



## NOTICE TO EMPLOYERS REGARDING MINIMUM WAGE AND FAIR ACCESS TO ADDITIONAL HOURS

May 2023

Dear Employer:

Starting July 1, 2023, certain employers<sup>1</sup> will be required to pay a higher minimum wage to certain employees who perform work in the City of Tukwila. Covered employers are also required to provide fair access to additional hours of work to qualified, part-time employees.

These new requirements were approved by the voters in November 2022 and are codified in Tukwila Municipal Code (TMC) Chapters 5.63 and 5.04.113 (the "Ordinance").

Affected employers have five main requirements:

1. **Minimum Wage:** If applicable, pay the higher minimum wage to certain employees starting July 1, 2023.
2. **Additional Hours:** If applicable, provide fair access to qualified, part-time employees to additional hours of work before hiring additional employees or subcontractors (including staffing agencies).
3. **Notification:** Provide notification to employees by distributing the Notice of Tukwila Labor Standards to specified employees and by displaying the Tukwila Labor Standards workplace poster.
4. **Records:** Retain records to confirm compliance with the Ordinance and allow the City to inspect the records.
5. **Certification:** Certify compliance with the Ordinance by January 31st of each year for the previous calendar year.

You can find more information about the requirements, including the Ordinance and additional rules and procedures, on the City's website at: [www.TukwilaWA.gov/MinimumWage](http://www.TukwilaWA.gov/MinimumWage).

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<sup>1</sup> Employers who have fewer than 15 workers worldwide and earn \$2 million or less in annual gross revenue in Tukwila and are not associated with a franchisor or network of franchisees employing over 500 workers are not affected by the Ordinance.

We have enclosed a copy of the “Notice of Tukwila Labor Standards.” You also can download a copy from the City’s website. **Employers affected by the Ordinance are required to provide a copy of the Notice of Tukwila Labor Standards to all employees who work within the City of Tukwila no later than June 30, 2023.** Additionally, any employees who begin working for the affected employer within the City of Tukwila after June 30, 2023 must be given a copy of the Notice of Tukwila Labor Standards on or before their first day of work within the City of Tukwila.

Affected employers may distribute the Notice of Tukwila Labor Standards to employees by one or more of the following methods: 1) sending the notice via email if the individual has a work email address that they are required to check regularly or a personal email address that they have provided for the purpose of receiving work-related notices; 2) sending the notice via U.S. Mail; 3) including the notice with the individual’s pay stub; or 4) physically handing the notice to the individual. Affected employers must maintain documentation of the notice method and date the notice was provided to each individual.

In response to any request made by or on behalf of an employee or joint employee, affected employers are responsible, at the employer’s expense, for accurately translating the Notice of Tukwila Labor Standards into the language that they speak, and for providing it in an alternative format for employees and joint employees who have a disability that affects their ability to read or understand the Notice of Labor Standards.

We have enclosed a copy of the “Tukwila Labor Standards” poster that affected employers must display in their workplaces. You also can download a copy from the City’s website. Affected employers must display a current Tukwila Labor Standards poster in each workplace within the City of Tukwila. This poster must be displayed in a noticeable area at the workplace, in English and any other primary language(s) spoken by their employees.

We understand these new requirements may be significant for your organization and you may have questions. We plan to host an online information session in mid-June and will post that schedule on the City’s website at [www.TukwilaWa.gov/MinimumWage](http://www.TukwilaWa.gov/MinimumWage). We encourage you to visit the website for more information and to register for updates. You can submit questions to [MinimumWage@TukwilaWA.gov](mailto:MinimumWage@TukwilaWA.gov).

Sincerely,

The City of Tukwila