



Seattle Office for Civil Rights

Patricia Lally, Director

Office of Labor Standards

Dylan Orr, Division Director

August 3, 2015

[Employer Contact

Employer Name

Address

City, State Zip]

RE: **Compliance with Seattle's Labor Standards Ordinances**

Dear [Employer Name]:

The Seattle Office for Civil Rights and Office of Labor Standards enforce municipal laws involving labor standards and civil rights which include:

- Minimum Wage, SMC 14.19;
- Administrative Wage Theft (Wage and Tip Compensation Requirements), SMC 14.20;
- Paid Sick and Safe Time, SMC 14.16;
- Job Assistance Ordinance (The Use of Criminal History in Employment Decisions), SMC 14.17; and
- Fair Employment Practices, SMC 14.08.

Investigator [Investigator Name] has been assigned to conduct an investigation of [Employer Name] to determine its compliance with the [Identified Labor Standards] Ordinances. Effective April 1, 2015, businesses with employees working in Seattle must comply with [Identified ordinance requirements]. We would like to ensure compliance with these ordinances and avoid filing a formal charge.

Request for Information

Pursuant to SMC [cite] and SMC [cite], OLS requests the documents specified below for [Employer Name] at [Employer Address].

- Copy of any notice given to employees of their rights under the Ordinances;
- Statement of the number of employees employed in the United States during the preceding calendar year;
- List of Seattle employees with their current position, phone number and address;
- For each Seattle employee during the period from April 1, 2015, to the present:
 - Original time cards which show the actual hours worked each day; and
 - Payroll records (see [administrative rule citation] for specific contents); and
- Other documents you believe may be appropriate.

Please send the requested documents within ten calendar days after your receipt of this letter to [Investigator Name] at [Investigator email address]. If you have questions, please contact [Investigator Name] directly at [Investigator phone number] or [Investigator email address].

Please be aware that 30 calendar days from the date of this letter, our Division Director or an employee may file a formal charge to investigate this matter if these issues have not been resolved.

You may find a copy of the Ordinances and additional information at our website:

<http://www.seattle.gov/civilrights/laborstandards.htm>.

Sincerely,

Investigator Name
Labor Standards Investigator