

December 1, 2019

Dear business operators, nonprofit leaders and stakeholders:

Effective January 1, 2020, the City has adopted parts of the state's new wage theft law, providing another avenue for recovery of unpaid wages. **The City's wage theft ordinance additionally requires employers in Minneapolis to provide sick and safe time accrual and use balances on all earnings statements, and distribute an employee notice poster to all new hires.**

As Director of the Minneapolis Department of Civil Rights, I am writing to help ensure you are fully aware of this important workplace regulation affecting businesses across the city. **A template prehire notice, FAQs, notice posters and resources are available at [minneapolismn.gov/laborenforcement](http://minneapolismn.gov/laborenforcement).**

If you have any questions, please do not hesitate to email us at [wagetheft@minneapolismn.gov](mailto:wagetheft@minneapolismn.gov) or call Minneapolis 311. Proactive consultations will not lead to enforcement action. We are here to help!

Apart from the Civil Rights Department's Labor Standards staff, the City's Small Business Team and Business Technical Assistance Program (BTAP) can answer questions and guide you toward information and assistance to help grow your business. Find out more at [business.minneapolismn.gov](http://business.minneapolismn.gov) or contact the Small Business Team directly at (612) 673-2499 or [SmallBusiness@minneapolismn.gov](mailto:SmallBusiness@minneapolismn.gov).

We all want to make it as easy as possible to understand what is required. Enclosed is a copy of the employee notice poster required for display and distribution to new hires. Please feel free to contact us or download copies ([minneapolismn.gov/laborenforcement](http://minneapolismn.gov/laborenforcement)) when you need more.

Under the ordinance and existing state law ([dli.mn.gov/wagetheft](http://dli.mn.gov/wagetheft)), employers must:

- Provide employees (and collect their signatures) with **written pre-hire notices** of certain employment terms (a template is available at [minneapolismn.gov/laborenforcement](http://minneapolismn.gov/laborenforcement));
- Adhere to a regularly scheduled payday; and
- Provide earnings statements at the end of each pay period.

The wage theft ordinance complements the City's minimum wage and sick and safe time ordinances.

Kind regards,



Velma Korb, Director, Department of Civil Rights

For reasonable accommodations or alternative formats please contact the Minneapolis Department of Civil Rights at 612-673-2697. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.



# CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

## Minneapolis Labor and Employment Rights

### Wage Theft Prevention

All employees have a legal right to receive:

- Timely and full payment of all earnings.
- Written notice (at start of employment) of certain terms, such as pay rate(s) and pay schedule.
- Earning statements (e.g. paystubs) documenting payments and sick and safe time hours.

### Minimum Wage Scheduled Increases

|              | 100 or Fewer Employees<br>Small Business | More than 100 Employees<br>Large Business |
|--------------|--|---|
| July 1, 2019 | \$11.00                                  | \$12.25                                   |
| July 1, 2020 | \$11.75                                  | \$13.25                                   |
| July 1, 2021 | \$12.50                                  | \$14.25                                   |
| July 1, 2022 | \$13.50                                  | \$15.00*                                  |
| July 1, 2023 | \$14.50                                  |   |
| July 1, 2024 | Equal to Large Business*                 |   |

\*Increases to account for inflation, every subsequent January 1st.

### Sick and Safe Time (access to certain time off work)

- Employers **must pay** for use at employee's base rate (except if they employ fewer than six employees).
- A minimum of one hour accrues for every 30 hours worked, capped at 48 per year and 80 overall.
- Hours begin accruing on first day of work and may be used 90 calendar days later (or earlier if employer allows.) Part-time workers are included.



#### Sick Time

Medical or mental health condition, illness or injury



#### Safe Time

To address domestic abuse, sexual assault or stalking



#### Sick or Safe

Care for ill family member or during emergency closure of their school or place of care



### Working. Thriving. Together.

Help make Minneapolis a healthier, more secure, and more productive community.

#### ➤ Report Violations

- Call 311.
- File a report online at [minneapolismn.gov/laborenforcement](http://minneapolismn.gov/laborenforcement)
- File a report in person at City Hall, room 239, 350 S. Fifth St.

#### ➤ Retaliation Prohibited

Interference with the exercise of any right protected under the minimum wage, sick and safe time or wage theft prevention ordinances is punishable by fine(s) up to \$3,000 per employee.