

Health Care Security Ordinance

> > *Continued from previous page*

- The minimum Employer Spending Requirement is calculated by multiplying the number of hours paid to each Covered Employee during the quarter by the applicable Health Care Expenditure Rate below:

HEALTH CARE EXPENDITURE RATES, 2010 - 2013					
Business Size		2010	2011	2012	2013
Large	100 + Employees	\$1.96/hour	\$2.06/hour	\$2.20/hour	\$2.33/hour
Medium	20 - 99 Employees	\$1.31/hour	\$1.37/hour	\$1.46/hour	\$1.55/hour
Small	1 - 19 Employees	Not Applicable for Small Employers			

*Non-profits with fewer than 50 employees are exempt



ADDITIONAL EMPLOYER RESPONSIBILITIES

- Your minimum spending requirement on employee health care must be fulfilled within 30 days after the end of each quarter
- As an employer, you must track and report annually on your health care expenditures, and keep all relevant records for a minimum of four years
- It is unlawful to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under this law

FOR MORE INFORMATION

For additional information regarding the Health Care Security Ordinance, please visit OLSE's website: www.sfgov.org/olse/hcso or give us a call at (415) 554-7892

San Francisco Labor Laws in Review



S.F. LABOR LAWS	COVERED EMPLOYERS	MORE INFO
Minimum Wage Ordinance	Any employer with employees that perform at least two hours of work in one week in San Francisco	www.sfgov.org/olse/mwo or (415) 554-6292
Paid Sick Leave Ordinance	Any employer with employees, including part-time and temporary employees, that work in San Francisco	www.sfgov.org/olse/pslo or (415) 554-6271
Health Care Security Ordinance	For-profit employers with 20 or more employees, and non-profit employers with 50 or more employees	www.sfgov.org/olse/hcso or (415) 554-7892

SAN FRANCISCO OFFICE OF LABOR STANDARDS ENFORCEMENT

Healthy WORKERS. Healthy ECONOMY.



The San Francisco Office of Labor Standards Enforcement (OLSE) is responsible for enforcing labor laws adopted by local voters, the Mayor, and the San Francisco Board of Supervisors.



OLSE actively works to educate employers and employees about the requirements of San Francisco's labor laws, serving as a resource to those who need further information and assistance in order to comply.

Minimum Wage Ordinance

San Francisco's Minimum Wage Ordinance reflects the City's commitment to all members of its workforce.

THE BASICS ON THE SAN FRANCISCO MINIMUM WAGE

- The 2013 minimum wage rate is **\$10.55 per hour**
- On January 1st of each year, the City adjusts the minimum wage to keep pace with inflation
- All employees who work in San Francisco more than two hours per week, including part-time and temporary employees, are entitled to the San Francisco minimum wage

ADDITIONAL EMPLOYER RESPONSIBILITIES

- All employers must post an OLSE-provided notice, translated into six languages, informing employees of their rights
- Employers must document all hours worked by employees and keep those records for a minimum of four years
- It is unlawful to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under this law

FOR MORE INFORMATION

For additional information regarding the Minimum Wage Ordinance, please visit OLSE's website: www.sfgov.org/olse/mwo or give us a call at **(415) 554-6292**

The 2013
minimum wage rate:
\$10.55
per hour



Paid Sick Leave Ordinance

Keeping employees and their families well helps San Francisco businesses do well.

For every
30 hours worked,
a San Francisco
employee earns one
hour of paid
sick leave.

THE BASICS ON PAID SICK LEAVE

- San Francisco employees, including part-time and temporary employees, are entitled to paid time off from work when they are sick or need medical care, and to care for their family members or designated person when those persons are sick or need medical care
- For every 30 hours worked, an employee earns one hour of paid sick leave, and may have up to 40 or 72 hours of paid sick leave saved at any time (40 hours for employers with fewer than 10 employees, 72 hours for employers with 10 or more employees)
- If employees don't use the sick time they've earned, the saved sick time carries over from year to year
- Employees who began work on or before February 5, 2007 began to accrue paid sick leave on that date; employees hired after February 5, 2007 start accruing paid sick leave 90 calendar days after their first day of work
- Employers may require a doctor's note or other verification after an employee's use of paid sick leave for more than three consecutive work days

ADDITIONAL EMPLOYER RESPONSIBILITIES

- All employers must post an OLSE-provided notice, translated into six languages, informing employees of their rights
- Employers must document hours worked and paid sick leave taken by employees and keep those records for a minimum of four years
- It is unlawful to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under this law
- Employers are responsible for allowing employees without a spouse or registered domestic partner to select a designated person

FOR MORE INFORMATION

For additional information regarding the Paid Sick Leave Ordinance, please visit OLSE's website: www.sfgov.org/olse/pslo or give us a call at **(415) 554-6271**



Health Care Security Ordinance

San Francisco understands that a healthy workforce is a productive workforce.

THE BASICS ON THE HEALTH CARE SECURITY ORDINANCE (HCSO)

- The HCSO requires Covered Employers (for-profit employers with 20 or more employees and non-profit employers with 50 or more employees) to spend a minimum amount of money (set by law) on their Covered Employees' health care
- With some exceptions, employees who have been employed for at least 90 calendar days and perform at least 8 hours of work in San Francisco per week are Covered Employees under this law
- Employers can choose how to make the health care expenditures (e.g. purchase health insurance, set up health spending accounts, enroll employees in the City's Healthy San Francisco program)

Continued on next page > >

The 2013
Employer Spending
Requirement rate,
20-99 employees:

\$1.55
per hour

The 2013
Employer Spending
Requirement rate,
100+ employees:

\$2.33
per hour

