

**OFFICE OF LABOR STANDARDS ENFORCEMENT**

PATRICK MULLIGAN, DIRECTOR



## Labor Standards Fact Sheet

Information and requirements for contractors and subcontractors bidding on public works contracts in the City and County of San Francisco:

- Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Labor & Employment Code 101.1, 103.1; CA State Labor Code Section 1773 and 1774*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPtracker). *SF Labor & Employment Code 103(e)(2)(A); CA State LC Section 1776*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign in sheets documenting all hours worked and the classifications of work performed. *SF Labor & Employment Code 103.3(c)(3)*
- Display OLSE provided posters at the jobsite, informing workers of Prevailing Wage requirements. *SF Labor & Employment Code 103.3(c)(4)*
- Furnish employees with itemized pay stubs and retain payroll records. *SF Labor & Employment Code 103.3(e)(1) and (2); CA State Labor Code Section 226*
- Employ apprentices registered in a state-approved apprenticeship program and make apprenticeship training contributions. *SF Labor & Employment Code 104.2; CA State Labor Code Section 1777.5*
- Register with the California Department of Industrial Relations (DIR). *CA State Labor Code Section 1725.5*
- Comply with local labor laws including the *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and miscellaneous Prevailing Wage Ordinances* where applicable. *Labor and Employment Code Articles 111, 121, 142 and 102.*

- All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Labor & Employment Code 103.3(c)(1)*
- OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Labor & Employment Code 103.3(c)(2)*
- Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Labor & Employment Code 103.3(c)(5) and 106; CA State Labor Code Section 1776(h)*

# Labor Standards Resources

The current prevailing wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website	<a href="https://sf.gov/information/understanding-prevailing-wage">https://sf.gov/information/understanding-prevailing-wage</a> <ul style="list-style-type: none"> <li>• Prevailing Wage News</li> <li>• Public Works Requirements</li> <li>• Public Works Tools and Resources for Contractors</li> <li>• Links to Statutory Authority Regarding Prevailing Wage               <ul style="list-style-type: none"> <li>➤ Labor and Employment Code Art.102</li> <li>➤ CA Labor Code sections pertaining to Public Works</li> </ul> </li> <li>• Link to LCPtracker</li> </ul>
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	<a href="http://www.dir.ca.gov/OPRL/PWD/">http://www.dir.ca.gov/OPRL/PWD/</a>
DIR Public Works Contractor Registration	<a href="https://www.dir.ca.gov/Public-Works/Contractor-Registration.html">https://www.dir.ca.gov/Public-Works/Contractor-Registration.html</a>
DIR Public Works Manual	<a href="http://www.dir.ca.gov/dlse/PWManualCombined.pdf">http://www.dir.ca.gov/dlse/PWManualCombined.pdf</a>
Apprentice Wage Rates	<a href="https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp">https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp</a>
Apprenticeship Programs, Requirements & Forms	<a href="http://www.dir.ca.gov/DAS/PublicWorksForms.htm">http://www.dir.ca.gov/DAS/PublicWorksForms.htm</a>
Contractors State License Status	<a href="https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/checklicense.aspx">https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/checklicense.aspx</a>
Information on laws for non - trade employees performing work on City Contracts	<a href="http://www.sf.gov/olse">www.sf.gov/olse</a> <ul style="list-style-type: none"> <li>• Minimum Compensation Ordinance (MCO)</li> <li>• Health Care Accountability Ordinance (HCAO)</li> <li>• Health Care Security Ordinance (HCSO)</li> <li>• Paid Sick Leave Ordinance (PSLO)</li> <li>• Paid Parental Leave Ordinance (PPLO)</li> <li>• Fair Chance Ordinance (FCO)</li> </ul>

For more information, call OLSE at (415) 554-6573 or email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

GENERAL SERVICES AGENCY  
**OFFICE OF LABOR STANDARDS ENFORCEMENT**  
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## **2025 OLSE/LCPtracker Training Schedule**

**No fees or registration required**

### **Payroll Reporting Training**

***Includes an overview of prevailing wage and Citywide PLA  
 (2<sup>nd</sup> Tuesday of the Month)***

Tuesday, January 14, 2025*	Tuesday, July 08, 2025*
Tuesday, February 11, 2025*	Tuesday, August 12, 2025*
Tuesday, March 11, 2025*	Tuesday, September 09, 2025*
Tuesday, April 08, 2025*	Tuesday, October 14, 2025*
Tuesday, May 13, 2025*	Tuesday, November 11, 2025*
Tuesday, June 10, 2025*	<i>No Training in December 2025</i>

\*Live webinars will be conducted on Microsoft Teams. Please visit OLSE's website for up-to-date information.

<https://sf.gov/take-payroll-training>

#### **Time:**

For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

10:30 am - 12:00 pm - City Contractor & Subcontractors

#### **Webinar:**

Available 24/7 & covers the basics of submitting certified payrolls.

<https://sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt:  
 (415) 554-6211, [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org)

# San Francisco Labor Laws for City Contractors

Effective July 1, 2024

(Revised: December 2024)

## Minimum Compensation Ordinance (MCO)

### *Wages and Paid Time Off (PTO)*

For a company that has 5 employees or greater, anywhere in the world. Includes subcontractors.

Any employee who works on a City contract for services:

- **For-profit rate** is \$20.96/hour as of 7/1/24
- **Non-profit rate** is \$20.25/hour as of 7/1/24
- **Public Entities rate** is \$21.50/hour as of 7/1/2024; \$22.00/hour as of 1/1/25
- 0.04615 hours of Paid Time Off (PTO) per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement

Contact the MCO unit: [mco@sfgov.org](mailto:mco@sfgov.org) and (415) 554-7903

## Health Care Accountability Ordinance (HCAO)

For a company that has > 20 workers (for profit)/ > 50 workers (nonprofit), anywhere in the world – Includes subcontractors

Any employee who works **at least 20 hours a week** on a City contract for services:

- Either:
  - A) Offer a compliant health plan with no premium charge to the employee. See Minimum Standards  
OR
  - B) Pay \$6.75\* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)  
OR
  - C) Pay \$6.75\* per hour to covered employee. N/A to SFO and San Bruno Jail locations. Employee must live outside of SF and work on a City contract outside of SF. See HCAO for more details.
- Employee must sign a “Know Your Rights” form
- Posting Requirement

\* Rate changes every July 1

Contact the MCO unit: [hcao@sfgov.org](mailto:hcao@sfgov.org) and (415) 554-7903

For more information, or to sign up for email updates on the MCO and HCAO, visit our website: [SF.GOV/OLSE](http://SF.GOV/OLSE)

## Health Care Security Ordinance (HCSO)

Any employee who works an average of 8 hours a week in the City of San Francisco (whether or not on a City contract) and is **not covered by the HCAO**:

- As of 1/1/2025, spend \$2.56\* or \$3.85\* (depending on your size) per hour on their health care (e.g. health insurance, or a contribution to Healthy San Francisco)
- Employee can only waive their rights:
  - o By signing an official HCSO voluntary waiver, and
  - o If they show they have insurance through another employer
- Posting Requirement

\* Rate changes every January 1<sup>st</sup>

Contact the HCSO unit: [hcs@sfgov.org](mailto:hcs@sfgov.org) and (415) 554-7892

## Fair Chance Ordinance (FCO)

### *Hiring Process*

- You may not ask about criminal background in a job application or at the start of the hiring process
- Job announcements must include language specified by the law
- You may inquire into criminal background after an interview or once a conditional offer has been made
- If you intend to consider criminal background in your hiring decision, you must give the applicant the opportunity to provide evidence of rehabilitation or mitigating circumstances
- Posting Requirement

Contact the FCO unit: [fco@sfgov.org](mailto:fco@sfgov.org) and (415) 554-5192

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

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