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: $12.43/hour effective 1/1/13
   - Non-Profit Rate: $11.03/hour
   - Rates may be adjusted each January 1 thereafter; your employer must pay the then-current rate

   For contracts entered into prior to October 14, 2007
   - For-Profit Rate: $10.77/hour
   - Non-Profit Rate: S.F. Minimum Wage ($10.55/hour effective 1/1/13)

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 on the 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
   - Temporary and casual employees are not eligible for unpaid time off

IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-4791.

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