

CITY OF FLAGSTAFF'S MINIMUM WAGE LAW

FLAGSTAFF MUNICIPAL CODE – CHAPTER 15-01

2024 Hourly Rate: \$17.40 p/h

2024 Hourly Cash Wage: \$15.90 p/h (Applicable to tipped employees if maximum tip credit is applied by employer).

THE BASICS:

- Hourly minimum wage is adjusted each January thereafter.
- Employers must pay at least the Flagstaff hourly minimum wage to each employee who worked or expected to work 25 hours or more in any given calendar year in the city limits of Flagstaff, AZ regardless of the employer's location or the employee's immigration status.

EMPLOYER RESPONSIBILITIES:

- Post the official Flagstaff Minimum Wage Poster.
- Provide written notice of the minimum wage rights/responsibilities to all employees.
- Document all hours and days worked for all employees and keeping those records for a minimum of four (4) years.

EMPLOYEE RIGHTS:

- Shall earn and/or receive at least the hourly minimum wage for all work performed within the city limits of Flagstaff, AZ.
- To be paid applicable/agreed upon/promised wages for all hours worked.
- File a complaint with the city's Office of Labor Standards or File a civil lawsuit against the employer.

TIPPED EMPLOYEES:

- For an employee who customarily and regularly receives more than \$30 a month in tips an employer may pay tipped employees a maximum of up to \$2.00 per hour less than the hourly minimum wage.
- After all tips are earned and retained then added to total hourly cash wages, employee's hourly payrate must equal at least \$15.90 per hour for each workweek.

- Employer may not classify an employee under the tip credit status until employee has been provided the employer's elected tip credit, tip credit provisions, employer's valid pool tip arrangement (if applicable), and tip reporting requirements.

RETALIATION PROHIBITED:

- It is unlawful to discharge or take any other adverse action against any person in retaliation for asserting any claim or right under this ordinance.

FINES AND PENALTIES:

- Employees are entitled to all remedies available to correct any violation of this law. Additionally, any employer who violates this law or retaliates against an employee may be liable for civil penalties and fines.



ADDITIONAL INFORMATION:

City of Flagstaff
211 W. Aspen Ave., Second Floor
Flagstaff, AZ 86001

Phone: (928) 213-2071
Email: laborstandards@flagstaffaz.gov
WWW.FLAGSTAFF.AZ.GOV/MINWAGE