

Please Post Where Employees Can Read It Easily

CITY AND COUNTY OF SAN FRANCISCO



**EDWIN M. LEE
MAYOR**

NOTICE TO EMPLOYEES

Minimum Compensation Ordinance

This employer is a contractor with the City and County of San Francisco. This contract agreement is subject to the Minimum Compensation Ordinance (MCO). If under this contract agreement you work at least 4 hours per week during a pay period, you must be provided no less than the Minimum Compensation outlined below.

THESE ARE YOUR RIGHTS . . .

1. Minimum Hourly Compensation:

For contracts entered into or amended on or after October 14, 2007

- For-Profit Rate: **\$13.34/hour** effective 1/1/16
- Nonprofits must pay no less than the S.F. Minimum Wage (\$12.25 effective 5/1/15)
- Rates subject to change; your employer must pay the then-current rate posted on the OLSE web site: www.sfgov.org/olse/mco

For contracts entered into prior to October 14, 2007

- For work performed within the City Of S.F.: SF Minimum Wage (\$12.25/hour effective 1/1/15)
- For work performed outside of S.F.: \$10.77/hour

2. Paid Days Off:

- 12 paid days off per year for vacation, sick leave, or personal necessity
- The paid days off for part-time employees are prorated based on hours worked

3. Unpaid Days Off:

- 10 unpaid days off per year
- Unpaid days off for part-time employees are prorated based on hours worked

**IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE
OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-7903.**

**Office of Labor Standards Enforcement (OLSE)
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
www.sfgov.org/olse/mco**