may be employed on a PCA contract.

SAFETY & HEALTH
Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees’ health and safety.

ENFORCEMENT
Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information:

Contact the Wage and Hour Division (WHD) by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit its website at www.dol.gov/whd

Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its website at www.osha.gov
Employee Rights on Government Contracts - continued

U.S. DEPARTMENT OF LABOR

The purpose of the discussion below is to advise contractors which are subject to the Walsh-Healey Public Contracts Act or the Service Contract Act of the principal provisions of these acts.

WALSH-HEALEY PUBLIC CONTRACTS ACT

General Provisions—This act applies to contracts which exceed or may exceed $10,000 entered into by any agency or instrumentality of the United States for the manufacture or furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage, maximum hours, and safety and health standards for work on such contracts, and prohibits the employment on contract work of convict labor (unless certain conditions are met) and children under 16 years of age. The employment of homemakers (except homemakers with disabilities employed under the provisions of Regulations, 29 CFR Part 525) on a covered contract is not permitted.

In addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work under contracts awarded by the Government prime contractor.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage—Covered employees must currently be paid not less than the Federal minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime—Covered workers must be paid at least one and one-half times their basic rate of pay for all hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent in all work. Government and non-Government, performed by the employees in any week in which covered work is performed.

Child Labor—Employers may protect themselves against unintentional child labor violations by obtaining certificates of age. State employment or age certificates are acceptable.

Safety and Health—No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions that are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in the performance of the contract. The safety and health provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational Safety and Health Administration.

Posting—During the period that covered work is being performed on a contract subject to the act, the contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from their place of employment.

Responsibility for Secondary Contractors—Prime contractors are liable for violations of the act committed by their covered secondary contractors.

SERVICE CONTRACT ACT

General Provisions—The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and maintain certain records, unless a specific exemption applies.

Wages and Fringe Benefits—Every service employee performing any of the Government contract work under a service contract in excess of $2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Wage and Hour Division has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predeceasing contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract but in no case may employees doing work necessary for the performance of the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act. Service contracts which do not exceed $2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act does require that employees performing work on such contracts be paid not less than the minimum wage rate established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime—The Fair Labor Standards Act and the Contract Work Hours Safety Standards Act may require the payment of overtime at time and one-half the regular rate of pay for all hours worked on the contract in excess of 40 a week. The Contract Work Hours Safety Standards Act is more limited in scope than the Fair Labor Standards Act and generally applies to Government contracts in excess of $100,000 that require or involve the employment of laborers, mechanics, guards, watchmen.

Safety and Health—The act provides that no part of the services in contracts in excess of $2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The services and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees—On the date a service employee commences work on a contract in excess of $2,500, the contractor (or subcontractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (including any applicable wage determination) contained on the reverse in a location where it may be seen by all employees performing on the contract will satisfy this requirement.

Notice in Subcontracts—The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR Part 4 for Federal service contracts exceeding $2,500.

Responsibility for Secondary Contractors—Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Other Obligations—Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards.

Additional Information—Additional information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the national office in Washington, D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the national office in Washington, D.C.
FEDERAL PANELS

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-899-5627
www.dol.gov/whd
FEDERAL PANELS

EMPLOYEE RIGHTS

FOR WORKERS WITH DISABILITIES

PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the Fair Labor Standards Act (FLSA), the Contract Labor Reform and Abatement of Underpayment Act of 1994 (CLRRA), and/or the Walsh-Healey Public Contracts Act (WHPCA). Such subminimum wages are referred to as "comparable wage rates" and are not less than the basic hourly rates stated in an FLSA wage determination and/or less than the FLSA minimum wage of $7.25 per hour. A "comparable wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employer and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES

Subminimum wages under section 16(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of comparable wage rates under a certificate, a worker with a disability is defined as an individual whose earning or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productivity capacity include an intellectual or developmental disability; psychiatric disability; a hearing or visual impairment; and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying comparable wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the certificate under which subminimum wages are paid.

KEY ELEMENTS OF COMMISSURATE WAGE RATES

- Nonretarded worker standard—This is a standard to the extent of a person's productivity in the work performed as the basis for which the productivity of a worker with a disability is measured.
- Prevalent wage rates—the wage paid to experienced workers who do not have disabilities that impair their productivity for the work to be performed.
- Evaluation of productivity of the worker with a disability—A comparison of the wage paid to a comparable worker who is not disabled and the wage paid to the worker with a disability in terms of quantity and quality.

WIOA

EXECUTIVE ORDER 13658

FRINGE BENEFITS

OVERTIME

CHILD LABOR

PETITION PROCESS

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9343
TTY: 1-877-889-5627
www.dol.gov/whd

FM-CAP-DF 0121 PAGE 21
FEDERAL PANELS

WORKER RIGHTS
UNDER EXECUTIVE ORDER 13658

FEDERAL MINIMUM WAGE FOR CONTRACTORS

$10.95 PER HOUR
EFFECTIVE JANUARY 1, 2021 – DECEMBER 31, 2021

The law requires employers to display this poster where employees can readily see it.

MINIMUM WAGE

Executive Order 13658 (EO) requires that federal contractors pay workers performing work on or in connection with covered contracts at least (1) $10.10 per hour beginning January 1, 2015, and (2) beginning January 1, 2016, and every year thereafter, an inflation-adjusted amount determined by the Secretary of Labor in accordance with the EO and appropriate regulations. The EO hourly minimum wage in effect from January 1, 2021, through December 31, 2021, is $10.95.

TIPS

Covered tipped employees must be paid a cash wage of at least $7.25 per hour effective January 1, 2021, through December 31, 2021. If a worker’s tips combined with the required cash wage of at least $7.25 per hour paid by the contractor do not equal the EO hourly minimum wage for contractors, the contractor must increase the cash wage paid to make up the difference. Certain other conditions must also be met.

EXCLUSIONS

• Some workers who provide support “in connection with” covered contracts for less than 20 percent of their hours worked in a week may not be entitled to the EO minimum wage.
• Certain full-time students, learners, and apprentices who are employed under subminimum wage certificates are not entitled to the EO minimum wage.
• Workers employed on contracts for seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands, except when the workers are performing associated lodging and food services, are not entitled to the EO minimum wage.
• Certain other occupations and workers are also exempt from the EO.

ENFORCEMENT

The U.S. Department of Labor’s Wage and Hour Division (WHD) is responsible for enforcing the EO. WHD can answer questions, in person or by telephone, about your workplace rights and protections. We can investigate employers, recover wages to which workers may be entitled, and pursue appropriate sanctions against covered contractors. All services are free and confidential. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the EO. If you are unable to file a complaint in English, WHD will accept the complaint in any language. You can find your nearest WHD office at www.dol.gov/agencies/whd/contact/local-offices

ADDITIONAL INFORMATION

• The EO applies only to new federal construction and service contracts, as defined by the Secretary in the regulations.
• Workers with disabilities whose wages are governed by certificates issued under section 14(c) of the Fair Labor Standards Act must also receive no less than the full EO minimum wage rate.
• Some state or local laws may provide greater worker protections; employers must comply with both.
• More Information about the EO is available at www.dol.gov/agencies/whd/government-contracts/minimum-wage
PAY TRANSPARENCY
NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

If you believe that you have experienced discrimination contact OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp
PAID SICK LEAVE
Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, requires certain employers that contract with the Federal Government to provide employees working on or in connection with those contracts with 1 hour of paid sick leave for every 30 hours they work—up to 56 hours of paid sick leave each year.

Employees must be permitted to use paid sick leave for their own illness, injury, or other health-related needs, including preventive care; to assist a family member who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking.

Employers are required to inform employees of their paid sick leave balances and must approve all valid requests to use paid sick leave. Rules about when and how employees should ask to use paid sick leave also apply. More information about the paid sick leave requirements is available at www.dol.gov/whd/govcontracts/eo13706

ENFORCEMENT
The Wage and Hour Division (WHD), which is responsible for making sure employers comply with Executive Order 13706, has offices across the country. WHD can answer questions, in person or by telephone, about your workplace rights and protections. WHD can investigate employers and recover wages to which workers may be entitled. All services are free and confidential. If you are unable to file a complaint in English, WHD will accept the complaint in any language.

The law prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Executive Order.

ADDITIONAL INFORMATION
Executive Order 13706 applies to new contracts and replacements for expiring contracts with the Federal Government starting January 1, 2017. It applies to federal contracts for construction and many types of federal contracts for services.

Some state and local laws also require that employees be provided with paid sick leave. Employers must comply with all applicable requirements.
Mission:
To provide a confidential, reliable means to report violations of law, rule, or regulation; fraud, waste, and abuse; mismanagement; trafficking in persons; serious security incidents; or other criminal or administrative misconduct that involve DoD personnel and operations, without fear of reprisal.
# California Minimum Wage

## Effective Dates

<table>
<thead>
<tr>
<th>Employers with 25 or Fewer Employees</th>
<th>Employers with 26 or More Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2021</td>
<td>$13.00</td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>$14.00</td>
</tr>
<tr>
<td>January 1, 2023</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### Previous Year

| January 1, 2020 | $12.00 | $13.00 |

*Employees deemed as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer. To employers and representatives of persons working in industries and occupations in the State of California.*

### Summary of Actions

T AKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. SB 3, Stats. of 2016, amending section 1182.12 of the California Labor Code. Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and reproduces Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2019. Section 1, Applicability, and Section 4, Separability, have not been altered.

Consistent with this enactment, amendments are made in the minimum wage, and the meals and lodging credits sections of all of the IWC’s industry and occupation orders. This summary must be made available to employees in accordance with the IWC’s wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at [https://www.dir.ca.gov/IWCPages/Industries.htm](https://www.dir.ca.gov/IWCPages/Industries.htm) or by contacting your local Division of Labor Standards Enforcement office.

### 1. Applicability

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC’s industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC’s industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

### 2. Minimum Wages

Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked.

### 3. Meals and Lodging Credits - Table

When credit for meals or lodging is used to meet part of the employer’s minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following:

<table>
<thead>
<tr>
<th>Effective</th>
<th>January 1, 2020</th>
<th>January 1, 2021</th>
<th>January 1, 2022</th>
<th>January 1, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For an employer who employs:</strong></td>
<td><strong>26 or More Employees</strong></td>
<td><strong>25 or Fewer Employees</strong></td>
<td><strong>26 or More Employees</strong></td>
<td><strong>25 or Fewer Employees</strong></td>
</tr>
<tr>
<td><strong>Lodging</strong></td>
<td><strong>Room occupied above</strong></td>
<td>$61.13 /week</td>
<td>$56.43 /week</td>
<td>$61.13 /week</td>
</tr>
<tr>
<td></td>
<td><strong>Room shared</strong></td>
<td>$50.46 /week</td>
<td>$46.58 /week</td>
<td>$50.46 /week</td>
</tr>
<tr>
<td></td>
<td><strong>Apartment - two-thirds (2/3) of the ordinary rental value, and in no event more than:</strong></td>
<td>$734.21 /month</td>
<td>$677.75 /month</td>
<td>$790.67 /month</td>
</tr>
<tr>
<td></td>
<td><strong>Where a couple are both employed by the employer, two-thirds (2/3) of the ordinary rental value, and in no event more than:</strong></td>
<td>$1086.07 /month</td>
<td>$1022.96 /month</td>
<td>$1169.59 /month</td>
</tr>
<tr>
<td><strong>MEALS</strong></td>
<td><strong>Breakfast</strong></td>
<td>$4.70</td>
<td>$4.34</td>
<td>$5.06</td>
</tr>
<tr>
<td></td>
<td><strong>Lunch</strong></td>
<td>$6.47</td>
<td>$5.97</td>
<td>$6.87</td>
</tr>
<tr>
<td></td>
<td><strong>Dinner</strong></td>
<td>$8.58</td>
<td>$8.01</td>
<td>$9.35</td>
</tr>
</tbody>
</table>

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer’s minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

### 4. Separability

If the application of any provision of this Order, or any section, subdivision, or phrase, word, or portion of this Order should be held invalid, unconstitutional, unenforceable, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

### 5. Amended Provisions

This Order amends the minimum wage and meals and lodging credits in MW-2019, as well as in the IWC’s industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 5) This Order makes no other changes to the IWC’s industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of January 1, 2021.

Questions about enforcement should be directed to the Labor Commissioner’s Office. For the address and telephone number of the office nearest you, information can be found on the internet at [www.dir.ca.gov/IWCPages/Industries.htm](https://www.dir.ca.gov/IWCPages/Industries.htm) or a search for “California Labor Commissioner’s Office” on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Maria, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Maria, Stockton, and Van Noy.
CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical, mental, HIV and AIDS)
- GENETIC INFORMATION
- GENDER IDENTITY, GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language use and possession of a driver’s license issued to persons unable to prove their presence in the United States is authorized under federal law)
- RACE (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but is not limited to, such hairstyles as braids, locks, and twists)
- RELIGION (includes religious dress and grooming practices)
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION
Discrimination and Harassment continued

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141):

1. Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

2. Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may also develop their own publications, which must meet standards set forth in California Government Code section 12950, or use material from DFEH.

3. Require employers with 5 or more employees and all public entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

4. Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Also prohibits employers from discriminating against an applicant or employee because they possess a driver’s license issued to a person who is unable to prove that their presence in the United States is authorized under federal law.

5. Require employers to reasonably accommodate an employee, unpaid intern, or job applicant’s religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual’s observance of their religious beliefs.

6. Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.

7. Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.

8. Prohibit discrimination against any job applicant, unpaid intern, employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.

9. Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.

10. Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.

11. Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition.

12. Require employers of 5 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period: to care for their own serious health condition; to care for a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling with a serious health condition; to bond with a new child (by birth, adoption, or foster placement); or for certain military exigencies.

13. Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

14. Prohibit unions from discriminating in member admissions or dispatching members to jobs.

15. Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

FILING A COMPLAINT

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney’s fees and costs, punitive damages, and emotional distress damages.

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment, you may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with DFEH.

Complaints must be filed within three years of the last act of discrimination/harassment. For victims who are under the age of eighteen, not later than three years after the last act of discrimination/harassment or one year after the victim’s eighteenth birthday, whichever is later.

To schedule an appointment, contact the California Relay Service below.

If you have a disability that requires a reasonable accommodation, the DFEH can assist you by signing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in the workplace, on employee bulletin boards, in employment agency waiting rooms, union halls, and at other places employees gather. Any employer whose workplace at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

CONTACT US

Toll Free: (800) 884-1864
TTY: (800) 700-2320
contact.center@dfesh.ca.gov
www.dfer.ca.gov

* Effective 1/1/2020.

DFESH/EX-2013-8 January 2021
SEXUAL HARASSMENT

THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person’s sexual orientation or gender identity.

There are two types of sexual harassment:

1. " gezondheid " (arrest for "this for that") sexual harassment to when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
2. "hostile work environment" sexual harassment occurs when unwelcome conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct is not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

Behaviors that may be sexual harassment:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering; gawking; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
6. Physical touching or assault, as well as impeding or blocking movements
Sexual Harassment continued

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisor or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employees to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

1. Distribute copies of this document or an alternative writing that complies with Government Code 12950. This document may be duplicated in any quantity.

2. Post a copy of the DFEH employment poster "California Law Prohibits Workplace Discrimination and Harassment." The policy must:
   - Be in writing;
   - List all protected groups under the FEHA;
   - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment;
   - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.

3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

4. Distribute the harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
   - Pining the policy and providing a copy to employees with an acknowledgment of receipt form for employees to sign and return.
   - Sending the policy via email with an acknowledgment receipt form.
   - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.

5. If the employee's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, the employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee, and two hours of such training to each supervisory employee. All employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be trained once every two years. Please see Gov. Code 12965.1 and 2 CCR 11024 for further information.

CIVIL REMEDIES

1. Damages for emotional distress from each employer or person in violation of the law.
2. Hiring or reinstatement
3. Back pay or promotion
4. Changes in the policies or practices of the employer

To schedule an appointment, contact the Communication Center below. If you have a disability that requires a reasonable accommodation, the DFEH can assist you by signing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (TDD), or you can contact us below.

CONTACT US

Toll Free: (800) 884-1684
TTY: (800) 700-2320
contact.center@dfex.ca.gov
www.dfeh.ca.gov
SAFETY AND HEALTH PROTECTION ON THE JOB

State of California
Department of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state’s workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/dshs/search/query.htm.

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. If, in other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities.

You must have a written and effective Injury and Illness Prevention Program (IPP) meeting the requirements of the California Code of Regulations, Title 8, section 3203 (www.dir.ca.gov/ web3203.htm) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of $5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or enter where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fined or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner’s Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner’s Office.) Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

HELP IS AVAILABLE:

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers’ compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (866) 924-9757

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 3393 (www.dir.ca.gov/title8/5194.htm) or is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.htm) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employer's physician.

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employers or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring and measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

When an inspection begins, the Cal/OSHA investigator will show official identification. The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful, and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 3366 (www.dir.ca.gov/title8/3366.htm).

In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to $250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to $1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the citation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

CA-CAP-DF 0721 PAGE 31
Call the FREE Worker Information Helpline – (866) 924-9757

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)
HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

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<th>District Offices</th>
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<tr>
<td>American Canyon</td>
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<tr>
<td>3419 Broadway St., Ste. H8, American Canyon 94503</td>
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<tr>
<td>(707) 649-3700</td>
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<td>Bakersfield</td>
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<td>7718 Meany Ave., Bakersfield 93308</td>
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<td>(661) 588-6400</td>
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<td>Foster City</td>
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<td>1065 East Hillsdale Bl., Ste. 110, Foster City 94404</td>
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<tr>
<td>(650) 573-3812</td>
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<td>Fremont</td>
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<td>39141 Civic Center Dr., Ste. 310, Fremont 94538</td>
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<td>(510) 794-2521</td>
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<td>Fresno</td>
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<td>2550 Mariposa St., Rm. 4000, Fresno 93721</td>
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<tr>
<td>(559) 445-3302</td>
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<td>Long Beach</td>
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<tr>
<td>1500 Hughes Way, Suite C-201, Long Beach 90810</td>
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<td>(424) 450-2830</td>
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<td>Los Angeles</td>
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<tr>
<td>320 West Fourth St., Rm. 820, Los Angeles 90013</td>
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<tr>
<td>(213) 576-7451</td>
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<td>Modesto</td>
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<tr>
<td>4206 Technology Dr., Ste. 3, Modesto 95356</td>
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<td>(209) 545-7310</td>
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<td>Monroe</td>
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<td>800 Royal Oaks Dr., Ste. 108, Monroe 91016</td>
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<td>(626) 239-0396</td>
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<td>Oakland</td>
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<td>1515 Clay St., Ste. 1303, Box 41, Oakland 94612</td>
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<td>(510) 622-2916</td>
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<td>Redding</td>
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<td>381 Hemsted Dr., Redding 95002</td>
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<td>(530) 224-4743</td>
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<td>Sacramento</td>
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<tr>
<td>1750 Howe Ave., Ste. 430, Sacramento 95825</td>
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<td>(916) 263-2800</td>
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<td>San Bernardino</td>
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<td>464 West Fourth St., Ste. 332, San Bernardino 92401</td>
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<td>(909) 363-4321</td>
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<td>San Diego</td>
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<td>7575 Metropolitan Dr., Ste. 207, San Diego 92108</td>
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<td>(619) 767-2280</td>
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<td>San Francisco</td>
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<td>455 Golden Gate Ave., Rm 9516, San Francisco 94102</td>
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<td>(415) 557-0100</td>
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<td>Santa Ana</td>
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<td>2 MacArthur Place, Ste. 720, Santa Ana 92707</td>
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<tr>
<td>(714) 558-4451</td>
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<td>Van Nuys</td>
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<td>6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401</td>
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<td>(818) 901-5403</td>
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<td>(714) 558-4300</td>
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<td>Monrovia</td>
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<th>Cal OSHA Consultation Services</th>
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<td>Field / Area Offices</td>
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<td>Fresno/ Central Valley</td>
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<tr>
<td>2550 Mariposa Mall, Rm. 2005</td>
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<td>Fresno 93721</td>
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<tr>
<td>(559) 445-6800</td>
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<td>La Palma / Los Angeles / Orange County</td>
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<tr>
<td>1 Centerpointe Dr., Ste. 150</td>
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<td>La Palma 90023</td>
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<td>(714) 562-5525</td>
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<td>Oakland/Bay Area</td>
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<td>1515 Clay St., Ste 1103</td>
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<td>(510) 622-2891</td>
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<td>Sacramento / Northern CA</td>
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<td>1750 Howe Ave., Ste. 490</td>
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<td>464 West Fourth St., Ste. 339</td>
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<td>(909) 383-4567</td>
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<td>San Diego / Imperial County</td>
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<td>7575 Metropolitan Dr., Ste. 204</td>
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<td>(619) 767-2060</td>
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<td>San Fernando Valley</td>
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<td>6150 Van Nuys Blvd., Ste. 307</td>
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<td>Van Nuys 91401</td>
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<td>(818) 901-5754</td>
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| Consultation Region Office        |
| Fresno                            |
| 2550 Mariposa Mall, Rm. 3014      |
| Fresno 93721                      |
| (559) 445-6800                     |

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA). U.S. Department of Labor Tel. (415) 525-2547. OSHA monitors the operation of state plans to ensure that continued approval is maintained. March 2021.

CA-CAP-DF 0721 PAGE 32
Notice to Employees

STATE PANELS

This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are being accumulated for you to be used as a basis for:

UI

Unemployment Insurance
(funded entirely by employers' taxes)

Use one of the following methods:
- **Online**: UI Online® is the fastest and most convenient way to file your UI claim. Visit UI Online (eddi.ca.gov/UIOnline) to get started.
- **Phone**: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays.
  - English: 1-800-300-5616
  - Cantonese: 1-800-547-3506
  - Vietnamese: 1-800-547-2058
  - Spanish: 1-800-326-0937
  - Mandarın: 1-866-303-0706
- **Fax or Mail**: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 1101), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form. This will allow additional time for processing.

Important: Waiting to file your UI claim may delay benefit payments.

DI

Disability Insurance
(funded entirely by employers' contributions)

Your employer must provide the Disability Insurance Provisions (DE 2515) brochure, to newly hired employees, and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

How to File a New DI Claim
Use one of the following methods:
- **Online**: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (eddi.ca.gov/SDIOnline) to get started.
- **Mail**: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits (DE 2501) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (eddi.ca.gov/forms), or by calling 1-800-880-3287.

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

PFL

Paid Family Leave
(funded entirely by employers' contributions)

Your employer must provide the Paid Family Leave (DE 2511) brochure, to newly hired employees, and to each employee who is taking time off to care for a seriously ill family member, to bond with a new child, or to participate in a qualifying military event.

How to File a New PFL Claim
Use one of the following methods:
- **Online**: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (eddi.ca.gov/SDIOnline) to get started.
- **Mail**: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits (DE 2501F) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (eddi.ca.gov/forms), or by calling 1-877-238-4373.

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the EDD (eddi.ca.gov).
NOTICE TO EMPLOYEES
UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

You may be eligible to receive Unemployment Insurance benefits if you are:

• Unemployed or working less than full-time.
• Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.

Employees of Educational Institutions:

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online.

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

<table>
<thead>
<tr>
<th>Language</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1-800-300-5616</td>
</tr>
<tr>
<td>Mandarin</td>
<td>1-866-303-0706</td>
</tr>
<tr>
<td>Spanish</td>
<td>1-800-326-8937</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>1-800-547-2058</td>
</tr>
<tr>
<td>Cantonese</td>
<td>1-800-547-3506</td>
</tr>
<tr>
<td>TTY</td>
<td>1-800-815-9387</td>
</tr>
</tbody>
</table>

Note: Waiting to file a claim could delay benefits.
EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).
Notice to Employees—Injuries Caused By Work

You may be entitled to workers’ compensation benefits if you are injured or become ill because of your job. Workers’ compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Benefits. Workers’ compensation benefits include:

- Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits.
- Temporary Disability (TD) Benefits:
  - Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injury.
  - Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.
- Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work.
- Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If you need help locating an MPN physician, call your MPN access assistant:

If you predesignated your personal physician or medical group, you may see your personal physician or the medical group when you are injured, unless you predesignated a personal physician or medical group.

If you are using an MPN or HCO, in most cases you will be treated within the MPN or HCO unless you predesignated your personal physician or medical group. An MPN is a group of physicians and health care providers designated to provide treatment to workers injured on the job. You should receive information from your employer when you are injured, unless you are covered by an HCO or a MPN. Contact your employer for more information.

If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.

If you have questions about workers’ compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers’ compensation claims for your employer):

MPN website: ___________________________ MPN Effective Date: ___________________________ MPN Identification number: ___________________________

If you need help locating an MPN physician, call your MPN access assistant: ___________________________

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person: ___________________________

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person’s workers’ compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Questions? Learn more about workers’ compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers’ compensation claims for your employer):

Workers’ compensation insurer ___________________________

(Enter “self-insured” if appropriate)

You can also get free information from a State Division of Workers’ Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location: ___________________________
or by calling toll-free (800) 736-7401. Learn more information about workers’ compensation online: www.dwc.ca.gov and access a useful booklet “Workers’ Compensation in California: A Guidebook for Injured Workers.”

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers’ compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

Your employer may not be liable for the payment of workers’ compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties.
WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?
Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

What is a whistleblower?
A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?
1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts
If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.
Smoking of tobacco products is prohibited in all areas of this facility.

Tobacco smoking is allowed in designated break areas that have been ventilated as required by law and are considered non-work areas. Separate Non-Smoking break rooms are available to employees who do not smoke. These smoking areas are designated with entrance signs that state “Smoking Allowed.”

“Smoking Allowed” — This facility employs less than 5 employees who have all consented to smoking and has complied with all provisions of California Labor Code Section 6404.5 sec. (14).

Smoking is prohibited in all restrooms, elevators or first aid stations or similar facilities for the treatment of employees. No employee as part of his or her work responsibilities shall be required to work in an area where smoking is permitted.

To receive a copy of California Labor Code Section 6404.5, please contact your designated employee representative or the local county health department.

Tobacco smoke contains chemicals known to the State to cause cancer.

TIME OFF TO VOTE

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.
YOUR EMPLOYER* HAS AN OBLIGATION TO:

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employer actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE:

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.

NOTICE OBLIGATIONS AS AN EMPLOYEE:

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer, or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA):

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 work-weeks in a 12-month period for the birth, adoption, or foster care placement of your child, or for your own serious health condition or that of your child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for California’s Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD).
Your Rights and Obligations as a Pregnant Employee continued

- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.

- At your discretion, you can use any vacation or other paid time off during your PDL.

- Your employer may require or you may choose to use any available sick leave during your PDL.

- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.

- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

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If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH.

**TO FILE A COMPLAINT**

Department of Fair Employment and Housing
dfeh.ca.gov
Toll Free: 800.884.1684
TTY: 800.700.2320

If you have a disability that requires a reasonable accommodation, DFEH can assist you with your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities, through the California Relay Service (711).

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*PDL, CFRA leave, and antidiscrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more.

This guidance is for informational purposes only, does not establish substantive policy or rights, and does not constitute legal advice.
Under California law, you may have the right to take job-protected leave to care for your own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, and if we employ five or more employees, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, grandparent, sibling, spouse, or domestic partner. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth, or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reasons of the birth of your child. Both leaves contain a guarantee of reinstatement for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days’ advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, denial of or refusal to be considered for the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority dates. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your employer.

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH.

TO FILE A COMPLAINT
Department of Fair Employment and Housing
dfeh.ca.gov
Toll Free: 800.884.1684
TTY: 800.700.2320
If you have a disability that requires a reasonable accommodation, DFEH can assist you with your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities, through the California Relay Service (711).
PAYDAY NOTICE

State of California • Department of Industrial Relations • Division of Labor Standards Enforcement

Regular Paydays for Employees of:

__________________________________________________________

(linn name)

shall be as follows:

☐ Weekly  ☐ Bi-weekly  ☐ Monthly  ☐ Other _________________________________

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205 AND 205.5 OF THE CALIFORNIA LABOR CODE

By ___________________________ Title ___________________________

Location ______________________ Day/Time ______________________

DLSE 8 (REV. 06-02)

PLEASE POST

CA-CAP-DF 0721
ACCESS TO MEDICAL AND EXPOSURE RECORDS

BY CAL/OSHA REGULATION
- GENERAL INDUSTRY SAFETY ORDER 3204 -
YOU HAVE THE RIGHT TO SEE AND COPY:

- Your medical records and records of exposure to toxic substances or harmful physical agents.
- Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
- Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT: ____________________________
(Location)

FROM: ____________________________
(Person Responsible)

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM: ____________________________

The above information satisfies the requirements of GISO 3204 (g), which may be fulfilled by posting this placard in the workplace, or by any similar method the employer chooses.

State of California
Department of Industrial Relations
Division of Occupational Safety and Health
1515 Clay Street, Suite 1901
Oakland, CA 94612
Phone: (510) 286-7000
Fax: (510) 286-7037

January 2016

www.dir.ca.gov/dosh/dosh1.html
Entitlement:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee’s regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

Usage:

- An employee may use accrued paid sick days beginning on the 90th day of employment.

- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website [http://www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm) using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

DLSE Paid Sick Leave Posting
11/14
WHAT DOES "TRANSGENDER" MEAN?
Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

WHAT IS A GENDER TRANSITION?
1. "Social transition" involves a process of socially aligning one’s gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).
2. "Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).

A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

FAQ FOR EMPLOYERS
• What is an employer allowed to ask?
Employers may ask about an employee’s employment history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person’s gender identity, including asking about their marital status, spouse’s name, or relation of household members to one another. Employers should not ask questions about a person’s body or whether they plan to have surgery.

• How do employers implement dress codes and grooming standards?
An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an employer can demonstrate business necessity, each employee must be allowed to dress in accordance with their gender identity and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or grooming than any other employee.

• What are the obligations of employers when it comes to bathrooms, showers, and locker rooms?
All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee’s gender identity, regardless of the employee’s assigned sex at birth. In addition, where possible, an employer should provide an easily accessible unisex single stall bathroom for use by any employee who desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropriate facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as all-gender toilet facilities.

FILING A COMPLAINT
If you believe you are a victim of discrimination you may, within three years of the discrimination, file a complaint of discrimination by contacting DFEH.

To schedule an appointment, contact the Communication Center below.

If you have a disability that requires a reasonable accommodation, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

CONTACT US
Toll Free: (800) 884-1664
TTY: (800) 700-2320
contact.center@dfeh.ca.gov
www.dfeh.ca.gov

* Effective 3/1/2020
2021 COVID-19 Supplemental Paid Sick Leave
Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:
- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

Paid Leave for Covered Employees
- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

Not to exceed $511 per day and $5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner’s Office. Locate the office by looking at the list of offices on our website (http://www.dir.ca.gov/dlse/DistrictOffices.htm) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.
California’s fair housing laws apply in all shelters, including emergency, overnight, and transitional shelters. The Department of Fair Employment and Housing enforces laws that protect you from illegal discrimination and harassment in shelters based on your actual or perceived:

- Ancestry, national origin
- Citizenship
- Disability, mental or physical
- Familial status
- Gender identity, gender expression
- Genetic information
- Immigration status
- Marital status
- Military and veteran status
- Primary language
- Race, color
- Religion
- Sex, gender
- Sexual orientation
- Source of income

SEXUAL HARASSMENT: Sexual harassment is unlawful whether it occurs between shelter staff and residents, or between residents. Sexual harassment includes demands for sex or sexual acts in order to stay at a shelter. Sexual harassment also includes other unwelcome sexual conduct that makes it hard to keep living in or feel comfortable in a shelter. A victim of sexual harassment can be any gender. Shelters have a duty to prevent sexual harassment from occurring between program participants.

PROTECTIONS BASED ON SEXUAL ORIENTATION, GENDER IDENTITY, AND GENDER EXPRESSION: It is unlawful to discriminate against or harass individuals in shelters based on their sexual orientation, gender identity, or gender expression. This includes individuals who identify as transgender and those who identify as non-binary. Shelters must determine your eligibility for housing regardless of your sexual orientation or gender identity. They must grant you and your family equal access to programs and facilities consistent with your gender identity. Shelters may not ask you for information about your anatomy (your body), or for physical or medical evidence of your gender identity. Shelters should take non-discriminatory steps to address the privacy and safety concerns of all residents.

PEOPLE WITH DISABILITIES: Shelters must ensure that people with disabilities are not discriminated against in any programs or services. People with disabilities must be able to physically access a shelter. People with disabilities may request a reasonable accommodation to rules and policies that will allow them to live in, use, and enjoy a shelter equally as others without a disability.

IMMIGRATION STATUS, CITIZEN STATUS, PRIMARY LANGUAGE, NATIONAL ORIGIN: Homeless shelters must ensure no person is treated differently when accessing shelter services based on immigration status, citizenship status, primary language, or national origin. All Californians are protected under California’s fair housing civil rights laws to be free from discrimination and harassment.

If you think you have been a victim of discrimination based on a protected class, file a complaint. A DFEH complaint must be filed within one year from the date of the last act of discrimination.

If you have a disability that requires a reasonable accommodation, the DFEH can assist you by providing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

TO FILE A COMPLAINT
Department of Fair Employment and Housing
Toll Free: (800) 884-1864
TTY: (800) 700-2320
www.dfeh.ca.gov
STOP Human Trafficking

¡NO! a la trata de personas

If you or someone you know is being forced to engage in any activity and cannot leave – whether it is commercial sex, housework, farm work, construction, factory, retail, or restaurant work, or any other activity –

**text 233-733 (Be Free)**

or call the National Human Trafficking Hotline at 1-888-373-7888 or the California Coalition to Abolish Slavery and Trafficking (CAST) at 1-888-KEY-2-FRE(EDOM) or 1-888-539-2373 to access help and services.

Victims of slavery and human trafficking are protected under United States and California law.

The hotlines are:
- Available 24 hours a day, 7 days a week
- Toll-free
- Operated by nonprofit, nongovernmental organizations
- Anonymous and confidential
- Accessible in more than 160 languages
- Able to provide help, referral to services, training, and general information

Human Trafficking Poster – English/Spanish

Si a usted, o a alguien que conoce, lo están forzando a hacer algo y no lo dejan ir – ya sea sexo por dinero, trabajo de hogar, de campo agrícola, construcción, fábrica, en una tienda minorista o restaurante, o cualquier otra actividad – envíe un

**texto 233-733 (Be Free)**

o llame a la Línea Nacional Contra la Trata de Personas (National Human Trafficking Hotline) al 1-888-373-7888 o a la Coalición de California para la Abolición de la Esclavitud y la Trata de Personas (California Coalition to Abolish Slavery and Trafficking, CAST) al 1-888-KEY-2-FRE(EDOM) o 1-888-539-2373 para obtener ayuda y servicios.

Las víctimas de esclavitud y trata de personas están protegidas bajo las leyes de California y los Estados Unidos.

Las líneas de ayuda:
- Están disponibles las 24 horas, 7 días a la semana
- Son gratis
- Están operadas por organizaciones no de gobierno y sin fines de lucro
- Son anónimas y confidenciales
- Prestan servicio en más de 160 idiomas
- Pueden brindarle ayuda, remisión a servicios, capacitación e información general
OPERATING RULES FOR
INDUSTRIAL TRUCKS

General Industry Safety Order 3664 Operating Rules (Part (a))

(a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t).

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

(1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck which see or crush hazards exist.

(6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

(7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load raised.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/ rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks always shall be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and the forks are left in the down position, either:

(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

(B) The power may remain on provided the wheels are blocked, front and rear.

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator’s view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck’s power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on sidewalks, doors, or platforms that will not safely support the load.

(21) Prior to driving onto trucks, trailers and railroads, the floor shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 216.27 which is hereby incorporated by reference.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

(27) A loaded vehicle shall not be moved until the load is safe and secure.

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(A) A device specifically designed for opening or closing doors shall be attached to the truck.

(B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(C) The entire door opening operations shall be in full view of the operator.

(D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

(33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.
STATE PANELS (Conditional Notices)

FARM LABOR CONTRACTOR — STATEMENT OF PAY RATES
(California Labor Code Section 1695(7))

Name of Farm Labor Contractor ____________________________ License No. _______
Address ________________________________________________
Name of Grower _________________________________________
Address ________________________________________________

Description of Job
Crop __________________________________________ Beginning date of job ____________
Location of field ______________________________________

<table>
<thead>
<tr>
<th>Kind of Work</th>
<th>Wages</th>
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DECLARACIÓN DE TASA DE COMPENSACIÓN
(Código de trabajo de California Sección 1695(7))

Nombre de Contratista __________________________________________ Número de Licencia ______
Dirección ____________________________________________________
Nombre de Productor __________________________________________
Dirección ____________________________________________________

Descripción del Trabajo
Producto __________________________ Fecha de día primero de trabajo ____________
Locación del campo ____________________________________________

CLASES O TIPOS DE ACTIVIDAD TASA DE SUELDOS POR CADA TIPO
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DLSE:445
07/2002
You may qualify for the California Earned Income Tax Credit (Cal EITC) depending on your annual earnings. The Cal EITC is a refundable state income tax credit available to low-income working individuals and families, and started with the 2015 calendar tax year. To determine the potential impact of your receipt of unemployment benefits on your California taxes, you will need to consult with the Franchise Tax Board (FTB) or your tax preparer.

The Cal EITC has no effect on eligibility for Medicaid, Supplemental Security Income, food stamps, or most other temporary assistance for those in need. Even if you do not owe state taxes, you must file a state tax return to receive the Cal EITC. For information regarding your eligibility for the Cal EITC, or to obtain the necessary forms to apply for this refundable tax credit, visit the FTB website at www.ftb.ca.gov and search EITC or contact the FTB at 1-800-852-5711.

The EDD is an equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities.
In California, all workers are protected by labor laws. You have the right to be treated fairly at your workplace no matter where you were born or whether you have papers to work. The Labor Commissioner’s Office is the state agency that enforces minimum labor standards to ensure you are not required to work under substandard, unlawful conditions. You may file a claim regardless of your immigration status and do not need a Social Security number or photo identification in order to file a claim or report a violation. You do not need a lawyer to file a wage claim and the Labor Commissioner’s Office will provide an interpreter in your language.

**Misclassification of an employee as an independent contractor.**

A worker that is considered an “employee” as opposed to an “independent contractor” (sometimes referred to as a “10-99 worker”) is entitled to many workplace protections under State labor laws.

A person is an “employee” if the conditions of work show an employment relationship applying special definitions stated in the law. Employees must be paid minimum wage, allowed meal and rest breaks, able to earn overtime and are entitled to sick leave, among other rights and protections. There is a general presumption that a person who performs services for a business is an employee.

A person who qualifies as an employee may be improperly treated as an independent contractor. Simply calling a worker an independent contractor does not make them one and an employee who is misclassified as an independent contractor is subject to the rights and protections of an employee. An employer may be responsible for owed wages, interest, damages, and may be subject to penalties due to the misclassified employee.

Generally speaking, the more control an employer has over how the employee works such as determining their rate of pay, their price list, what hours they work and when they work, or control other general working conditions, the more likely the worker is an employee and not an independent contractor.

**Minimum wage, overtime compensation, meal periods, and rest periods.**

As of January 1, 2017 the minimum wage for employers with 25 or fewer employees is $10.00 an hour and $10.50 an hour for employers with 26 or more employees. If you are paid by piece rate, per hour, by commission, or paid by the day, your wages still have to equal at least minimum wage for all the hours you worked. The minimum wage will increase on January 1 of each year for the next several years.

**Employers must pay overtime.**

Most workers in California must receive overtime pay of:

- 1.5 times the regular rate of pay for all hours worked over 8 a day.
- Double the regular pay for all hours worked over 12 a day.

If a worker works seven days in a workweek, the worker must be paid:

- 1.5 times the regular rate of pay for the first 8 hours on the seventh day, and
- Double the regular rate of pay for all hours worked over 8 hours on the seventh day.

**Meals and rest breaks.**

Your employer must allow you to take a break for meals and rest. Most workers in California must receive an uninterrupted and duty free 30-minute unpaid meal period for every 5 hours worked. Also, a paid 10-minute rest period for every 4 hours worked. You may be entitled to a rest break even if you work less than 4 hours. An employer who fails to provide a duty-free meal period or rest break must pay an amount of one hour’s pay for each day that a meal or rest period is not provided.

**Tip or gratuity distribution.**

- If a customer offers you a tip your employer cannot take any portion of it.
- If a tip pooling policy exists at the business and more than one worker assists a customer but the customer only tips one worker, that worker may be required to share that tip with the other worker if the policy requires it.
- All tips received by workers must be in addition to wages.
- Your employer cannot count your tips towards your hourly wage or your commission.
- Any tips paid on a credit card must be paid to you by the following pay day.
- Your employer cannot deduct any fees or charges from tips paid for by a credit card.

**Business expense reimbursement.**

An employee is entitled to reimbursement for all expenses or losses incurred by the worker in the course of performing their job. For example, an employer cannot require an employee to buy certain tools, including instruments or a uniform, unless the employer pays for the tools or uniform.

**Protection from retaliation.**

It is illegal for employers to retaliate against workers. Your boss cannot take any action to discipline, demote, punish, adversely change your working conditions, or fire you or your co-workers for reporting a labor law violation, a work-related injury, a workplace safety hazard or exercising a right that is protected under State labor laws.

**How to report violations of the law.**

If you wish to file a wage claim, report a labor law violation, complaint for retaliation, or if you have a question, you may contact the Labor Commissioner’s office. You can find office locations and phone numbers at www.dir.ca.gov/dlse or call 866-924-9757.
STATE PANELS (Conditional Notices)

THIS ORDINANCE COVERS EMPLOYEES WORKING IN UNINCORPORATED LOS ANGELES COUNTY, REGARDLESS OF IMMIGRATION OR WORK STATUS.

County of Los Angeles Minimum Wage Ordinance
This ordinance takes effect July 1, 2016.

This poster must be displayed in a conspicuous and accessible place at job sites, in English, Spanish, and the primary language used by the employer to communicate with employees regarding employees' work functions, if other than English or Spanish.

<table>
<thead>
<tr>
<th>Los Angeles County Code Chapter 8.100</th>
<th>Los Angeles County Code Chapter 8.101</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Wage</strong></td>
<td><strong>Notice to Employees</strong></td>
</tr>
<tr>
<td><strong>Large Employers (26 or more employees)</strong></td>
<td><strong>Employers must give employees written information about their job and pay.</strong></td>
</tr>
<tr>
<td><strong>$10.50 PER HOUR</strong></td>
<td><strong>Initial Compensation Disclosure Statement:</strong></td>
</tr>
<tr>
<td>July 1, 2016</td>
<td>At the time of hire, your employer must give you a written statement disclosing the following:</td>
</tr>
<tr>
<td><strong>$12.00 PER HOUR</strong></td>
<td>• The employer's name, business name, physical and mailing address of the main office, email address and the employer's phone number</td>
</tr>
<tr>
<td>July 1, 2017</td>
<td>• Your rate(s) of pay and pay day</td>
</tr>
<tr>
<td><strong>$13.25 PER HOUR</strong></td>
<td>• If applicable, your employer's tip policy</td>
</tr>
<tr>
<td>July 1, 2018</td>
<td>• Your pay basis (hourly, weekly, commission)</td>
</tr>
<tr>
<td><strong>$14.25 PER HOUR</strong></td>
<td>• The formula by which the rate of pay can be determined</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td>• Deductions taken from your pay check each pay period</td>
</tr>
<tr>
<td><strong>Small Employers (25 or less employees)</strong></td>
<td>• Any additional information required by law</td>
</tr>
<tr>
<td><strong>$10.50 PER HOUR</strong></td>
<td><strong>Pay Statement:</strong></td>
</tr>
<tr>
<td>July 1, 2017</td>
<td>Each pay day, your employer must provide you with information required by California Labor Code 226(a):</td>
</tr>
<tr>
<td><strong>$12.00 PER HOUR</strong></td>
<td>• Gross and net wages earned</td>
</tr>
<tr>
<td>July 1, 2018</td>
<td>• Deductions taken</td>
</tr>
<tr>
<td><strong>$13.25 PER HOUR</strong></td>
<td>• Total hours worked by the employee</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td>• Number of piece-rate units earned (for piece-rate workers)</td>
</tr>
<tr>
<td><strong>$14.25 PER HOUR</strong></td>
<td>• Pay basis (hour, shift, day, week, commission)</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>• Inclusive date of the period for which the employee is paid</td>
</tr>
<tr>
<td><em>Beginning January 1, 2022, County’s Chief Executive Officer (CEO) will determine the adjusted rates of the minimum wage based on the Consumer Price Index, which will become effective on July 1, 2022.</em></td>
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</tr>
</tbody>
</table>

Confidential & Free Services

- Complaint investigation
- Education to workers and employers
- Resources and referrals
- Materials available in various languages

800-593-8222
wagehelp@dcba.lacounty.gov
www.dcba.lacounty.gov

500 W. Temple St., Room 8-96,
Los Angeles, CA 90012

06/14/16
## Los Angeles County Minimum Wage Ordinance - continued

### Your Rights Are Protected

**You Have a Right to File a Complaint:**

You may file a complaint with the Department of Consumer and Business Affairs’ Wage Enforcement Program for alleged violations of the Minimum Wage Ordinance. Complaints must be filed within three years after the occurrence of the alleged violation.

**You Have a Right to Sue:**

Any employee, entity, or any other person acting on behalf of the public and whose rights under this law have been violated may bring a civil action in a court of law against an employer who violates the Minimum Wage Ordinance.

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### Retaliation is Illegal

**You have the protected right to:**
- File a complaint
- Inform any person of their potential rights
- Assert your rights under this law

**These actions are prohibited if done to retaliate against you for exercising your rights:**
- Fire you
- Reduce your pay
- Discriminate against you
- Threaten you or any of your immediate family members

Note: Your employer may take disciplinary actions against you if there is cause to do so; however, there is a presumption of retaliation if your employer is unable to show cause.

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### Confidential & Free Services

- Complaint investigation
- Education to workers and employers
- Resources and referrals
- Materials available in various languages

**800-593-8222**

wagehelp@dcba.lacounty.gov

www.dcba.lacounty.gov

---

500 W. Temple St., Room B-96, Los Angeles, CA 90012
Beginning January 1, 2021, employees who perform at least two (2) hours of work *in a workweek and* within the geographic limits of the City of Oakland must be paid wages of not less than **$14.36 per hour**.

Oakland's minimum wage requirement, pursuant to Measure FF and set forth in the Oakland Municipal Code section 5.92.020, applies to any employee (part-time or full-time) who performs work within the City of Oakland. Each year, the minimum wage will increase, effective January 1, by an amount corresponding to the prior calendar year's increase, if any, in the Consumer Price Index for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose, CA metropolitan statistical area.

Under Section 5.92 *et seq.*, employees who assert their rights to receive the City's minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of this law and may seek remedies in the form of back pay, reinstatement and/or injunctive relief. Employees may also file a complaint with the City's Department of Workplace and Employment Standards. The City will investigate possible violations and will have access to payroll records. Employers who violate Section 5.92 *et seq.* will be liable for civil penalties for each violation up to a maximum of $1,000.00 per violation.

- If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the Department of Workplace and Employment Standards at: Department of Workplace and Employment Standards 250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor, Oakland, CA 94612 Telephone: 510-238-6258 or E-Mail: minwageinfo@oaklandca.gov.
Pursuant to Measure FF and Oakland Municipal Code section 5.92.030, all employers must provide paid sick leave to each employee (part-time, full-time, and temporary) who performs at least two (2) hours of work in a particular workweek and within the geographic limits of the City of Oakland. Employees begin accruing paid sick leave on March 2, 2015 for employees working for an employer on or before that date. Employees who are hired after March 2, 2015 may not use any paid sick leave until after ninety (90) calendar days of employment.

Employees accrue one (1) hour of paid sick leave for every thirty (30) hours worked in the City of Oakland. Employees of employers for which fewer than ten (10) persons (including full-time, part-time, and temporary employees) work for compensation during any given week may have up to forty (40) hours of accrued paid sick leave saved at any time. Employees of other employers may have up to seventy-two (72) hours of accrued paid sick leave at any time. Employers may provide greater sick leave benefits than that mandated by Section 5.92.030. An employee’s accrued paid sick leave will carry over from year to year but is not paid out at the time of separation of employment. Employees may use their accrued paid sick leave for their own medical care or to aid or care for a family member or designated person.

Under Section 5.92 et seq., employees who assert their rights to paid sick leave are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of this law and may seek remedies in the form of back pay, reinstatement and/or injunctive relief. Employees may also file a complaint with the City’s Department of Workplace and Employment Standards. The City will investigate possible violations and will have access to payroll records. Employers who violate Section 5.92 et seq. will be liable for civil penalties for each violation up to a maximum of $1,000.00 per violation.

- If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of Oakland’s Department of Workplace and Employment Standards at: Department of Workplace and Employment Standards 250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor, Oakland, CA 94612 Telephone: 510-238-6258 or E-Mail: minwageinfo@oaklandca.gov.
Pursuant to Measure FF and Oakland Municipal Code section 5.92.040, Hospitality Employers who collect service charges from customers must pay the entirety of those charges to the hospitality workers who performed those services for which the charge was collected. A Hospitality Employer is a business who owns, controls, or operates any part of a hotel, restaurant, or banquet facility within the City of Oakland. A hospitality worker is any individual who works for a Hospitality Employer and who performs a service for which a Hospitality Employer imposes a service charge.

A service charge includes all separately designated amounts collected by a Hospitality Employer from customers that are for service performed by hospitality workers or are described in such a way that customers might reasonably believe that the amounts are for those services, including without limitation to charges designated as a "service charge," "delivery charge," or "porterage charge." Any tip, gratuity, money, or part of any tip, gratuity or money that has been paid or given to or left for the hospitality worker by a customer over and above the actual amount due for services rendered or for goods, food, drink or articles sold or served to the customer are excluded from Section 5.92.040.

Under Section 5.92 et seq., employees who assert their rights under Oakland's Service Charge law are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of this law and may seek remedies in the form of back pay, reinstatement and/or injunctive relief. Employees may also file a complaint with the City's Department of Workplace and Employment Standards. The City will investigate possible violations and will have access to payroll records. Employers who violate Section 5.92 et seq. will be liable for civil penalties for each violation up to a maximum of $1,000.00 per violation.

- If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of Oakland's Department of Workplace and Employment Standards at: Department of Workplace and Employment Standards 250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor, Oakland, CA 94612 Telephone: 510-238-6258 or E-Mail: minwageinfo@oaklandca.gov.
MUST POST WHERE EMPLOYEES CAN READ EASILY. VIOLATORS ARE SUBJECT TO PENALTIES.

OFFICIAL NOTICE

Oakland Hotel Worker’s Minimum Wage Rate
Effective January 1, 2021

$15.61 Per Hour
With Health Benefits

or

$20.82 Per Hour
Without Health Benefits

Beginning January 1, 2021, hotel employees (whether employed directly by a hotel or by a contractor of a hotel) working at hotels with 50 or more guest rooms or suites of rooms in the City of Oakland must be paid wages of not less than $15.61 per hour with health benefits, or $20.82 per hour without health benefits. Health benefits, for purposes of this requirement, consist of the payment of $5.21 per hour towards the provision of health care benefits for hotel employees and their dependents.

Oakland’s hotel minimum wage requirement, pursuant to Measure Z and set forth in Oakland Municipal Code (OMC) section 5.93.040, applies to any hotel employee who was hired to or did perform work an average of five hours per week for at least four weeks at one or more hotels within the City of Oakland. Each year, the hotel worker minimum wage will increase, effective January 1, by an amount corresponding to the prior calendar year’s increase if any, in the Consumer Price Index for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose, CA metropolitan statistical area.

Under OMC Section 5.93.060, hotel employees who assert their right to receive the City’s hotel minimum wage are protected from retaliation. If an employee believes a violation has occurred, the employee may file a complaint with the City’s Department of Workplace and Employment Standards. The City may investigate possible violations and will have access to payroll records. The City, City Attorney, any person who is aggrieved by a violation of this law, or any entity a member of which is aggrieved by a violation of this law, or any other person or entity acting on behalf of the public as provided for under applicable state law, may bring civil action in a court and, upon prevailing, shall be entitled to all remedies available, including but not limited to back pay, reinstatement, and/or injunctive relief, and the payment of an additional sum as penalty in the amount of $50 to each employee or person whose rights under this Chapter were violated for each day that the violation occurred or continued, up to a maximum of $1,000.00 per employee or aggrieved person.

PLEASE NOTE: If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of Oakland’s Department of Workplace and Employment Standards at:

Department of Workplace and Employment Standards
250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor Oakland, CA 94612
Telephone: 510-238-6258
E-Mail: minwageinfo@oaklandca.gov
OFFICIAL NOTICE

EFFECTIVE DECEMBER 23, 2018

HUMANE WORKLOAD REQUIREMENTS for OAKLAND HOTEL WORKERS

Pursuant to Measure Z, codified at Oakland Municipal Code (OMC) section 5.93.030, a hotel employer shall not require a room cleaner to clean rooms amounting to more than 4,000 square feet of floorspace, or more than the maximum floor space otherwise specified in the law in any one, eight-hour workday unless the hotel employer pays the room cleaner twice his or her regular rate of pay for all hours worked by the room cleaner during the workday. If a room cleaner works fewer than eight hours in a workday, the maximum floor space shall be reduced on a prorated basis. When a room cleaner during a workday is assigned to clean any combination of seven or more checkout rooms or additional bed rooms over six, the maximum floorspace to be cleaned shall be reduced by 500 square feet for each such checkout or additional bed room over six. These limitations apply to any combination of spaces, including guest rooms and suites, meeting rooms or hospitality rooms, and apply regardless of the furniture, equipment or amenities in any rooms.

In addition, a hotel employer shall not suffer or permit a hotel employee to work more than 10 hours in any workday unless the hotel employee consents. Consent must be written and signed by the hotel employee or communicated electronically through an account or number particular to the hotel employee. No consent is valid unless the hotel employer has advised the hotel employee in writing not more than 30 days preceding the consent that the hotel employee may decline to work more than 10 hours in any workday and that the hotel employer will not subject the hotel employee to any adverse action for declining. Such notice shall be provided in each language spoken by more than ten percent (10%) or ten (10) hotel employees at the hotel, whichever is less. An assignment in excess of 10 hours in a workday due to an emergency situation shall not violation this section. For purposes of this law, an “emergency situation” means an immediate threat to public safety or of substantial risk of property loss or destruction.

Under OMC section 5.92.050, hotel employees who assert their rights under Oakland’s Humane Workload standards are protected from retaliation. If employees believe a violation has occurred, employees may file a complaint with the City’s Department of Workplace and Employment Standards. The City will investigate possible violations and will have access to room cleaning records.

If you have questions or need additional information, please contact your employer or the City of Oakland’s Contracts and Compliance Division at:

Department of Workplace and Employment Standards
250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor Oakland, CA 94612
Telephone: 510-238-6258 or E-Mail: minwageinfo@oaklandca.gov
MUST POST WHERE EMPLOYEES CAN READ EASILY. VIOLATORS ARE SUBJECT TO PENALTIES.

OFFICIAL CITY OF OAKLAND NOTICE

EFFECTIVE DECEMBER 23, 2018

THE LAW PROTECTS HOTEL HOUSEKEEPERS AND EMPLOYEES FROM CRIMES AND THREATENING BEHAVIOR

Pursuant to Measure Z, codified in Oakland Municipal Code (OMC) section 5.93.020, this hotel is providing panic buttons to its housekeepers, room servers, and other hotel employees assigned to work in guest rooms or bathrooms without other employees present.

PLEASE NOTE - Employees have the right to:
✓ Report the occurrence of threatening behavior or violence by a guest or member of the public, including but not limited to assault, sexual assault, or sexual harassment.
✓ Be reassigned to a different floor or different work area.
✓ Receive paid time to contact the police and provide a police statement.
✓ Receive paid time to consult with a counselor or advisor.

No hotel employee may be disciplined for use of the panic button absent clear and convincing evidence the employee knowingly and intentionally made a false claim of emergency.

If you have questions or need additional information, please contact hotel management or the City of Oakland’s Department of Workplace and Employment Standards at:

Department of Workplace and Employment Standards
250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor Oakland, CA 94612
Telephone: 510-238-6258 or E-Mail: minwageinfo@oaklandca.gov
CITY AND COUNTY OF SAN FRANCISCO

NOTICE TO EMPLOYEES – JULY 1, 2020

Health Care Accountability Ordinance

This employer is a contractor with the City and County of San Francisco. This contract agreement is subject to the Health Care Accountability Ordinance (HCAO). The HCAO requires your employer to provide health plan benefits to covered employees, make payments to the City for use by the Department of Public Health (DPH), or, under limited circumstances, make payments directly to employees. If you work at least 20 hours per week on a City contract, you are a covered employee and your employer must choose one of the following options:

1. PROVIDE YOU WITH A HEALTH PLAN THAT MEETS THE MINIMUM STANDARDS OUTLINED BY THE DIRECTOR OF PUBLIC HEALTH
   • Your employer cannot require you to contribute any amount towards the premiums for health plan coverage for yourself.
   • Coverage must begin no later than the first of the month that begins after 30 days from the start of employment on a covered contract.

OR

2. PAY $5.60 PER HOUR WORKED TO THE CITY & COUNTY OF SAN FRANCISCO
   • If you live within the City and County of San Francisco or work on a City contract within the City, the San Francisco Airport, or the San Bruno Jail, and your employer does not provide a health plan that meets the Minimum Standards, your employer must pay $5.60 hour for every hour you work (up to 40 hours a week) to the City and County of San Francisco.

OR

3. PAY AN ADDITIONAL $5.60 PER HOUR WORKED TO THE EMPLOYEE
   • If you live outside the City and County of San Francisco and work on a City contract located outside of the City, and not at the San Francisco Airport or at the San Bruno Jail and your employer does not provide a health plan that meets the Minimum Standards, your employer must pay you an additional $5.60/hour for every hour you work (up to 40 hours a week) to enable you to obtain health insurance coverage.

IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-7903.

Office of Labor Standards Enforcement (OLSE)
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
www.sfgov.org/olse/hcao
Businesses with 20+ Workers (and Nonprofits with 50+ Workers) Must Post This Notice.

OFFICIAL 2021 NOTICE

Health Care Security Ordinance (HCSO)

Businesses with a total of 20 or more workers worldwide (and nonprofit organizations with 50 or more workers worldwide) must spend a minimum amount on health care benefits for each of their "covered employees" – generally, those employees who work 8 or more hours per week in San Francisco and have been employed for more than 90 days.

Employers with 20-99 workers must spend at least $2.12 for each hour payable for each covered employee. Employers with 100+ workers must spend at least $3.18 for each hour payable for each covered employee. These expenditures must be made for each employee within 30 days following the end of each calendar quarter.

As long as they make the minimum required expenditures, employers may choose how they spend the money. For example, employers may pay for health insurance, make payments to the City’s health benefit program (called the City Option), etc.

The City may investigate possible violations of the Ordinance, and can order employers who violate the Ordinance to pay penalties and make payments for health care benefits. Employers may not punish employees who exercise their rights under the Ordinance or who cooperate with the City in enforcing the Ordinance.

If you have any questions or require additional information, please contact your employer or the City’s Office of Labor Standards Enforcement (OLSE) at (415) 554-7892 or HCSO@sfgov.org, or visit the OLSE website at www.sfgov.org/olse/hcso.

Los negocios con 20+ trabajadores (y las organizaciones sin fines de lucro con 50+ trabajadores) deben publicar este aviso

AVISÓ OFICIAL 2021

Ordenanza de Seguro para el Cuidado de la Salud en San Francisco (HCSO)

Los negocios con un total de 20 o más trabajadores en todo el mundo (y organizaciones sin fines de lucro con 50 o más trabajadores en todo el mundo) deben gastar una cantidad mínima en beneficios de cuidado de la salud médica para cada uno de sus "empleados cubiertos", generalmente, aquellos empleados que trabajan 8 horas o más por semana en San Francisco y han estado empleados por más de 90 días.

Los empleadores con 20-99 trabajadores deben gastar al menos $2.12 por cada hora compensable a cada empleado cubierto. Los empleadores con más de 100 trabajadores, deben gastar al menos $3.18 por cada hora compensable a cada empleado cubierto. Estos desembolsos deben hacerse para cada empleado durante los primeros 30 días siguientes al final de cada trimestre natural.

Siempre y cuando realicen los desembolsos mínimos requeridos, los empleadores pueden elegir cómo gastar el dinero. Por ejemplo, los empleadores pueden pagar un seguro médico, hacer pagos al programa de la Ciudad de beneficios de la salud (eso se llama la Opción de la Ciudad) (“City Option”), etc.

La Ciudad podría investigar posibles incumplimientos de la Ordenanza, y puede ordenar a los empleadores que incumplan la Ordenanza a pagar multas y realizar pagos por beneficios de cuidado de la salud. Los empleadores no deben castigar a los empleados quienes hacen valer sus derechos en conforme a la Ordenanza o que cooperan con la Ciudad para hacer cumplir la Ordenanza.

Si tiene alguna pregunta o requiere información adicional, por favor póngase en contacto con su empleador o con la Oficina de Normas Laborales de la Cuidad (Office of Labor Standards Enforcement: OLSE) al (415) 554-7892 o HCSO@sfgov.org, o visite el sitio web de OLSE en www.sfgov.org/olse/hcso.
OFFICIAL NOTICE

Beginning July 1, 2021, all employers must pay all employees who work in San Francisco (including temporary and part-time employees) at least $16.32 per hour.

This minimum wage requirement applies to adult and minor employees who work two (2) or more hours per week. Some employees at government-subsidized non-profit organizations who are under 18 years of age or over 65 years of age are subject to a lower minimum wage rate of $14.44.

Employees who assert their rights to the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance. The City can investigate possible violations and can enforce the minimum wage requirements by ordering payment of all unpaid wages and penalties.

For more information, contact the San Francisco Office of Labor Standards Enforcement (OLSE) at (415) 554-6292 or email mwo@sfgov.org.
Parity in Pay Ordinance - Employer Consideration of Salary History

- Employees may not inquire about a job applicant’s prior salary or wages.
- Employees may not consider salary history when determining whether to offer employment to an applicant, or what salary to offer.
- An applicant may choose to share salary history information voluntarily and without prompting. If the applicant does so, the employer may consider that information in determining the salary to offer that applicant.
- Employers may not disclose the salary history of a current or former employee to that person’s prospective employer without written permission from that employee.
- Employers may not retaliate against applicants who do not disclose salary history information.

For more information, contact the San Francisco Office of Labor Standards Enforcement (OLSE) at (415) 554-6490 or salaryhistory@sfgov.org.

Title VII of the Civil Rights Act of 1964

Prohibiciones sobre el uso del historial de salario en la contratación
Consideración del Empleador de la Historia Salarial

- Los empleadores no deben preguntar sobre el salario a sueldo anterior de un solicitante de empleo.
- Los empleadores no deben tener en cuenta el historial de salario a la hora de determinar si ofrecer empleo a un solicitante, o qué salario ofrecer.
- Un solicitante puede elegir compartir la información del historial de salario voluntariamente y sin recibir incentivos. Si el solicitante lo hace, el empleador puede tener esa información en cuenta al determinar el salario que le ofrecerá al solicitante.
- Los empleadores no deben revelar el historial de salario de un empleado anterior a un posible empleador de esa persona sin el permiso escrito de ese empleado.
- Los empleadores no pueden tomar decisiones sobre los solicitantes que no relean información sobre su historial de salario.

Para obtener más información, comuníquese con la Oficina de Ejecución de las Normas Laboriales (Office of Labor Standards Enforcement; OLSE) de San Francisco al (415) 554-6490 o envíe un correo electrónico a salaryhistory@sfgov.org.

Ordinansa ng Pagkakaparepareho ng Sahod
Pagasasaalang-alang ng mga Employer sa mga Nakaraang Sahod

- Hindi maaaring maglarong ang mga employer sa aplikante sa trabaho tungkol sa nakaraan atang mga sahod e kita.
- Hindi maaaring maglarong ang mga employer sa nakaraan ng sahod na pagpapasa iyang kinaaang trabaho sa aplikante o kung magkakaroon sahod ang iba't iba.
- Hindi maaaring maglarong ang mga employer sa nakaraan ng sahod na pagpapasa iyang kinaaang trabaho o kung magkakaroon sahod ang iba't iba.
- Hindi maaaring maglarong ang mga employer sa nakaraan ng sahod na pagpapasa iyang kinaaang trabaho o kung magkakaroon sahod ang iba't iba.
- Hindi maaaring maglarong ang mga employer sa nakaraan ng sahod na pagpapasa iyang kinaaang trabaho o kung magkakaroon sahod ang iba't iba.

Para sa kawala ng impormasyon, tawag sa kawala ang San Francisco Office of Labor Standards Enforcement (OLSE) sa (415) 554-6490 o ang email sa salaryhistory@sfgov.org.
California law requires that construction workers employed on City funded projects be paid not less than the prevailing wage rate.

To ensure labor standards compliance, the OLSE:

- Visits jobsites and interviews workers regarding rates of pay and types of work performed
- Investigates complaints to verify that workers receive prevailing wages including fringe benefits, travel and subsistence, holiday, overtime, and other required payments
- Conducts audits by reviewing certified payroll records, fringe benefit statements, inspector’s logs, sign-in sheets, and pay check stubs to verify payment of prevailing wage and proper classification of work
- Assesses penalties for non-submission of records or non-payment of prevailing wage

For additional information, please visit the OLSE website at www.sfgov.org/OLSE and/or email us at prevailingwage@sfgov.org

If you have any questions or would like to file a complaint, please call (415) 554-6573.
Si tiene alguna pregunta, o si desea presentar una queja, llame al (415) 554-6573.
如果有任何疑问或想提出投诉，请致电(415) 554-6573.
Kung mayroon kayong katanungan o nais ninyung mag tầm ng reklamo, mongyan peng humisahang (415) 554-6573.
問您有冇咩問題想提出，或者想進行投訴，可以電話致電(415) 554-6573.
Nếu bạn có bất cứ câu hỏi nào hoặc muốn nộp đơn khiếu nại, vui lòng gọi (415) 554-6573.

Office of Labor Standards Enforcement • City Hall, Room 430 • 1 Dr. Carlton B. Goodlett Place • San Francisco, CA 94102

CA-CAP-DF 0721
City & County of San Francisco
Paid Sick Leave

California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance

Employees in San Francisco are entitled to paid sick leave under both California and local San Francisco law.

How Much Paid Sick Leave Do San Francisco Employees Accrue?

- One hour of paid sick leave for every 30 hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Employers with less than 10 employees may provide paid sick leave in different ways:
  - Allow employees to accrue up to at least 48 hours; or
  - Provide an "advancement" of 24 hours or 3 days of paid sick leave to comply with the State law "up-front option," and later allow employees to accrue up to 40 hours to comply with SF law.
- Accrued paid sick leave carries over from year to year.
- Amount of available paid sick leave must be listed on each paycheck or wage statement.

When and How Can Employees Use Paid Sick Leave?

- Can start using paid sick leave on the 90th day of employment.
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- May use paid sick leave for employer’s own care or care of a specified family member or designated person.

ONE HOUR EARNED
for every 30 WORKED

Licencia por enfermedad

- Su empleador está obligado a proporcionar por enfermedad corta
- Usted puede tomar licencia por enfermedad para cuidar de sí mismo o un miembro de la familia
- Si su empleador no sigue la ley o si tiene alguna pregunta acerca de la ley, llame a la Oficina de Normas Laborales en San Francisco al 415-554-6271 o llame al Oficina del Comisionado Laboral del Estado de California a 415-703-5300.
- La licencia por enfermedad se acumulan a razón de 1 hora de licencia por cada 30 horas trabajadas.
- Su empleador no está autorizado a tomar represalias contra usted por denunciar una violación.

Bayad na Oras Para sa Pagkahalaknak

- Kinalalakang magkalocob ang mga employer ng bayad na oras para sa pagkahalaknak
- Sa baba't 36 oras ng pagtrabaho, tulungan na kayo ng bayad na oras para sa pagkahalaknak
- Maest niing salubriya sa pagtrabaho" sa sanhing inaliman ng pamilya
- Kung hindi tumutupad ang inyong employer sa batas na ito, o kung mayroon kayoong katarungan tungkol sa batas na ito, tunawag pu lamang sa San Francisco OLS sa 415-554-6271 o Labor Commissioner ng California sa 415-703-5300
- Ipinagbabawal ang paghihigaing ng mga employer

Office of Labor Standards Enforcement
(415) 554-6271

For more information
please visit www.sf.gov/ols
City & County of San Francisco
Paid Parental Leave Ordinance

Notice of Rights for New Parents

If you take time off work to bond with a new child, you may be eligible for SF Paid Parental Leave supplemental compensation from your employer, in addition to your weekly benefit from the California Paid Family Leave program.

**Are You Eligible?**
- Did you start working for your employer 6 months (260 days) before taking bonding leave?
- Do you work a minimum of 8 hours per week & 40% of your income in San Francisco?
- Are you receiving California Paid Family Leave benefits to bond with your new child?

**Duration:** Up to 6 weeks.
Employers with 20 or more employees worldwide are covered by this law.

**Amount:** California Paid Family Leave (PFL) benefits are 60% or 70% of weekly wages (up to a cap). SF employers pay the difference between your weekly benefit from the California PFL program and 100% of your normal gross weekly wages (up to the maximum).

For more information, visit www.sfgov.org/ppla or call (415) 554-4990.

**Ordenanza de Licencia Paternal Pagada de San Francisco**
Avio de Derechos de Nuevos Padres

**¿Es usted elegible?**
- ¿Comenzó a trabajar para su empleador 2 meses (60 días) antes de la licencia de vida?
- ¿Trabaja un mínimo de 8 horas por semana y el 40% de sus horas en San Francisco?
- ¿Está recibiendo beneficios del Programa de Maternidad del Municipio de San Francisco para vinculación con su bebé?

**Duración:** Hasta 6 semanas.
Los empleadores con 20 o más empleados en todo el mundo están cubiertos por esta ley.

**Cantidad:** Los beneficios del Programa de Maternidad de California (PFL) son 60% o 70% de los salarios semanales (hasta un tope máximo). El empleador en SF paga la diferencia entre su beneficio semanal del Programa de Maternidad de California y el 100% de sus salarios semanales brutos normales (hasta un tope máximo).

Para obtener más información, visite www.sfgov.org/ppla o llame al (415) 554-4990.

**Ordinansa ng San Francisco ukol sa Bayad na Oras para sa mga Bagong Magulang**
Paunawa at mga Karapatan ng mga Bagong Magulang

**Sino ang maaring tumanggap ng nasobrang benefisyo?**
- Nagtrabaho pa sa kanya ngunit hindi pa nakakarehistro sa kanya ang manager ay 6 na buwan (360 araw) bago ikino ng empleador.
- Nagtrabaho pa sa kanya ngunit hindi pa nakakarehistro sa kanya ang manager ay 6 na buwan (360 araw) bago ikino ng empleador.

**Laon:** Hanggang 6 na linggo.
Ang mga empleador na may 20 o higit pang mga employado ay momaking magsaang mame ay nasaangkan sa ordinasang ito.

**Halaga:** Ang mga benefisyo sa California Paid Family Leave (PFL) ay 60% o 70% ng mga inang paggaling sahod (mga tingin). Ang kalkulado ay may sahod mula sa California Paid Family Leave (PFL) ay habang-aranan ng mga inang empleador ang 100% ng mga nauugnay na sahod (hanggang sa pinakamataas na sahod na malalim).

Para sa karagdagang impormasyon, besiskita sa www.sfgov.org/ppla o tawagan ang (415) 554-4990.
Employers with 20+ Employees Must Post This Notice.

OFFICIAL NOTICE
San Francisco Family Friendly Workplace Ordinance

Employers with 20 or more employees must allow any employee who is employed within the geographic boundaries of the City, regularly works at least 8 hours per week, and has been employed by an employer for 6 months or more, to request a flexible or predictable working arrangement to assist with caregiving responsibilities for 1) a child or children under the age of 18, 2) a person or persons with a serious health condition in a family relationship with the employee, or 3) a parent of the employee, age 65 or older.

An employee’s request shall be in writing. Within 21 days of an employee’s request, an employer must meet with the employee regarding the request. The employer must respond to an employee’s request within 21 days of that meeting. An employer who grants the request shall confirm in writing. An employer who denies a request must provide a written response that includes a bona fide business reason for denial and notices the employee of the right to request reconsideration.

An employer’s failure to follow the procedural, posting or documentation requirements or an employer’s denial of an employee rights under the law shall constitute a violation. It is unlawful for an employer to discharge, threaten to discharge, demote, suspend, or otherwise take adverse employment action against any person on the basis of Caregiver status, in retaliation for exercising rights protected under the Ordinance, or for cooperating with the City in enforcement. The City may investigate possible violations of the Ordinance, and order violators to pay penalties.

If you have any questions or require additional information, please contact your employer or the City's Office of Labor Standards Enforcement (OLSE) at (415) 554-6424 or flwo@sfgov.org, or visit the OLSE’s website at www.sfgov.org/lse.

Los empleadores con 20 empleados o más deben publicar este aviso.

AVISO OFICIAL
Ordenanza de San Francisco de Lugar de Trabajo
Enfocado en la Familia

Los empleadores con 20 o más empleados deben permitir que cualquier empleado dentro de los límites geográficos de la Ciudad, que trabaje de forma regular al menos durante 8 horas por semana, y que haya sido empleado de un empleado durante 6 meses o más, solicite un horario de trabajo flexible o predecible para ayudar con las responsabilidades del cuidado de 1) un niño o niños menores de 18 años de edad, 2) una persona o varias personas que tengan una relación de parentesco con el empleado y que tengan una afección grave de salud, o 3) uno de los padres del empleado, que además tenga 65 años o más.

La solicitud de un empleado debe estar por escrito. En un plazo no mayor a 21 días desde la solicitud de un empleado, un empleador debe reunirse con el empleado para hablar sobre la solicitud. El empleador debe responder a la solicitud de un empleado en un plazo de 21 días desde la reunión. Un empleador que conceda la solicitud debe confirmarla por escrito. Un empleador que rechace una solicitud debe proporcionar una respuesta por escrito que incluya una razón comercial auténtica para la negación y que avise al empleado sobre su derecho de solicitar una reconsideración.

La falla por parte del empleador al no apearse a los requisitos de procedimiento, publicación o documentación, o la negación por parte de un empleador de los derechos de un empleado conforme a la ley, constituirían una infracción. Es ilegal que un empleador despidra, amenace con despedir, baje de nivel, suspenda o emprenda cualquier otra acción adversa contra cualquier persona con base en su estado de Cuidador, en represalia por ejercer sus derechos protegidos conforme a la Ordenanza, o por cooperar con la Ciudad en la aplicación de la Ordenanza. La Ciudad puede investigar cualquier posible infracción a la Ordenanza, y ordenar que los infractores paguen sanciones.

Si usted tiene alguna pregunta o si requiere información adicional, por favor comuníquese con su empleador o a la Oficina de Normas Laborales (OLSE, por sus siglas en inglés) de la Ciudad al (415) 554-6424 o a flwo@sfgov.org, o visite el sitio web de OLSE en www.sfgov.org/lse.
OFFICIAL NOTICE

Under the San Francisco Fair Chance Ordinance, employers must follow strict rules regarding criminal records. Employers 5 or more employees worldwide and all City contractors must comply.

- Employers MAY NOT ask about arrests or convictions on a job application.

- Employers MAY NOT conduct a background check or ask about criminal records until AFTER making a conditional offer of employment.

- Employers may only consider convictions that are directly related to the job, and may never consider 7 types of arrests or convictions, including convictions that are more than 7 years old (see www.sfgov.org/olse/fco).

- Before an employer rejects an applicant based on a background check, the employer must notify the applicant and provide a copy of the background check; give the applicant 7 days to respond; reconsider based on evidence the applicant provides.

For more information, visit www.sfgov.org/olse/fco or call the San Francisco Fair Chance hotline at (415) 554-5192.

AVISO OFICIAL - Ordenanza de Oportunidades Equitativas de San Francisco

De conformidad a la Ordenanza de Oportunidades Equitativas de San Francisco, los empleadores deben seguir reglas estrictas con respecto a los antecedentes penales.

Los empleadores con 5 o más empleados en todo el mundo y todos los contratistas de la Ciudad deben cumplir con las reglas.

- Los empleadores NO DEBEN preguntar sobre arrestos o condenas en una solicitud de empleo.

- Los empleadores NO DEBEN realizar una revisión de antecedentes ni preguntar acerca de antecedentes penales hasta DESPUÉS de hacer una oferta condicional de empleo.

- Los empleadores sólo pueden considerar las condenas que estén directamente relacionadas con el trabajo, y nunca deben considerar 7 tipos de arrestos o condenas, incluyendo las condenas que tienen más de 7 años de antigüedad (véase www.sfgov.org/olse/fco).

- Antes de rechazar a un candidato en base a una verificación de antecedentes, el empleador debe notificar al candidato y proporcionarle una copia de la verificación de antecedentes; darle al candidato 7 días para responder; reconsiderar en base a la evidencia que el candidato presente.

Para obtener más información visite www.sfgov.org/olse/fco o llame a la línea directa de Oportunidades Equitativas de San Francisco al (415) 554-5192.
OFFICIAL NOTICE

The San Francisco COVID-Related Employment Protections Ordinance prohibits employment discrimination on the basis of COVID-19 status.

Employers may not fire, threaten to fire, suspend, discipline, or in any other manner take an adverse action against an employee who is absent or unable to work, or who requests time off from work, because the employee tested positive for COVID-19 or is isolating or quarantining due to COVID-19 symptoms or exposure.

Further, employers may not rescind an offer to employ or contract with an applicant, or decide not to employ or contract with an applicant, who has tested positive for COVID-19 or is isolating or quarantining due to COVID-19 symptoms or exposure.

Employees who assert their rights are protected from retaliation. The City can investigate possible violations, shall have access to employer records, and can enforce the law by ordering reinstatement of employees, payment of lost wages, and payment of penalties.

If you have any questions, please contact the Office Labor Standards Enforcement (OLSE) at (415) 554-6077, email us at CEPO@sfgov.org, or visit www.sfgov.org/olse.

AVISO OFICIAL - Protecciones de Empleo Relacionadas con el COVID de San Francisco

Los empleadores deben publicar este aviso donde los empleados puedan leerlo fácilmente.

La Ordenanza de Protecciones de Empleo Relacionadas con el COVID de San Francisco prohíbe la discriminación laboral en base al status del COVID-19.

Los empleadores no deberán despedir, amenazar con despedir, suspender, disciplinar, ni de cualquier otra manera tomar una acción adversa contra un empleado que está ausente o no puede trabajar, o que solicita tiempo libre del trabajo porque el empleado dio positivo en la prueba de COVID-19 o esté aislado o en cuarentena debido a los síntomas o a la exposición al COVID-19.

Además, los empleadores no pueden rescindir una oferta de empleo o contrato a un solicitante, ni decidir no emplear o contratar a un solicitante, que haya dado positivo en la prueba del COVID-19 o que esté aislado o en cuarentena debido a los síntomas o la exposición al COVID-19.

Los empleados que hagan valer sus derechos están protegidos contra represalias. La Ciudad puede investigar posibles violaciones, tendrá acceso a los registros del empleador, y puede hacer cumplir la ley ordenando la reinstalación de los empleados, el pago de salarios perdidos y el pago de multas.

Si usted tiene alguna pregunta, comuníquese con la Oficina de Normas Laborales (OLSE) al (415) 554-6077, envíenos un correo electrónico a CEPO@sfgov.org, o conéctese a www.sfgov.org/olse.
正式通告 - 三藩市与新冠病毒相关的就业保护条例

正式通告 - 三藩市与新冠病毒相关的就业保护条例禁止就业歧视是基于新冠病毒的原因。

雇主不得因雇员的新冠病毒检测阳性、出现新冠病毒症状、或者因为接触和暴露在新冠病毒环境下被要求隔离的理由，解雇、威胁解雇、停职、处分或以任何其他方式对缺席或不能工作或要求休假的雇员采取不法行动。

此外，雇主不得对新冠病毒检测阳性、出现新冠病毒症状、或者因为接触和暴露在新冠病毒环境下被要求隔离的人撤销已提供的雇佣协定或已签订的合约，或决定不再雇用或不再签订合约。

维护自己权益的雇员将受到法例的保护和免受报复。三藩市可以调查可能的违法行为，有权查阅雇主的记录，并可以通过命令让雇员复职、支付工资损失和罚款来执行法律。

如果您有任何疑问，请联系劳工标准执行办公室 (OLSE).
电话 (415) 554-6077，电子邮件 CEPO@sfgov.org，或访问网站 www.sfgov.org/olse

OPISYAL NA ABISO - Mga Proteksyon Ng San Francisco Sa Pagtatrabaho Na May Kaugnayan Sa COVID

Ipinagbawal ng Ordinansa ng San Francisco ukol sa mga Proteksyon sa Pagtatrabaho na may Kaugnayan sa COVID (San Francisco COVID-Related Employment Protections Ordinance) ang diskriminasyon sa trabaho batay sa pagkakaroon ng COVID-19.

Hindi puwedeng isesante, pagbantaang isesantes, suspindihin, o disiplinahin, o sa anumang iba pang pera na gawain ng makasamang aksiyon ang empleyado na lumiban sa trabaho, o hindi kayang magtrabaho, o humiling ng panahon na hindi pumasok sa trabaho, dahil na-test ito na positibo sa COVID-19 o nakabukod o nakakuaranteng nang dahi sa mga sintomas ng COVID-19, o pagkakalantad sa COVID-19.

Karagdagang dito, hindi puwedeng bawin ng taga-empleyo ang alop na i-empleyo o kontratahin ang aplikante, o hindi puwedeng magdesisyon ang taga-empleyo na huwag nang i-empleyo o kontratahin ang aplikante na na-test na positibo sa COVID-19 o nakabukod o nakakuaranteng nang dahi sa mga sintomas ng COVID-19 o pagkakalantad sa COVID-19.

Protektado mula sa pagganti ang mga empleyadong igigiiit kanilang mga karapatan. Puwedeng imbestigahan ng Lungsoy ang posibilidad mga paglabag, at magkaparoon ito ng mamamaraan na maka-ang mga rekorde ng taga-empleyo, at maipatupad din ang batas sa pamamagitan ng pag-uutos ng muling pagbabalik sa mga empleyado sa trabaho, pagbabayad ng nawalan ng sahod, at pagbebeyad ng multa.


Office of Labor Standards Enforcement
(415) 554-6077

For more information
please visit www.sfgov.org/olse

CA-CAP-DF 0721

PAGE 70
OFFICIAL NOTICE

Beginning on March 22, 2021, grocery and pharmacy retail stores with at least 500 employees worldwide, including at least 20 employees in San Francisco, must pay Hazard Pay to all employees whose base wage is less than $35 per hour.

Hazard Pay means a $5 per hour wage bonus in addition to an employee’s base wage for each hour worked. Note that employers may cap the total hourly wage (base wage + Hazard Pay) at $35 per hour. In addition, if an employer already provides Hazard Pay, the employer may reduce the amount of Hazard Pay required under this law by that amount.

These requirements also apply to janitorial and security contractors at covered grocery and pharmacy retail stores. Janitorial and security contractors of any size are covered.

The Hazard Pay requirement is in effect as authorized by the Board of Supervisors during the COVID-19 public health emergency. Employees who assert their rights are protected from retaliation. The City can investigate possible violations, shall have access to employer records, and can enforce the law by ordering reinstatement of employees, payment of lost wages, and payment of penalties.

If you have any questions, please contact the Office of Labor Standards Enforcement (OLSE) at (415) 554-6461, email us at HazardPay@sfgov.org, or visit www.sfgov.org/olse.

AVISO OFICIAL - Pago Por Riesgo Relacionado Con El COVID En San Francisco

Las empleadoras deben publicar este aviso dando los empleados puedan leerlo fácilmente.

A partir del 22 de marzo de 2021, las tiendas de abarrotes y farmacias con al menos 500 empleados en todo el mundo, incluidos al menos 20 empleados en San Francisco, deben pagar el Pago por Riesgo a todos los empleados cuyo salario base sea inferior a $35 por hora.

El Pago por Riesgo significa una bonificación salarial de $5 por hora, además del salario base del empleado, por cada hora trabajada. Tomar en cuenta que los empleadores pueden limitar el salario total por hora (salario base + el pago por riesgo) a $35 por hora. Además, si un empleador ya proporciona el Pago por Riesgo, el empleador puede reducir la cantidad de Pago por Riesgo requerida bajo esta ley por esa cantidad.

Estos requisitos también se aplican a los contratistas de limpieza y seguridad en tiendas de abarrotes y farmacias. Los contratistas de limpieza y seguridad de cualquier tamaño están cubiertos.

El requisito de Pago por Riesgo está en efecto según lo autorizado por el Consejo de Supervisores durante la emergencia de salud pública del COVID-19. Los empleados que hagan valer sus derechos están protegidos contra las represalias. La Ciudad podrá investigar posibles infracciones, tendrá acceso a los registros de los empleadores, y podrá hacer cumplir la ley ordenando la reintegración de empleados, el pago de sueldo retenido ilegalmente, y el pago de multas.

Si usted tiene alguna pregunta, por favor comuníquese con la Oficina de Normas Laborales (OLSE) al (415) 554-6461, envíenos un correo electrónico a HazardPay@sfgov.org, o conéctese a www.sfgov.org/olse.
City & County of San Francisco
COVID-Related Hazard Pay

Employers Must Post Where Employees Can Read Easily

正式通告·三藩市新冠疫情冒险工作津贴

从2021年3月22日开始，在全球有至少500名雇员（包括在三藩市至少拥有20名雇员）的超市和药房零售店，必须向所有基本工资低于每小时$35的雇员支付新冠疫情工作津贴。

疫情工作津贴是指给予每小时基本工资低于$35的雇员额外$5的补贴，但雇主可以将最高限额制定为每小时$35（基本工资+疫情工作津贴）。此外，如果雇主已经提供疫情工作补贴给员工，则该雇主可以在本法律规定的疫情工作津贴金额中减去那个金额。

这些规定也适用于被涵盖的超市和药房零售店的清洁和保安承包商，任何规模的清洁和保安承包商都包括在内。

市参事会在新冠疫情期间制定该疫情工作津贴条例。雇员维护自己权益将会受到保护免遭报复。市府可以调查可能的违规行为，可以查阅雇主记录并通过命令让雇员复职、支付工资损失和罚款来执行法律。

如果您有任何疑问，请联系劳工标准执行办公室（OLSE），
电话（415）554-6461，电子邮件 HazardPay@sfgov.org，或访问网站 www.sfgov.org/olse

OPISYAL NA ABISO - Mga Proteksiyon Ng San Francisco Sa Pagtatrabaho Na May Kaugnayan Sa COVID


Simula sa Marso 22, 2021, kilalanin ang mga magbawad ng mga groserya at botika na may 500 employado o higit pa sa buong mundo, kasama na ang 20 o higit pang employado sa San Francisco, ng Hazard Pay (dagdag na bayad para sa panganib sa trabaho) sa hiling ng employado na ang batayang sahod (base wage). Ay mas mababa pa sa $35 kada oras.


Ipinagtutupad din ang mga kinakailangan ng sahod na patakarang ang mga janitorial (tagapaglinis) at security (panseuridad) na kontratista ng nasasakop na mga groserya at botika. Sakop ang janitorial at security na kontratista anuman ang laki.

Ipinagtutupad ang mga kinakailangang sundin na patakarang sa Hazard Pay ayon sa pagbibigay-awtorisaasyon ng Lupon ng mga Supervisors (Board of Supervisors) sa panahon ng COVID-19 na emergency sa pamamibikong kalusugan. Protektado mula sa pagganti ang mga employedor ng ganilang mga karapatan. Puwedeng imbestigahan ng Lungsod ang posibleng mga paglabag, makakaron ito ng pamanahon na makuhang mga rekord sa taga-employo, at maipalabas din ang bata sa pamamagitan ng pag-uutos ng muling pagbabalik sa empleyado sa trabaho, pagbabayad ng nawalang sahod, at pagbabayad ng multa.

Covered Employers must post this Notice

OFFICIAL NOTICE

Formula Retail Employee Rights Ordinances

Beginning on July 3, 2015, Formula Retail Establishments with at least 40 retail sales establishments worldwide and 20 or more employees in San Francisco must comply with the following requirements:

1. **Additional Hours** — Before hiring new employees, offer additional hours of work to qualified part-time employees who have performed similar work for the employer.

2. **Schedules and Predictability Pay** — Provide two weeks’ notice of work schedules and provide “predictability pay” if schedules change with less than 1 week’s notice, except when:
   a. another employee is absent and did not give the employer at least 7 days’ notice of the absence;
   b. another employee is fired or told to stay home as a disciplinary action;
   c. the employer requires the employee to work overtime;
   d. business operations cannot begin or continue (for reasons out of the Employer’s control); or
   e. the employee trades shifts or requests a schedule change.

3. **Pay for On-Call Shifts** — Provide pay for on-call shifts when the employee is not called into work.

4. **Equal Treatment for Part-Time Employees** — Provide part-time employees with the same starting hourly wage, access to time off, and eligibility for promotions as full-time employees who perform similar work.

5. **Retention** — Continue to employ all employees for 90 days if the store changes ownership, subject to certain conditions.

These requirements apply to janitorial and security contractors at covered Formula Retail Establishments.

The City may investigate possible violations, and can order violators to pay penalties and back wages. Employers may not punish employees who exercise their rights under these Ordinances or who cooperate with the City in enforcement. For more information about these requirements, visit [www.sfgov.org/frero](http://www.sfgov.org/frero) or contact the City’s Office of Labor Standards Enforcement (OLSE) at (415) 554-6461 or frero@sfgov.org.

You may file a confidential complaint.
OFFICIAL NOTICE

THE CITY OF SOUTH SAN FRANCISCO MINIMUM WAGE RATE IS

$15.24 per hour

Effective January 1, 2021

Beginning January 1, 2021, employers who are subject to a City of South San Francisco Business License must pay each employee who performs at least two (2) hours of work per week in the City of South San Francisco, minimum wages not less than $15.24 per hour.

The minimum wage requirement set forth in the City of South San Francisco Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips not included). The minimum wage is adjusted annually beginning on January 1st of each year.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of South San Francisco. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the Minimum Wage Ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have any questions, need additional information, or believe you are not being paid correctly, contact your employer or the City Manager’s Office at:

City of South San Francisco
City Manager's Office
400 Grand Avenue
South San Francisco, CA 94080
(650) 829-8502
MinimumWage@ssf.net
www.ssf.net/MinimumWage
CITY AND COUNTY OF SAN FRANCISCO

NOTICE TO EMPLOYEES – DECEMBER 8, 2020

Minimum Compensation Ordinance

This employer is a contractor with the City and County of San Francisco. This contract agreement is subject to the Minimum Compensation Ordinance (MCO). If under this contract agreement you perform any work funded under an applicable contract, you must be provided no less than the Minimum Compensation outlined below.

THese Are Your Rights . . .

1. Minimum Hourly Compensation:

For contracts entered into or amended on or after October 14, 2007

- For-Profit Rate is $18.24/hour effective 7/1/20
- Non-profits is $17.05/hour effective 12/8/20
- Public Entities is $17.25/hour effective 9/1/20
- Rates subject to change; your employer must pay the then-current rate posted on the OLSE web site: www.sfgov.org/olse/mco

For contracts entered into prior to October 14, 2007

- For work performed within the City Of S.F.: SF Minimum Wage ($16.07/hour effective 7/1/20)
- For work performed outside of S.F.: $10.77/hour

2. Paid Days Off:

- 12 paid days off per year for vacation, sick leave, or personal necessity
- The paid days off for part-time employees are prorated based on hours worked

3. Unpaid Days Off:

- 10 unpaid days off per year
- Unpaid days off for part-time employees are prorated based on hours worked

If You Believe Your Rights Are Being Violated Contact The Office Of Labor Standards Enforcement At (415) 554-7903.

Office of Labor Standards Enforcement (OLSE)
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
www.sfgov.org/olse/mco
Official Notice
City of Alameda Minimum Wage Rate

$15.00
Per Hour Effective July 1, 2020

Beginning July 1, 2020, an employee who performs at least two (2) hours of work in a particular workweek within the geographic boundaries of the City of Alameda must be paid wages of not less than $15.00 per hour. This minimum wage rate applies equally to all employees, regardless of the size of the employer.

The minimum wage requirement is set forth in the City of Alameda’s Minimum Wage Ordinance, Alameda Municipal Code Chapter 4-60. Tips may not be counted toward payment of the minimum wage. The implementation schedule of the Minimum Wage Ordinance is as follows:

<table>
<thead>
<tr>
<th>Minimum Wage</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.00/hour</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Adjusted Annually by the</td>
<td>July 1, 2022</td>
</tr>
<tr>
<td>Consumer Price Index</td>
<td></td>
</tr>
</tbody>
</table>

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance and/or may file a complaint with the City’s Community Development Department. The City will investigate possible violations, will have access payroll records, and may enforce violations of the minimum wage requirements by ordering payment of back wages unlawfully withheld and penalties.

You should contact the city if you believe you are not being paid the minimum wage.

If you have questions, need additional information, please visit/contact:

City of Alameda, Community Development Department
950 West Mall Square, 2nd Floor Alameda CA, 94501
Phone: 510-747-6887
Email: minimumwage@alamedaca.gov
Website: alamedaca.gov/minimumwage

Post where employees can read easily. Must provide notice in English and employee’s preferred language if requested. Violators subject to penalties.

現公布以漢語表達的通知。声明自 2020 年 7 月 1 日起生效的最低工资变化：提高至 15.00 美元。
2020 년 7 월 1 일 부로 최저임금이 $15.00 로 인상됩니다는 내용의 공지가 한국어로 제공합니다.
Este aviso sobre el aumento de salario mínimo a $15.00 a partir del 1 de julio de 2020 se encuentra disponible en español.
Ang paunawang ito sa pagtaas ng minimum na sahod sa $15.00 na magiging epektibo sa Hulyo 1, 2020 ay magagamit sa Tagalog.
Thống báo về việc tăng lương tối thiểu lên 15.00 USD áp dụng từ ngày 1 tháng 7 năm 2020, bản tiếng Việt.
STATE PANELS (Conditional Notices)

CITY OF BELMONT

POST WHERE EMPLOYEE MAY READ EASILY
- VIOLATORS SUBJECT TO PENALTIES -

OFFICIAL NOTICE
CITY OF BELMONT MINIMUM WAGE RATE IS

$15.90
per hour
EFFECTIVE JANUARY 1, 2021

Beginning January 1, 2021, employers who are subject to the Belmont Business License Tax OR who maintain a facility in Belmont must pay to each employee who performs at least two (2) hours of work per week in Belmont, minimum wages not less than $15.90 per hour.

The minimum wage requirement set forth in the Belmont Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips not included). Beginning January 1, 2021 the Belmont minimum wage will be $15.90: annually thereafter the Belmont minimum wage will be adjusted based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Belmont. The City contracts with the San Jose Office of Equality Assurance to investigate possible violations and will require access to payroll records. The City will enforce violations of the minimum wage ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld and penalties.

If you have questions, need additional information, or believe you are not being paid correctly, notify your employer or contact the San Jose Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, 5th Floor
San Jose, CA 95113
Phone: (408) 535-8430
E-mail: mywage@sjoe.ca.gov
www.belmont.gov/minwage
STATE PANELS (Conditional Notices)

PLEASE POST WHERE EMPLOYEES CAN READ EASILY
VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE

To employers and employees working in the City of Berkeley

Berkeley Minimum Wage

<table>
<thead>
<tr>
<th></th>
<th>$16.07</th>
<th>$16.32</th>
<th>$16.32 + CPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per hour effective</td>
<td>July 1, 2020</td>
<td>July 1, 2021</td>
<td>July 1, 2022</td>
</tr>
</tbody>
</table>

Future increases: Beginning on July 1, 2019, and then on July 1 of each year, the Minimum Wage will increase by the prior calendar year's increase, if any, in the Consumer Price Index (CPI) for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose, CA metropolitan statistical area.

Tips and/or gratuities cannot be used to achieve the minimum wage rate. Additional regulations related to the collection and distribution of “Service Charges” for food service and hospitality businesses, effective October 1, 2016. (BMC Section 13.99.050)

Paid Sick Leave - BMC Section 13.100 – Each employee shall earn one hour of paid sick leave for every thirty (30) hours worked and may use paid sick leave after 90 calendar days. Employers provide accrued paid sick leave in payroll records.

Berkeley Family Friendly and Environment Friendly Workplace Ordinance BMC - Section 13.101 – Each employee has the right to ask for a flexible or predictable work schedule. Employers must respond in writing within 21 days to any written request.

Employee's rights under the City's labor ordinances are protected from retaliation. An employee or any other person may report to the City any suspected violation of the labor standard ordinances. The City will investigate possible violations, access payroll records and enforce corrective action to violations of the labor standard requirements.

If you have questions, please contact your employer or the City of Berkeley:
Health, Housing & Community Services Department
(510) 981-CITY/2489 or 311 from any landline in Berkeley
www.cityofberkeley.info/Labor
Email: Rules4work@cityofberkeley.info
Language Interpretation Available

2180 Milvia Street, Berkeley, CA 94704 • Tel: (510) 981-2489 or 311 from any landline • TDD: (510) 981-6903 • Fax: (510) 981-5460
E-mail: Rules4work@cityofberkeley.info Website: http://www.CityofBerkeley.info/Labor
CUPERTINO MINIMUM WAGE

$15.65 PER HOUR

EFFECTIVE JANUARY 1, 2021

EMPLOYERS:
• Post official notice in the workplace informing employees of the rate and their rights
• Must document all hours worked and keep records for four years
• Retaliation against employees exercising their rights is unlawful

EMPLOYEES:
• Starting January 1, 2021 minimum wage in Cupertino is $15.65/hour.
• Minimum wage rate will be adjusted annually on January 1.
• Covered employees include anyone who performs 2 hours or more of work per week in Cupertino.
• Covered employees are entitled to these rights regardless of immigration status.
OFFICIAL NOTICE
THE CITY OF DALY CITY MINIMUM WAGE RATE IS $15.00 per hour
Effective January 1, 2021

Beginning January 1, 2021, Daly City’s local minimum wage of $15.00 applies to all businesses within the geographic boundaries of Daly City and any employee working at least two (2) or more hours per week. The minimum wage applies to all companies that have employees who work in Daly City. An employer may not use tips, or fringe benefits such as health insurance, vacation, sick leave or other benefits to offset or use as a credit towards the employer’s obligation to pay the City’s minimum wage.

The minimum wage requirement set forth in the City of Daly City Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips not included). The minimum wage will be adjusted annually beginning on January 1st of each year. Beginning January 1, 2021, it will be $15.00, and annually thereafter the Daly City minimum wage will be adjusted based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Daly City. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the Minimum Wage Ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld and penalties.

If you have questions, need additional information or believe you are not being paid correctly, contact your employers or the City Manager’s Office at:

City of Daly City, City Manager’s Office
333 90th Street
Daly City, CA 94015
(650) 991-8127
MinimumWage@dalycity.org
www.dalycity.org/MinimumWage
OFFICIAL NOTICE
EAST PALO ALTO MINIMUM WAGE RATE

$15.00 per hour

EFFECTIVE JANUARY 1, 2021

Beginning January 1, 2021, employers who are subject to the East Palo Alto Business License Tax OR who maintain a facility in East Palo Alto must pay to each employee who performs at least two (2) hours of work per week in East Palo Alto, minimum wages not less than $15.00 per hour.

The minimum wage requirement set forth in the East Palo Alto Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips not included). Beginning January 1, 2022, and annually thereafter, the City will adjust the minimum wage based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the Office of Economic Development. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the minimum wage ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld and penalties.

If you have questions, need additional information or believe you are not being paid correctly, contact your employer or the Office of Economic Development at:

East Palo Alto Office of Economic Development
1960 Tate Street, East Palo Alto, CA 94303
Phone: (650) 853-3189
Email: CED@cityofepa.org

Este folleto también está disponible en español. This flyer is also available in Spanish. Employers are responsible for translating this notice into languages spoken by 5% or more of their employees.

POST WHERE EMPLOYEE MAY READ EASILY
VIOLATORS SUBJECT TO PENALTIES
Official Notice
EL CERRITO MINIMUM WAGE RATE

$15.61 Per Hour
Effective Date: January 1, 2021

Beginning January 1, 2021, an employee who performs at least two (2) hours of work in a particular workweek within the geographic limits of the City of El Cerrito must be paid wages of not less than $15.61 per hour. This minimum wage rate applies equally to all employees, regardless of the size of the employer.

The minimum wage requirements set forth in the El Cerrito Minimum Wage Standards Ordinance, El Cerrito Municipal Code Chapter 6.95, apply to any employee (part-time or full-time) who performs work within the City of El Cerrito (tips may not be counted toward payment of the minimum wage). Starting in January 2020, the City will adjust the rate annually based on the Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. An employee or any other person may report to the City any suspected violation of the Minimum Wage Standards Ordinance. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties. Employees may also file a civil lawsuit against their employers for any violation of the Ordinance. The full ordinance is available online at www.el-cerrito.org/wages.

This notice must be posted in accordance with the requirements of El Cerrito Municipal Code Section 6.95.060. If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of El Cerrito’s Office of the City Manager:

City of El Cerrito
Minimum Wage Compliance Program
10890 San Pablo Avenue El Cerrito CA 94530
Telephone: 510-215-4302
E-Mail: wages@ci.el-cerrito.ca.us

Language interpretation available by arrangement
STATE PANELS (Conditional Notices)

City of Emeryville New Labor Laws: Effective July 1, 2021
Administered by the City of Emeryville and specified by Emeryville Municipal Code (EMC) 5-37, adopted July 2015

Minimum Wage
EMC 5-37.02

All Businesses
Minimum Hourly Compensation:

$17.13

Effective
July 1, 2021

Paid Sick Leave
EMC 5-37.03

Large Businesses
(56 or More Employees)
Minimum Number of Annual Paid Sick Leave Hours Available to Employees: **
72 hours

Small Businesses
(55 or Fewer Employees)
Minimum Number of Annual Paid Sick Leave Hours Available to Employees: **
48 hours

Employees Can File a Complaint With The City If They:
- Do Not Receive the Minimum Hourly Wage
- Do Not Receive Paid Sick Leave (PSL) or Notice to Designate PSL Person
- Experience Retaliation

For More Information: minwage@emeryville.org (510) 596-4351

** Accrual Methods May Vary
STATE PANELS (Conditional Notices)

THE CITY OF EMERYVILLE HAS NEW LABOR LAWS
Administered by the City of Emeryville and specified by Emeryville Municipal Code 5-37.

SERVICE CHARGE LAW

EFFECTIVE JULY 2, 2015
(EMC 5-37.04)

All separate designated amounts collected from customers described on receipts under terms, including but not limited to: "service charge", "delivery charge", or "portage charge"

MUST BE PAID
in their entirety to the Hospitality Worker who ACTUALLY PERFORM THE SERVICE.
Examples: delivering food or beverage to hotel room or carrying luggage to room for hotel guests.

Who is a Hospitality Employer?
Any business who owns, controls, or operates any part of a hotel, restaurant, or banquet facility within the geographic boundaries of the City of Emeryville.

Who is a Hospitality Employee?
Any individual who works at least two (2) hours within a calendar week for a Hospitality Employer and performs activities that are billed as service charges.

EMPLOYEES CAN FILE A COMPLAINT WITH THE CITY IF THEY:

Do not receive written notice of distribution of service charges.*
Do not receive service charges if hospitality worker.*
Experiences retaliation.*

*FOR MORE INFORMATION
minwage@emeryville.org  (510) 596-4316
OFFICIAL BULLETIN

Fremont Minimum Wage

Beginning July 1, 2019, an employee who performs work within the geographic limits of the City of Fremont must be paid wages not less than the minimum wage stated below.

<table>
<thead>
<tr>
<th>Effective Date (July 1)</th>
<th>Small Employers (25 or Fewer Employees)</th>
<th>Large Employers (26 or More Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$11.00</td>
<td>$13.50</td>
</tr>
<tr>
<td>2020</td>
<td>$13.50</td>
<td>$15.00</td>
</tr>
<tr>
<td>2021</td>
<td>$15.00</td>
<td>$15.00 plus CPI</td>
</tr>
<tr>
<td>2022</td>
<td>Large Employer Level plus increases based on CPI</td>
<td></td>
</tr>
</tbody>
</table>

The minimum wage requirements set forth in the Fremont Minimum Wage Ordinance, Fremont Municipal Code Chapter 5.30, apply to any employee (part-time or full-time) who performs work within the City of Fremont (tips may not be counted toward payment of the minimum wage). Employees of a non-profit corporation are exempt from the Minimum Wage Ordinance.

Future increases: Beginning on July 1, 2022, and then on July 1 of each year, the minimum wage will increase by the prior calendar year's increase, if any, in the Consumer Price Index (CPI) for urban wage earners and clerical workers for the San Francisco-Oakland-Hayward, CA metropolitan statistical area. The annual increase is not to exceed 5%.

Employee Rights: Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. An employee or any other person may report to the City a suspected violation of the Minimum Wage Ordinance. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties. The full ordinance is available online at www.fremont.gov/minimumwage.

If you have questions, contact your employer or the City of Fremont:
minwage@fremont.gov or 510-284-4000
OFFICIAL NOTICE

Minimum Wage Rate
$15.65 Per Hour

LOS ALTOS MINIMUM WAGE
Effective Date: January 1, 2021

Beginning January 1, 2021, employers who are subject to the Los Altos Business License Tax or who maintain a facility in Los Altos must pay to each employee who performs at least two (2) hours of work per week in Los Altos wages of not less than $15.65 per hour.

The minimum wage requirement set forth in the Los Altos Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). Each year, the City will adjust the minimum wage based on the US Department of Labor’s Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Los Altos. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions or need additional information, please contact the City of Los Altos at (650) 947-2700 or info@losaltosca.gov. If you believe you are not being paid correctly, please contact your employer or the Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose, CA 95113
Telephone: (408) 535-8430
Email: mywage@sanjoseca.gov
CITY OF LOS ALTOS
MINIMUM WAGE ORDINANCE

Los Altos Workers - Know Your Rights

• Beginning January 1, 2021, employees who work at least two (2) hours or more per week in Los Altos for a covered employer have the right to be paid a minimum wage rate of $15.65 per hour.

• It is against the law for an employer to discriminate or take adverse action against an employee for exercising their rights under the City's Minimum Wage Ordinance.

• Covered employees are entitled to these rights regardless of immigration status.

What to do if you are not receiving $15.65 per hour?

If you believe you are not receiving a wage rate of at least $15.65 per hour, contact:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose, CA 95113
Phone: (408) 535-8430
Email: mywage@sanjoseca.gov

You will be asked to provide:

• Your name, mailing address and phone number
• Name, address and phone number of the company where you work
• Manager or owner's name
• Type of work you perform
• How and when you are paid (example: cash or check, every week)

Any additional information you can provide such as copies of pay stubs, personal records of hours worked or other information regarding your employer’s pay practices are helpful.

All services are free and confidential. Please remember that your employer cannot terminate you or in any other manner discriminate against you for filing a complaint with the Office of Equality Assurance.

City of Los Altos
1 N San Antonio Road
Los Altos, CA 94022
losaltosca.gov
STATE PANELS (Conditional Notices)

OFFICIAL NOTICE

Los Angeles Minimum Wage
Rate Effective July 1, 2021

$15.00 PER HOUR
Employers with 25 or fewer Employees

$15.00 PER HOUR
Employers with 26 or more Employees

All Employers are required to pay Employees a new minimum wage according to the Los Angeles Minimum Wage Ordinance. The minimum wage rate will be adjusted every year according to Los Angeles Minimum Wage Ordinance Section 187.02. Certain exemptions and deferrals may be available.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Employers with 26 or more Employees</th>
<th>Employers with 25 or fewer Employees or approved Non-Profit Corporations with 26 or more Employees to pay a deferred rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>$12.00</td>
<td>$10.50</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>$13.25</td>
<td>$12.00</td>
</tr>
<tr>
<td>7/1/2019</td>
<td>$14.25</td>
<td>$13.25</td>
</tr>
<tr>
<td>7/1/2020</td>
<td>$15.00</td>
<td>$14.25</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

The Los Angeles Office of Wage Standards Ordinance grants authority to the Bureau of Contract Administration, Office of Wage Standards to investigate possible violations, inspect workplaces, interview employees, and review payroll records. The Office of Wage Standards will enforce the City’s Minimum Wage Ordinance for violations including but not limited to: 1) failure to pay the Los Angeles minimum wage; 2) failure to comply with notice, posting, and payroll records requirements; and 3) retaliation. The Los Angeles Municipal Code (LAMC) Section 188.04 protects Employees from any discrimination or retaliation for exercising their rights to receive the City’s minimum wage.

Los Angeles Paid Sick Leave
Effective July 1, 2017

All Employers will be required to provide paid sick leave according to the Los Angeles Minimum Wage Ordinance. The paid sick leave will be provided to all Employees who work at least two hours in a particular week in the City of Los Angeles for the same Employer for 30 days or more within a year.

Entitlement

<table>
<thead>
<tr>
<th>Front-Loading</th>
<th>At least 48 hours provided either at the beginning of each year of employment, calendar year, or 12-month period; or -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrual</td>
<td>One (1) hour of paid sick leave for every thirty (30) hours worked.</td>
</tr>
<tr>
<td>72-Hour Cap</td>
<td>Accrued unused paid sick leave shall carry over to the following year of employment and may be capped at a minimum of 72 hours; however, an Employer may choose no cap or a higher cap.</td>
</tr>
<tr>
<td>Separation from Employment</td>
<td>An Employer is not required to provide compensation to an Employee for accrued or unused sick days at separation from employment.</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>If an Employee is rehired within a year of separation from employment, previously accrued and unused paid sick leave shall be reinstated.</td>
</tr>
</tbody>
</table>

Usage

<table>
<thead>
<tr>
<th>When</th>
<th>An Employee may use paid sick leave beginning on the 90th day of employment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How</td>
<td>An Employer shall provide paid sick leave upon the oral or written request of an Employee for themselves, a family member, or for any individual related by blood or affinity. Qualified use of time can be found in LAMC Section 187.04(G).</td>
</tr>
<tr>
<td></td>
<td>The use of paid sick leave may be limited to 48 hours leave annually.</td>
</tr>
</tbody>
</table>

Los Angeles Municipal Code Section 187.06 protects Employees from any discrimination or retaliation for exercising their rights to receive the City’s paid sick leave.

For more information, please contact the Office of Wage Standards at 1-844-WAGESLA (924-3752) or email wagesla@lacity.org or visit http://wagesla.lacity.org/.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities.
STATE PANELS (Conditional Notices)

THIS ORDINANCE COVERS EMPLOYEES WORKING IN THE CITY OF MALIBU, REGARDLESS OF IMMIGRATION OR WORK STATUS.

City of Malibu Minimum Wage Ordinance

This ordinance applies to employees who perform at least two hours of work in a particular week within the Malibu city limits. Employers are required to pay the minimum wage set forth below for all hours worked.

This poster should be displayed in a conspicuous and accessible place at job sites in the primary language used by the employer to communicate with employees regarding employees' work functions.

<table>
<thead>
<tr>
<th>Malibu Municipal Code Chapter 5.36</th>
<th>California Labor Code Section 2810.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Wage</td>
<td></td>
</tr>
<tr>
<td><strong>Large Employers (26 or more employees)</strong></td>
<td>Employers must give employees written information about their job and pay.</td>
</tr>
<tr>
<td>$10.50 PER HOUR</td>
<td>Initial Compensation Disclosure Statement:</td>
</tr>
<tr>
<td><strong>July 1, 2016</strong></td>
<td>At the time of hire, your employer must give you a written statement disclosing the following:</td>
</tr>
<tr>
<td>$12.00 PER HOUR</td>
<td>• The employer’s name, business name, physical and mailing address of the main office, email address and the employer’s phone number</td>
</tr>
<tr>
<td><strong>July 1, 2017</strong></td>
<td>• Your rate(s) of pay and pay day</td>
</tr>
<tr>
<td>$13.25 PER HOUR</td>
<td>• Your pay basis (hourly, weekly, commission)</td>
</tr>
<tr>
<td><strong>July 1, 2018</strong></td>
<td>• The formula by which the rate of pay can be determined</td>
</tr>
<tr>
<td>$14.25 PER HOUR</td>
<td>• Any additional information required by law</td>
</tr>
<tr>
<td><strong>July 1, 2019</strong></td>
<td></td>
</tr>
<tr>
<td>$15.00 PER HOUR</td>
<td></td>
</tr>
<tr>
<td><strong>July 1, 2020</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Beginning January 1, 2022, the City Manager of the City of Malibu will determine the adjusted rates of the minimum wage based on the Consumer Price Index, which will become effective on July 1, 2022.

<table>
<thead>
<tr>
<th>Small Employers (25 or less employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.50 PER HOUR</td>
</tr>
<tr>
<td><strong>July 1, 2017</strong></td>
</tr>
<tr>
<td>$12.00 PER HOUR</td>
</tr>
<tr>
<td><strong>July 1, 2018</strong></td>
</tr>
<tr>
<td>$13.25 PER HOUR</td>
</tr>
<tr>
<td><strong>July 1, 2019</strong></td>
</tr>
<tr>
<td>$14.25 PER HOUR</td>
</tr>
<tr>
<td><strong>July 1, 2020</strong></td>
</tr>
<tr>
<td>$15.00 PER HOUR</td>
</tr>
<tr>
<td><strong>July 1, 2021</strong></td>
</tr>
</tbody>
</table>

Pay Statement:

Each pay day, your employer must provide you with information required by California Labor Code 226(a):

• Gross and net wages earned
• Deductions taken
• Total hours worked by the employee
• Number of piece-rate units earned (for piece-rate workers)
• Pay basis (hour, shift, day, week, commission)
• Inclusive date of the period for which the employee is paid
• Applicable hourly rates in effect during the pay period and corresponding number of hours worked at each hourly rate
• Name and address of the employer
• Name of the employee; and either the last four digits of the employees SSN or the employee ID number
City of Malibu Minimum Wage Ordinance - continued

<table>
<thead>
<tr>
<th>California Labor Code Section 98.7</th>
<th>Malibu Municipal Code Section 5.36.080</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Rights Are Protected</strong></td>
<td><strong>Retaliation is Illegal</strong></td>
</tr>
<tr>
<td>You may be entitled to compensation for any violation of this law by your employer.</td>
<td>It is illegal for an employer to retaliate against you for exercising your rights.</td>
</tr>
<tr>
<td><strong>You Have a Right to File a Complaint:</strong></td>
<td><strong>You have the protected right to:</strong></td>
</tr>
<tr>
<td>You may file a complaint with the Malibu City Attorney or California State Labor Commissioner for alleged violations of the Minimum Wage Ordinance. Complaints must be filed within three years after the occurrence of the alleged violation.</td>
<td>• File a complaint</td>
</tr>
<tr>
<td><strong>You Have a Right to Sue:</strong></td>
<td>• Inform any person of their potential rights</td>
</tr>
<tr>
<td>Any employee, entity, or other person acting on behalf of the public, and whose rights under this law have been violated, may bring a civil action in a court of law against any employer who violates the Minimum Wage Ordinance.</td>
<td>• Assert your rights under this law</td>
</tr>
<tr>
<td><strong>These actions are prohibited if done to retaliate against you for exercising your rights:</strong></td>
<td><strong>Note:</strong> Your employer may take disciplinary actions against you if there is cause to do so; however, there is a presumption of retaliation if your employer is unable to show cause.</td>
</tr>
<tr>
<td>• Fire you</td>
<td></td>
</tr>
<tr>
<td>• Reduce your pay</td>
<td></td>
</tr>
<tr>
<td>• Discriminate against you</td>
<td></td>
</tr>
<tr>
<td>• Threaten you or any of your immediate family members</td>
<td></td>
</tr>
</tbody>
</table>

City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265-4861
(310) 456-2489

State of California
Department of Industrial Relations
320 W. Fourth Street, Suite 450
Los Angeles, CA 90013
(213) 620-6330

State of California Labor Commissioner
LOCAL MINIMUM WAGE ORDINANCE
City Manager’s Office
701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6610
menlopark.org/minimumwage

POST WHERE EMPLOYEE MAY READ EASILY –
VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE
MENLO PARK MINIMUM WAGE IS
$15.25
PER HOUR

EFFECTIVE JANUARY 1, 2021

On September 24, 2019, the City Council approved a local minimum wage ordinance effective January 1, 2020. Section 5.76.030 of the local minimum wage law provides annual inflation protection adjustments in January of each year, capped at 3%, using the Consumer Price Index for the San Francisco area. The January 1, 2021, inflation protection adjustment increases the local minimum wage from $15.00 to $15.25 per hour.

- Requires that all employers in Menlo Park pay a minimum per hour wage to employees working more than 2 hours per week
- Applies to all employers in Menlo Park, excluding federal, state, county and public school district employers
- No provision for a phased implementation based on the number of employees

The City shall take any appropriate enforcement action to secure employer compliance:
- May issue an administrative citation with a daily fine for each day or portion thereof and for each employee or person as to whom the violation occurred or continued
- May issue an administrative compliance order

It shall be unlawful for an employer or any other party to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under the local minimum wage ordinance.

For more information or to report a potential violation, please contact the City Manager’s Office.
OFFICIAL NOTICE

Minimum Wage Rate

$15.65 Per Hour

MILPITAS MINIMUM WAGE

Effective Date: July 1, 2021

Beginning July 1, 2021, employers who are subject to the Milpitas business license requirement or who maintain a business facility in Milpitas must pay to each employee who performs at least two (2) hours of work per week in Milpitas wages of not less than $15.65 per hour.

The minimum wage requirement set forth in the Milpitas Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). Effective July 1 of every year, the City adjusts the minimum wage based on the Bay Area Consumer Price Index as published by the U.S. Department of Labor.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Milpitas. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of San Jose at:

City of San Jose
200 E Santa Clara Street
5th Floor
San Jose, CA 95113
(408) 535-8430
Email: mywage@sanjoseca.gov
Milpitas Minimum Wage Ordinance

Milpitas Workers – Know Your Rights

- Beginning July 1, 2021, employees who work at least two (2) hours or more per week in Milpitas for a covered employer have the right to be paid a wage rate of $15.65 per hour

- It is against the law for an employer to discriminate or take adverse action against an employee for exercising their right under the Ordinance

- Covered employees are entitled to these rights regardless of immigration status

What to do if you are not receiving $15.65 per hour?

If you believe you are not receiving a wage rate of $15.65 per hour, contact:

City of San Jose
200 E Santa Clara Street
5th Floor,
San Jose, CA 95113
(408) 535-8430
Email: mywage@sanjoseca.gov

You will be asked to provide:

- Your name, mailing address and phone number
- Name, address and phone number of the company where you work
- Manager or owner’s name
- Type of work you perform
- How and when you are paid (example: cash or check, every week)

Any additional information you can provide such as copies of pay stubs, personal records of hours worked or other information regarding your employer’s pay practices are helpful.

All services are free and confidential. Please remember that your employer cannot terminate you or in any other manner discriminate against you for filing a complaint with the City of Milpitas.
STATE PANELS (Conditional Notices)

CITY OF MOUNTAIN VIEW

POST WHERE EMPLOYEE MAY READ EASILY
VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE
MOUNTAIN VIEW MINIMUM WAGE RATE IS

$16.30 per hour

Effective January 1, 2021

Beginning January 1, 2021, employers who are subject to the Mountain View Business License Tax OR who maintain a facility in Mountain View must pay to each employee who performs at least two (2) hours of work per week in Mountain View, minimum wages not less than $16.30 per hour.

The minimum wage requirement set forth in the Mountain View Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips NOT included). Beginning January 1, 2019, and annually thereafter, the City will adjust the minimum wage based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City Manager’s Office. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the minimum wage ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld and penalties.

If you have questions, need additional information or believe you are not being paid correctly, contact your employer or the City Manager’s Office at:

Mountain View City Manager’s Office
500 Castro St., PO Box 7540
Mountain View, CA 94039-7540
Phone: (650) 903-6301
Email: MinWage@mountainview.gov

Employers are responsible for translating this notice into languages spoken by 5% or more of their employees.
STATE PANELS (Conditional Notices)

PLEASE POST WHERE EMPLOYEES CAN READ EASILY
VIOLATORS SUBJECT TO PENALTIES

CITY OF NOVATO
OFFICIAL NOTICE

NOVATO MINIMUM WAGE RATE

$15.24 per hour  $15.00 per hour  $14.00 per hour

Very Large Business  Large Business  Small Business
(100+ employees)   (26-99 employees)   (1-25 employees)

New Wage Effective Date: January 1, 2021

In accordance with the Novato Minimum Wage Ordinance in Novato Municipal Code Chapter 2-30, every employer shall pay to each employee who performs more than two hours of work in a particular week within the geographic boundaries of the City of Novato wages of no less than the hourly rates shown in this notice. The rate will be adjusted annually on January 1 according to the schedule below. Certain exemptions are available as specified in Novato Municipal Code Chapter 2-30.

<table>
<thead>
<tr>
<th>Implementation Date</th>
<th>Very Large Business (100+ employees)</th>
<th>Large Business (26-99 employees)</th>
<th>Small Business (1-25 employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2020</td>
<td>$15.00</td>
<td>$14.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>$15.24</td>
<td>$15.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>CPI</td>
<td>CPI</td>
<td>$15.00</td>
</tr>
<tr>
<td>January 1, 2023</td>
<td>CPI</td>
<td>CPI</td>
<td>CPI</td>
</tr>
</tbody>
</table>

CPI Adjustment

San Francisco-Oakland-Hayward CPI-W (no more than 3.5%)
San Francisco-Oakland-Hayward CPI-W (no more than 3.5%)
San Francisco-Oakland-Hayward CPI-W (no more than 3.5%)

You should contact your employer if you believe you are not being paid correctly. Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may bring a civil action against their employers for any violation of the Ordinance.

If you have questions about the City of Novato’s minimum wage ordinance, need additional information, or to download this notice in Spanish, please visit novato.org/minimumwage. You can also contact the City Clerk at city@novato.org or call 415.899.8902.

CA-CAP-DF 0721
OFFICIAL NOTICE

Minimum Wage Rate

$15.65 Per Hour

PALO ALTO MINIMUM WAGE
Effective Date: January 1, 2021

Palo Alto employers are required to pay any employee the City's Minimum Wage for all hours worked in Palo Alto. Beginning January 1, 2021, the City's Minimum Wage is $15.65 per hour.

The minimum wage requirement set forth in Palo Alto's Minimum Wage Ordinance applies to all employees who work two (2) hours per week within Palo Alto. Starting in 2020, the City will adjust the minimum wage each January 1 based on the Bay Area Consumer Price Index as published by the U.S. Department of Labor.

Under the Ordinance, employees who assert their rights to receive the City's minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Palo Alto. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions, need additional information, or believe you are not being paid correctly, contact your employer or the City of Palo Alto at:

City of Palo Alto
250 Hamilton Ave.
Palo Alto, CA 94301
650-329-2671
complianceofficer@cityofpaloalto.org
http://www.cityofpaloalto.org/gov/topics/minimum_wage.asp

Employers are responsible for translating this notice into languages spoken by 5% or more of their employees.
OFFICIAL NOTICE

Minimum Wage Rate

$15.00 Per Hour

PASADENA MINIMUM WAGE

Effective Date: July 1, 2021

Beginning July 1, 2021, employers must pay employees wages of not less than $15.00 per hour (in addition to any tips received) to each employee. The minimum wage requirement set forth in the Pasadena Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week in Pasadena.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City's Department of Planning and Community Development. The City will investigate possible violations and, where appropriate, will obtain payroll records as provided by law, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties. In addition, any business that violates the provisions of the Pasadena Minimum Wage Ordinance is subject to criminal prosecution.

Pasadena’s minimum wage rules were approved prior to the State of California taking action to increase the State Minimum Wage. While similarities exist, the requirements are different. If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer, the City of Pasadena, or the City's contract service provider: National Day Laborer Organizing Network.

City of Pasadena
Planning and Community Development Dept.
Minimum Wage Enforcement
Code Compliance Manager Jon Pollard
(626) 744-6831
Email: jpollard@cityofpasadena.net
Website: http://www5.cityofpasadena.net/planning/minimum-wage-ordinance/

National Day Laborer Organizing Network
Minimum Wage Outreach, Education and Training
Coordinator – Julieta Aragon
500 N. Lake Avenue, Pasadena, 91101
(626) 440-1031 / (626) 676-8448
Email: julieta@ndlon.org

Employers are responsible for translating this notice into languages spoken by 5% or more of their employees.
STATE PANELS (Conditional Notices)

MINIMUM WAGE
EFFECTIVE JANUARY 1, 2021

$15.20/HOUR
THIS WAGE APPLIES TO ALL EMPLOYERS REGARDLESS OF SIZE, UNLESS EXEMPT BY LAW.

Employers must pay employees no less than the Petaluma minimum wage for work performed within the Petaluma city limits. Tips and/ or benefits cannot offset this wage.

Employees may assert their rights to receive the Petaluma minimum wage and are protected from retaliation. If you believe you are not being paid correctly, contact your employer or the City of Petaluma (minimumwage@cityofpetaluma.org).

Employees 14 to 17 years of age may be paid 85 percent of the minimum wage for the first 160 hours of work performed in an occupation where they have no experience.

LEARN MORE
PETALUMA MINIMUM WAGE ORDINANCE: petaluma.municipal.codes/Code/8.35
WEB PAGE: cityofpetaluma.org/minimumwage
CITY CONTACT INFO: econdev@cityofpetaluma.org | 707.778.4484
POST WHERE EMPLOYEES MAY READ EASILY
VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE

REDWOOD CITY MINIMUM
WAGE RATE IS

$15.62

per hour

Effective January 1, 2021

Starting on January 1, 2021, Redwood City’s local minimum wage of $15.62 applies to all businesses within the geographic boundaries of Redwood City and any employee working at least two or more hours per week. The minimum wage applies to all companies that have employees who work in Redwood City. An employer may not use tips, or fringe benefits such as health insurance, vacation, sick leave or other benefits to offset or use as a credit towards the employer’s obligation to pay the City’s minimum wage.

Employees who assert their rights to receive the City’s minimum wage are protected from retaliation. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the minimum wage ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld, penalties, and fines.

If you need additional information or believe you are not being paid correctly, contact your employer, or the City of Redwood City at:

City of Redwood City, City Manager’s Office
Email: LocalMinimumWage@redwoodcity.org
Call: (650) 780-7300
Visit: City Hall, 1017 Middlefield Road, Redwood City, CA. 94063
OFFICIAL NOTICE

Richmond Minimum Wage

$15.21 Per Hour

beginning January 1, 2021

The minimum wage requirement set forth in the Richmond Minimum Wage Ordinance 11-04N.S. applies to adult and minor employees who work two (2) or more hours a week. Each year, the City adjusts the minimum wage as stated in the Minimum Wage Ordinance (beginning in 2018, the increase is in accordance with the Department of Labor’s Regional consumer Price Index).

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the Employment and Training Department. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have any questions or need additional information please contact the City of Richmond’s Employment and Training Department at:

330 25th Street
Richmond, CA 94804

E-mail: gbaker@richmondworks.org

Website: www.richmondworks.org
City of Richmond

Minimum Wage Ordinance

Your rights as an EMPLOYEE...

- As of January 1, 2021 the minimum wage in the City of Richmond will be $15.21 per hour for employees who, in a calendar week, performs at least two (2) hours of work for an Employer.
- It shall be unlawful for an Employer or any other party to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under this ordinance.
- The minimum wage rate will be adjusted every January as described in section 7.108.040 of the Minimum Wage Ordinance.
- The Minimum Wage established in this ordinance shall apply to the Welfare-to-Work programs under which persons must perform work in exchange for receipt of benefits. Participants in Welfare-to-Work Programs shall not, during a given benefits period, be required to work more than a number of hours equal to the value of all cash benefits received during that period, divided by the minimum wage.

If you have any questions or concerns please email or visit the:

Employment and Training Department
330 25th Street
Richmond, CA 94804
E-mail: gbaker@richmondworks.org

For a copy of the Minimum Wage Ordinance please visit: www.richmondworks.org
POST WHERE EMPLOYEES CAN EASILY READ
VIOLATORS ARE SUBJECT TO PENALTIES

OFFICIAL NOTICE
SAN DIEGO MINIMUM WAGE

$14.00 PER HOUR
Rate Effective Date: January 1, 2021

Beginning January 1, 2021, employees who perform at least two (2) hours of work in one work week within the geographic boundaries of the City of San Diego must be paid wages of not less than $14.00 per hour for all hours worked within the City's geographic boundaries.

San Diego’s Earned Sick Leave and Minimum Wage Ordinance, San Diego Municipal Code Chapter 3, Article 9, Division 1, apply to adult AND minor employees who work two (2) or more hours in any work week within the City's geographic boundaries. Note: tips do not count towards payment of the minimum wage.

Employers may not retaliate against employees for asserting any rights provided by this Ordinance. Employees may file a civil lawsuit against their employers for any violation of this Ordinance or may file a complaint with the City of San Diego’s Minimum Wage Enforcement Office. The City may take any reasonable steps necessary to investigate possible alleged violations. The City is entitled to all legal and equitable relief to remedy any violation of the Ordinance, including the ability to award penalties of up to $1,000 per violation, back wages, liquidated damages, reinstatement and other injunctive relief.

If you have questions, need additional information, or believe your employer has violated any provision of this law, please contact your employer, visit the City of San Diego Minimum Wage Enforcement Office website at https://www.sandiego.gov/treasurer/minimum-wage-program or contact the City of San Diego’s Minimum Wage Program at (619) 615-1565 or email at SDMinWage@sandiego.gov.
Beginning July 11, 2016, all employers must provide paid earned sick leave to each employee (including temporary and part-time employees) who performs at least two (2) hours of work within the geographical boundaries of the City of San Diego.

The earned sick leave requirements set forth in San Diego's Earned Sick Leave and Minimum Wage Ordinance, San Diego Municipal Code Chapter 3, Article 9, Division 1, applies to adult AND minor employees who work two (2) or more hours in one workweek within the City's geographic boundaries. Employers must either provide employees no less than 40 hours of earned sick leave at the beginning of each benefit year or one (1) hour of earned sick leave for every thirty (30) hours worked by the employee within the geographic boundaries of the City of San Diego. Employers may cap employee's total accrual of earned sick leave at 80 hours. Existing employees begin to accrue earned sick leave on July 11, 2016. Employees hired after July 11, 2016 begin to accrue sick leave on their employment start date. Employees are entitled to use accrued earned sick leave beginning July 11, 2016 or after the ninetieth (90) day of employment, whichever is later. Employees may use earned sick leave for all the reasons described in Section 39.0106(a) of the Ordinance, which includes, but is not limited to, time for their own medical care or for the medical care of a family member.

An employer may not retaliate against an employee for asserting any rights provided in this Ordinance. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of San Diego's Minimum Wage Enforcement Office. The City may take any reasonable steps necessary to investigate alleged violations. The City is entitled to all legal and equitable relief to remedy any violation of the Ordinance, including the ability to award penalties of up to $1,000 per violation, back wages, liquidated damages, reinstatement and other injunctive relief.

If you have questions, need additional information, or believe your employer has violated any provision of this law, please contact your employer, visit the City of San Diego Minimum Wage Enforcement Office website at https://www.sandiego.gov/treasurer/minimum-wage-program or contact the City of San Diego's Minimum Wage Program at (619) 615-1565 or email at SDMinWage@sandiego.gov.
OFFICIAL NOTICE

Minimum Wage Rate
$15.45 per hour

SAN JOSE MINIMUM WAGE
Effective Date: January 1, 2021

Beginning January 1, 2021, employers who are subject to the San Jose Business License Tax or who maintain a facility in San Jose must pay to each employee who performs at least two (2) hours of work per week in San Jose wages of not less than $15.45 per hour.

The minimum wage requirement set forth in the San Jose Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). Each year, the City will adjust the minimum wage based on the US Department of Labor’s Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City’s Office of Equality Assurance. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of San Jose’s Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose CA 95113
Telephone: 408-535-8430
E-Mail: SJMWO@sanjoseca.gov
STATE PANELS (Conditional Notices)

OFFICIAL NOTICE

SAN JOSE OPPORTUNITY TO WORK ORDINANCE

Effective Date: March 13, 2017

Beginning March 13, 2017, Employers with 36 or more Employees and who are subject to the San Jose Business License Tax or who maintain a facility in San Jose must offer additional work hours to existing qualified part-time Employees before hiring new Employees including subcontractors or the use of temporary staffing services.

The City will investigate possible violations and can order violators to pay penalties. Employers may not punish Employees who exercise their rights under this Ordinance or who cooperate with the City in enforcement.

If you have questions, need additional information, or believe your Employer has not offered additional work hours and you would like to file a confidential complaint, please contact the City of San Jose Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose CA 95113
Telephone: 408-535-8430
E-Mail: opportunitytowork@sjoe.ca.gov
OFFICIAL NOTICE

Minimum Wage Rate
$15.00 per hour

SAN LEANDRO MINIMUM WAGE
Effective Date: July 1, 2020

Beginning July 1, 2020, employers who operate a business or non-profit organization in San Leandro must pay each employee a wage of not less than $15.00 per hour, with limited exceptions. This requirement applies to all San Leandro employers that are subject to the adopted San Leandro Minimum Wage Ordinance, regardless of the number of employees.

The implementation schedule of the Minimum Wage Ordinance is as follows:

<table>
<thead>
<tr>
<th>Minimum Wage</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12/hour</td>
<td>July 1, 2017</td>
</tr>
<tr>
<td>$13/hour</td>
<td>July 1, 2018</td>
</tr>
<tr>
<td>$14/hour</td>
<td>July 1, 2019</td>
</tr>
<tr>
<td>$15/hour</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City’s Department of Finance. The City may investigate possible violations, will have access to payroll records, and may enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

You should contact your employer if you believe you are not being paid correctly. If you have questions about the City of San Leandro’s minimum wage ordinance, or need additional information, please visit:

www.sanleandro.org/minimumwage
OFFICIAL NOTICE

THE CITY OF SAN MATEO MINIMUM WAGE RATE IS

$15.62

per hour

Effective January 1, 2021

Beginning January 1, 2021, employers who are subject to the City of San Mateo Business License Tax OR who maintain a facility in the City of San Mateo must pay to each employee who performs at least two (2) hours of work per week in City of San Mateo, minimum wages not less than $15.62 per hour.

The minimum wage requirement set forth in the City of San Mateo Minimum Wage Ordinance applies to adult AND minor employees who work two (2) or more hours per week (tips not included). The minimum wage will be adjusted annually beginning on January 1st of each year.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of San Mateo. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the Minimum Wage Ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions, need additional information, or believe you are not being paid correctly, contact your employer or the City Manager’s Office at:

City of San Mateo, City Manager’s Office
330 W. 20th Avenue
San Mateo, CA 94403
(650)522-7277
MinimumWage@cityofsanmateo.org
https://www.cityofsanmateo.org/3278/Minimum-Wage
OFFICIAL NOTICE

Minimum Wage Rate

$15.65 Per Hour

SANTA CLARA MINIMUM WAGE

Effective Date: January 1, 2021

Beginning January 1, 2021, employers who are subject to the Santa Clara Business License Tax or who maintain a facility in Santa Clara must pay to each employee who performs at least two (2) hours of work per week in Santa Clara wages of no less than $15.65 per hour.

The minimum wage requirement set forth in the Santa Clara Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). The City adjusts the minimum wage annually based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint. The City of Santa Clara contracts with the City of San Jose’s Office of Equality Assurance for enforcement of its Minimum Wage Ordinance. The Office of Equality Assurance will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

General Information

For general information regarding the Santa Clara Minimum Wage Ordinance, visit santaclaraca.gov/minimumwage, call the City Manager’s Office: 408-615-2210 or email: minimumwage@santaclaraca.gov.
OFFICIAL NOTICE

Santa Monica Minimum Wage

$15.00 per hour

Rate Effective Dates: July 1, 2021-June 30, 2022

In accordance with the Santa Monica Minimum Wage Ordinance in Santa Monica Municipal Code Chapter 4.62, every employer shall pay to each employee (including temporary and part-time employees) who performs at least two hours of work in a particular workweek within the geographic limits of the City of Santa Monica wages of not less than the amounts shown in this notice. The rate will be adjusted annually on July 1 according to the schedule below. Certain exemptions and deferrals are available.

<table>
<thead>
<tr>
<th>Employers with 26 or more employees</th>
<th>Employers with 25 or fewer employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2016</td>
<td>$10.50 /hour</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>$12.00 /hour</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>$13.25 /hour</td>
</tr>
<tr>
<td>7/1/2019</td>
<td>$14.25 /hour</td>
</tr>
<tr>
<td>7/1/2020</td>
<td>$15.00 /hour</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>$15.00 /hour</td>
</tr>
</tbody>
</table>

7/1/2016 | $10.00 /hour* |
7/1/2017 | $10.50 /hour |
7/1/2018 | $12.00 /hour |
7/1/2019 | $13.25 /hour |
7/1/2020 | $14.25 /hour |
7/1/2021 | $15.00 /hour |

* CA State Minimum Wage

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance. The City can investigate possible violations, and can enforce the minimum wage requirements. Violations of the minimum wage law include, but are not limited to:

- FAILURE TO PAY THE SANTA MONICA MINIMUM WAGE
- FAILURE TO COMPLY WITH NOTICE, POSTING, AND RECORDS REQUIREMENTS
- RETALIATION

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF SANTA MONICA:
(310) 458-8281 • minimum.wage@santamonica.gov • santamonica.gov/minimum-wage

HONEST WORK. FAIR PAY.
Santa Monica’s Minimum Wage
STATE PANELS (Conditional Notices)

POST WHERE EMPLOYEES CAN READ EASILY – VIOLATORS SUBJECT TO PENALTIES

OFFICIAL NOTICE

Santa Monica Hotel Worker Living Wage

$17.13 per hour

Rate Effective Dates: July 1, 2020-June 30, 2021

Starting July 1, 2017, Hotel Employers in Santa Monica must pay to each Hotel Worker (including temporary and part-time employees) wages of not less than the amount shown in this notice. Starting July 1, 2018, the wage rate will increase annually by the Consumer Price Index (CPI) in accordance with Santa Monica Municipal Code Section 4.63.015.

The hotel living wage requirement, set forth in the Santa Monica Minimum Wage Ordinance, Municipal Code Chapter 4.63, applies to employees whose primary place of employment is at one or more hotels, and who are employed directly by the Hotel Employer or by a person who has contracted with the Hotel Employer to provide services at the hotel. Managerial, supervisory, or confidential employees are not included in the definition.

An employer that contracts, leases, or sublets premises connected to the hotel and operated in conjunction with the hotel, or that provides services at the hotel, must also pay the hotel living wage. The hotel living wage does not apply to hostels.

Under the Ordinance, employees who assert their rights to receive the Santa Monica hotel living wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance. The City can investigate possible violations, and can enforce the hotel living wage requirements. Available remedies include but are not limited to reinstatement of employees, payment of wages unlawfully withheld, and monetary penalties.

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF SANTA MONICA:
(310) 458-8281 • minimum.wage@smgov.net • santamonica.gov/minimum-wage

HONEST WORK. FAIR PAY.
Santa Monica’s Minimum Wage
STATE PANELS (Conditional Notices)

POST WHERE EMPLOYEES CAN READ EASILY – VIOLATORS SUBJECT TO PENALTIES

SANTA MONICA’S MINIMUM WAGE

OFFICIAL NOTICE

Santa Monica
Paid Sick Leave

Effective Date: January 1, 2017

Starting January 1, 2017, employers are required to provide paid sick time to their employees who work within Santa Monica city limits in accordance with Santa Monica’s Paid Sick Leave provisions in Municipal Code Section 4.62.025.

<table>
<thead>
<tr>
<th>Employers with 26 or more employees</th>
<th>Employers with 25 or fewer employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2017</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>40 hours</td>
<td>32 hours</td>
</tr>
<tr>
<td>1/1/2018</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>72 hours</td>
<td>40 hours</td>
</tr>
</tbody>
</table>

Employees are eligible for paid sick leave if they perform at least two hours of work in a particular work week within the geographic limits of the City of Santa Monica, and qualify as an employee entitled to payment of a minimum wage from any employer under the California Labor Code and wage orders published by the California Industrial Welfare Commission. Employees can use sick leave consistent with the California Healthy Workplaces, Healthy Families Act of 2014.

Paid sick leave will begin to accrue at the start of an employee’s employment. Employees can use accrued paid sick leave after the first 90 days of employment or consistent with the employer’s policies, whichever is sooner.

For every 30 hours worked, an employee shall accrue one hour of paid sick leave. Employers may choose to provide greater sick leave benefits. An employee’s accrued paid sick leave carries over from year to year (calendar year, fiscal year, or year of employment) up to the accrual limit shown above, except that no accrual or carryover is required if the employer provides the full amount of leave required at the start of each calendar year, fiscal year, or year of employment.

Under the Ordinance, employees who assert their rights to receive paid sick leave are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Paid Sick Leave provisions. The City can investigate possible violations, and can enforce the paid sick leave requirements. Available remedies include but are not limited to reinstatement of employees, payment of paid sick leave unlawfully withheld, and monetary penalties.

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF SANTA MONICA:
(310) 458-8281 • minimum.wage@smgov.net • www.smgov.net/minimumwage

HONEST WORK. FAIR PAY.
Santa Monica’s Minimum Wage
**STATE PANELS (Conditional Notices)**

POST WHERE EMPLOYEES CAN READ EASILY – VIOLATORS SUBJECT TO PENALTIES

**SANTA MONICA’S MINIMUM WAGE**

OFFICIAL NOTICE

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**Santa Monica Service Charge Law**

**Effective Date: July 1, 2016**

Starting **July 1, 2016**, employers using service charges must abide by regulations in the Minimum Wage Ordinance, Municipal Code Section 4.62.040. This means that employers must:

- Pay all revenue collected as a **service charge** to the workers who generally performed the services for which the charge was collected (can include back-of-house)
- Pay any revenue collected as a **health-care related surcharge** to the employee through (i) depositing into segregated accounts controlled by the employee or (ii) paying to the employee in wages
- Inform employees of service charge distribution
- Keep records of service charge distribution

Employers may pay service charge revenue to employees whose primary role is not supervisory or managerial. Employers must also provide clear and conspicuous notice to customers of any service charges and their use.

Employers will distribute amounts collected for hotel banquets or hotel-catered meetings, hotel room service, or hotel porterage service to the employees directly providing the service. Employers that had an existing practice of pooling and distributing service charges prior to the Minimum Wage effective date may continue with this practice.

Under the Ordinance, employees who assert their rights to receive service charge revenue are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the service charge provisions. The City can investigate possible violations, and can enforce the service charge requirements. Available remedies include but are not limited to reinstatement of employees, payment of service charges unlawfully withheld, and monetary penalties.

**FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF SANTA MONICA:**

(310) 458-8281 • minimum.wage@smgov.net • www.smgov.net/minimumwage

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**HONEST WORK. FAIR PAY.**

Santa Monica’s Minimum Wage
## OFFICIAL NOTICE

<table>
<thead>
<tr>
<th></th>
<th>Santa Rosa</th>
<th>California</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Large (26 or more)</td>
<td>Small (25 or fewer)</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>$15.20</td>
<td></td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>+ CPI-W</td>
<td></td>
</tr>
<tr>
<td>January 1, 2023</td>
<td>+ CPI-W</td>
<td>+ CPI-Prom. EU</td>
</tr>
<tr>
<td>2024 and beyond</td>
<td></td>
<td>+ CPI-W</td>
</tr>
</tbody>
</table>

### SANTA ROSA MINIMUM WAGE ORDINANCE NO. ORD-2019-014

**Section 10-45.010** – Defines, among other terms, Employee as a person who, in a particular week, performs at least two hours of work within the geographic boundaries of the City of Santa Rosa. Employer is defined to include all entities with employees, unless exempt by law.

**Section 10-45.030** – Minimum Wages – provides that effective July 1, 2020, Employers with 26 or more Employees shall pay them a wage of no less than $15 per hour, and Employers with 25 or fewer Employees shall pay them $14 per hour. Effective January 1, 2021, Employers with 25 or fewer Employees shall pay them $15 per hour. On January 1, 2021, and annually thereafter, the minimum wage all Employers must pay will be adjusted by a CPI index.

**Section 10-45.070** – Enforcement – provides for a three-year statute of limitations for aggrieved persons to seek remedies, a private right of action, administrative enforcement, and remedies for violations.

### Employee Resource

California Department of Industrial Relations – Labor Commissioner’s Office  
(707) 576-2362 | dir.ca.gov/dlse | 50 D Street, Suite 360, Santa Rosa, CA

*The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities are available by contacting Kevin King at (707) 543-4625. This information can also be accessed via the internet at scity.org/minimumwage*
OFFICIAL NOTICE

Sunnyvale Minimum Wage Rate

$16.30 Per Hour

Effective Date: January 1, 2021

Beginning January 1, 2021, employers who are subject to the Sunnyvale Business License Tax or who maintain a facility in Sunnyvale must pay to each employee who performs at least two (2) hours of work per week in Sunnyvale wages of not less than $16.30 per hour.

The minimum wage requirement set forth in the Sunnyvale Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). Each year, the City will adjust the minimum wage based on the US Department of Labor’s Bay Area Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of Sunnyvale. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you have questions, contact the City of Sunnyvale at 408-730-7902 or minimumwage@sunnyvale.ca.gov. If you believe you are not being paid correctly, please contact your employer or the Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose CA 95113
Telephone: 408-535-8430
Email: mywage@sanjoseca.gov
Sunnyvale Minimum Wage Ordinance

Sunnyvale Workers – Know Your Rights

- Beginning January 1, 2021, employees who work at least two (2) hours or more per week in Sunnyvale for a covered employer have the right to be paid a wage rate of $16.30 per hour.
- It is against the law for an employer to discriminate or take adverse action against an employee for exercising their rights under the Ordinance.
- Covered employees are entitled to these rights regardless of immigration status.

What to do if you are not receiving $16.30 per hour.

If you believe you are not receiving a wage rate of $16.30 per hour, contact:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose CA 95113

Phone: 408-535-8430
Email: mywage@sanjoseca.gov

You will be asked to provide:

- Your name, mailing address and phone number
- Name, address and phone number of the company where you work
- Manager or owner’s name
- Type of work you perform
- How and when you are paid (example: cash or check, every week)

Any additional information you can provide such as copies of pay stubs, personal records of hours worked or other information regarding your employer’s pay practices are helpful.

All services are free and confidential. Please remember that your employer cannot terminate you or in any other manner discriminate against you for filing a complaint with the Office of Equality Assurance.

City of Sunnyvale
456 West Olive Ave
Sunnyvale CA 94088-3707
Sunnyvale.ca.gov

11/2020
City of Sonoma
OFFICIAL NOTICE

SONOMA MINIMUM WAGE RATE

$15.00 per hour
Large Employers

$14.00 per hour
Small Employers

Effective Date: January 1, 2021

In accordance with the Sonoma Minimum Wage Ordinance in Sonoma Municipal Code (SMC) Chapter 2.80, every employer shall pay to each employee who performs at least two hours of work in a particular workweek within the geographic limits of the City of Sonoma wages of not less than the amounts shown in this notice. The rate will be adjusted annually on January 1 according to the schedule below. Certain exemptions are available as specified in SMC Chapter 2.80.

<table>
<thead>
<tr>
<th>Minimum Wage for Large Employers (26 or more Employees)</th>
<th>Minimum Wage for Small Employers (25 or fewer Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2020</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>$13.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>January 1, 2021</td>
</tr>
<tr>
<td>$15.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>January 1, 2022</td>
</tr>
<tr>
<td>$16.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>January 1, 2023</td>
<td>January 1, 2023</td>
</tr>
<tr>
<td>$17.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>January 1, 2024</td>
<td>January 1, 2024</td>
</tr>
<tr>
<td>CPI (max 3.5%)</td>
<td>CPI (max 3.5%)</td>
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You should contact your employer if you believe you are not being paid correctly.

Under the Ordinance, employees who assert their rights to receive the City’s minimum wage are protected from retaliation. Employees may bring a civil action against their employers for any violation of the Ordinance.

If you have questions about the City of Sonoma’s minimum wage ordinance, need additional information, or to download this notice in English or Spanish, please visit www.sonomacity.org/wages. You can also contact the City Clerk at cityhall@sonomacity.org or call (707) 938-3681.
Additional Notices

With the purchase of your California Digital Comply Anywhere Poster Pack, you are entitled to free downloads of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

1) Review all conditional notices required in the state of California.
2) Download, print and post any notices that pertain to your business type, demographic and/or location.

To download these materials, please visit: www.personnelconcepts.com/downloads/cacn

When prompted, enter the ACCESS CODE: PCCACN