

Office of Labor Standards

Dylan Orr, Director

(206) 684-4500

<http://www.seattle.gov/laborstandards>

Department Overview

The mission of the Office of Labor Standards (OLS) is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development, with a commitment to race and social justice. OLS's main work program focuses on the implementation of labor standards for employees working within Seattle city limits. These standards (established through City ordinances and a City initiative) include the:

- **Paid Sick and Safe Time Ordinance**, requiring employers with more than four full-time equivalent employees to provide paid sick and safe time;
- **Fair Chance Employment Ordinance**, restricting how employers can use conviction and arrest records during the hiring process and course of employment;
- **Minimum Wage Ordinance**, establishing a minimum hourly wage that will rise to \$15/hour over several years;
- **Wage Theft Ordinance**, requiring employers to provide written notice of employment information and pay all compensation due by reason of employment (including wages and tips) on a regular pay day;
- **Secure Scheduling Ordinance**, establishing scheduling requirements for covered retail and food service establishments to provide schedule predictability and increased access to hours; and
- **Hotel Employee Health and Safety Initiative**, establishing protections for the health and safety of hotel employees working in Seattle.

OLS also provides free education and technical assistance to the business and worker communities. As a part of these efforts, OLS manages the **Labor Standards Community Outreach and Education Fund** to foster collaboration between OLS and the community with funds to develop awareness and understanding of the worker rights provided by Seattle's labor standards. The office also manages the **Labor Standards Business Outreach and Education Fund** which provides technical assistance to small businesses in order to increase compliance with Seattle's labor standards. The fund emphasizes outreach to businesses owned by low-income and historically disenfranchised communities who typically are not served by traditional outreach methods.

OLS also provides technical and administrative support for the Labor Standards Advisory Commission, a 15-member commission who advises on matters related to labor standards laws, as well as wages, working conditions, safety, and the health of Seattle workers.

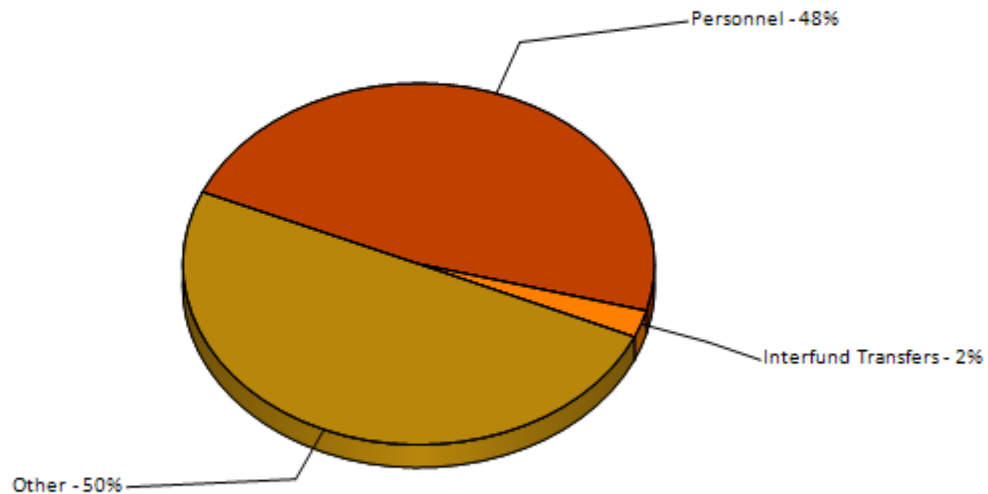
Office of Labor Standards

Budget Snapshot

Department Support	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
General Fund Support	\$2,292,057	\$5,746,889	\$5,698,246	\$0
Other Funding - Operating	\$0	\$0	\$0	\$5,698,216
Total Operations	\$2,292,057	\$5,746,889	\$5,698,246	\$5,698,216
 Total Appropriations	 \$2,292,057	 \$5,746,889	 \$5,698,246	 \$5,698,216
Full-time Equivalent Total*	9.00	23.00	23.00	23.00

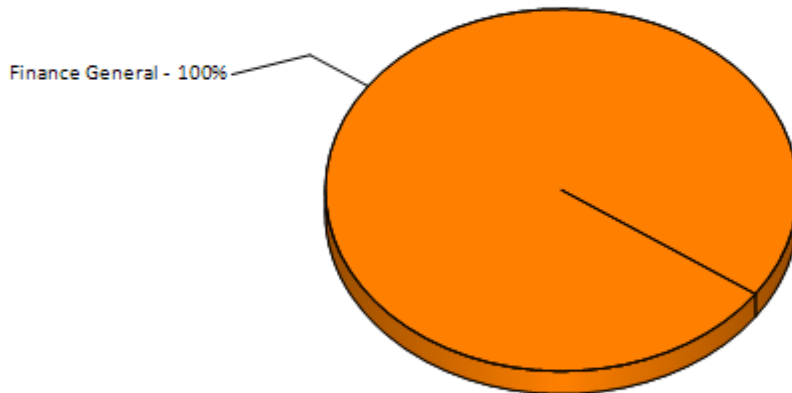
** FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here.*

2018 Proposed Budget - Expenditure by Category



Office of Labor Standards

2018 Proposed Budget - Revenue by Category



Budget Overview

In 2015, the Office of Labor Standards (OLS) was introduced as a division of the Office for Civil Rights (OCR). Since that time, the office has more than doubled its resources and become a stand-alone department from the OCR. In 2017, OLS hired 13 new full-time positions and received additional funding for operating expenses, staff training and outreach. Also in 2017, the City Council established a special Office of Labor Standards Subfund to guarantee annual funding of OLS from the City's existing business license tax revenues. The 2018 Proposed Budget maintains the increases added in the 2017 budget and includes only minor technical adjustments to reflect updated internal service rates, health care costs and annual space rent.

Office of Labor Standards

Incremental Budget Changes

Office of Labor Standards

	2018 Budget	FTE
Total 2018 Endorsed Budget	\$ 5,698,246	23.00
Baseline Changes		
Citywide Adjustments for Standard Cost Changes	-\$ 12,611	0.00
Lease Cost Adjustment	\$ 12,581	0.00
Total Incremental Changes	-\$ 30	0.00
2018 Proposed Budget	\$ 5,698,216	23.00

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - (\$12,611)

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Lease Cost Adjustment - \$12,581

In 2017, the Office of Labor Standards (OLS) moved out of its shared space with the Office for Civil Rights. This adjustment aligns OLS' budget with actual costs for annual space rent.

Expenditure Overview

Appropriations	Summit Code	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
Office of Labor Standards Budget Control Level	X1L01	2,292,057	5,746,889	5,698,246	5,698,216
Department Total		2,292,057	5,746,889	5,698,246	5,698,216
Department Full-time Equivalents Total*		9.00	23.00	23.00	23.00

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Revenue Overview

2018 Estimated Revenues

Summit Code	Source	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
587001	Interfund Transfers - General Fund	0	0	0	5,698,216
	Total Finance General	0	0	0	5,698,216
	Total Revenues	0	0	0	5,698,216
	Total Resources	0	0	0	5,698,216

Appropriations By Budget Control Level (BCL) and Program

Office of Labor Standards Budget Control Level

The purpose of the Office of Labor Standards Budget Control Level is to implement labor standards for employees working inside Seattle's city limits. This includes investigation, remediation, outreach and education, and policy work related to the paid sick and safe time, fair chance employment, minimum wage, and wage theft, and secure scheduling ordinances, the hotel employees health and safety initiative, and other labor standards the City may enact in the future.

	2016 Actuals	2017 Adopted	2018 Endorsed	2018 Proposed
Program Expenditures				
Labor Standards	2,292,057	5,746,889	5,698,246	5,698,216
Total	2,292,057	5,746,889	5,698,246	5,698,216
Full-time Equivalents Total*	9.00	23.00	23.00	23.00

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Office of Labor Standards

Labor Standards Fund Table

Office of Labor Standards Fund (00190)

	2016 Actuals	2017 Adopted	2017 Revised	2018 Endorsed	2018 Proposed
Beginning Fund Balance	0	0	0	0	0
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Budgeted Revenues	0	0	5,772,752	0	5,698,216
Less: Actual and Budgeted Expenditures	0	0	5,772,752	0	5,698,216
Ending Fund Balance	0	0	0	0	0
Ending Unreserved Fund Balance	0	0	0	0	0