



## **Labor Standards Fact Sheet**

### **(Locally-Funded Covered Local Projects)**

Information and requirements for contractors and subcontractors bidding on public works contracts in the City and County of San Francisco:

- Pay workers the correct Prevailing Wage rates for each craft, classification and type of work performed. *San Francisco Labor & Employment Code § 101.1, 103.1; CA Labor Code § 1773 and 1774*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCP Tracker). *San Francisco Labor & Employment Code § 103.3(e)(2)(A); CA Labor Code §1776*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign-in sheets documenting all hours worked and the classifications of work performed. *San Francisco Labor & Employment Code § 103.3(c)(3)*.
- Display the OLSE Prevailing Wage poster on the jobsite in a prominent and accessible place, informing workers of Prevailing Wage requirements. *San Francisco Labor & Employment Code § 103.3(c)(4)*
- Furnish employees with itemized pay stubs and retain payroll records. *San Francisco Labor & Employment Code § 103.3(e)(1) and (2); CA State LC §226*.
- Employ apprentices registered in a DIR-approved apprenticeship program and make apprenticeship training contributions. *San Francisco Labor & Employment Code § 104.2; CA Labor Code §1777.5*
- Register with the DIR. *CA State Labor Code §1725.5*
- Comply with local labor laws including *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance, and Prevailing Wage Provisions in Covered Contracts. SF Labor and Employment Code Articles 111, 21, 142, and 102*.

For projects awarded under CM/GC or Design-Build contracting models: OLSE will use the bid advertisement date or contract date of the trade package, to calculate the applicable Prevailing Wage determination. *8 CCR § 16000; CA Public Works Manual*.

- All work is subject to compliance monitoring and enforcement by OLSE. *San Francisco Labor & Employment Code § 103.3(c)(1)*.
- OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *San Francisco Labor & Employment Code § 103.3(c)(2)*.
- Failure to comply with Prevailing Wage regulations may result in penalties between \$50 and \$200 per day, per worker, and may lead to disqualification from public works with the City and County of San Francisco. *San Francisco Labor & Employment Code § 103.3(c)(5); CA Labor Code Section §1776(h)*.

## Labor Standards Resources

The current Prevailing Wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about Prevailing Wage requirements, you can visit the websites listed below:



OLSE Website

<https://www.sf.gov/information/prevailing-wage>



DIR Prevailing Wage Rates

<http://www.dir.ca.gov/OPRL/PWD/>



Davis-Bacon Wage Rates

<https://sam.gov/wage-determinations>

Formula to search by WD: [State] + [year] + [0018]. Example: CA20240018



DIR Public Works Contractor Registration

<https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>



DIR Public Works Manual

<http://www.dir.ca.gov/dlse/PWManualCombined.pdf>



Apprentice Wage Rates

<https://www.dir.ca.gov/opr1/pwappwage/PWAppWageStart.asp>



Apprenticeship Programs, Requirements & Forms

<http://www.dir.ca.gov/DAS/PublicWorksForms.htm>



Contractors State License Status

<https://www2.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx>



Information on laws for non-trade employees performing work on City Contracts

<https://www.sf.gov/information/prevailing-wage-non-construction-workers>



## 2025 OLSE / LCPtracker Training Schedule

No fees or registration required

### Payroll Reporting Training

*Includes an overview of Prevailing Wage and Citywide PLA*

2<sup>nd</sup> Tuesday of the Month

10:30 am to 12:00 pm – City Contractors & Subcontractors

*For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)*

Tuesday, January 14, 2025*	Tuesday, July 08, 2025*
Tuesday, February 11, 2025*	Tuesday, August 12, 2025*
Tuesday, March 11, 2025*	Tuesday, September 09, 2025*
Tuesday, April 08, 2025*	Tuesday, October 14, 2025*
Tuesday, May 13, 2025*	Tuesday, November 11, 2025*
Tuesday, June 10, 2025*	<i>No Training in December 2025</i>

*\*Live webinars will be conducted on Microsoft Teams.*



On-Demand Webinar:

Available 24/7 & covers the basics of submitting certified payrolls.

Please visit OLSE's website for up-to-date information

<https://www.sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt by phone at (415) 554-6211 or email [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org).

# San Francisco Labor Laws for City Contractors

Effective July 1, 2024

(Revised: December 2024)

## Minimum Compensation Ordinance (MCO)

### Wages and Paid Time Off (PTO)

*For a company that has 5 employees or more, anywhere in the world. Includes subcontractors.*

Any employee who works on a City contract for services:

- For-profit rate is \$20.96/hour as of 7/1/24
- Non-profit rate is \$20.25/hour as of 7/1/24
- Public Entities rate is \$21.50/hour as of 7/1/24; \$22.00/hour as of 1/1/25
- 0.04615 hours of PTO per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement



Contact the MCO unit:

Email: [mco@sfgov.org](mailto:mco@sfgov.org)

Phone: (415) 554-7903

Website: <https://www.sf.gov/information/minimum-compensation-ordinance>

## Health Care Accountability Ordinance (HCAO)

*For a company that has > 20 workers (for profit) / > 50 workers (nonprofit), anywhere in the world – Includes subcontractors.*

Any employee who works at least 20 hours a week on a City contract for services:

- Either:
  - A. Offer a compliant health plan with no premium charge to the employee. See Minimum Standards OR
  - B. Pay \$6.75\* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees) OR
  - C. Pay \$6.75\* per hour to covered employee. N/A to SFO and San Bruno Jail locations. Employee must live outside of SF and work on a City contract outside of SF. See HCAO for more details.
- Employee must sign a “Know Your Rights” form
- Posting Requirement

\*Rate changes every July 1<sup>st</sup>



Contact the HCAO unit:

Email: [hcao@sfgov.org](mailto:hcao@sfgov.org)

Phone: (415) 554-7903

Website: <https://www.sf.gov/information/health-care-accountability-ordinance>

# San Francisco Labor Laws for City Contractors

Effective July 1, 2024

(Revised: December 2024)

## Health Care Security Ordinance (HCSO)

Any employee who works *an average of 8 hours a week in the City of San Francisco* (whether or not on a City contract) and is not covered by the HCAO:

- As of 1/1/2025, spend \$2.56\* or \$3.85\* (depending on your size) per hour on their health care (e.g. health insurance, or a contribution to SF City Option Program)
- Employees can only waive their rights:
  - o By signing an official HCSO voluntary waiver, and
  - o If they show they have insurance through another employer
- Posting Requirement

\* Rate changes every January 1<sup>st</sup>



Contact the HCSO unit:

Email: [hcso@sfgov.org](mailto:hcso@sfgov.org)

Phone: (415) 554-7892

Website: <https://www.sf.gov/information/health-care-security-ordinance>

## Fair Chance Ordinance (FCO)

### Hiring Process

- You may not ask about criminal background in a job application or at the start of the hiring process
- Job announcements must include language specified by the law
- You may inquire into criminal background after an interview or once a conditional offer has been made
- If you intend to consider criminal background in your hiring decision, you must give the applicant the opportunity to provide evidence of rehabilitation or mitigating circumstances
- Posting Requirement



Contact the FCO unit:

Email: [fco@sfgov.org](mailto:fco@sfgov.org)

Phone: (415) 554-5192

Website: <https://www.sf.gov/information/fair-chance-ordinance>



# Daniel Lurie

## Mayor

**Patrick Mulligan**  
**Director**

# DAILY SIGN-IN SHEET

**INSTRUCTIONS: EACH WORKER MUST SIGN THEMSELVES IN AND OUT/ CADA TRABAJADOR DEBE DE MARCAR SU PROPIO TIEMPO A LA ENTRADA Y LA SALIDA/每個工人必須自己親自上下班簽到。**

**PROJECT NAME / SPEC #**

## APPRENTICE (A) or

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Rev. 7/18/18



# 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.sf.gov/OLSE](http://www.sf.gov/OLSE) and/or email us at [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)**

If you have any questions or would like to file a complaint, please call (415) 554-6573.

Si tiene alguna pregunta, o si desea presentar una queja, por favor llame al (415) 554-6573.

如果你有任何疑問或想提出投訴, 請致電 (415) 554-6573.

Kung mayroon kayong katanungan o nais ninyong magsampa ng reklamo, mangyari pong tumawag sa (415) 554-6573.

Ecn1 y Bac ecRb KaK1e-n16o sonpocl, 1n1 Bl xoR1Re noAaRb >iano6y, no>ianyvicRa, nomSOH1Re no Rene<poHy (415) 554-6573.

Nếu bạn có bất cứ câu hỏi nào hoặc muốn nộp đơn khiếu nại, xin hãy gọi (415) 554-6573.