CITY OF SANTA CRUZ
LIVING WAGE ORDINANCE
COMPLIANCE REQUIREMENTS
FISCAL YEAR 2018

Purchasing Division • 877 Cedar Street • Suite 100 • Santa Cruz • California • 95060
p 831/420-5080 • f 831/420-5061 • purchasing@cityofsantacruz.com • www.cityofsantacruz.com

The City of Santa Cruz living wage ordinance was adopted on October 24, 2000 (ordinance number 2000-25). The ordinance requires that people working on City contracts for services be paid a living wage. You can read the full text of the ordinance at the City's website.

You are receiving this paperwork because your company is about to enter into such a contract with the City, or your company currently has such contract with the City, or your company will have such a contract in the next year.

Complete and return the attached compliance statement as soon as possible.

Wage Rates
The current rate for minimum wage rate for employees is:
1. If benefits are provided, a wage of at least **$16.21** per hour.
2. If benefits are not provided, a wage of at least **$17.68** per hour.

These rates take effect on July 1, 2017 and are valid through June 30, 2018.

Minimum Benefits
1. Compensated sick leave/vacation leave: a combined twelve days annually for full-time employees and prorated for employees working less than full time.
2. Uncompensated sick leave/vacation leave: a combined 10 days annually for full-time employees and prorated for employees working less than full time.
3. Health insurance benefits: the payment of at least **$1.47** per hour towards the payment for a health insurance policy for each employee.

Employee Notification
The ordinance requires that employees working on this contract be notified that the living wage ordinance applies to them. As part of compliance for this contract, you are required to notify affected employees and to post the attached "Living Wage Ordinance Employee Notification" forms in English and Spanish at your workplace.

Subcontractors
If your company uses any subcontractors, you are responsible for ensuring those companies comply with the City's living wage ordinance.

Audits
The City may request certified payroll records associated with this contract. These payroll records must include the following information for each employee working on this contract: employee name, job classification, employer benefit contribution, and hourly pay under this contract. Requests will be in writing and your company will have 14 calendar days to respond.

The City may conduct onsite audits to verify compliance. These audits may include, but are not limited to, employee interviews.

CITY OF SANTA CRUZ
LIVING WAGE ORDINANCE
COMPLIANCE STATEMENT

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Select one of the following:

☐ Employees working on City of Santa Cruz contracts receive a pay rate that meets, or exceeds, the City's living wage of **$16.21** per hour with the following minimum benefits:

1. Compensated sick leave/vacation leave: a combined twelve days annually for full-time employees and prorated for employees working less than full time.
2. Uncompensated sick leave/vacation leave: a combined 10 days annually for full-time employees and prorated for employees working less than full time.
3. Health insurance benefits: the payment of at least **$1.47** per hour towards the payment for a health insurance policy for each employee.

☐ Employees working on City of Santa Cruz contracts receive a pay rate that meets, or exceeds, the City's living wage of **$17.68** per hour without benefits.

☐ Check the applicable exemption below.

- □ All employees are covered by a collective bargaining unit or labor union.
- □ There are less than 5 employees in the entire company.
- □ There are no employees. This company is owner operated.
- □ The company has been in business less than one year.
- □ Prevailing wage rates are paid to employees for all work done for the City.
- □ All employees are ☐students, ☐trainees or ☐younger than 17.
- □ This organization is a non-profit and receives grants from the City.

Complete the following:

1. Will any subcontractors work on this contract? Yes No
   If yes, attach a list of subcontractors.

2. Will your company provide certified payroll records upon request? Yes No

3. Will your company post "Living Wage Ordinance Employee Notifications" in English and Spanish? Yes No

4. Will complying with the City's living wage ordinance increase the cost of services your company does for the City? Yes No
   If yes, attach information describing how much more your services will cost.

Company name: _____

Company address: _____

Company phone and fax numbers: _____

Your name, title and email: _____

Your signature: _____

Today's date: _____

Return completed compliance forms by email, fax or U.S. mail.

CITY OF SANTA CRUZ
LIVING WAGE ORDINANCE
EMPLOYEE NOTIFICATION

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Employees working for this company are subject to the City of Santa Cruz Living Wage Ordinance, which was adopted on October 24, 2000 (Ordinance Number 2000-25). The ordinance requires that persons doing work on City of Santa Cruz contracts, for services specified in the ordinance, are to be paid a living wage while working on the City of Santa Cruz contract. The ordinance *does not* apply to employees who are represented by a bargaining unit or labor union, are 17 years old or younger, or to persons in positions that are designated for "trainees" or are otherwise part of an employer's training program. The ordinance also states that affected employees are to be provided with, or able to afford health insurance, have reasonable time off, have the right to participate in a union, and bargain collectively without reprisal.

For this specific contract, the minimum compensation to employees shall be:

1. If benefits are provided, a wage of no less than **$16.21** per hour.
2. If benefits are not provided, a wage of no less than **$17.68** per hour.

The living wage rates are revised annually. The current rates are effective through June 30, 2017.

Benefits are defined as follows:

1. Compensated sick leave/vacation leave: a combined twelve days annually for full-time employees and prorated for employees working less than full time.
2. Uncompensated sick leave/vacation leave: a combined 10 days annually for full-time employees and prorated for employees working less than full time.
3. Health insurance benefits: the payment of at least **$1.47** per hour towards the payment for a health insurance policy for each employee.

CITY OF SANTA CRUZ
ORDENANZA DE SALARIO VITAL
NOTIFICACIÓN A LOS EMPLEADOS

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Los empleados que trabajan para esta empresa están sujetos a la Ordenanza de Salario Vital del Ayuntamiento de Santa Cruz (City of Santa Cruz Living Wage Ordinance), que se adoptó el 24 de octubre del 2000 (Ordenanza número 2000-25). Dicha ordenanza requiere que las personas que realicen trabajos cubiertos por contratos con el Ayuntamiento de Santa Cruz, por servicios especificados en la ordenanza misma, reciban un pago de salario vital mientras laboren bajo el contrato mencionado. La ordenanza *no* se aplica a empleados representados por una unidad negociadora colectiva o un sindicato laboral, a empleados de 17 años de edad o menores ni a personas en puestos que se designen como de "aprendices" o que participen en un programa de adiestramiento de empleados. La ordenanza dispone también que a los empleados afectados se les deberá proporcionar o podrán permitirse tener seguro de salud, contar con suficiente tiempo libre, no estar sometidos a despidos simplemente porque el Ayuntamiento cambie de contratistas y sentirse libres para participar en negociaciones u organizaciones laborales sin temor a castigos.

Para este contrato específico, la compensación mínima para empleados deberá ser:

1. Si se proporcionan prestaciones o beneficios, un salario de por lo menos **$16.21** por hora.
2. Si no se proporcionan prestaciones o beneficios, un salario de por lo menos **$17.68** por hora.

Las tasas de salarios vitales se revisan anualmente. Las tasas actuales estarán en vigor hasta el 30 de junio del 2017.

Las prestaciones o beneficios se definen como sigue:

1. Un periodo combinado de doce días de permiso pagado de vacaciones o por enfermedad al año para empleados a tiempo completo y permisos prorrateados para empleados que trabajen menos del tiempo completo.
2. Un periodo combinado de diez días de permiso no pagado de vacaciones o por enfermedad al año para empleados a tiempo completo y permisos prorrateados para empleados que trabajen menos del tiempo completo.
3. Pago de por lo menos **$1.47** por hora para una póliza de seguro de salud para el empleado.