



November 1, 2019

Dear Business Owner,

The City of Redwood City is writing to inform you of the establishment of a local minimum wage going into effect on January 1, 2020. The City Council approved a local minimum wage in Redwood City to move quicker than the State of California's minimum wage, reaching \$15 by 2020 after gaining extensive input from local businesses over the last year.

Starting on January 1, 2020, Redwood City's local minimum wage of \$15.38 applies to all businesses operating within the geographic boundaries of Redwood City and any employee working at least two or more hours per week. (Ordinance No. 2443). Below is a timeline for future local minimum wage adjustments planned to help assist low wage earners with the high cost of living in Redwood City.

Effective Date	Local Minimum Wage
January 1, 2019	\$13.50
January 1, 2020	\$15.38 (\$15 + 2019 CPI)
January 1, 2021	\$15.00 + 2020 CPI

To ensure compliance with the City's new local minimum wage laws, your business must complete the following by **January 1, 2020**.

- Post a City provided Notice (go to the City's official website, www.redwoodcity.org/minimumwage for the Notice in Chinese, English, and Spanish) in a visible place at the workplace or jobsite where any employee who works can see the current Redwood City Minimum Wage rate and their rights per the City's laws.
- These notices should be posted in Chinese, English, and Spanish to ensure that all employees understand the Minimum Wage rate and their rights.
- Records pertaining to employees must be held for at least 3 years and be accessible to the City (with appropriate notice and at a mutually agreed upon time) to monitor compliance. If this record is not kept or the City is not given reasonable access to such records, the employee's account of how much they were paid will be assumed accurate, minus clear and convincing evidence otherwise.

Enforcement

Failure to pay the minimum wage will be a violation deemed to continue from the date immediately following the date the wages were due until the date immediately preceding the date wages are paid in full.

The Ordinance grants the City enforcement measures including issuing an administrative citation with a fine of up to \$50 for each day or portion of a day per employee who was violated, issuing an administrative compliance order and initiating civil action for relief and damages, and civil penalties in a court. The City may revoke or suspend any registration certificates, permits, or license held or requested by the Employer until a violation is remedied.

In addition, any person, entity, or entity acting on behalf of the public whose rights are violated by an employer may bring a civil action to court against the employer or other person violating the minimum wage law.

Retaliation

It is illegal for employers to discriminate in any manner or take adverse action against any person in retaliation for exercising their rights protected by the Local Minimum Wage Ordinance. Employee rights include, but are not limited to the ability to file a complaint or inform any person about any party's alleged noncompliance, to inform any person of their potential rights and to assist them in asserting such rights. The Ordinance also protects any person who mistakenly, but in good faith, alleges noncompliance. Retaliation could include terminating employment within 120 days of when a person exercises their protected rights.

For further information about the local minimum wage ordinance, visit the City's official website at www.redwoodcity.org/minimumwage.

If you have questions about the City's new minimum wage laws, please call the City Manager's office at 650-780-7300.

Thank you in advance for your compliance.

City of Redwood City