

Four things all businesses must do to comply with the Santa Monica Minimum Wage Law:

- 1 Post the required Santa Monica Minimum Wage Legal Notice available online at www.smgov.net/minimumwage
- 2 Make sure you know whether you are a Large or Small employer for the appropriate wage rate and sick leave benefits.
Large=26 or more employees. Small=25 or fewer employees.
- 3 Track accrued and used Paid Sick Leave properly.
Make sure staff know how much is in their 'bank' each payroll cycle.
- 4 Keep adequate records.
For a minimum of three years.



HONEST WORK. FAIR PAY.
Santa Monica's Minimum Wage

Santa Monica Minimum Wage Law

Things **all businesses should do**

Helping to make compliance clearer, simpler, and easier

- 1** Train your managers and staff on the Law.
The most important part!
- 2** Review your Employee Handbook.
Make sure your policies and procedures are compliant.
- 3** Ensure your overall Policies, Procedures, and Practices are compliant with the Law.
If in doubt, consult with your legal counsel and HR Team.
- 4** If unsure or confused, **ask us!** We are here to help!
Contact City Staff at minimum.wage@smgov.net

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