

OFFICE OF THE CITY ADMINISTRATOR
OFFICE OF LABOR STANDARDS ENFORCEMENT
PATRICK MULLIGAN, DIRECTOR



Minimum Compensation Ordinance – Non-Profit KNOW YOUR RIGHTS

Effective: July 1, 2026

Under the Minimum Compensation Ordinance (MCO), employers who: (1) have contracts or subcontracts (i.e., services agreement, grant, lease, etc.) with the City and County of San Francisco; or (2) are tenants and subtenants, or their subcontractors, on San Francisco International Airport property **MUST** provide minimum compensation and time off to employees. This Know Your Rights Form explains the MCO requirements. Please sign it only after you have read it fully and understand your rights.

THE MCO REQUIREMENTS

1. Minimum Hourly Wage

- Hourly Rate is **\$23.50/hour** (*subject to budget approval*)
- Rates are subject to change. Your employer is obligated to keep informed of the requirements and to notify employees in writing of any adjustment to the MCO wage.

2. Paid Time Off (PTO)

- Accrued at 0.04615 hours per hour worked (equivalent to 12 paid days off per year for a 40 hour workweek employee).
- May be used for vacation, sick leave, or personal necessity.
- Accrued PTO shall be paid out to employees at separation.

3. Unpaid Time Off (UTO)

- Accrued at 0.03846 hours per hour worked (equivalent to 10 unpaid days off per year for a 40 hour workweek employee).
- For unpaid sick time purposes.

Retaliation Prohibited: Your employer may not retaliate against you or any other employee for trying to learn more about the MCO or exercising your rights under the law. If you believe that you have been discriminated or retaliated against for inquiring about or exercising your rights under the MCO, contact the Office of Labor Standards (OLSE) to file a complaint.

Sign this document ONLY AFTER you have read it fully and understand your rights under the MCO. If you have questions about your rights or your employer’s responsibilities under the MCO, please contact the OLSE at (415) 554-7903 or mco@sfgov.org.

Print Name of Employee: _____

Signature of Employee: _____ Date: _____

Para asistencia en Español, llame al (415) 554-7903
需要中文幫助，請電 (415) 554-7903

Para sa tulong sa Tagalog, manyaring tumawag sa (415) 554-7903
Để được trợ giúp bằng tiếng Việt, gọi (415) 554-7903

For a complete copy of the Minimum Compensation Ordinance, visit www.sf.gov/olse-mco

Revised May 2026