

Are you in compliance with the City of San Diego Earned Sick Leave and Minimum Wage Ordinance?

Do you have employees that work within the geographic boundaries of the City of San Diego? The checklist below can assist you in meeting the requirements of the City of San Diego Earned Sick Leave and Minimum Wage Ordinance (effective July 11, 2016).

- ✓ All of my employees who perform at least two (2) hours of work in one or more calendar weeks of the year within the geographic boundaries of the City of San Diego receive the following minimum wage in accordance with the Ordinance.

Effective Date	Minimum Wage Rate
July 11, 2016	\$10.50
January 1, 2017	\$11.50
January 1, 2019	\$12.00
January 1, 2020	\$13.00
January 1, 2021	\$14.00

- ✓ All of my employees earn at least one (1) hour of earned sick leave for every thirty (30) hours worked **OR** are awarded no less than 40 hours of earned sick leave at the beginning of the benefit year.
- ✓ My employees are entitled to begin using accrued earned sick leave on the 90th calendar day following commencement of his or her employment or on July 11, 2016, whichever is later.
- ✓ My employees can use earned sick leave for all of the reasons outlined by the Ordinance (not all inclusive, see SDMC §39.0106 for complete list):
 - Physical or mental illness, injury, or a medical condition for self or family member
 - Professional diagnosis for self or family member
 - Pregnancy
 - Physical examination
 - Safe Time
- ✓ I am keeping records of wages paid and accrual and use of earned sick leave for a period of at least three (3) years.
- ✓ I am providing employees with records detailing wages paid and sick leave earned and used on a regular basis.
- ✓ I have posted the City of San Diego notices of earned sick leave and minimum wage where an employee can read it easily.
- ✓ I have provided employees with the Employer-to-Employee notice that includes the following employer requirements:
 - Legal name
 - Fictitious business name
 - Address
 - Telephone number
 - Method of earned sick leave
- ✓ I will not retaliate against my employees who exercise their rights under the Ordinance.

If you are unable to answer “Yes” to all of these requirements, you are potentially not complying with the City of San Diego Earned Sick Leave and Minimum Wage Ordinance and may be subject to penalties. Complete requirements can be found in the City of San Diego Earned Sick Leave and Minimum Wage Ordinance. You can find the Ordinance, notices and other resources at: www.sandiego.gov/Minimum Wage.

For more information contact the Minimum Wage Program:

Phone: (619) 615-1565, Email: sadminwage@sandiego.gov

This checklist is provided as a quick reference for employers. It is the employers responsibility to remain up-to-date and in compliance if changes occur in the Ordinance.