



Commission on Labor

Special Meeting Agenda

South Berkeley Senior Center
2939 Ellis Street
Berkeley, CA 94703

Wednesday
February 19, 2020
7:00 p.m.

Preliminary Matters

1. Roll Call
2. Public Comments
The public may comment about any item not on the agenda. Public comments regarding agenda items will be heard while the Commission is discussing the item.
3. Approval of January 15, 2020 draft Meeting minutes (*Attachment 1*)

Action Items

The Commission may take action related to any subject listed on the Agenda. Public comments regarding agenda items will be heard while the Commission is discussing the item.

4. Commission Officer Elections

Nominations from January 15, 2020 Meeting:
Chairperson-Margy Wilkinson
Vice-Chairperson-Kyle Schriener
5. Council Referral: May 15, 2018 to Establish Fair Workweek Requirements in Berkeley (subcommittee: Bloom, Jones, Wilkinson)
Review and discuss preparation of council recommendation (*Attachment 2*)
6. March 18, 2020 meeting agenda planning

Adjournment

Please refrain from wearing scented products to this meeting.

COMMUNICATION ACCESS INFORMATION

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at

981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the commission secretary for further information.

Written material may be viewed in advance of the meeting at the Housing & Community Services Department, 2180 Milvia, 2nd Floor, during regular business hours or at the Berkeley Public Library, Shattuck/Kittredge Streets, during regular library hours at the Reference Desk. The Commission Agenda and Minutes may be viewed on the City of Berkeley website: <http://www.cityofberkeley.info/commissions>.

Secretary:

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Commission on Labor

Draft Minutes

South Berkeley Senior Center
2939 Ellis Street
Berkeley, CA 94703

Wednesday
January 15, 2020
7:00 p.m.

Preliminary Matters

1. Roll Call
Meeting called to order @7:05PM
Present: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim
Staff: D. Geiken
Members of the Public: 2
2. Public Comments
The public may comment about any item not on the agenda. Public comments regarding agenda items will be heard while the Commission is discussing the item.

None
3. Approval of November 20, 2019 draft Meeting minutes
M/S/C (Schriener/Harlow) to approve minutes as written
Ayes: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim

Action Items

The Commission may take action related to any subject listed on the Agenda. Public comments regarding agenda items will be heard while the Commission is discussing the item.

4. Status Updates:
 - 1) Council Referral: Local Construction Workforce Development subcommittee report

No action
Speaker: 1
 - 2) Council Referral: May 15, 2018 to Establish Fair Workweek Requirements in Berkeley (also referred to the City Council's Paid Family Leave ad-hoc subcommittee), report back from ad-hoc subcommittee

M/S/C (Sharenko/Jones) to schedule a Special Meeting on February 19, 2020 to discuss the Fair Work Week draft ordinance prepared by the subcommittee.

Ayes: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim

3) Council Referral: Paid Family Leave (possible referral to Council policy committee)

No new information and no action

4) Commission on the Status of Women (COSOW) Equal Pay-possible update regarding budget referral issue on the independent audit of city employee wages

No action.

5) Race Wage Gap subcommittee report

Development of recommendations to full commission in process.
No action.

6) Council Referral: Development of a Homeless Youth Policy-possible updates from Homeless Commission regarding recommendations to City Council

No new information

5. March Commission officer election planning

M/S/C (Sharenko/Harlow) to nominate K. Schriener as Vice-Chairperson for a second term

Ayes: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim

M/SC (Sharenko/Jones) to nominate M. Wilkinson as Chairperson for a second term

Ayes: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim

M/S/C (Harlow/Sharenko) to add the election of officers to the February 19 Special Meeting agenda.

Ayes: J. Harlow, M. Jones, M. Wilkinson, K. Schriener, R. Botello, A. Sharenko
Leave of Absence: W. Bloom
Absent: J. Fillingim

6. Agenda planning for March 18, 2019 Commission meeting

M/S/C (Sharenko/Schriener) to defer March agenda planning to the February 19 Special Meeting.

Information

7. Berkeley Lobbyist Registration Ordinance

Adjournment

Meeting adjourned @ 7:45PM

Minutes Approved on _____

Commission Secretary

Secretary:

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**CHAPTER 13.110
FAIR WORKWEEK EMPLOYMENT STANDARDS**

Sections:

- 13.110.010 Definitions.
- 13.110.020 Applicability.
- 13.110.030 Waiver Through Collective Bargaining
- 13.110.040 Advance Notice of Work Schedules.
- 13.110.050 Notice, Right to Decline, and Compensation for Schedule Changes.
- 13.110.060 Offer of Work to Existing Employees.
- 13.110.070 Right to Rest.
- 13.110.080 Right to Request a Flexible Working Arrangement.
- 13.110.090 Prohibition on Refusing Hours to Prevent the Application of Benefits.
- 13.110.100 Notice and Posting.
- 13.110.110 Implementation.
- 13.110.120 Enforcement.
- 13.110.130 Private Rights of Action.
- 13.110.140 Remedies.
- 13.110.150 Retaliation **Prohibited**
- 13.110.160 Retention of Records.
- 13.110.170 City Access.
- 13.110.180 No Preemption of Higher Standards.
- 13.110.190 Severability.

13.110.010 Definitions.

As used in this chapter, the following terms shall have the following meanings:

A. "Calendar week" shall mean a period of seven (7) consecutive days starting on Sunday.

B. "City" shall mean the City of ~~Emeryville~~Berkeley.

~~(c) "Covered employer" shall mean an employer subject to the provisions of this chapter, as specified in Section 5-39.02.j~~

C. "Department" shall mean the Department of Finance or other City department or agency as the City shall by resolution designate.

~~B-D.~~ "Employee" shall mean any person who:

1. In a calendar week performs at least two (2) hours of work within the geographic boundaries of the City of ~~Emeryville~~Berkeley for an employer; and
2. Qualifies as an employee entitled to payment of a minimum wage from any employer under the California minimum wage law, as provided under Section 1197 of the California Labor Code and wage orders published by the California Industrial Welfare Commission. Employees shall include learners, as defined by the California Industrial Welfare Commission.

~~C. "Employer" shall mean any person (including a natural person, corporation, nonprofit~~

~~corporation, general partnership, limited partnership, limited liability partnership, limited liability company, business trust, estate, trust, association, joint venture, agency, instrumentality, or any other legal or commercial entity, whether domestic or foreign) who directly or indirectly (including through the services of a temporary services or staffing agency or similar entity) employs or exercises control over the wages, hours or working conditions of any employee.~~

~~E. "Employer" shall mean any Person, including corporate officers or executives, as defined in Section 18 of the California Labor Code, who directly or indirectly through any other person, including through the services of a temporary employment agency, staffing agency, subcontractor or similar entity, employs or exercises control over the wages, hours or working conditions of any Employee, or any person receiving or holding a business license through Title 9 of the Berkeley Municipal Code.~~

~~D.F.~~ "Establishment" shall mean a business or industrial unit at a single location that distributes goods or performs services.

~~(g) "Fast food restaurant" shall mean a restaurant as defined in Section 9 2.319(b) of the Emeryville planning regulations in Title 2 of the Emeryville Municipal Code where patrons order or select food or beverage items and pay before eating and such items may be consumed on or off the premises, or delivered to the customer's location. It shall not include an establishment that provides food services to patrons who order and are served while seated and pay after eating; nor shall it include an establishment that offers alcoholic beverages with meals, regardless of when or where food is ordered and payment is made.~~

~~(h)~~

~~"Restaurant" shall mean a Food Service Establishment as defined in BMC Section 23F.04.010.~~

~~E.G.~~ "Firm" shall mean a business organization or entity consisting of one (1) or more establishments under common ownership or control. In the case of a franchise, the franchisor shall be considered the firm.

~~F.H.~~ "Franchise" shall have the meaning in California Business and Professions Code Section 20001.

~~G.I.~~ "Franchisee" shall have the meaning in California Business and Professions Code Section 20002.

~~H.J.~~ "Franchisor" shall have the meaning in California Business and Professions Code Section 20003.

~~K.~~ "Good faith" shall mean a sincere intention to deal fairly with others.

~~L.~~ "Predictability pay" shall mean wages paid to an employee, calculated on an hourly basis at the employee's regular rate of pay as that term is used in 29 U.S.C. Section 207(e), as compensation for schedule changes made by an employer to an employee's schedule pursuant to Section 13.110.040, in addition to any wages earned for work performed by that employee.

~~M.~~ "Shift" shall mean the consecutive hours an employer requires an employee to work including employer-approved meal periods and rest periods.

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~~(p)~~

~~K.N.~~ "Work schedule" shall mean all of an employee's shifts, including specific start and end times for each shift, during a calendar week.

~~5-39.02 Covered Employers.~~

~~13.11005.020~~ **Applicability.**

All sections of this chapter shall apply to all employers in the City of Berkeley, other than: as specified in subsections (B) and (C) of this Section, and in Section 13.105.030.

~~Sections 13.105.040 and 13.105.050 shall apply only to employers for which at least one of the following is true:~~

- ~~1. Employers with less than 50 persons Employees, work for compensation for the employer during a given week.~~
- ~~2. The employer is a franchisee associated with a franchisor or a network of franchisees with ~~more~~less than twelve (12) locations globally.~~

~~Section 13.105.060 shall apply only to employers for which both of the following are true:~~

- ~~The employer satisfies the criteria for application of subsection (bB) of this section, covered employees subject to~~
- ~~The employer qualifies as either a Retail, Hotel, or Restaurant firm, or a combination of those.~~

~~A. Sections 13.105.040, 13.105.050, and 13.105.060 shall apply to the following employers, regardless of whether they fall under the provisions of this chapter include: subsections B and C above.~~

- ~~(1) Retail firms with fifty six (56) or more employees globally; and~~
- ~~(2) Fast food firms with fifty six (56) or more employees globally and twenty (20) or more employees within the City limits of Emeryville.~~

~~(b) Alternative Compliance.~~

~~(1) Waiver through Collective Bargaining. To the extent permitted by law, all or any portion of the applicable requirements of this chapter may be waived in a bona fide collective bargaining agreement; provided, that such waiver is explicitly set forth in such agreement in clear and unambiguous terms that the parties thereto intend to and do thereby waive all of or a specific portion(c) of this chapter.~~

- ~~(c) Number of employees, as referenced in subsection (a) of this section, shall include all employees as defined in this chapter that work for compensation during a given week.~~

~~A.~~ In determining the number of employees performing work for a covered an employer during a

given week, all employees performing work for the ~~covered~~ employer for compensation on a full-time, part-time, or temporary basis shall be counted, including employees made available to work through the services of a temporary services or staffing agency or similar entity.

~~(d) "Covered employer" shall include franchisees associated with a franchisor or a network of franchises with franchisees with more than twelve (12) locations globally.~~

B. For the purposes of determining whether ~~a nonfranchisee entity is a covered~~ an employer ~~as defined by falls under the provisions of subsections (B) and (C) of this chapter section,~~ separate entities that form an integrated enterprise shall be considered a single employer under this chapter. Separate entities will be considered an integrated enterprise and a single employer under this chapter where a separate entity controls the operation of another entity. The factors to consider in making this assessment include, but are not limited to:

- ~~(1)~~
 1. Degree of interrelation between the operations of multiple entities;
- ~~(2)~~
 2. Degree to which the entities share common management;
- ~~(3)~~
 3. Centralized control of labor relations; and
- ~~(4)~~
 4. Degree of common ownership or financial control over the entities.

There shall be a presumption that separate legal entities, which may share some degree of interrelated operations and common management with one another, shall be considered separate employers for purposes of this chapter as long as ~~(i)~~:

1. the separate legal entities operate substantially in separate physical locations from one another, and ~~(ii) each separate legal entity has partially different ultimate ownership.~~
2. each separate legal entity has partially different ultimate ownership.

13.110.030 Waiver Through Collective Bargaining

To the extent permitted by law, all or any portion of the applicable requirements of this chapter may be waived in a bona fide collective bargaining agreement; provided, that such waiver is explicitly set forth in such agreement in clear and unambiguous terms that the parties thereto intend to and do thereby waive all of or a specific portion(s) of this chapter.

~~(Sec. 2 (part), Ord. 16-007, eff. July 1, 2017)~~

5-39.03

13.110.040 Advance Notice of Work Schedules.

~~(a) Initial Estimate of Minimum Hours.~~

~~B.A. (1)~~ Prior to or on commencement of employment, ~~a covered~~ an employer shall provide each employee with a good faith estimate in writing of the employee's work schedule.

~~(2)~~

~~C.B.~~ Prior to or on commencement of employment, the employee may request that the ~~covered~~ employer modify the estimated work schedule provided under subsection ~~(a)(1)~~A of this section. The ~~covered~~ employer shall consider any such request, and in its sole discretion may accept or reject the request; provided, that the ~~covered~~ employer shall notify the employee of ~~covered~~ employer's determination in writing prior to or on commencement of employment.

~~(b) Two (2) Weeks' Advance Notice of Work Schedule. A covered~~

C. An employer shall provide its employees with at least two (2) weeks' notice of their work schedules by doing one (1) of the following at least every fourteen (14) days (on a "biweekly schedule"):~~(1)~~

1. posting the work schedule in a conspicuous place at the workplace that is readily accessible and visible to all employees; or ~~(2)~~

2. transmitting the work schedule by electronic means, so long as all employees are given access to the electronic schedule at the workplace.

D. For new employees, ~~a covered~~an employer shall provide the new employee prior to or on his or her first day of employment with an initial work schedule that runs through the date that the next biweekly schedule for existing employees is scheduled to be posted or distributed. Thereafter, the ~~covered~~ employer shall include the new employee in an existing biweekly schedule with other employees. If the ~~covered~~ employer changes an employee's work schedule after it is posted and/or transmitted, such changes shall be subject to the notice and compensation requirements set forth in this chapter.

5-39.04

13.110.050 Notice, Right to Decline, and Compensation for Schedule Changes.

A. ~~(a)~~A coveredAn employer shall provide an employee notice of any change to the employee's posted or transmitted work schedule. The ~~covered~~ employer shall provide such notice by in-person conversation, telephone call, email, text message, or other electronic communication. This notice requirement shall not apply to any schedule changes the employee initiates, such as employee requested sick leave, time off, shift trades, or additional shifts.

~~(b)~~

B. Subject to the exceptions in subsection ~~(d)~~D of this section, an employee has the right to decline any previously unscheduled hours that the ~~covered~~ employer adds to the employee's schedule, and for which the employee has been provided advance notice of less than fourteen (14) days.

~~(e)~~

C. Subject to the exceptions in subsection ~~(d)~~D of this section, ~~a covered~~an employer shall provide an employee with the following compensation per shift for each previously scheduled shift that the ~~covered~~ employer adds or subtracts hours, moves to another date or time, cancels, or each previously unscheduled shift that the ~~covered~~ employer adds to the employee's schedule:~~(1)~~

1. with less than fourteen (14) days' notice, but twenty-four (24) hours or more notice to the employee: one (1) hour of predictability pay; ~~(2)~~

2. with less than twenty-four (24) hours to the employee, ~~(1)~~

a. four (4) hours or the number of hours in the employee's scheduled shift, whichever is less, when hours are canceled or reduced; ~~(ii)~~

~~a-b.~~ one (1) hour of predictability pay for all other changes. The compensation required by this subsection shall be in addition to the employee's regular pay for working that shift.

~~(d)~~—

~~C-D.~~ Exceptions. The requirements of ~~this~~ section C above shall not apply under any of the following circumstances:

~~(1)~~—

1. Operations cannot begin or continue due to threats to ~~covered~~ employers, employees or property, or when civil authorities recommend that work not begin or continue;

~~(2)~~—

2. Operations cannot begin or continue because public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system;

~~(3)~~—

3. Operations cannot begin or continue due to: acts of nature (including but not limited to flood, fire, explosion, earthquake, tidal wave, drought), war, civil unrest, strikes, or other cause not within the ~~covered~~ employer's control;

~~(4)~~—

4. Mutually agreed-upon work shift swaps or coverage among employees.

~~(e)~~—

5. To accommodate the following transitions in shifts:

a. If an employee works past the end of a scheduled shift to complete service to a customer, which service would entitle the employee to receive a commission, tip, or other incentive pay based on the completion of that service, provided the employee is compensated at their regular rate of pay for the additional work performed by the employee.

b. An employee begins or ends their scheduled shift no more than ten minutes prior to or after the scheduled shift, provided the employee is compensated at their regular rate of pay for the additional work performed by the employee.

6. Employee initiated voluntary shift modifications, such as voluntary requests to leave a scheduled shift prior to the end of the shift.

~~D-E.~~ Nothing in this section shall be construed to prohibit ~~a-covered~~ an employer from providing greater advance notice of employee's work schedules and/or changes in schedules than that required by this section.

~~5-39.05~~

13.110.060 Offer of Work to Existing Employees.

A. ~~(a)~~—Subject to the limitations herein, before hiring new employees or contract employees, including hiring through the use of temporary services or staffing agencies, ~~a-covered~~ an employer shall first offer additional hours of work to existing part-time employee(s) if the part-time employee(s) are qualified to do the additional work, as reasonably and in good faith

determined by the ~~covered~~ employer. This section requires ~~covered~~ employers to offer to part-time employees only up to the number of hours required to give the part-time employee thirty-five (35) hours of work in a calendar week.

~~(b)~~—A ~~covered~~

An employer has discretion to divide the additional work hours among part-time employees consistent with this section; provided, that: (1) the employer's system for distribution of hours must not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital or familial status, nor on the basis of family caregiving responsibilities or status as a student; and (2) ~~the~~The employer may not distribute hours in a manner intended to avoid ~~the~~ application of the Patient Protection and Affordable Care Act, 42 U.S.C. Section 18001-or the granting of any other benefits that an employee earns based on hours worked.

~~(c)~~—

B. A part-time employee may, but is not required to, accept the ~~covered~~ employer's offer of additional work under this section.

~~(1)~~—

1. For additional work for an expected duration of more than two (2) weeks, the part-time employee shall have seventy-two (72) hours to accept the additional hours, after which time the ~~covered~~ employer may hire new employees to work the additional hours.

~~(2)~~—

2. When the ~~covered~~ employer's offer of additional work under this section is for an expected duration of two (2) weeks or less, the part-time employee shall have twenty-four (24) hours to accept the additional hours, after which time the ~~covered~~ employer may hire new employees to work the additional hours.

~~(3)~~—

3. The twenty-four (24) or seventy-two (72) hour periods referred to in this subsection begin either when the employee receives the written offer of additional hours, or when the ~~covered~~ employer posts the offer of additional hours as described in subsection (d) of this section, whichever is sooner. A part-time employee who wishes to accept the additional hours must do so in writing.

~~(d)~~—

C. When this section requires a ~~covered~~an employer to offer additional hours to existing part-time employees, the ~~covered~~ employer shall make the offer either in writing or by posting the offer in a conspicuous location in the workplace where notices to employees are customarily posted. ~~Covered employers~~Employers may post the notice electronically on an internal website in a conspicuous location and which website is readily accessible to all employees. The notice shall include the total hours of work being offered, the schedule of available shifts, whether those shifts will occur at the same time each week, and the length of time the ~~covered~~ employer anticipates requiring coverage of the additional hours, and the process by which part-time employees may notify the ~~covered~~ employer of their desire to work the offered hours.

~~(e)~~—

D. The ~~covered~~ employer shall retain each written offer no less than three (3) years as required under Section 13.110.150.

~~(f)~~—

E. This section shall not be construed to require any ~~covered~~ employer to offer employees work hours paid at a premium rate under California Labor Code Section 510 nor to prohibit any ~~covered~~ employer from offering such work hours.

13.110.070 Right to Rest.

A. ~~(a)~~—An employee has the right to decline work hours that occur:

- ~~(1)~~—
 1. Less than eleven (11) hours after the end of the previous day's shift; or
 - ~~(2)~~—
 2. During the eleven (11) hours following the end of a shift that spanned two (2) days.

~~(b)~~—
B. An employee who agrees in writing to work hours described in this section shall be compensated at one and one-half (1-1/2) times the employee's regular rate of pay for any hours worked less than eleven (11) hours following the end of a previous shift.

13.110.080 Right to Request a Flexible Working Arrangement.

An employee has the right to request a modified work schedule, including but not limited to additional shifts or hours; changes in days of work or start and/or end times for the shift; permission to exchange shifts with other employees; limitations on availability; part-time employment; job sharing arrangements; reduction or change in work duties; or part-year employment. ~~A covered~~An employer shall not retaliate against an employee for exercising his or her rights under this section or the rights outlined in the Berkeley Family Friendly and Environment Friendly Workplace Ordinance, Berkeley Municipal Code Chapter 13.101.

13.110.090 Prohibition on Refusing Hours to Prevent the Application of Benefits.

Employers may not distribute new hours or refuse employees additional hours for the reason that such an increase in hours would result in the application of the Patient Protection and Affordable Care Act, 42 U.S.C. Section 18001 or the granting of any other benefits that an employee earns based on hours worked, with the exception of overtime benefits.

13.110.100 Notice and Posting.

A. ~~(a)~~—The City Department shall publish and make available to ~~covered~~ employers, in English and other languages as provided in any implementing regulations, a notice suitable for posting by ~~covered~~ employers in the workplace informing employees of their rights under this chapter.

~~(b)~~—
B. Each ~~covered~~ employer shall give written notification to each current employee and to each new employee at time of hire of his or her rights under this chapter. The notification shall be in English and other languages as provided in any implementing regulations, and shall also be posted prominently in areas at the work site where it will be seen by all employees. Every ~~covered~~ employer shall also provide each employee at the time of hire with the ~~covered~~ employer's name, address, and telephone number in writing. Failure to post such notice shall render the ~~covered~~ employer subject to administrative citation, pursuant to the provisions of this chapter. The City Department is authorized to prepare sample notices and ~~covered~~ employer use of such notices shall constitute compliance with this subsection.

13.110.110 Implementation.

A. ~~(a) — Regulations.~~ The City Department shall be authorized to coordinate implementation and enforcement of this ~~chapter~~Chapter and ~~may~~shall promulgate appropriate guidelines or rules for such purposes: within 90 days of the date on which this Chapter becomes effective. The Department shall seek out partnerships with community-based organizations and collaborate with the Berkeley Labor Commission to facilitate effective implementation and enforcement of this Chapter. Any guidelines or rules promulgated by the City Department shall have the force and effect of law and may be relied on by ~~covered employers,~~ employees~~Employers, Employees~~ and other parties to determine their rights and responsibilities under this ~~chapter~~Chapter. Any guidelines or rules may establish procedures for ensuring fair, efficient and cost-effective implementation of this ~~chapter~~Chapter, including supplementary procedures for helping to inform ~~employees~~Employees of their rights under this ~~chapter~~Chapter, for monitoring ~~covered employer~~Employer compliance with this ~~chapter~~Chapter, and for providing administrative hearings to determine whether ~~a covered employer~~an Employer or other person has violated the requirements of this ~~chapter~~Chapter.

~~(b) — Reporting Violations.~~

B. An ~~aggrieved employee~~Employee or any other person may report to the City Department in writing any suspected violation of this ~~chapter~~Chapter. ~~The City shall keep~~The Department shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the ~~employee~~Employee or person reporting the violation; ~~provided, Provided,~~ however, that with the authorization of such ~~employee~~person, the City Department may disclose his or her name and identifying information as necessary to enforce this ~~chapter~~Chapter or other ~~employee~~Employee protection laws. In order to further encourage reporting by Employees, if the Department notifies an Employer that the Department is investigating a complaint, the Department shall require the Employer to post or otherwise notify its Employees that the Department is conducting an investigation, using a form provided by the Department. Failure to post such notice shall render the Employer subject to administrative citation, pursuant to Section 90, Subsection A, of this Chapter.

~~(c) — Investigation. The City may investigate~~

C. The Department shall be responsible for investigating any possible violations of this ~~chapter~~Chapter by ~~a covered employer~~an Employer or other person. The City Department shall have the authority to inspect workplaces, interview persons and request the City Attorney to subpoena books, papers, records, or other items relevant to the enforcement of this ~~chapter~~Chapter.

~~(d) — Informal Resolution. If the City elects to investigate a complaint, the City~~

D. The Department shall make every effort to resolve complaints informally ~~and,~~ in a timely manner. ~~The City's investigation and pursuit of informal resolution does not limit or act as a prerequisite for an employee's right to bring a private, and shall have a policy that the Department shall take no more than six months to resolve any matter, before initiating an enforcement action against a covered employer as provided in this chapter.~~ The failure of the Department to meet these timelines within six months shall not be grounds for closure or dismissal of the complaint.

13.110.120 Enforcement.

~~(a) — Enforcement by City.~~ Where prompt compliance ~~with the provisions of this chapter is~~ not forthcoming, the City ~~may~~and the Department shall take any appropriate enforcement action to ~~ensure~~secure compliance, including but not limited to the following:

A. The City may issue an ~~administrative citation~~Administrative Citation pursuant to ~~provisions~~Chapter 1.28 of the ~~Emeryville~~Berkeley Municipal Code. The amount of this fine shall vary based on the provision of this ~~chapter~~Chapter being violated, as specified below:

~~(1)~~—

1. A fine of ~~one thousand dollars (\$1,000.00)~~ may be assessed for retaliation by a ~~covered employer~~an Employer against an ~~employee~~Employee for exercising rights protected under this ~~chapter~~. ~~The fine shall be one thousand dollars (\$1,000.00)~~ ~~Chapter~~ for each ~~employee~~Employee retaliated against.

~~(2)~~—

2. A fine of five hundred dollars (\$500.00) may be assessed for any of the following violations of this ~~chapter~~Chapter:

~~(i)~~—

a. Failure to provide notice of employees' rights under this chapter.

~~(ii)~~—

b. Failure to timely provide an initial work schedule or to timely update work schedules following changes.

~~(iii)~~—

c. Failure to provide predictability pay for schedule changes with less than twenty-four (24) hours' advance notice.

~~(iv)~~—

d. Failure to offer work to existing employees before hiring new employees or temporary staff or to award work to a qualified employee.

~~(v)~~—

e. Failure to maintain payroll records for the minimum period of time as provided in this chapter.

~~(vi)~~—

f. Failure to allow the ~~City~~Department access to payroll records.

~~(3)~~—

3. A fine equal to the total amount of appropriate remedies, pursuant to ~~subsection (c) of this section~~ 13.110.130. Any and all money collected in this way that is the rightful property of an employee, such as back wages, interest, and civil penalty payments, shall be disbursed by the ~~City~~Department in a prompt manner.

~~(b)~~—

~~Alternatively, the City may pursue administrative remedies in accordance with the following procedures:~~

~~Whenever the City determines that a violation of any provision of this Chapter is occurring or has occurred, the City may issue a written compliance order to the Employer responsible for the violation.~~

~~A compliance order issued pursuant to this chapter shall contain the following information:~~

~~The date and location of the violation;~~

~~A description of the violation;~~

~~The actions required to correct the violation;~~

~~—The time period after which administrative penalties will begin to accrue if compliance with the order has not been achieved;~~

~~—Either a copy of this Chapter or an explanation of the consequences of noncompliance with this Chapter and a description of the hearing procedure and appeal process;~~

~~—A warning that the compliance order shall become final unless a written request for hearing before the City is received within fourteen days of receipt of the compliance order.~~

~~—Following receipt of a timely request for a hearing, the City shall provide the Employer responsible for the violation with a hearing and, if necessary, a subsequent appeal to the City Council that affords the Employer due process. During the pendency of the hearing and any subsequent appellate process, the City will not enforce any aspect of the compliance order.~~

~~—The City may initiate a civil action for injunctive relief and damages and civil penalties in a court of competent jurisdiction.~~

13.110.130 Private Rights of Action.

An employee claiming harm from a violation of this chapter may bring an action against the ~~covered~~ employer in court to enforce the provisions of this chapter and shall be entitled to all remedies available to remedy any violation of this chapter, including but not limited to back pay, reinstatement, injunctive relief, and/or civil penalties as provided herein. The prevailing party in an action to enforce this chapter is entitled to an award of reasonable attorney's fees, witness fees and costs.

13.110.140 Remedies.

A. ~~(1)~~—The remedies for violation of this chapter include but are not limited to:

~~(i)~~—

1. Reinstatement, the payment of predictability pay unlawfully withheld, and the payment of an additional sum as a civil penalty in the amount of fifty dollars (\$50.00) to each employee whose rights under this chapter were violated for each day or portion thereof that the violation occurred or continued, and fines imposed pursuant to other provisions of this chapter or State law.

~~(ii)~~—

2. Interest on all due and unpaid wages at the rate of interest specified in subdivision (b) of Section 3289 of the California Civil Code, which shall accrue from the date that the wages were due and payable as provided in Part 1 (commencing with Section 200) of Division 2 of the California Labor Code, to the date the wages are paid in full.

~~(iii)~~—

3. Reimbursement of the City's administrative costs of enforcement and reasonable attorney's fees.

~~(iv)~~—

4. If a repeated violation of this chapter has been finally determined in a period from July 1 to June 30 of the following year, the [City Department](#) may require the ~~covered~~ employer

to pay an additional sum as a civil penalty in the amount of fifty dollars (\$50.00) to the City for each employee or person whose rights under this chapter were violated for each day or portion thereof that the violation occurred or continued, and fines imposed pursuant to other provisions of this Code or State law.

~~(2)~~

B. The remedies, penalties and procedures provided under this chapter are cumulative and are not intended to be exclusive of any other available remedies, penalties and procedures established by law which may be pursued to address violations of this chapter. Actions taken pursuant to this chapter shall not prejudice or adversely affect any other action, administrative or judicial, that may be brought to abate a violation or to seek compensation for damages suffered.

~~(3)~~

C. No criminal penalties shall attach for any violation of this chapter, nor shall this chapter give rise to any cause of action for damages against the City.

13.110.150 Retaliation ~~Prohibited. Barred.~~

An employer shall not discharge, reduce the compensation of, discriminate against, or take any adverse employment action against an employee, including discipline, suspension, transfer or assignment to a lesser position in terms of job classification, job security, or other condition of employment, reduction of hours or denial of additional hours, informing another ~~covered~~ employer that the person has engaged in activities protected by this chapter, or reporting or threatening to report the actual or suspected citizenship or immigration status of an employee, former employee or family member of an employee to a Federal, State or local agency, for making a complaint to the CityDepartment, participating in any of the City'sDepartment's proceedings, using any civil remedies to enforce his or her rights, or otherwise asserting his or her rights under this chapter. Within one hundred twenty (120) days of a ~~covered~~ employer being notified of such activity, it shall be unlawful for the ~~covered~~ employer to discharge any employee who engaged in such activity unless the ~~covered~~ employer has clear and convincing evidence of just cause for such discharge.

13.110.160 Retention of Records.

Each ~~covered~~ employer shall maintain for at least three (3) years for each employee a record of his or her name, hours worked, pay rate, initial posted schedule and all subsequent changes to that schedule, consent to work hours where such consent is required by this chapter, and documentation of the time and method of offering additional hours of work to existing staff. Each ~~covered~~ employer shall provide each employee a copy of the records relating to such employee upon the employee's reasonable request.

13.110.170 City Access.

Each ~~covered~~ employer shall permit access to work sites and relevant records for authorized CityDepartment representatives for the purpose of monitoring compliance with this chapter and investigating employee complaints of noncompliance, including production for inspection and copying of its employment records, but without allowing Social Security numbers to become a matter of public record.

13.110.180 No Preemption of Higher Standards.

The purpose of this chapter is to ensure minimum labor standards. This chapter does not preempt or prevent the establishment of superior employment standards (including higher wages) or the expansion of coverage by ordinance, resolution, contract, or any other action of the City. This chapter shall not be construed to limit a discharged employee's right to bring a common law cause of action for wrongful termination.

13.110.190 Severability.

~~If any part or provision of this ordinance, or the application of this chapter ordinance to any person or circumstance, is declared illegal, held invalid or inoperative, in whole or in part, the remainder of this ordinance, including the application of such part, by any court of competent jurisdiction, the remaining or provisions to other persons or circumstances, shall not be affected by such a holding and portions thereof and applications not declared illegal, invalid or inoperative shall remain shall continue in full force and effect. Nothing herein may be construed to impair any contractual obligations of the City. This chapter shall not be applied to the extent it will cause To this end, the loss of any Federal or State funding provisions of City activities.~~

~~If any part or provision of this Chapter, or the application of this Chapter to any person or circumstance, is held invalid, the remainder of this Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected by such a holding and shall continue in full force and effect. To this end, the provisions of this Chapter are severable.~~