The mission of the Office of Labor Standards is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.

This poster must be displayed in a noticeable area at the workplace, in English and the language(s) spoken by employees.

The Office of Labor Standards provides translations, interpretations, and accommodations for people with disabilities.

### 2019 Seattle Labor Standards Ordinances

#### SMC 14.19
**Minimum Wage**

**Sets Minimum Wages for Employees**

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>Large Employers (501 or More Employees)</th>
<th>Small Employers (500 or Fewer Employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16.00</td>
<td><strong>Yes</strong> $15.00</td>
<td><strong>No</strong> $12.00</td>
</tr>
<tr>
<td>$12.00</td>
<td><strong>No</strong> $15.00</td>
<td><strong>Yes</strong> $12.00</td>
</tr>
</tbody>
</table>

**Employer Size**

Count the employer’s total number of all employees worldwide. For franchises, count all employees in the franchise network.

**Medical Benefits**

Employee of small employer must be enrolled in a silver-level or higher plan as defined by the federal Affordable Care Act.

**An employer cannot pay a reduced minimum wage if the employee declines or is not eligible for medical benefits.**

#### SMC 14.20
**Wage Theft**

**Provides Protections Against Wage Theft**

**Employers must pay all compensation owed on a regular pay day and give employees written information about their job and pay.**

**Written Information Must Include:**

- Employer’s name and contact information
- Employee’s rate of pay, eligibility to earn overtime, pay basis (hour, shift, day, week, commission), and regular pay day
- Explanation of employer’s tip policy
- Itemized statement of pay information on pay days

**Examples of Pay Requirements:**

- Pay minimum wage
- Pay overtime
- Pay for rest breaks
- Pay amount promised
- Pay for work off the clock
- Pay tips
- Pay service charges (unless listed on receipt or menu as not payable to the employee(s) serving the customer)
- Reimburse employer expenses
- No misclassification of employees

#### SMC 14.17
**Fair Chance Employment**

**Limits Use of Conviction and Arrest Records**

**Prohibited:**

- Job ads that exclude applicants with conviction or arrest records
- Job applications with questions about conviction or arrest records, unless the employer has already screened the applicant for minimum qualifications
- Job denial (or other adverse employment actions) based solely on an arrest record

**Some exceptions apply, including jobs with unsupervised access to children under 16, people with developmental disabilities, or vulnerable adults**

**Employers are Required To:**

- Delay criminal background checks until after screening applicants for minimum qualifications
- Follow procedures before taking an adverse action based solely on a criminal background check:
  - Provide an opportunity to explain or correct criminal background check information
  - Hold the position open for at least two business days
  - Have a legitimate business reason that employing the person will harm the business or impact the employee’s ability to perform the job

#### SMC 14.16
**Paid Sick & Safe Time**

**Requires Paid Leave for Medical or Safety Issues**

**Employers must provide employees with paid leave to care for themselves or a family member.**

**Sick Time:**

A physical or mental health condition, including a medical appointment

**Safe Time:**

Reasons related to domestic violence, sexual assault, stalking or public safety issues

**Paid Sick & Safe Time (PSST) Rates**

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Equivalent Employees (FTE) Worldwide</td>
<td>Up to 49 FTE</td>
<td>50 – 249 FTE</td>
<td>250+ FTE</td>
</tr>
<tr>
<td>Accrual of PSST per Hours Worked</td>
<td>1 hour per 40 hours</td>
<td>1 hour per 40 hours</td>
<td>1 hour per 30 hours</td>
</tr>
<tr>
<td>Carry over of unused PSST per Year</td>
<td>40 hours</td>
<td>56 hours</td>
<td>72 hours**</td>
</tr>
</tbody>
</table>

* Safe time can also be used to care for a household member
**108 hours for Tier 3 employers with a paid time off (PTO) policy

#### Employees

File a complaint with OLS or file a lawsuit in court

206-256-5297

www.seattle.gov/laborstandards