



**LIVING WAGE ORDINANCE  
EMPLOYEE ACKNOWLEDGEMENT**

**POLICY:** Contractor shall distribute, at least annually, the LWO Notice to Employees handout to all covered employees providing a service to the City of San Diego.

**INSTRUCTIONS FOR CONTRACTS UNDER \$150,000:** Upon commencement of work, a copy of the handout shall be provided to each contract employee and a Receipt Acknowledgement completed. The completed acknowledgement shall be retained in contractor’s files and be available for review upon request by the City. If new employees are hired during the term of the contract, the contractor shall provide a copy of the handout to new employees and complete the acknowledgement for each new employee.

**INSTRUCTIONS FOR CONTRACTS OVER A MULTI-YEAR PERIOD:** Annually with the first paycheck to occur after July 1, following the initial service date, the contractor shall redistribute a copy of the LWO Notice to Employees handout to each contract employee and complete an updated Receipt Acknowledgement documenting the redistribution. The completed acknowledgement shall be retained in contractor’s files and be available for review upon request by the City.

\_\_\_\_\_  
**Firm Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_  
**Contract No.:** \_\_\_\_\_ **Contract Name:** \_\_\_\_\_

**You are an employee receiving this notice as your employer is a contractor with the City of San Diego. This contract is subject to the Living Wage Ordinance [LWO].**

**THESE ARE YOUR RIGHTS**

**Living Wage Minimum Hourly Pay**

Your employer shall pay you a Living Wage for services provided to the City of no less than the hourly rates and effective dates as follows:

EFFECTIVE DATES	CASH WAGE + HEALTH BENEFITS	FULL CASH WAGE
July 1, 2021 – June 30, 2022	\$13.77 + \$2.77 per hour in health benefits	\$16.54 per hour

**Minimum Hours Off Per Year**

Your employer shall provide 80 paid leave hours for illness, vacation, or personal need **AND** 80 unpaid leave hours for personal or family illness. Part-time employees shall accrue paid leave hours at a rate proportional to full-time employees.

**Retaliation**

You cannot be transferred, demoted, or terminated because you reported violations of the Living Wage Ordinance. All acts of retaliation can be reported by calling or emailing the City of San Diego’s Living Wage Program.

**Employee’s Signature acknowledges receipt of LWO Notice to Employees Handout:**

<b>EMPLOYEE NAME (LAST, FIRST):</b>	
<b>ADDRESS:</b>	
<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>EMPLOYEE’S SIGNATURE:</b>	
<b>DATE:</b>	