



SEATTLE OFFICE OF LABOR STANDARDS

2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

The Seattle Office of Labor Standards is proposing legislation that amends the Paid Sick and Safe Time (PSST) and Secure Scheduling (SS) ordinances. The PSST amendments incorporate the more generous provisions of voter-passed, Washington Initiative 1433 establishing statewide paid sick leave. Under state law, the 1433 provisions automatically apply to hourly employees working in Seattle and throughout Washington state. Under OLS’s proposed legislation, the 1433 provisions apply equally to both hourly employees and overtime-exempt employees working in Seattle (with a few limited exceptions). Since PSST has always applied to both hourly and overtime-exempt employees, the proposed legislation maintains this broad employee coverage. The SS amendments clarify employer coverage in response to changes in federal NAICS codes.

City Council is expected to vote on this legislation in December 2017. After the legislation is passed, OLS will propose new PSST and SS rules to reflect the amendments.

OVERVIEW

PAID SICK AND SAFE TIME		
Issue	Proposed amendment	Reason for amendment
Tier One employer size	Change threshold for tier 1 employer to “at least one employee and fewer than 50 FTEs” to extend coverage of PSST to all employees in Seattle.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Use	Remove caps on use because I-1433 only permits caps carry over, not use.	1433 mandate for hourly employees accruing one hour for every 40 hours worked. Policy decision to apply the “no cap on use” for PSST hours accrued above-and-beyond the 1433 standard (tier 3 accrual is one hour for every 30 hours worked) and overtime exempt employees.
Family member	Add <i>any age</i> for child; add sibling; add grandchild.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Occasional basis employees	Remove threshold coverage criteria of 240 hours for employees who are typically based outside of Seattle and work in Seattle on an occasional basis. The PSST rules will clarify PSST coverage for occasional basis employees who are potentially covered by PSST requirements that are more generous than statewide paid sick leave (tier 2/3 carry over and tier 3 accrual).	1433 mandate for hourly employees. Policy decision for PSST rules to clarify PSST coverage for hourly employees potentially covered by more generous Seattle PSST provisions (tier 2/3 carry over and tier 3



SEATTLE OFFICE OF LABOR STANDARDS 2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

		accrual) and overtime exempt employees.
Waiver	<p>Permit employees covered by a bona fide collective bargaining agreement to waive provisions of PSST that are more generous than 1433 (e.g. more generous accrual and carry over requirements for tier two and tier three employers under Section 14.16.025) through December 31, 2018. Thereafter, prohibit employees covered by a CBA from waiving the any provisions of PSST.</p> <p>*1433 does not permit waiver of statewide paid sick leave requirements.</p>	<p>1433 mandate for hourly employees.</p> <p>Policy decision to only allow a waiver through December 31, 2018 for hourly employees covered by more generous Seattle PSST provisions (tier 2/3 carry over and tier 3 accrual) and overtime exempt employees.</p>
SECURE SCHEDULING		
Issue	Proposed amendment	Reason for amendment
Employer coverage	Add reference to 2017 NAICS codes (and later NAICS codes) to the definition of food services and retail establishments.	Policy decision to clarify that 2017 NAICS codes establish employer coverage.



STEP-BY-STEP GUIDE TO AMENDMENTS

PAID SICK AND SAFE TIME			
Section of Ordinance	Issue	Proposed amendment	Reason for amendment
Definitions	Benefit year	Replace “benefit year” with <i>year</i> to align with definition in 1433 rules.	Drafting decision to align this definition with the term used in 1433.
	Eating and drinking establishment provision	Remove definition because 1433 does not permit limitations on use of PSST in these types of establishments.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
	Employee	Remove work study exemption because 1433 does not permit any exemption of paid sick leave provisions.	1433 mandate for hourly employees.
	Employment agency or staffing agency	Remove these definitions because they are not referenced in SMC 14.16 (the previous reference to these definitions was removed in the Wage Theft Prevention and Labor Standards Harmonization Ordinance of 2015).	Drafting decision to remove this unnecessary definition from the ordinance.
	Health care professional	Remove definition because it is not defined in 1433 or the 1433 rules. Current definition could be more restrictive than	1433 mandate for hourly employees that permits employers to require



SEATTLE OFFICE OF LABOR STANDARDS
2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

	1433. Change references from “health care professional” to <i>health care provider</i> to mirror 1433 rules.	verification from a health care provider but no definition of this term. Policy decision to remove this definition because it is not defined in 1433 or the 1433 rules. Current definition in SMC 14.16 could be more restrictive than 1433. Will clarify in PSST rules.
Normal hourly compensation	Replace “same hourly rate” with <i>normal hourly compensation</i> because 1433 uses the latter term.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Paid Sick Time <ul style="list-style-type: none"> Additional Family members 	Add child <i>of any age</i> Add sibling Add grandchild	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
<ul style="list-style-type: none"> Child 	Add <i>regardless of age or dependency status</i> .	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
<ul style="list-style-type: none"> Parent and Parent in law 	Add “parent in law” to the definition of “parent” to mirror 1433 language. Remove separate definition of “parent in law.”	Drafting decision to mirror 1433 language.
<ul style="list-style-type: none"> Spouse 	Remove definition because it is not defined in 1433 or the 1433 rules. The current PSST definition could be more restrictive than 1433. Clarify “registered domestic partner” in the list of family members.	1433 mandate for hourly employees that permits employees to use paid sick leave for “spouse” which is an undefined term. Policy decision to remove this definition because it is not defined in 1433 or the 1433 rules. Current definition in SMC 14.16 could be more restrictive than 1433. Will clarify in PSST rules.
<ul style="list-style-type: none"> Registered domestic partner 	Clarify “registered domestic partner” in the list of family members rather than in the definition of spouse.	Drafting decision to mirror 1433 language.



SEATTLE OFFICE OF LABOR STANDARDS
2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

<ul style="list-style-type: none"> Grandparent 	<p>Remove definition because it is not defined in 1433 or the 1433 rules. The current PSST definition in SMC 14.16 could be more restrictive than 1433.</p>	<p>1433 mandate for hourly employees to cover “grandparent” (but there is no definition of this term).</p> <p>Policy decision to remove this definition because it is not defined in 1433 or the 1433 rules. Current definition in SMC 14.16 could be more restrictive than 1433. Will clarify in PSST rules.</p>
<p>Paid Safe Time. . . for closure of employee’s child’s school or place of care</p> <ul style="list-style-type: none"> Child 	<p>Add definition of “child” that mirrors definition of “child” for paid sick time (i.e. child of any age).</p>	<p>1433 mandate for hourly employees.</p> <p>Policy decision for overtime exempt employees.</p>
<p>Paid Safe Time. . . for reasons related to RCW 49.76.030</p> <ul style="list-style-type: none"> Family member 	<p>Technical error – Add definition of “family member” from RCW 49.76.020.</p>	<p>Drafting decision to fix technical error.</p>
<ul style="list-style-type: none"> Household member 	<p>Technical error – Add “household member” to all references to safe time. In the original version of PSST, paid safe time included “household member” in the definitions sections, but did not consistently mention “household member” through-out the ordinance.</p> <p>Technical error - add reference to RCW 26.50.010 in the definition of household member. RCW 49.76.020 does not explicitly use term, “household member.” Rather, RCW 49.76.020 includes a definition of “domestic violence” that references to RCW 26.50.010 that defines “household member.”</p>	<p>Drafting decision to fix technical error.</p>
<ul style="list-style-type: none"> Stalking 	<p>Technical error – Remove “as defined in subsection 14.16.010.P.1.c”</p> <p>Add RCW 49.76.020 to definition to stay consistent with stating the source of definitions.</p>	<p>Drafting decision to fix technical error.</p>
<p>Tier 1 employer</p>	<p>Remove threshold criteria of “more than four FTEs” and replace with “at least one employee...” because 1433 covers all</p>	<p>1433 mandate for hourly employees.</p>



SEATTLE OFFICE OF LABOR STANDARDS 2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

		employees working in the state, regardless of the employer’s size.	Policy decision for overtime exempt employees.
	Two-year exemption for new Tier 1 and 2 employers	Revise provision to only allow two-year exemption for new tier one and tier two employers for provisions of PSST that are more generous than 1433 (e.g. more generous requirements for carry over for tier two employers under Section 14.16.025).	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Employment in Seattle	Occasional basis	Remove threshold coverage criteria of 240 hours for employees who are typically based outside of Seattle and work in Seattle on an occasional basis. The PSST rules will clarify PSST coverage for occasional basis employees who are potentially covered by PSST requirements that are more generous than statewide paid sick leave (tier 2/3 carry over and tier 3 accrual).	1433 mandate for hourly employees. Policy decision for PSST rules to clarify PSST coverage for hourly employees potentially covered by more generous Seattle PSST provisions (tier 2/3 carry over and tier 3 accrual) and overtime exempt employees.
Employer tier determination	FTEs	Modify reference to FTEs to incorporate baseline of one employee.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Accrual	Caps on Use <ul style="list-style-type: none"> • Tier 1 = 40 hrs • Tier 2 = 56 hrs • Tier 3 = 72 hrs or 108 hrs for PTO. 	Remove caps on use. There is no limit on use under I-1433; the only limit is on carry-over.	1433 mandate for hourly employees accruing one hour for every 40 hours worked. Policy decision to apply the “no cap on use” for PSST hours accrued above-and-beyond the 1433 standard (tier 3 accrual is one hour for every 30 hours worked) and overtime exempt employees.
	Frontloading <ul style="list-style-type: none"> • Permitted in PSST Rules 	Add ability of employer to frontload PSST if such frontloading meets or exceeds PSST requirements.	1433 mandate for hourly employees. Drafting decision to include this provision in the ordinance (already permitted in the PSST rules).
	Eligibility for use <ul style="list-style-type: none"> • 180 calendar days after employment commences. 	Reduce waiting period to <i>90 days</i> to mirror 1433.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.



SEATTLE OFFICE OF LABOR STANDARDS
2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

	<p>Breaks in service</p> <ul style="list-style-type: none"> Use previous period of employment for eligibility for use and reinstate previously accrued PSST for breaks in service of <i>7 months for same employer.</i> 	<p>Expand breaks in service to <i>12 months for same employer</i> to mirror 1433.</p>	<p>1433 mandate for hourly employees.</p> <p>Policy decision for overtime exempt employees.</p>
	<p>Paid safe time</p> <ul style="list-style-type: none"> Reasons for use. 	<p>Add language from I-1433 – “Employee is authorized to use paid sick leave for absences that qualify for leave under RCW 49.76.”</p>	<p>Drafting decision to mirror 1433 language.</p>
		<p>Add language, <i>for any health-related reason</i>, to mirror 1433.</p> <p>“...due to order of a public official, <i>for any health-related reason</i>, to limit exposure to an infectious agent, biological toxin or hazardous material.</p>	<p>Drafting decision to mirror 1433 language.</p>
	<p>Employer must provide PSST to employee upon request.</p>	<p>Add requirement that <i>employer may not require, as a condition of an employee taking paid sick and paid safe time, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.</i></p>	<p>Drafting decision to mirror 1433 language. OLS already interprets Seattle PSST to prohibit this practice.</p>
	<p>Increments of use Hourly employees = Hourly increments or, if feasible by the employer's payroll system, increments that round to the nearest quarter of an hour.</p>	<p>Increments of use Hourly employees = hourly increments or, if an employer's payroll system tracks compensation in increments of less than one hour, in the smallest increment in which compensation is tracked. This language mirrors 1433, although PSST does not permit a variance (i.e. an application to Washington State Department of Labor & Industries for an exemption).</p>	<p>1433 rules mandate for hourly employees (although the 1433 rules permit a variance from this requirement).</p> <p>Policy decision to not allow a variance from this requirement.</p>
<p>Documentation of absence</p>	<p>Sick = Employer may require <i>reasonable documentation</i>, including doc. signed by</p>	<p>Add 1433 language re: <i>employer's requirements for verification may not result in an unreasonable burden or expense on the employee.</i></p>	<p>Drafting decision to mirror 1433 language.</p>



SEATTLE OFFICE OF LABOR STANDARDS 2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

	a health care provider indicating that sick time is necessary.	Add statement that reasonable verification shall include...”and other evidence pursuant to rules issued by the Director.”	Hybrid 1433 mandate & Policy decision to identify that PSST rules may clarify other forms of verification. The 1433 rules have a broad definition of “verification.”
	Safe = Employer may require that employee satisfy the verification requirement by one or more of four methods.	Move the method of “employee’s provision of a written statement” from the fourth option to the first option. Add reference to “household member” to description of verification methods.	Drafting decision to highlight the ability for employee to simply provide a written statement as verification.
Shift-swaps in eating or drinking establishments	When a manager at an eating or drinking establishment arranges a shift swap to facilitate an employee’s use of PSST, the employer can deduct the employee’s PSST for substitute shift.	Remove this provision because it is not addressed in 1433 and is not allowed under 1433 rules. Under 1433 rules, an employee may trade shifts “in lieu of using PSST” if there is mutual agreement by the employer and employee. There is no affirmative permission for an employer to unilaterally deduct PSST when an employee trades shifts.	1433 mandate for hourly employees. Policy decision for overtime exempt employees (in as much as this provision applies to overtime exempt employees).
Rate of pay	Employee shall be compensated at the <i>same hourly rate and with the same benefits, including health care benefits</i> , as the employee would have earned during the time the paid leave is taken. No compensation for lost tips or commissions. No compensation for hours that an employee was not scheduled to have worked.	Use 1433 language, <i>normal hourly compensation</i> .	Drafting decision to mirror 1433 language.
		Remove no “right to lost tips and commissions” <ul style="list-style-type: none"> In 1433 rules, this term <i>includes commissions, but does not include lost tips & service charges</i>, that employee would have earned during the time that the paid leave was taken. Clarify intersection of tips, commission, and minimum wage and minimum compensation in PSST rules. WAC 296-128-660(1). 	1433 rules mandate for hourly employees to include commissions in payment for paid sick leave. Policy decision to remove reference to “no right to lost tips and commission” and clarify the intersection of tips, commission, and Seattle minimum wage in the PSST rules.
New employers	Two-year exemption for new Tier 1 and 2 employers	Amend provision to only allow two-year exemption for PSST provisions that are more generous than provisions requiring paid sick leave under RCW 49.46, including but not limited to more generous requirements for accrual and carry over for tier two employers under Section 14.16.025.	1433 mandate for hourly employees. Policy decision for overtime exempt employees.



SEATTLE OFFICE OF LABOR STANDARDS 2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

<p>Employer records</p>	<p>Employers records [must] reasonably indicate</p> <ul style="list-style-type: none"> • Employee hours worked in Seattle • Accrued paid sick and paid safe time • Used paid sick and paid safe time. 	<p>Add</p> <ul style="list-style-type: none"> • Date of commencement • PSST available for use • PSST donated to a co-worker through a shared leave program • PSST not carried over to the following year • WAC 296-128-010 	<p>1433 mandate for hourly employees.</p> <p>Policy decision for overtime exempt employees.</p>
<p>Notice and Posting</p>	<p>Written Policy</p> <p>Current required items</p> <ul style="list-style-type: none"> • Benefit year • Tier size • Rate of accrual, use and carry-over of paid sick and paid safe time hours • Manner of providing notification • Requirements for requesting leave 	<p>Add requirements to written policy that are in 1433 rules.</p> <p>Employers must notify each employee</p> <ul style="list-style-type: none"> • Employee’s entitlement to paid sick leave, • Retaliation [is prohibited] by the employer for the employee’s lawful use of paid sick leave and other rights provided <p>Add other policy items from other 1433 rules</p> <ul style="list-style-type: none"> • Use of frontloaded PSST • Verification for use of PSST for more than three consecutive days • Shared PSST program in which an employee may choose to donate unused PSST to a co-worker • PTO program 	<p>1433 mandate for hourly employees.</p> <p>Policy decision for overtime exempt employees.</p>
<p>Retaliation</p>	<p>Absence control policies</p> <p>OLS interprets the ordinance’s prohibition against retaliation to prohibit application of absence control policies for use of covered PSST as prohibited retaliation.</p> <p>Employers also must adjust increments of use of PSST to avoid application of absence control policies.</p>	<p>Add 1433 language, <i>Employer may not adopt or enforce any policy that counts the use of paid sick leave time as an absence that may lead to or result in discipline against the employee.</i></p> <p>Remove language about adjusting increments of use of PSST to avoid application of absence control policies because it is not necessary in combination with smaller increments of use and the prohibition against counting use of PSST toward absence control policy.</p> <p>Clarify in PSST rules.</p>	<p>1433 mandate for hourly employees.</p> <p>Drafting decision to mirror 1433 language. OLS already interpreted Seattle PSST to prohibit this practice (and addressed the issue in the increments of use section of the ordinance).</p>



SEATTLE OFFICE OF LABOR STANDARDS 2017 LABOR STANDARDS ORDINANCE ♦ PSST & SS AMENDMENTS

Notifications	Each time wages are paid, employer must provide notification of PSST available for use.	Add requirements to notification that are in 1433 rules. <ul style="list-style-type: none"> • PSST accrued • PSST reduced (e.g. used, donated to co-worker) 	1433 mandate for hourly employees. Policy decision for overtime exempt employees.
Waiver	Waiver available only for employees covered by a bona fide collective bargaining agreement, so long as PSST requirements are waived in the CBA in clear and unambiguous terms.	Permit employees covered by a bona fide collective bargaining agreement to <i>only waive provisions of PSST that are more generous than 1433</i> (e.g. more generous accrual and carry over requirements for tier two and tier three employers under Section 14.16.025) <i>through December 31, 2018</i> . Thereafter, prohibit employees covered by a CBA from waiving any provisions of PSST. *1433 does not permit waiver of statewide paid sick leave requirements.	1433 mandate for hourly employees. Policy decision to only allow waiver through December 31, 2018 for hourly employees covered by more generous provisions of Seattle PSST and overtime exempt employees.
SECURE SCHEDULING			
Definitions	Retail and Food Services Establishments	Add reference to 2017 NAICS codes (and subsequent NAICS codes) to the definition of food services and retail establishments.	Policy decision to clarify that 2017 NAICS codes establish employer coverage.
Employer Coverage	Size	Technical error - Align employer size with franchise network; both need to state, "500 or more." Currently, the ordinance states that franchises are covered if they employ "more than 500" employees.	Drafting decision to fix technical error.
		Technical error - Clarify that determining employer size is based on counting all employees. Currently, ordinance bases calculation on all hours worked for compensation by all employees. This amendment aligns the Secure Scheduling ordinance with the Minimum Wage ordinance.	Drafting decision to fix technical error.