Top of Form

**PDS (EEOC interested)   CP/R   PE, CE**BEFORE THE CITY OF TACOMA FINANCE DEPARTMENT

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| City of Tacoma Finance Department, Finance Director,Charging Party, vs. |   |  NOTIFICATION NO. XXXXXXX |
| \_\_\_,Respondent. |   | EMPLOYMENT STANDARDS CHARGE |
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I.

The City of Tacoma (“City”) Finance Department (“Department”) and Finance Director (“Director”) alleges that the above named respondent (“Respondent”) engaged in practices prohibited by the Tacoma Municipal Code (“TMC”) Title 18, the Minimum Employment Standards, which encompasses the Paid Leave Ordinance and the Minimum Wage Ordinance (“Ordinances”).

II.

The charge is based on the following:

For the purposes of establishing jurisdiction under TMC 18, Respondent employs one or more employees who perform work in Tacoma.

The Respondent’s employees performed work at: ADDRESS

III.

The Respondent is believed to have failed to comply with TMC 18 in the following manner:

1. Violation of notice and posting provision. On XX DATE, Respondent failed to notify employees of their rights under the Minimum Wage and/or Paid Leave Ordinances.
2. Violation of record retention provision. On XX DATE, Respondent failed to retain payroll records as required by TMC 18.

**Paid Leave**

1. Violation of notification provision. From XX DATE to the present, Respondent failed to notify employees of their paid leave balance on each pay period or through another reasonable method.
2. Violation of accrual provision. On XX DATE, Respondent failed to give employees paid leave at the rate required under TMC 18.10.
3. Violation of use provision. On XX DATE, Respondent precluded employees from using paid leave in the manner specified by TMC 18.10.
4. Violation of carry over provision. On XX DATE, Respondent failed to carry over accrued paid leave hours into the following calendar year as provided by TMC 18.10.
5. Violation of approved Premium Pay Program. On XX Date, Respondent failed to obtain approval of its Premium Pay Program by the Finance Director.
6. Violation of paid leave reinstatement. On XX Date, Respondent failed to reinstate employee(s)’s unused paid leave balance when employee(s) was rehired by Respondent within six (6) months in the same calendar year of separation.

**Minimum Wage**

1. Violation of minimum wage. From XX DATE to the present, Respondent failed to pay to employees a wage of $XX.XX (May need to have multiple pay rates/dates if ongoing violation after 2017) as required by TMC 18.20.

**Retaliation**

1. Violation of retaliation provision. On XX DATE, Respondent retaliated against XX employee, in violation of the Ordinances (list which one if only one).

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

Signed at Tacoma, Washington, this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016.

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|  | Melanie HardingEmployment Standards Program ManagerCity of Tacoma |