MONTH #, 2016

BUSINESS NAME

Attn: Manager/Owner

ADD1

Tacoma, WA #####

RE: **Courtesy Letter – Compliance with City of Tacoma Minimum Employment Standards**

Dear Owner or Manager,

Beginning February 1, 2016, Tacoma Municipal Code (TMC) Title 18, “Minimum Employment Standards,” provides employees the opportunity to earn up to 24 hours in a year to be used for temporary time off for reasons related to health, safety, and some kinds of family care. It also provides for a voter-approved minimum wage of $10.35 per hour. Recently, the City of Tacoma received information suggesting that your business may not be complying with the requirements of the new laws.

While it is not necessary that you respond to this letter, please review your company’s practices to ensure that employees are receiving paid leave and minimum wage as required by the Tacoma Municipal Code. Enclosed you will find a Paid Time Off Policy Checklist and workplace notices for the new paid leave and minimum wage laws. In addition, more specific information related to the requirements established by the ordinance may be found at [www.cityoftacoma.gov/employmentstandards](http://www.cityoftacoma.gov/employmentstandards).

If your company’s practices are in conflict with the Tacoma Municipal Code, immediate and appropriate action must be taken to correct the situation. In the event that the City continues to receive information indicating possible violations are occurring, the City may initiate an investigation of the matter and ultimately assess civil penalties for any violations. Please be advised that **retaliation or adverse actions toward employees due to the filing of a complaint or the exercise of other rights provided by TMC Title 18 is unlawful** and retaliatory actions may also be subject to investigation and applicable civil penalties.

Our office is here to be a resource to both employers and workers. Please contact me with questions you may have by email, [EMAIL@cityoftacoma.org](mailto:EMAIL@cityoftacoma.org), or by phone, (253) 591-XXXX.

Sincerely,

NAME

Title

CC: APPLICABLE?

ENCLOSURE(S): Paid Time Off Policy Checklist, Workplace Notice – Paid Leave (English), Workplace Notice – Minimum Wage