

Office of Labor Standards

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<http://www.seattle.gov/laborstandards>

Department Overview

The mission of the Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice. OLS's main work program focuses on the enforcement of Seattle's Labor Standards Ordinances for employees working within Seattle city limits. These ordinances include the:

- **Paid Sick and Safe Time Ordinance**, requiring employers with more than four full-time equivalent employees to provide paid sick and safe time;
- **Fair Chance Employment Ordinance**, restricting how employers can use conviction and arrest records during the hiring process and course of employment;
- **Minimum Wage Ordinance**, establishing a minimum hourly wage that will rise to \$15/hour over several years; and
- **Wage Theft Ordinance**, requiring employers to provide written notice of employment information and pay all compensation due by reason of employment (including wages and tips) on a regular pay day.

OLS also provides free education and technical assistance to the business and worker communities. As a part of these efforts, OLS manages the **Labor Standards Community Outreach and Education Fund** to foster collaboration between OLS and the community with funds to develop awareness and understanding of worker rights provided by Seattle's labor standards. The office also manages the **Labor Standards Business Outreach and Education Fund** which provides technical assistance to small businesses in order to increase compliance with Seattle's labor standards. The fund emphasizes outreach to businesses owned by low-income and historically disenfranchised communities, who typically are not served by traditional outreach methods.

OLS also provides technical and administrative support for the Labor Standards Advisory Commission, a 15-member commission who advises on matters related to labor standards laws, as well as wages, working conditions, safety, and the health of Seattle workers.

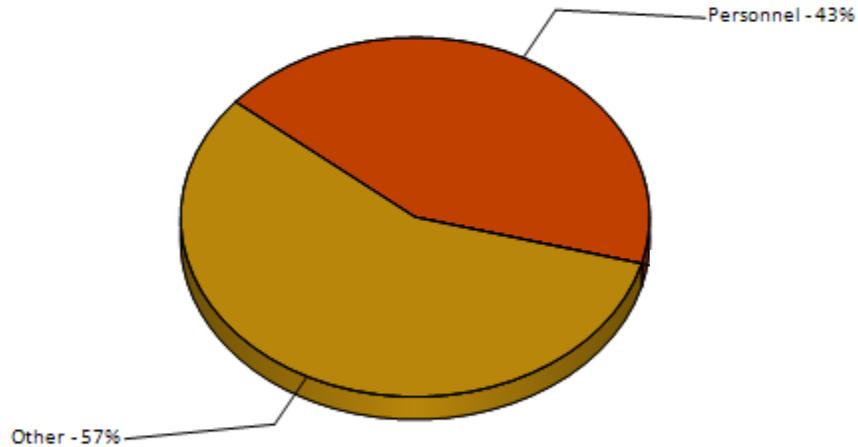
Budget Snapshot

Department Support	2015 Actual	2016 Adopted	2017 Proposed	2018 Proposed
General Fund Support	\$0	\$0	\$5,271,785	\$5,561,545
Total Operations	\$0	\$0	\$5,271,785	\$5,561,545
Total Appropriations	\$0	\$0	\$5,271,785	\$5,561,545
Full-time Equivalent Total*	0.00	0.00	22.00	22.00

* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.

Office of Labor Standards

2017 Proposed Budget - Expenditure by Category



Budget Overview

The 2017-2018 Proposed Budget creates a stand-alone department for the Office of Labor Standards (OLS) by transferring existing resources from OCR, adding 13 full-time positions, and increasing funding for operating expenses, staff training and outreach. OLS has grown rapidly since it was introduced in 2015 as a division of the Seattle Office for Civil Rights. OLS's responsibilities continue to expand as the City has adopted new regulations to protect wages and working conditions of Seattle workers. The office is currently responsible for enforcing four labor standards ordinances - Minimum Wage, Wage Theft, Paid Sick and Safe Time, and the Fair Chance Employment Ordinance - and will be responsible for other labor standards the City may enact in the future.

Over the past two years, labor standards caseloads have increased as more people become aware of their rights under these ordinances. Furthermore, OLS has identified the need for additional outreach to both employees and employers to educate them about the City's regulations. Outreach and education is no small task for OLS, as Seattle is estimated to have more than 500,000 employees and 60,000 employers that will likely be affected by one or more labor regulations. Lastly, the new Labor Standards Advisory Commission, first convened in June 2016, will require ongoing staff support.

Office of Labor Standards

Incremental Budget Changes

Office of Labor Standards

	2017		2018	
	Budget	FTE	Budget	FTE
Proposed Changes				
Create Department for the Office of Labor Standards	\$ 5,271,785	22.00	\$ 5,561,545	22.00
Total Incremental Changes	\$ 5,271,785	22.00	\$ 5,561,545	22.00
2017 - 2018 Proposed Budget	\$ 5,271,785	22.00	\$ 5,561,545	22.00

Descriptions of Incremental Budget Changes

Proposed Changes

Create Department for the Office of Labor Standards - \$5,271,785/22.00 FTE

In 2017, the Office of Labor Standards will move from its shared office space within OCR into its own office in the Central Building. The proposed budget adds funding for all costs related to this move including lease costs and one-time costs for tenant improvements. This change also transfers existing resources from OCR, which includes 9 existing staff, adds 13 full-time positions, and increases funding for operating expenses, staff training and outreach.

In 2015 and 2016, OLS shared administrative positions with OCR. In 2017, OLS will have its own administrative staffing and will need additional positions to support enforcement and outreach. The 13 new positions include:

- six investigators
- one enforcement manager
- one outreach manager
- one business liaison
- one finance and human resources manager
- one data analyst
- two administrative positions

With these new positions, OLS will be better equipped to handle complex complaint-based investigations and develop a directed investigation program, provide ongoing support to engage the labor and business communities, and fulfill its managerial and administrative needs. This change also reclassifies several existing positions to better reflect their scope of work within the new department.

Finally, this adjustment adds \$2,300,000 to the budget for outreach and education targeted at employees and local employers.

Office of Labor Standards

Expenditure Overview

Appropriations	Summit Code	2015 Actual	2016 Adopted	2017 Proposed	2018 Proposed
Office of Labor Standards Budget Control Level	X1R01	0	0	5,271,785	5,561,545
Department Total		0	0	5,271,785	5,561,545

Department Full-time Equivalents Total*	0.00	0.00	22.00	22.00
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** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.*

Appropriations By Budget Control Level (BCL) and Program

Office of Labor Standards Budget Control Level

The purpose of the Office of Labor Standards Budget Control Level is to enforce Seattle's labor-standards ordinances for employees working within the City of Seattle. This includes investigation, remediation, outreach and education, and policy work related to the paid sick and safe time, fair chance employment, minimum wage, and wage theft ordinances and other applicable ordinances.

Program Expenditures	2015 Actual	2016 Adopted	2017 Proposed	2018 Proposed
Labor Standards	0	0	5,271,785	5,561,545
Total	0	0	5,271,785	5,561,545
Full-time Equivalents Total*	0.00	0.00	22.00	22.00

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