

NOTICE TO EMPLOYEES - WORKER RIGHTS

NOTE

The Office of Labor Compliance and Worker Protections of the Worker Empowerment Cabinet is the City's Designated Department responsible for the overall implementation, compliance, and enforcement of the Ordinance. The Contracting Department is the agency awarding the contract.

Any questions concerning the Ordinance, regulations, or the current living wage hourly rate should be referred to the Office of Labor Compliance and Worker Protections. The Office of Labor Compliance and Worker Protections is located at 43 Hawkins Street, Boston, MA 02114 and can be reached at **(617) 918-5236 or via email at workers@boston.gov**.

The Boston Jobs, Living Wage, and Prevailing Wage Ordinance (the "Ordinance") assures that eligible employees of vendors who contract or subcontract with the City of Boston on certain service contracts and building service contracts earn a certain hourly wage. Vendors shall provide each eligible employee with a copy of this fact sheet, which summarizes the requirements of the Ordinance. You can find the full ordinance at boston.gov/living-wage or request a copy of the ordinance by calling the Living Wage team at (617) 918-5236 or emailing workers@boston.gov.

ABOUT THE LIVING WAGE – NOW \$18.78

The **living wage** applies to workers employed by a *Covered Vendor*, which means a vendor who employs at least 25 full-time equivalents (FTEs) and who has been awarded a service contract or service subcontract of \$25,000 or more from the City of Boston (a "*Covered Service Contract*"). Any employee who directly expends time on a *Covered Service Contract* or subcontract must be paid the living wage. This wage amount is adjusted each July. As of July 1, 2025, the living wage is \$18.78. This means *Covered Vendors* are required to pay employees working on a *Covered Service Contract* a living wage of at least \$18.78 per hour.

ABOUT STANDARD COMPENSATION

Standard compensation applies to certain employees of vendors who perform building service work (a "*Covered Building Service Vendor*") under a *Covered Building Service Contract*, which includes work performed in connection with the cleaning and maintenance of certain City-owned and City-leased property. Cleaning and maintenance staff and security guards employed on these *Covered Building Service Contracts* must be paid standard compensation using the prevailing wage rate schedule (regardless of contract size or number of employees). The Department of Labor Standards (DLS) issues a specific prevailing wage rate schedule for all prevailing wage projects. Any employee who directly expends time on a *Covered Building Service Contract* may request a copy of the wage rate schedule from their employer; wage schedules are subject to update annually on the contract execution date.

IMPORTANT TAX INFORMATION/EARNED INCOME CREDIT

Your employer's payroll clerk is required to provide information to certain employees regarding possible eligibility for the State and/or Federal Earned Income Tax Credit, including instructions in the event you request assistance in claiming this credit. For more information, call the IRS at 1 (800) TAX-1040 or visit <https://www.eitc.irs.gov/>.

To find out if you are covered by the Boston Jobs, Living Wage, and Prevailing Wage Ordinance, call the Office of Labor Compliance and Worker Protections at 617-918-5236.

PENALTIES FOR VIOLATING THE ORDINANCE

If the Office of Labor Compliance and Worker Protections determines an employer has violated the Ordinance, the following penalties may be ordered:

- Fines in the amount of \$300 for each covered living wage employee for each day that the covered vendor violates this ordinance;
- The filing of a complaint with the pertinent state or federal agency;
- Wage restitution for each affected employee;
- Suspension of ongoing contracts and subcontract payments;
- Ineligibility for future contracts with the City for three years or until all penalties and restitution have been paid in full; and
- Any other action deemed appropriate and with the discretion and authority of the City.

FILING A COMPLAINT

Eligible employees may file a complaint with the Office of Labor Compliance and Worker Protections if their employer is not complying with the requirements of the Ordinance. Complaints by covered employees of alleged violations can be made at any time and will be confidential. To file a complaint, call 617-918-5236 or visit boston.gov/living-wage to complete the form online.

DISCRIMINATION AND RETALIATION AGAINST COVERED EMPLOYEES

It is illegal for an employer to fire, reduce the pay of, or discriminate against covered employees for filing a complaint or otherwise asserting their rights under the Ordinance. Any employer who does so will be considered in violation of the ordinance and will be investigated by the Office of Labor Compliance and Worker Protections.