

# Wage Theft Ordinance

Seattle's Wage Theft Ordinance (WTO) provides protections against wage theft by establishing basic requirements for payment of wage and tips within city limits. The ordinance requires employers to pay all wages and tips owed to employees, provide written notice to employees, and itemize pay information when employees are paid.

## WAGE THEFT IS NOT RECEIVING FULL PAYMENT FOR WORK

### Examples of wage theft:

- Not being paid minimum wage.
- Not being paid overtime.
- Not being paid at all.
- Not being paid the amount promised.
- Not being paid tips.
- Not provided paid rest breaks.
- Not provided paid sick and safe time.
- Working off the clock.
- Being misclassified as an independent contractor.
- Not being reimbursed for covering employer's expenses.

### Employer requirements:

- Provide each employee with written notice of employment information at time of hire and before changes of employment.

### Notice includes:

- Employer name and contact information.
- Employee's rate of pay, eligibility to earn overtime, pay basis (hour, shift, day, week, commission), and regular pay day.
- Explanation of employer's tip policy.
- Provide written notice of pay information on paydays.
- Pay all owed compensation owed to employees on a regular payday.

### WHO IS COVERED?

Our ordinances cover employees working inside Seattle city limits, regardless of their immigration status or the location of the employer.

If your situation does not qualify for investigation by us, we will refer you to another agency for help.

### RETALIATION

An employer cannot retaliate against an employee for:

- Asserting their rights under these laws.
- Filing a complaint with OLS.
- Telling others about their rights.

### OUR SERVICES

- Investigations of complaints.
- Outreach to workers.
- Technical assistance for business.
- Resources and referrals.

Language interpretation, translations and accommodation are available. **All services are free.**



## OFFICE OF LABOR STANDARDS

The mission of 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.

## MORE INFORMATION

**(206) 256-5297**

[laborstandards@seattle.gov](mailto:laborstandards@seattle.gov)  
[seattle.gov/laborstandards](http://seattle.gov/laborstandards)