



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

OFFICIAL NOTICE

Minimum Wage Rate

\$12.00 Per Hour

**LOS ALTOS MINIMUM WAGE
Effective Date: January 1, 2017**

Beginning **January 1, 2017**, employers who are subject to the Los Altos Business License Tax or who maintain a facility in Los Altos must pay to each employee who performs at least two (2) hours of work per week in Los Altos wages of not less than **\$12.00 per hour**.

The minimum wage requirement set forth in the Los Altos Minimum Wage Ordinance applies to adult and minor employees who work two (2) or more hours per week (tips not included).

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 with the City of Los Altos. The City 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.

If you have questions or need additional information, please contact the City of Los Altos at (650) 947-2700 or info@losaltosca.gov. If you believe you are not being paid correctly, please contact your employer or the Office of Equality Assurance at:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose, CA 95113
Telephone: (408) 535-8430
Email: mywage@sanjoseca.gov



CITY OF LOS ALTOS MINIMUM WAGE ORDINANCE

Los Altos Workers - Know Your Rights

- Beginning January 1, 2017, employees who work at least two (2) hours or more per week in Los Altos for a covered employer have the right to be paid a minimum wage rate of \$12.00 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 City's Minimum Wage Ordinance
- Covered employees are entitled to these rights regardless of immigration status

What to do if you are not receiving \$12.00 per hour?

If you believe you are not receiving a wage rate of at least \$12.00 per hour, contact:

Office of Equality Assurance
200 East Santa Clara Street, Fifth Floor
San Jose, CA 95113
Phone: (408) 535-8430
Email: 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)

Any additional information you can provide such as 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.

City of Los Altos
1 N San Antonio Road
Los Altos, CA 94022
losaltosca.gov