

# LIVING WAGE ORDINANCE NOTICE TO EMPLOYEES

### Receipt Acknowledgement

#### **CONTRACTOR NAME:**

#### **CONTRACT NUMBER:**

**POLICY**: Contractor shall distribute, at least annually, the LWO Notice to Employees handout to all employees providing a service to the County.

**INSTRUCTIONS**: Upon contract startup, a copy of the handout shall be provided to each contract employee and a Receipt Acknowledgment completed. The completed acknowledgement shall be retained in contractor's files and be available for review upon request of County staff. If new employees are hired during the term of the contract, the contractor shall provide a copy of the handout to new employees and complete the acknowledgement listing each new employee.

<u>Annually</u>, following the initial service date, the contractor shall redistribute a copy of the LWO Notice to Employees handout to each contract employee and complete an updated Receipt Acknowledgement documenting the redistribution. The completed updated acknowledgement shall be retained in contractor's files and be available for review upon request by County staff.

This form must be retained by contractor for a minimum of seven (7) years.

## Employee's Signature acknowledges receipt of a LWO Notice to Employees Handout

EMPLOYEE NAME (LAST, FIRST)	EMPLOYEE NO	EMPLOYEE'S SIGNATURE	DATE

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