**DATE**

**Respondent’s Name**

**c/o Registered Agent???**

**Address**

RE: **Charging Party v. Respondent**

Notification #:

**Notice of Charge and Request for Information**

Dear [Registered Agent]:

Enclosed is a charge alleging that BUSINESS NAME (“Respondent”) is in violation of the Tacoma Municipal Code (“TMC”) Title 18, Minimum Employment Standards, which encompasses the Paid Leave Ordinance and the Minimum Wage Ordinance (“Ordinances”), and which names the above-named respondent. On [DATE], the City of Tacoma (“City”) Finance Department (“Department”) mailed the Respondent an advisory letter as a pre-charge attempt to resolve this matter. Absent a timely response from Respondent, the Department has no other alternative than to file the charge enclosed.

Whenever possible, the City works with parties to resolve charges through dispute resolution. You may be asked to attend a settlement or fact finding conference in the process of this investigation. If a settlement is reached, the City will close the case. If the case does not settle, the investigation will move forward. Please reach out to meif you would like to discuss settlement.

In order for the City to conduct a fair and impartial investigation, all relevant information must be gathered pertaining to the charge. The City will complete the investigation by issuing either a citation and notice of assessment or a determination of compliance. The notice of assessment will include all wages/benefits owed to employees under TMC 18, plus interest of 1% per month. If the evidence found during the investigation demonstrates that a violation occurred, the City of Tacoma also has authority to issue civil penalties as described under TMC 18 for each violation.

**Request for Information:**

Pursuant to TMC 18.10.060.B and/or TMC 18.20.110.B, please provide the documents specified below for [Business] [EITHER: “located at address” or “and all divisions, subsidiaries and parent companies operating within the geographic boundaries of the City of Tacoma”]:

* A complete response to the allegations outlined in the charge;
* A copy of any notice given to employees of their rights under the Ordinances;
* A copy of any and all collective bargaining agreements, employment manuals, paid leave policies, agreements related to employee wages, and procedures in effect since February 1, 2016;
* List of current and former employees who perform/performed work within the Tacoma city limits during the period from February 1, 2016 to the present with their position, phone number, and address;
* For the period from **(INSERT DATE 3 YEARS PRIOR OR FEBRUARY 1, 2016)**, copies of any and all:
  + - Documents regarding employees’ accrual and use of paid leave;
    - Copies of all notification given to employees of their paid leave balance; and
    - A record of any adverse action taken against employees for exercising rights under Paid Leave Ordinance;
* For each current and former **{**employee who perform/performed work within the City of Tacoma city limits **OR CLASS OF EMPLOYEES}** during the period from **(INSERT DATE 3 YEARS PRIOR OR FEBRUARY 1, 2016)** to the present, copies of:
  + - Original time cards which show actual hours worked each day;
    - Any policies or agreements documenting how hourly wages are calculated for each classification of employee;
    - Payroll records, including paystubs, XXXX;
  + Other documents you believe may be appropriate.

Please send the requested documents **within ten (10) business days** from the date of this letter to [Name] at [email address]. If there are any questions regarding this matter, do not hesitate to email or call [Investigator Name] at [253-591-XXXX].

**The TMC 18 prohibits retaliation against any person exercising rights protected under the Ordinances, including taking adverse action against an employee who alleges violations**. An employee may pursue a charge based on any adverse changes in the conditions of employment suffered by an employee while exercising rights protected under TMC 18.

You can find more information on the City of Tacoma Employment Standards at [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards). You can also contact me at any time with questions you may have by email (EMAIL) or by phone (253) 591-5306.

Sincerely,

Name

Title

Enclosure(s): Charging Document