City-Wide and Contract Labor Laws for MOHCD Grantees

October 26, 2020

Beverly Popek and Shinji Sakai-Egi
Compliance Officers
Housekeeping

• PowerPoint Slides will be available after the presentation.
• Use Question Box to Ask Questions
Office of Labor Standards Enforcement (OLSE)

Mission: Enforcement of Labor Standards

OLSE Statutory Authority
San Francisco Administrative Code
Sec.2A.23 Office of Labor Standards Enforcement
Highlights of OLSE Statutory Authority

• Enforce the provisions of the California Labor Code to the extent permitted by State law
• May impose penalties and take any and all appropriate action to enforce
• All City departments shall cooperate with the OLSE Officer
• OLSE Officer shall have the authority to subpoena the production of books, papers, records or other items relevant to investigations under the jurisdiction of the Office of Labor Standards Enforcement.
What labor laws does OLSE enforce?
San Francisco Labor Laws: City Wide

All Employers
• Minimum Wage Ordinance
• Paid Sick Leave Ordinance
• Lactation in the Workplace
• Consideration of Salary History

Employers with 5 or more
• Fair Chance Ordinance

Employers with 20 or more
• Health Care Security Ordinance
• Family Friendly Workplace Ordinance
• Paid Parental Leave Ordinance
• Formula Retail Employee Rights
The following San Francisco labor laws may apply to employers with contracts or leases with the City. Applies to subcontractors

**All Employers**
- Consideration of Salary History*

**Employers with 5 or more**
- Minimum Compensation Ordinance
- Fair Chance Ordinance*

**Employers with 20 or more**
- Health Care Accountability Ordinance

**Work Specific**
- Prevailing Wage
- Sweatfree Contracting Ordinance

*Also required for all companies operating/doing business in the City and County of San Francisco
City Wide & Contract Labor Laws

**This presentation is customized for grantees**

- Minimum Wage Ordinance
- Paid Sick Leave Ordinance
  - Fair Chance Ordinance
- Consideration of Salary History
  - Lactation in the Workplace
- Family Friendly Workplace Ordinance
- Minimum Compensation Ordinance
- Health Care Accountability Ordinance
  - Health Care Security Ordinance
San Francisco
Minimum Wage Ordinance
San Francisco Minimum Wage Ordinance

• The minimum wage is currently at $16.07 per hour

• Beginning **July 1, 2019**, and each year thereafter, the minimum wage will be adjusted based on the annual increase in the Consumer Price Index.
MWO: Penalties for Non-compliance

Penalties to the employees:

- OLSE may order any appropriate relief including, but not limited to, reinstatement, the payment of any back wages unlawfully withheld, and the payment of an additional sum as an administrative 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.

Penalties to the City to compensate the City for the cost of investigating

- Not more than $50.00 for each day or portion thereof and for each employee or person as to whom the violation occurred or continued.
OLSE HOTLINE for SF Minimum Wage Questions

(415) 554-6292
mwo@sfgov.org
www.sfgov.org/olse/mwo
Questions?
Send us your questions in the Q&A Box
San Francisco
Paid Sick Leave Ordinance

Office of Labor Standards Enforcement
Covered Employees

- Employees NOT covered under the Minimum Compensation Ordinance (MCO)

- Employees who perform work in San Francisco, including on a part time or temporary basis, accrue paid sick leave for those hours worked in the city, regardless of where their employer is located
Use of Paid Sick Leave

• An employee may use paid sick leave when he or she is ill or injured or for the purpose of the employee's receiving medical care, treatment, or diagnosis

• Sick leave can also be used to aid or care for the following persons – child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state or local law, or designated person.

• Sick leave can be used by an employee who is a victim of domestic violence, sexual assault or stalking.
Accrual and Use of Paid Sick Leave

- Accrue 1 hour of PSL for every 30 hours worked
- Accrue PSL starting on day 1
- Use PSL hours after 90 days
- Caps on accrual:
  - 40 hours for employers with <10 employees
  - 72 hours for all other employers
- Caps are not annual; accrued PSL hours carry over from year to year
- Employers must notify employees of PSL accrued each pay period
- Employees can use any PSL accrued
PSL: Penalties for Non-compliance

Penalties to employees: paid sick leave unlawfully withheld
• The dollar amount of paid sick leave withheld from the employee multiplied by three, or $250.00, whichever amount is greater.

Penalties to employees: Other harm to the employee or any other person, such as discharge from employment, or otherwise violated the rights of employees or other persons, such as a failure to post the notice or an act of retaliation prohibited by Section 12W.7
• $50.00 to each employee or person whose rights under the PSLO were violated for each day or portion thereof that the violation occurred or continued.

Penalties to the City to compensate the City for the cost of investigating
• Not more than $50.00 for each day or portion thereof and for each employee or person as to whom the violation occurred or continued.
Paid Sick Leave Questions

(415) 554-6271
psl@sfgov.org
www.sfgov.org/olse/pslo
Questions?
Send us your questions in the Q&A Box
Family Friendly Workplace Ordinance
Who is covered?

Any employer who regularly employs 20 or more employees, worldwide.

• Count all employees, regardless of whether they are seasonal, commissioned, permanent, temporary, full-time, or part-time.

An employee is covered if that individual:

• Has been employed by the employer for six months or more; and
• Regularly works at least 8 hours per week in San Francisco.
Employee Request and Employer Response

Request

• Must be in writing
  • See sample request form on [https://sfgov.org/olse/family-friendly-workplace-ordinance-ffwo](https://sfgov.org/olse/family-friendly-workplace-ordinance-ffwo)

Response

After receiving a request, the employer is required to:

• Meet with the employee within 21 days.
• Consider the request and respond within 21 days of the meeting.
• May ask for verification
  • The employer may grant or deny the request.
Granting the Request

If the employer *grants* the request:

- Employer must confirm the arrangement in writing
- The employer or the employee can revoke the arrangement (with 14 days notice)
  - If the employer revokes the agreement, the employee may request a new flexible or predictable work arrangement.
Denying the Request

If the employer *denies* the request, the employer is required to:

- Explain the denial in writing and provide a bona fide business reason for the denial.
- Notify the employee of the right to request a reconsideration.
  - A request for a reconsideration must be made within 30 days of a denial. If the employee makes a request for reconsideration, the employer must meet with the employee again, and issue a final decision.
- No retaliation
FFWO Request Process

1. Employee request
2. Employer meets with employee
3. Employer response
   - Employer grants request
   - Employer denies request
     - Employee may request reconsideration
     - Second Meeting
     - Final Employer Decision

21 days
FFWO Penalties for Noncompliance

OLSE will order any appropriate relief, including but not limited to:

• Up to $50 per individual per day, for each day that an individual’s rights are violated under the FFWO (to be paid to each individual)

• Same to compensate the City for enforcement costs

All remedies, penalties, and procedures are cumulative.
Family Friendly Workplace Ordinance

Questions

• Online: www.sfgov.org/olse/ffwo

• FFWO email: FFWO@sfgov.org

• FFWO help line: (415) 554-6424
Questions?
Send us your questions in the Q&A Box
Lactation in the Workplace
Covered Employers and Employees

• All employers – except for government entities – that have employees working in San Francisco are covered

• All employees working within the geographic boundaries of San Francisco, including part-time employees, are covered
Employer Requirements – Lactation Breaks

Employers must provide a reasonable amount of break time for employees to express breast milk

- Break time shall, if possible, run concurrently with any break time already provided to the employee
- Break time that does not run concurrently with the rest time authorized under State law may be unpaid
Employer Requirements – Lactation Location

• Employers must provide a location for lactation, other than a bathroom, in close proximity to the employee’s work area that:
  • Is shielded from view and free from intrusion
  • Is safe and clean
  • Contains a place to sit
  • Contains a surface
  • Contains a surface
  • Has access to electricity
• Employers must provide, in close proximity to the employee’s work area, access to a refrigerator and a sink with running water
• Employers in multi-tenant buildings may use a shared location if they cannot satisfy the location requirements on their own
Employer Requirements – Lactation Accommodation Policy

Employers must develop and implement a Lactation Accommodation policy that affirms an employee’s right to lactation accommodation and explains how employees may request it, including:

A. Identify the process by which an employee may submit a request
B. Require the employer to respond within 5 business days
C. Require the employer and employee to engage in an interactive process to determine the appropriate lactation break period(s) and location
LWO: Penalties for Non-compliance

$500 for each violation of the Ordinance. This penalty shall be payable to the affected worker(s) and be due within 30 days from the date of the DOV. In order to compensate the City for the cost of investigating and remedying violations, the LWO also provides for OLSE to impose administrative penalties up to $50 for each day or portion thereof and for each Employee or person as to whom the violation occurred or continued. Such funds shall be made payable to the City and County of San Francisco and be due within 30 days from the date of the DOV.
OLSE – Lactation in the Workplace

www.sfgov.org/olse/lactation-workplace

• Legislative Text
• Frequently Asked Questions
• Sample Employer Policy & Request Form

(415) 554-6406
lactation@sfgov.org
Questions?
Send us your questions in the Q&A Box
Consideration of Salary History Ordinance
Covered Employers and Employees

• All employers – except for government entities – that have employees working in San Francisco are covered

• All employees working within the geographic boundaries of San Francisco, including part-time employees, are covered
Key Provisions

• Employers may not ask applicants about their current or past salary

• Employers may not disclose a current or former employee’s salary history without that employee’s written authorization unless the salary history is publicly available

• 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.
Consideration of Salary History: Penalties for Non-compliance

• The awarding authority may deduct from the amount payable to the Contractor or Subcontractor by the City under any Contract subject to this Chapter, or the OLSE may impose upon the Contractor or Subcontractor, a penalty of $50 for each employee, applicant or other person as to whom the violation occurred or continued. Thereafter, for subsequent violations, the penalty may increase to no more than $100, for each employee or applicant whose rights were, or continue to be, violated.
OLSE – Consideration of Salary History

www.sfgov.org/olse/consideration-salary-history
(415) 554-6469
salaryhistory@sfgov.org
Questions?
Send us your questions in the Q&A Box
Fair Chance Ordinance
Who is Covered?

• Police Code Article 49: Employers Citywide
  • 5+ employees worldwide & any employees (or planned positions) in SF
  • Any position where the employee works/will work at least 8 hours/week in SF

• Admin Code 12T: City Contractors
  • Any size & any employees (or planned positions) in SF
  • Any position where the employee works/will work at least 8 hours/week in SF
Compliant Hiring Process

• Job announcements **cannot** say that someone with arrests or convictions will not be considered, or that a background check must be “passed.”

• Job announcements **must** include an affirmative statement of compliance with the FCO:

  “Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.”

• Job applications **cannot** ask about the applicant’s history of arrests or convictions

• Employers **cannot** ask about, or inquire into, convictions or unresolved arrests **until** after a conditional offer of employment.

Office of Labor Standards Enforcement
Background Check and Following Steps

When considering an applicant’s conviction history, the Employer must:

• not consider prohibited information from the background check such as a conviction that is more than 7 years old *Exceptions apply

• consider only Directly-Related Convictions and conduct an individualized assessment

• provide the applicant with a copy of the FCO Notice & background check

• give the applicant seven days to respond – correct or provide evidence of rehabilitation or mitigating factors

• treat each applicant as an individual – no automatic rejections
FCO: Penalties for Non-compliance

• First Violation – up to $500
• Second Violation – up to $1,000
• Third Violation – up to $2,000
• Penalties must be paid to the person impacted by the violation.
• Any employee or applicant whose rights have been violated is authorized to sue.
Resources

SF Fair Chance Ordinance

• Employment Questions – Office of Labor Standards Enforcement
  • Web page: http://sfgov.org/olse/fco
  • Phone hotline: (415) 554-5192
  • Email address: fco@sfgov.org

• Affordable Housing Questions – Human Rights Commission
  • Web page: http://sf-hrc.org/fair-chance-ordinance

California Fair Chance Act

• www.dfeh.ca.gov
Questions?
Send us your questions in the Q&A Box
Minimum Compensation Ordinance (MCO)
MCO & HCAO

These are the labor laws for non-construction workers who work on the contract.

Can be located anywhere in the US.

Examples:
• Clerical/administrative staff at office who support the contract
• Project and Construction Managers
• Case workers and Program Managers
• Architects, Engineers, Planners, Designers, other professional services...
Wages and Paid Time Off (PTO)
Minimum Compensation Ordinance (MCO)

Not just about paying the minimum hourly rate

Doesn’t matter where the company is located – Vendors need to comply if ordinance is in the Agreement

MCO: Covered Employer

• For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world with a City contract or grant
• Includes subcontractors and subtenants

MCO: Covered Employee/Worker

• Anyone working for a covered employer on a City contract
• Worker/Employee is anyone – doesn’t matter if full-time, part-time, contract, casual, etc.
MCO: Requires Covered Employees to Receive (at least)

The minimum hourly compensation rate:

1. *For Profit Rate is $18.24 per hour, effective 7/1/2020*
   - Annual increases occur every July 1

2. *Nonprofit Rate is $16.50 per hour*
   - 7/1/2021 and annually thereafter, increases shall be by an amount corresponding to the prior year's increase, if any, in the Consumer Price Index
   - The City must appropriate funds for such increases

3. *Public Entities Rate is $16.50 per hour*
   - Scheduled increases are subject to the City funding
MCO

Time Off Requirements

Paid Time Off (PTO)

0.04615 hours of Paid Time Off (PTO) per hour worked

• PTO can be used as vacation or sick leave.
• Must be vested and cashed out at termination
MCO

Time Off Requirements

Unpaid Time Off (UTO)

0.0392 hours of unpaid time off allowed

• Allowed for sick leave for the covered employee, covered employee’s spouse, domestic partner, child, parent, sibling, grandparent or grandchild.

• It is possible that your company may already have an unpaid leave policy that is in compliance with the unpaid time off requirements of the MCO.
MCO Rules and Regulations

• The July 2020 MCO Rules and Regulations includes clarification and details about how to comply with the MCO.

• Application of MCO to prime contractors and subcontractors

• Threshold for being a covered employer and covered employees

• MCO compensation rates, PTO, and UTO

• Paid Sick leave Ordinance (PSLO) preemption

• Notices and posters for employees
Integration of PSLO into MCO Rules and Regulations
Applies to work performed in San Francisco only

• Starting July 1, 2020, San Francisco Paid Sick leave Ordinance (PSLO) preemption requires that City Contractors may not provide a cash equivalent of PTO in lieu of sick leave required under the PSLO

• In other words, after the PTO hours for PSLO have been accounted for, firms may provide a cash equivalent to employees and pay out the remaining PTO hours when the employee separates from the employer.

• Visit the PSLO website for more details about determining the PSLO hours

Office of Labor Standards Enforcement
MCO Rules and Regulations
Excluded Employees with Non-Profits

1) **Youth:** Non-profit employees are not a covered employee under the MCO if that employee is under the age of 18 and is claimed as a dependent for federal tax purposes and is employed as an after-school or summer employee.

Confirmation of the exclusion:

- The contracting department may obtain a letter from the employee’s parents stating that the employee is a dependent for federal income tax purposes.
- The contracting department may retain documentation that the employee is under 18 and that the position is a summer or after-school position.
2) **Trainees:** Non-profit employees are not a covered employee under the MCO if that employee is employed as a trainee in a bona fide training program consistent with federal law, and the training program enables the employee to advance into a permanent position.

- **Bona fide vocational training program means:**
  - A program authorized and approved by a state board of vocational education or other recognized educational body that provides for part-time employment training which may be scheduled for a part of the work day or workweek, for alternating weeks or for other limited periods during the year AND
  - Supplemented by and integrated with a definitely organized plan of instruction designed to teach technical knowledge and related industrial information given as a regular part of the student-learner's course by an accredited school, college, or university.

- **Confirmation of exclusion:** The contracting department may obtain the approval from state board of vocational education or other recognized educational body.
MCO - Other Requirements

- Annual Posters
- Annual MCO Know Your Rights Forms
- MCO Rules and Regulations
- All posters and forms are on our website: www.sfgov.org/olse/mco
MCO: Penalties for Non-compliance

- Repay wages to employees, plus interest
- Restore PTO accruals to current employees
- Cash out unused PTO to former employees
- Fine of $100 per employee per week
- $1,000 for failure to cooperate
- City may terminate contract or lease or withhold payment to vendor
For More Information about MCO

www.sfgov.org/olse/mco

(415) 554-7903

mco@sfgov.org
Questions?
Send us your questions in the Q&A Box
Health Care Accountability Ordinance (HCAO)
Health Care Accountability Ordinance (HCAO)

Contract Requirement

• Applies to contract for services and leases.
• Grants are exempt from HCAO but company may need to comply with HCSO (CCSF citywide labor law)
Health Care Accountability Ordinance (HCAO)

HCAO: Covered Employer

• For-profit with more than 20 employees (anywhere), or nonprofit with more than 50 – includes subcontractors
• with a City contract
• or a lease on City property (including SFO and SF Port)

HCAO: Covered Employee/Worker

• Anyone working for a covered employer on a City contract at least 20 hours a week
HCAO Requirements

Employer must choose one of the following options that fit the situation/employee:

1. Offer each covered employee a compliant health plan at no charge to the employee - no later than the first of the month after 30 days. See Minimum Standards for health plan

    OR

2. Pay $5.60 per employee per hour to SF General Hospital (not Healthy SF)
   • Rate adjusted every July 1
   • Fee goes to SF General Hospital – not a benefit or $ for worker (this is NOT Healthy San Francisco)

    OR

3. Pay an additional $5.60 per hour worked to the employee
   • This is only for employees who work on a contract outside of the City, NOT at the San Francisco International Airport or the San Bruno Jail
Other Compliance Requirements

• Posters and Forms
• HCAO Rules and Regulations
• All posters, forms, more information on our website: www.sfgov.org/olse
HCAO: Penalties for Non-compliance

- Pay HCAO Fee Owed to SF General Hospital and/or employee
- Reimburse employees out-of-pocket medical expenses (i.e. insurance premiums)
- Fine of $100 per employee per week
- $1,000 for failure to cooperate
- City may terminate contract or lease or withhold payment to vendor
For More Information about HCAO

www.sfgov.org/olse/hcao

(415) 554-7903

hcao@sfgov.org
Questions?
Send us your questions in the Q&A Box
Health Care Security Ordinance (HCSO)
Health Care Security Ordinance (HCSO)

• Citywide Labor Law for businesses operating in CCSF

• This is the health care law if you have a grant

• The HCSO requires covered employers to make health care expenditures (spend money) on behalf of covered employees for health care services
Covered Employers

Minimum size threshold based on total number of employees in ALL locations throughout the world, not only San Francisco

Nonprofit employers:
50+ persons perform work per week in the quarter

For-profit employers:
20+ persons perform work per week in the quarter
How to Satisfy the Employer Spending Requirement?

• Provide health insurance:
  • Payments for insurance premiums, including medical, dental, and/or vision insurance for covered employees and/or their spouses, partners, children, or other dependents

• Contribute to SF City Option
  • Medical Reimbursement Account (MRA)
  • Healthy San Francisco
  • Covered MRA

• Contribute to a Health Savings Account, Medical Savings Account, or other irrevocable reimbursement account

• Combination of these options
## Employer Spending Requirement

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>Number of Workers</th>
<th>2020 Expenditure Rate</th>
<th>2019 Expenditure Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large</td>
<td>All employers w/ 100+ workers</td>
<td>$3.08 per hour payable</td>
<td>$2.93 per hour payable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>Businesses w/ 20-99 workers</td>
<td>$2.05 per hour payable</td>
<td>$1.95 per hour payable</td>
</tr>
<tr>
<td></td>
<td>Nonprofits w/ 50-99 workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>Businesses w/ 0-19 workers</td>
<td>Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td></td>
<td>Nonprofits w/ 0-49 workers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Health Care Expenditure Rates Change Annually on January 1*
Employer Spending Requirement

- Health Care Expenditure Rates

<table>
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</table>

*Health Care Expenditure Rates Change Annually – January 1*

- What this looks like for a FULL TIME employee (172h/mo):

<table>
<thead>
<tr>
<th>Employer Size</th>
<th>Cost based off 2020 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large (100+ employees)</td>
<td>$529.76/mo or $1,589.28/Q</td>
</tr>
<tr>
<td>Medium (20-99 employees)</td>
<td>$352.60/mo or $1,057.80/Q</td>
</tr>
</tbody>
</table>

Office of Labor Standards Enforcement
HCSO Resources

• Sign up for HCSO updates
  https://sfgov.org/olse/email-sign-employers-20-or-more-employees

• OLSE/HCSO  https://sfgov.org/olse/health-care-security-ordinance-hcso
  • Administrative Guidance
  • OLSE Official Notices
  • Annual Reporting Form
  • Employee Voluntary Waiver Form

• Attend SF City Option Webinar

• Email us: HCSO@sfgov.org

• HCSO Hotline: (415) 554-7892 (English, Spanish, Chinese)
<table>
<thead>
<tr>
<th>HCAO</th>
<th>HCSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to City Contractors or Lessees</td>
<td>Applies to employees working at least 8 hours a week in CCSF, who are not covered under the HCAO</td>
</tr>
<tr>
<td>Applies to employees working at least 20 hours a week on the contract or City property</td>
<td>Employees who work 8 to 19 hours per week in the City and County of San Francisco</td>
</tr>
<tr>
<td>Requires a minimum standard insurance plan or fee payment to SF General Hospital/employee</td>
<td>Has a spending requirement</td>
</tr>
<tr>
<td>Employee has no waiting period for coverage</td>
<td>• An employer can choose how to spend the money (e.g. Health Insurance, City Option, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Employee has a 90 day waiting period for coverage</td>
</tr>
</tbody>
</table>

Office of Labor Standards Enforcement
MCO/HCAO Compliant Wages and Benefits

<table>
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<th>For-Profit</th>
<th>Non-Profit</th>
<th>Public Entity</th>
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<tr>
<td>Wage</td>
<td>$18.24</td>
<td>$16.50</td>
<td>$16.50</td>
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<tr>
<td>PTO</td>
<td>$0.84</td>
<td>$0.76</td>
<td>$0.76</td>
</tr>
<tr>
<td>HCAO</td>
<td>$5.60</td>
<td>$5.60</td>
<td>$5.60</td>
</tr>
<tr>
<td>Total</td>
<td>$24.68</td>
<td>$22.86</td>
<td>$22.86</td>
</tr>
</tbody>
</table>

- PTO is a required accrual of hours. PTO figure is a monetized value of the accrual.
- HCAO amount represents the most an employer would need to spend to comply with the requirement.
- Unpaid time off has no monetary value.
MCO/HCSO Compliant Wages and Benefits

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</tr>
<tr>
<td>HCSO</td>
<td>$3.18</td>
<td>$3.18</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>$22.26</td>
<td>$20.44</td>
<td>$17.26</td>
</tr>
</tbody>
</table>

- PTO is a required accrual of hours. PTO figure is a monetized value of the accrual.
- HCSO amount represents the most an employer would need to spend to comply with the requirement (100+ employees for 2021 year).
- Unpaid time off has no monetary value.
Enforcement

• OLSE conducts random audits and investigate complaints
• Complaints from workers have priority
• Voluntary Audits
• Audit covers all employees (current and terminated)
• Examination of all relevant payroll records and other employment documents
• Site visits
• Documentary evidence helps
  • Copy of Know Your Rights Forms
  • HCAO Voluntary Waver Forms
  • pay stubs
  • employee manual
  • benefit offerings
More on OLSE Investigation:

• Keep documents at least 3 years after contract/lease

• Confidential interviews and surveys of former and current employees

• Employer cooperation with the investigation is a condition of the contract or lease

• Department will be CC’d on milestone documents/communication such as initial emails to establish contact, audit letter, Notice of Violation, closure letter, etc.
OLSE Website

• Employer Resources
  • Posters
  • Forms
  • FAQs
  • Legislative Texts and Rules and Regulations
• Webinar Recordings
• Upcoming trainings/events
• Contact Information

www.sfgov.org/olse
How to stay up to date?

Sign up for email updates at
www.sfgov.org/olse
Office of Labor Standards Enforcement

The San Francisco Office of Labor Standards Enforcement (OLSE) advances the welfare of San Francisco’s workers through the enforcement of labor laws, proactive public education, and high-quality public service.

OLSE is an office of the General Services Agency, and executive branch department under Mayor London N. Breed.

Sign up for email updates here

1. San Francisco Labor Laws – City Wide

   All Employers
   - Minimum Wage Ordinance
   - Paid Sick Leave Ordinance
   - Lactation in the Workplace
   - Consideration of Salary History

   Employers with 5 or more employees (Total, Across All Locations)
   - All laws listed above AND
   - Fair Chance Ordinance

   Employers with 20 or more employees (Total, Across All Locations)

II. San Francisco Labor Laws – City Contractors

   - Prevailing Wage - Construction
   - Prevailing Wage - Non-Construction
   - Minimum Compensation Ordinance
   - Health Care Accountability Ordinance
   - Sweatshop Contracting Ordinance
   - Fair Chance Ordinance
   - Consideration of Salary History

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Questions?
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