



FLAGSTAFF MINIMUM WAGE ORDINANCE

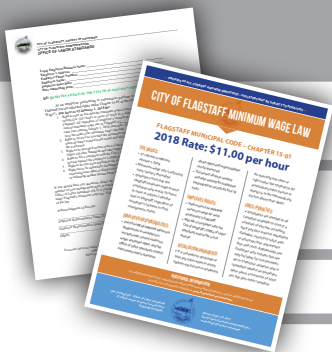
TIPS TO SUCCESSFUL COMPLIANCE

POSTERS

- Obtain new posters when rate changes/requirements change.
- Display in English, Spanish and any other language spoken by more than 5% of workforce.
- Display posters where employees can easily read them.



NOTICES



- Provide existing and new employees with the Employee Notice that includes employer requirements per the ordinance.
- Complete & file employer signature form.
- Check City website/visit City Hall/ Call OLS for any changes or updates.

RECORD KEEPING

- Keep accurate payroll records (hours worked/days worked/pay rates) and retain such records for a period no less than four years.
- Encourage your employees to keep accurate records of their hours and days worked.
- Stay current with Local, State and Federal record keeping provisions.



MINIMUM WAGE



- Pay your employees the current established minimum wage rate.
- Document in writing if you choose the tip credit option for tipped employees.
- Pay employees at least minimum wage if work completed in a calendar year totals 25 hours or more.
- Pay employees at least the minimum wage if hours worked are completed within the city limits of Flagstaff.
- Pay your employees the difference in pay if tip credit (base pay plus all tips retained) comes out less than minimum wage.
- If choosing the tip credit, ensure the wages + tips of the employee combined total at least the current minimum wage.

