



# CITY OF HALF MOON BAY

501 Main Street

Half Moon Bay, CA 94019

October 27, 2020

Dear Business Owner,

The City of Half Moon Bay is writing to inform you of the establishment of a local minimum wage going into effect on January 1, 2021. The City Council approved a local minimum wage in Half Moon Bay to move quicker than the State of California's minimum wage, reaching \$15 by 2021.

**Starting on January 1, 2021**, Half Moon Bay's local minimum wage of \$15.00 applies to all businesses operating within the geographic boundaries of Half Moon Bay and any employee working at least two or more hours per week. Below is a timeline for future local minimum wage adjustments in Half Moon Bay.

Effective Date	Local Minimum Wage
January 1, 2021	\$15.00
January 1, 2022	\$15.00 + CPI
January 1, 2023	2022 wage + CPI

To ensure compliance with the City's new local minimum wage laws, your business must complete the following by **January 1, 2021**.

- Post a City provided notice (go to the City's official website, [www.hmbcity.com/minimumwage](http://www.hmbcity.com/minimumwage) for the Notice in English and Spanish) in a visible place at the workplace or jobsite where any employee who works can see the current Half Moon Bay Minimum Wage rate and their rights per the City's laws.
- These notices should be posted in English and Spanish to ensure that all employees understand the Minimum Wage rate and their rights.
- Records pertaining to employees must be held for at least 3 years and be accessible to the City (with appropriate notice and at a mutually agreed upon time) to monitor compliance. If this record is not kept or the City is not given reasonable access to such records, the employee's account of how much they were paid will be assumed accurate, minus clear and convincing evidence otherwise.



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## *Enforcement*

Failure to pay the minimum wage will be a violation deemed to continue from the date immediately following the date the wages were due until the date immediately preceding the date wages are paid in full.

The City may enforce the Local Minimum Wage Ordinance by issuing an administrative citation with a fine up to \$50 for each day or portion of a day per employee to whom the violation occurred, issuing an administrative compliance order, and/or initiating a civil action in a court of law for injunctive relief and damages, including civil penalties. The City may revoke or suspend any registration certificates, permits, or license held or requested by the Employer until a violation is remedied.

In addition, any person, entity, or entity acting on behalf of the public whose rights are violated by an employer may bring a civil action in court against the employer or other person violating the minimum wage law.

## *Retaliation*

It is illegal for employers to discriminate in any manner or take adverse action against any person in retaliation for exercising their rights protected by the Local Minimum Wage Ordinance. Employee rights include, but are not limited to, the ability to file a complaint or inform any person about any party's alleged noncompliance, to inform any person of their potential rights and to assist them in asserting such rights. The Ordinance also protects any person who mistakenly, but in good faith, alleges noncompliance. Retaliation could include terminating employment within 120 days of when a person exercises their protected rights.

For further information about the local minimum wage ordinance, visit the City's official website at [www.hmbcity.com/minimumwage](http://www.hmbcity.com/minimumwage).

If you have questions about the City's new minimum wage laws, please call The City Manager's office at 650-750-2010 or e-mail at [minimumwage@hmbcity.com](mailto:minimumwage@hmbcity.com).

Thank you in advance for your compliance.

City of Half Moon Bay