



CITY OF CUPERTINO, PUBLIC AFFAIRS DIVISION

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Attention Business License Holder:

On October 4, 2016, City Council adopted Ordinance No. 2151 to establish a Cupertino Minimum Wage. Beginning **January 1, 2017**, employers who are subject to the City of Cupertino Business License Tax, or who maintain a facility in Cupertino, must pay each employee who performs at least two (2) hours of work per week in Cupertino, minimum wages not less than **\$12.00 per hour**.

Below is the annual schedule for minimum wage increases:

| Effective Date | Minimum Wage Rate |
|---|-------------------------|
| January 1, 2017 | \$12.00 |
| January 1, 2018 | \$13.50 |
| January 1, 2019 | \$15.00 |
| January 1, 2020 and each following year | Regional CPI-W Increase |

The minimum wage requirement set forth in the Cupertino Minimum Wage Ordinance applies to adult **and** minor employees who work two (2) or more hours per week (tips not included). Beginning January 1, 2020, and annually thereafter, the City will adjust the minimum wage based on the Regional Consumer Price Index-Wages.

Employer Requirements

Employers should be aware of the following requirements:

- Employers must post the attached *Minimum Wage Official Notice* in the workplace, informing employees of the rate and their rights.
- Employers must document all hours worked by employees and keep records for four (4) years.
- It is unlawful to discriminate or take adverse action against any person in retaliation for exercising their rights protected under the Ordinance.
- Employers must provide their name, address and phone number in writing to employees at time of hire.

Employee Rights

Under the Ordinance, employees who assert their rights to receive the City's minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers, or file a complaint with the City Manager's Office, for any violation of the Ordinance. The City will investigate possible violations and will require access to payroll records. The City will enforce violations of the minimum wage ordinance by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

Contact and Additional Information

For more information and resources, please visit www.cupertino.org/wagewatch. You may also contact the City Manager's Office at (408) 777-3212 or pio@cupertino.org.