



San Francisco CA Specialty Posters

COVID-Related Employment Protections – This notice is required for all employers with employees in San Francisco.

Formula Employee Retail Rights – This notice is required for formula retail employers with 40 or more locations worldwide and 20 or more employees in San Francisco.

Prevailing Wage – This notice is required for public works contractors on government funded construction projects.

Minimum Compensation – This notice is required for city service contractors and tenants at the San Francisco International Airport.

Health Care Accountability – This notice is required for City contractors and tenants (including those at the San Francisco International Airport and the Port of San Francisco).

Healthy Airport – This notice is required for SFO employers with employees covered by the Airport's Quality Standards Program.

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.



City & County of San Francisco

COVID-Related Employment Protections

Employers Must Post Where Employees Can Read Easily

OFFICIAL NOTICE

The San Francisco COVID-Related Employment Protections Ordinance prohibits employment discrimination on the basis of COVID-19 status.

Employers may not fire, threaten to fire, suspend, discipline, or in any other manner take an adverse action against an employee who is absent or unable to work, or who requests time off from work, because the employee tested positive for COVID-19 or is isolating or quarantining due to COVID-19 symptoms or exposure.

Further, employers may not rescind an offer to employ or contract with an applicant, or decide not to employ or contract with an applicant, who has tested positive for COVID-19 or is isolating or quarantining due to COVID-19 symptoms or exposure.

Employees who assert their rights are protected from retaliation. The City can investigate possible violations, shall have access to employer records, and can enforce the law by ordering reinstatement of employees, payment of lost wages, and payment of penalties.

If you have any questions, please contact the Office Labor Standards Enforcement (OLSE) at (415) 554-6077, email us at CEPO@sfgov.org, or visit www.sfgov.org/olse.

AVISO OFICIAL - Protecciones de Empleo Relacionadas con el COVID de San Francisco

Los empleadores deben publicar este aviso donde los empleados puedan leerlo fácilmente.

La Ordenanza de Protecciones de Empleo Relacionadas con el COVID de San Francisco prohíbe la discriminación laboral en base al status del COVID-19.

Los empleadores no deberán despedir, amenazar con despedir, suspender, disciplinar, ni de cualquier otra manera tomar una acción adversa contra un empleado que está ausente o no puede trabajar, o que solicita tiempo libre del trabajo porque el empleado dio positivo en la prueba de COVID-19 o esté aislado o en cuarentena debido a los síntomas o a la exposición al COVID-19.

Además, los empleadores no pueden rescindir una oferta de empleo o contrato a un solicitante, ni decidir no emplear o contratar a un solicitante, que haya dado positivo en la prueba del COVID-19 o que esté aislado o en cuarentena debido a los síntomas o la exposición al COVID-19.

Los empleados que hagan valer sus derechos están protegidos contra represalias. La Ciudad puede investigar posibles violaciones, tendrá acceso a los registros del empleador, y puede hacer cumplir la ley ordenando la reinstalación de los empleados, el pago de salarios perdidos y el pago de multas.

Si usted tiene alguna pregunta, comuníquese con la Oficina de Normas Laborales (OLSE) al (415) 554-6077, envíenos un correo electrónico a CEPO@sfgov.org, o conéctese a www.sfgov.org/olse.



City & County of San Francisco

COVID-Related Employment Protections

Employers Must Post Where Employees Can Read Easily

正式通告 - 三藩市与新冠病毒相关的就业保护条例

雇主必须张贴在雇员容易看到的地方。

三藩市与新冠病毒相关的就业保护条例禁止就业歧视是基于新冠病情的原因。

雇主不得因雇员的新冠检测阳性、出现新冠症状、或者因为接触和暴露在新冠症状环境下被要求隔离的理由，解雇、威胁解雇、停职、处分或以任何其他方式对缺席或不能工作或要求休假的雇员采取不法行动。

此外，雇主不得对新冠检测阳性、出现新冠症状、或者因为接触和暴露在新冠症状环境下被要求隔离的人撤销已提供的雇佣协定或已签订的合约，或决定不再雇用或不再签订合同。

维护自己权益的雇员将受到法例的保护和免受报复。三藩市可以调查可能的违法行为，有权查阅雇主的记录，并可以通过命令让雇员复职、支付工资损失和罚款来执行法律。

如果您有任何疑问，请联系劳工标准执行办公室 (OLSE)，
电话 (415) 554-6077，电子邮件 CEPO@sfgov.org，或访问网站 www.sfgov.org/olse

OPISYAL NA ABISO - Mga Proteksiyon Ng San Francisco Sa Pagtatrabaho Na May Kaugnayan Sa COVID

Kailangang Ipaskil ito ng mga Taga-empleyo Kung Saan Madaling Mababasa ng mga Empleyado

Ipinagbabawal ng Ordinansa ng San Francisco ukol sa mga Proteksiyon sa Pagtatrabaho na may Kaugnayan sa COVID (San Francisco COVID-Related Employment Protections Ordinance) ang diskriminasyon sa trabaho batay sa pagkakaroon ng COVID-19.

Hindi puwedeng isesante, pagbantaang isesesante, suspindihin, o disiplinahin, o sa anumang iba pang paraan ay gawan ng makasasamang aksiyon ang empleyado na lumiban sa trabaho, o hindi kayang magtrabaho, o humiling ng panahon na hindi pumasok sa trabaho, dahil na-test ito na positibo sa COVID-19 o nakabukod o nakakuwarantes nang dahil sa mga sintomas ng COVID-19, o pagkakalantad sa COVID-19.

Karagdagan dito, hindi puwedeng bawiin ng taga-empleyo ang alok na i-empleyo o kontratahin ang aplikante, o hindi puwedeng magdesisyon ang taga-empleyo na huwag nang i-empleyo o kontratahin ang aplikante na na-test na positibo sa COVID-10 o nakabukod o nakakuwarantes nang dahil sa mga sintomas ng COVID-19 o pagkakalantad sa COVID-19.

Protektado mula sa pagganti ang mga empleyadong iggigiit ang kanilang mga karapatan. Puwedeng imbestigahan ng Lungsod ang posibleng mga paglabag, at magkakaroon ito ng pamamaraan na makuha ang mga rekord ng taga-empleyo, at maipatutupad din ang batas sa pamamagitan ng pag-uutos ng muling pagbabalik sa mga empleyado sa trabaho, pagbabayad ng nawalang sahod, at pagbabayad ng multa.

Kung mayroon kayong anumang tanong, pakikontak ang Opisina para sa Pagpapatupad ng mga Pamantayan sa Paggawa (Office Labor Standards Enforcement, OLSE) sa (415) 554-6077, mag-email sa amin@cepo@sfgov.org, o bisitahin ang www.sfgov.org/olse.



Covered Employers must post this Notice

OFFICIAL NOTICE

Formula Retail Employee Rights Ordinances

Beginning on July 3, 2015, Formula Retail Establishments with at least 40 retail sales establishments worldwide and 20 or more employees in San Francisco must comply with the following requirements:

1. **Additional Hours** – Before hiring new employees, offer additional hours of work to qualified part-time employees who have performed similar work for the employer.
2. **Schedules and Predictability Pay** – Provide two weeks’ notice of work schedules and provide “predictability pay” if schedules change with less than 1 week’s notice, except when:
 - a. another employee is absent and did not give the employer at least 7 days’ notice of the absence;
 - b. another employee is fired or told to stay home as a disciplinary action;
 - c. the employer requires the employee to work overtime;
 - d. business operations cannot begin or continue (for reasons out of the Employer’s control); or
 - e. the employee trades shifts or requests a schedule change.
3. **Pay for On-Call Shifts** – Provide pay for on-call shifts when the employee is not called into work.
4. **Equal Treatment for Part-Time Employees** – Provide part-time employees with the same starting hourly wage, access to time off, and eligibility for promotions as full-time employees who perform similar work.
5. **Retention** – Continue to employ all employees for 90 days if the store changes ownership, subject to certain conditions.

These requirements apply to **janitorial** and **security** contractors at covered Formula Retail Establishments.

The City may investigate possible violations, and can order violators to pay penalties and back wages. Employers may not punish employees who exercise their rights under these Ordinances or who cooperate with the City in enforcement. For more information about these requirements, visit www.sfgov.org/frero or contact the City’s Office of Labor Standards Enforcement (OLSE) at (415) 554-6461 or frero@sfgov.org.

You may file a confidential complaint.

Los empleadores cubiertos deben publicar este Aviso

AVISO OFICIAL

Ordenanzas sobre los derechos de los empleados del comercio minorista estandarizado

A partir del 3 de julio de 2015, los establecimientos minoristas estandarizados que tengan al menos 40 establecimientos de ventas en todo el mundo y 20 o más empleados en San Francisco deberán cumplir con los siguientes requisitos:

1. **Horas adicionales** – Antes de contratar a empleados nuevos, ofrecer horas de trabajo adicionales a los empleados a tiempo parcial calificados que hayan realizado un trabajo similar para el empleador.
2. **Horarios y pago de previsibilidad** – Avisar de los horarios de trabajo con dos semanas de anticipo y proveer “pago de previsibilidad” si se avisa de cambios en los horarios con menos de 1 semana de anticipación, salvo cuando:
 - a. otro empleado está ausente y no dió aviso al empleador sobre la ausencia por lo menos 7 días de anticipación;
 - b. otro empleado es despedido u ordenado a quedarse en casa como una acción disciplinaria;
 - c. el empleador requiere que el empleado trabaje horas extras;
 - d. las operaciones comerciales no pueden comenzar o continuar (por razones fuera del control del empleador); o
 - e. el empleado intercambia turnos o solicita un cambio de horario.
3. **Pago por turnos de guardia** – Pagar los turnos de guardia cuando el empleado no es llamado para el trabajo,
4. **Igualdad de trato para los empleados a tiempo parcial** – Ofrecer a los empleados a tiempo parcial el mismo salario por hora inicial, el mismo acceso a tiempo libre, y la misma elegibilidad para los ascensos, que a los empleados de tiempo completo que realizan un trabajo similar.
5. **Retención** – Continuar empleando a todos los empleados durante 90 días si la tienda cambia de dueño, sujeto a ciertas condiciones.

Estos requisitos también se aplican a los contratistas de **limpieza** y **seguridad** en estos establecimientos minoristas estandarizados cubiertos.

La Ciudad podrá investigar las posibles infracciones, y ordenar que los infractores paguen sanciones y salarios perdidos. Los empleadores no deberán castigar a los empleados quienes hacen valer sus derechos conforme a estas Ordenanzas o quienes cooperan con la Ciudad para hacerlas cumplir. Para obtener más información acerca de estos requisitos, visite www.sfgov.org/frero o comuníquese con la Oficina de Normas Laborales de la Ciudad (*Office of Labor Standards Enforcement: OLSE*) al (415) 554-6461 o frero@sfgov.org.

Usted puede presentar una queja confidencial.

合資格的僱主必須張貼此通知

政府通知

連鎖店雇員的權利條例

自 2015 年 7 月 3 日開始，在全球至少有 40 家零售店並且在三藩市有 20 名或以上雇員的連鎖店必須執行以下規定的條例：

1. **額外工作時間** – 招聘新雇員之前，優先考慮將額外工作時間增加給已為僱主做類似工作符合條件的兼職雇員。
2. **工作時間安排和津貼** – 要提前 2 週通知工作時間安排，如果在一週內通知工作時間改變，就要給予“津貼”，但以下情況除外：
 - a. 另一位雇員沒來上班也沒有提前至少 7 天通知僱主；
 - b. 另一位雇員被解僱或被指令呆在家裡作為紀律處分；
 - c. 僱主要求雇員加班；
 - d. 不能開始或繼續營業 (僱主不可控因素)；或
 - e. 雇員相互換班或要求改變工作時間。
3. **隨時待命 (On-Call) 津貼** – 如果雇員被安排“待命”但沒有被通知上班，就要發給隨時待命津貼。
4. **平等對待兼職雇員** – 與做類似工作的全職雇員一樣，給兼職雇員提供同等起點的時薪、休假及提升機會。
5. **繼續僱用** – 如果零售店所有權發生變化，在某些條件下，要繼續僱用所有雇員 90 天。

這些條例同樣適用於為合資格的連鎖店提供清潔和保安服務的承包商。

市府有權調查可能發生的違法行為並且有權命令違法者支付罰款和拖欠的工資。僱主不得懲罰行使這些法例權利或與市府執法合作的雇員。如需了解有關規定的更多資訊，請查閱 www.sfgov.org/frero 或聯繫市府勞工標準執行辦公室 (OLSE)，(415) 554-6461 或 frero@sfgov.org。

你可以提交保密投訴。

Dapat ipaskil ng mga nasasaklawan na employer ang paunawang ito

OPISYAL NA PAUNAWA

Mga Ordinansa ukol sa Karapatan ng mga Empleyado na Nagtatrabaho sa mga Malalaking Establisimiyentong Pangkomersyo (Formula Retail Employee Rights Ordinances)

Simula sa Hulyo 3, 2015, ang mga malalaking establisimiyentong pangkomersyo (Formula Retail Establishment) na may mga sangay na hindi bababa sa 20* sa buong mundo at mayroong 20 o mahigit na empleyado sa San Francisco ay kinakailangang sumunod sa mga alituntuning ito:

1. **Karagdagang mga Oras** – bago tumanggap ng mga bagong empleyado, alukin ng karagdagang oras ang mga kuwalipikadong *part-time* na empleyado na gumagampan na ng katulad na trabaho para sa employer.
2. **Mga Iskedyul at Inaasahang Bayad** – magbigay ng dalawang linggong paunawa sa pagbigay ng mga iskedyul ng trabaho at ng “inaasahang bayad” (“predictability pay”) kung ang paunawa sa pagbabago ng mga iskedyul ay kulang sa 1 linggo, maliban kung:
 - a. ang isa pang empleyado ay hindi pumasok sa trabaho at hindi nagkapagbigay sa employer ng paunawa na hindi papasok na hindi kukulangin sa pitong araw;
 - b. ang isa pang empleyado ay natanggal sa trabaho o sinabihang huwag pumasok sa trabaho bilang pagdidisiplina;
 - c. kinailangan ng employer na magtrabaho ang empleyado ng higit sa regular na oras;
 - d. hindi makapagsimula o makapagpatuloy ang pagpapatakbo ng operasyon ng negosyo (sa kadahilanang wala sa kontrol ng employer) ; o
 - e. ang empleyado ay nakikipagpalit ng oras ng trabaho o humihiling ng pagbabago ng iskedyul.
3. **Bayad para sa On-Call na Trabaho** – bayaran ang mga *on-call* na empleyado kapag hindi tinawagang magtrabaho.
4. **Pantay na Pagtrato ng mga Part-Time na Empleyado** – bigyan ang *part-time* na empleyado ng sahod na katulad sa *full-time* na empleyado, bakasyon sa trabaho (time off), at ng pagkakataong tumaas ang posisyon katulad ng *full-time* na empleyado na parehong trabaho.
5. **Pagpapanatili sa Trabaho** – Patuloy na pagtrabahuin ang lahat ng mga empleyado ng 90 araw kung magpapalit ang may-ari ng negosyo, sa ilalim ng ilang mga kondisyon.

Ang Ordinansang ito ay sumasaklaw din sa mga kontratista ng serbisyong **pang-janitor** at **pang-security** na nagtatrabaho sa mga malalaking establisimiyentong pangkomersyo (formula retail establishments).

Ang Lungsod ng San Francisco (“Lungsod”) ay maaaring magsiyasat ng mga posibleng paglabag sa Ordinansang ito, at magpataw sa mga lumabag ng kaukulang parusang salapi at nakaraang sahod. Hindi maaaring parusahan ng mga employer ang mga empleyado na gumagamit ng kanilang mga karapatan sa ilalim ng mga Ordinansang ito o nakikipagtulungan sa Lungsod sa pagpapatupad nito. Para sa higit na impormasyon ukol sa nabanggit, bumisita sa www.sfgov.org/frero o tawagan ang Office of Labor Standards Enforcement (OLSE) ng Lungsod sa (415) 554-6461 o frero@sfgov.org.

Maaari kayong magsampa ng reklamo na ang inyong pagkakakilanlan ay lihim.



OFFICE OF LABOR STANDARDS ENFORCEMENT

415-554-OLSE (6573)

California law requires that construction workers employed on City funded projects be paid not less than the prevailing wage rate.

TO ENSURE LABOR STANDARDS COMPLIANCE, THE OLSE:

- Visits jobsites and interviews workers regarding rates of pay and types of work performed
- Investigates complaints to verify that workers receive prevailing wages including fringe benefits, travel and subsistence, holiday, overtime, and other required payments
- Conducts audits by reviewing certified payroll records, fringe benefit statements, inspector's logs, sign-in sheets, and pay check stubs to verify payment of prevailing wage and proper classification of work
- Assesses penalties for non-submission of records or non-payment of prevailing wage

For additional information, please visit the OLSE website at www.sfgov.org/OLSE and/or email us at prevailingwage@sfgov.org

Please Post Where Employees Can Read It Easily

CITY AND COUNTY OF SAN FRANCISCO



NOTICE TO EMPLOYEES – DECEMBER 8, 2020

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 perform any work funded under an applicable contract, 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 is **\$18.24/hour** effective 7/1/20
- Non-profits is **\$17.05/hour** effective 12/8/20
- Public Entities is **\$17.25/hour** effective 9/1/20
- Rates subject to change; your employer must pay the then-current rate posted on the OLSE web site: www.sfgov.org/olse/mco

For contracts entered into prior to October 14, 2007

- For work performed within the City Of S.F.: SF Minimum Wage (\$16.07/hour effective 7/1/20)
- For work performed outside of S.F.: \$10.77/hour

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 based on 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

IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-7903.

**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**

CITY AND COUNTY OF SAN FRANCISCO



NOTICE TO EMPLOYEES – JULY 1, 2020

Health Care Accountability Ordinance

This employer is a contractor with the City and County of San Francisco. This contract agreement is subject to the Health Care Accountability Ordinance (HCAO). The HCAO requires your employer to provide health plan benefits to covered employees, make payments to the City for use by the Department of Public Health (DPH), or, under limited circumstances, make payments directly to employees. **If you work at least 20 hours per week on a City contract, you are a covered employee and your employer must choose one of the following options:**

1. PROVIDE YOU WITH A HEALTH PLAN THAT MEETS THE MINIMUM STANDARDS OUTLINED BY THE DIRECTOR OF PUBLIC HEALTH

- Your employer cannot require you to contribute any amount towards the premiums for health plan coverage for yourself.
- Coverage must begin no later than the first of the month that begins after 30 days from the start of employment on a covered contract.

OR

2. PAY \$5.60 PER HOUR WORKED TO THE CITY & COUNTY OF SAN FRANCISCO

- If you live within the City and County of San Francisco or work on a City contract within the City, the San Francisco Airport, or the San Bruno Jail, and your employer does not provide a health plan that meets the Minimum Standards, your employer must pay \$5.60 hour for every hour you work (up to 40 hours a week) to the City and County of San Francisco.

OR

3. PAY AN ADDITIONAL \$5.60 PER HOUR WORKED TO THE EMPLOYEE

- If you live outside the City and County of San Francisco and work on a City contract located outside of the City, and not at the San Francisco Airport or at the San Bruno Jail and your employer does not provide a health plan that meets the Minimum Standards, your employer must pay you an additional \$5.60/hour for every hour you work (up to 40 hours a week) to enable you to obtain health insurance coverage.

IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-7903.

Office of Labor Standards Enforcement (OLSE)

City Hall, Room 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

www.sfgov.org/olse/hcao

CITY AND COUNTY OF SAN FRANCISCO



NOTICE TO QUALITY STANDARDS PROGRAM (QSP) **SFO EMPLOYEES – MARCH 21, 2021**

Health Care Accountability Ordinance

Your employer is a contractor with the City and County of San Francisco. This contract agreement is subject to the Health Care Accountability Ordinance (HCAO). For QSP employees at SFO, the HCAO requires your employer to provide family health plan benefits to covered employees and their dependents, or to make payments on behalf of covered employees to the Department of Public Health's City Option program. **If you work for a QSP employer at SFO, you are a covered employee and your employer must choose one of the following options:**

1. PROVIDE YOU WITH A COMPLIANT FAMILY HEALTH PLAN FOR YOU AND YOUR DEPENDENTS THAT MEETS THE HEALTH PLAN REQUIREMENTS

- Your employer cannot require you to contribute any amount towards the premiums for family health plan coverage.
- Coverage must begin no later than March 21, 2021 or, for employees hired after that date, the first of the month that begins after 30 days from the start of employment.

OR

2. PAY \$9.50 PER HOUR WORKED TO THE CITY OPTION

- If your employer does not provide a compliant family health plan that meets the health plan requirements, your employer must pay \$9.50 per hour for every hour you work (up to 40 hours a week) to the City Option, a Department of Public Health program that provides you with health benefits.

There is **no minimum hours requirement** for employees of QSP employers at SFO to qualify for these health care benefits.

**IF YOU BELIEVE YOUR RIGHTS ARE BEING VIOLATED CONTACT THE
OFFICE OF LABOR STANDARDS ENFORCEMENT AT (415) 554-7903.**

Office of Labor Standards Enforcement (OLSE)

City Hall, Room 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

www.sfgov.org/olse/hcao