

## LIVING WAGE ORDINANCE APPLICATION FOR EXEMPTION

### COMPANY INFORMATION

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### CONTRACT INFORMATION

Contract Number (if no number, state location): \_\_\_\_\_ Start Date: \_\_\_\_\_

Contract Title (or description): \_\_\_\_\_ End Date: \_\_\_\_\_

Purpose/Service Provided: \_\_\_\_\_

### EXEMPTION BASIS

Check one option and submit required supporting documentation.

- Business employs 12 or fewer employees**, including parent and subsidiary entities, for each working day in each of 20 or more calendar weeks in current or preceding calendar year and, in the City’s determination, will not need to retain more than a total of 12 employees (including subcontractors) to perform work related to the City contract. SDMC section 22.4215 (c)(1).

Required documentation: Correspondence on company letterhead and signed by a legally authorized officer documenting number of employees and listing subcontractors **AND** copy of firm’s State of California Employment Development Department Quarterly Contribution Return and Report of Wages (Continuation) [form DE9C] for prior two quarters **AND** list of subcontractors **AND** copy of Purchase Agreement or Purchase Order.

- Business organized under IRS section 501(c)(3)** and highest officer’s salary, when calculated on an hourly basis, is less than eight times the hourly wage rate of the lowest paid covered employee. SDMC section 22.4215 (c)(2).

Required documentation: Copy of IRS letter recognizing status as non-profit organized under section 501(c)(3) **AND** statement of salary listing corporation’s highest paid officer and lowest paid worker, both computed on an hourly basis **AND** copy of Purchase Agreement or Purchase Order.

- Collective Bargaining Agreement** specifically (in writing) supersedes the Living Wage Ordinance. SDMC section 22.4240.

Required documentation: Copy of collective bargaining agreement **OR** written confirmation from union representing employees working on the contract **AND** copy of Purchase Agreement or Purchase Order.

- Other – Cite LWO Municipal Code section:** \_\_\_\_\_

- (a) Required documentation: Correspondence with explanation of basis for exemption request **AND** copy of Purchase Agreement or Purchase Order.

### CONTRACTOR CERTIFICATION

By signing, the contractor certifies under penalty of perjury under laws of the State of California that information submitted in support of this application is true and correct to the best of the contractor’s knowledge.

\_\_\_\_\_  
 Name of Signatory

\_\_\_\_\_  
 Title of Signatory

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Approval of this application exempts only the listed contractor from the LWO during performance of this contract. A subcontractor performing work on this contract is not exempt unless separate exemption is applied for and approved.

### FOR OFFICIAL CITY USE ONLY

Not Approved – Reason: \_\_\_\_\_  
 Approved \_\_\_\_\_ LWO Analyst: \_\_\_\_\_ Date: \_\_\_\_\_