



- **POST WHERE EMPLOYEES CAN READ EASILY -**
- **VIOLATORS SUBJECT TO PENALTIES -**

OFFICIAL NOTICE

Minimum Wage Rate

\$15.40 Per Hour

SANTA CLARA MINIMUM WAGE

Effective Date: January 1, 2020

Beginning January 1, 2020, employers who are subject to the Santa Clara Business License Tax or who maintain a facility in Santa Clara must pay to each employee who performs at least two (2) hours of work per week in Santa Clara wages of no less than \$15.40 per hour.

The minimum wage requirement set forth in the Santa Clara Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included). The City adjusts the minimum wage annually based on the Regional Consumer Price Index.

Under the Ordinance, employees who assert their rights to receive the City's minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint. The City of Santa Clara contracts with the City of San Jose's Office of Equality Assurance for enforcement of its Minimum Wage Ordinance. The Office of Equality Assurance will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

General Information

For general information regarding the Santa Clara Minimum Wage Ordinance, visit santaclaraca.gov/minimumwage, call the City Manager's Office: **408-615-2210** or email: minimumwage@santaclaraca.gov.





Santa Clara Minimum Wage Ordinance

Santa Clara Workers – Know Your Rights

- Beginning January 1, 2020, employees who work at least two (2) hours or more per week in Santa Clara for a covered employer have the right to be paid a wage rate of \$15.40 per hour
- It is against the law for an employer to discriminate or take adverse action against an employee for exercising their rights under the Ordinance
- Covered employees are entitled to these rights regardless of immigration status

What to do if you are not receiving \$15.40 per hour?

The City of Santa Clara contracts with the City of San Jose for enforcement of its Minimum Wage Ordinance. If you believe you are not receiving a wage rate of \$15.40 per hour, contact the City of San Jose's Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose CA 95113
Phone: 408-535-8430
E-mail: mywage@sanjoseca.gov

You will be asked to provide:

- Your name, mailing address and phone number
- Name, address and phone number of the company where you work
- Manager or owner's name
- Type of work you perform
- How and when you are paid (example: cash or check, every week)
- Copies of pay stubs, personal records of hours worked or other information regarding your employer's pay practices are helpful.

All services are free and confidential. Please remember that your employer cannot terminate you or in any other manner discriminate against you for filing a complaint with the Office of Equality Assurance.

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SANTA CLARA

Minimum Wage Ordinance

\$15.40 Per hour
Effective Date: January 1, 2020

Santa Clara Minimum Wage Ordinance Basics

- 2020 minimum wage rate is \$15.40 per hour
- Minimum wage rate adjusted each January
- Covered employers must pay a minimum wage of \$15.40 per hour to each employee who performs two (2) hours or more of work per week in Santa Clara

Covered Employer Responsibilities Include

- Post official Santa Clara Wage Bulletin in workplace informing employees of current minimum wage rate and their rights
- Document all hours worked by employees and keep records for four (4) years
- Provide each employee at time of hire with employer's name, address and telephone number

It is unlawful to discriminate in any manner or take adverse action against any person in retaliation for exercising their rights protected under Ordinance.

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