DATE

Respondent

Point of Contact Name (If applicable)

Address

Address

RE: **Advisory Letter – Compliance with City of Tacoma Minimum Employment Standards**

WORKSITE ADDRESS: **IF DIFFERENT FROM MAILING ADDRESS**

Dear [NAME]:

The City of Tacoma has received complaint(s) alleging that RESPONDENT is in violation of Title 18 of the Tacoma Municipal Code (TMC), “Minimum Employment Standards.” I have been assigned to conduct a fair and impartial investigation to determine RESPONDENT’s compliance with TMC Title 18. Specifically, the allegations include: XXMORE INFO WITHOUT VIOLATING CONFIDENTIALITYXX.

The City of Tacoma works with parties to settle matters through conciliation and dispute resolution whenever possible, prior to any formal charges being filed. If a settlement is reached, the City will close the case. If this issue has not been resolved within fifteen days, a formal charge may be filed and a formal request for the records necessary to conduct a thorough investigation will be made, pursuant to TMC 18.10.060.B and/or TMC 18.20.110.B.

**If you would like to respond prior to the filing of a formal charge, please contact our office within ten (10) business days** from the date on this advisory letter. Your response can include a request for settlement, a written statement in response to the charges, documents/employment records that support your response, or any additional information that you feel is important to the case. We welcome written responses by email (INSERT), and you can also call me at PHONE with any questions you may have.

Please be advised that **retaliation or adverse actions toward employees due to the filing of a complaint or the exercise of other rights provided by TMC Title 18 is unlawful**. Employees may pursue a charge based on any adverse changes in the conditions of employment suffered while exercising rights protected under the TMC.

To learn more about the Paid Leave or Minimum Wage Ordinances, you can find the full text of the laws, associated rules, and more information at [www.cityoftacoma.gov/employmentstandards](http://www.cityoftacoma.gov/employmentstandards). Please don’t hesitate to contact me with questions you may have by email (EMAIL) or by phone (253) 591-5306.

Sincerely,

**Name**

TITLE

ENCLOSURES, e.g., informational brochure, model workplace notices, etc ???