

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 17, 2015 12:08 PM  
**To:** 'Alana Turner'  
**Subject:** RE: Paid Sick Leave: what happens when employee is promoted?

Thank you for your question. Unfortunately, we cannot provide legal advice on Measure FF and as you note, this is not covered in the current language of the ordinance. If a review of the ordinance and/or our FAQ's do not provide an answer to your question, we recommend consulting legal counsel. We are hoping that some clarity on Measure FF will come about through interpretive regulations.

**From:** Alana Turner [<mailto:aturner@westcoastcc.org>]  
**Sent:** Thursday, February 12, 2015 11:29 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Paid Sick Leave: what happens when employee is promoted?

Hello,

What happens if we have a part time employee who accrues sick leave under this law, then we hire that same employee to a full time position in which they would be eligible for PTO (our current PTO policy is more generous than the sick leave policy)? Would that employee lose the sick leave that they had already accrued? Would they lose it right away, or would they have a certain amount of time after their promotion to use the sick leave, and then they would lose it?

I know you don't have to pay out the accrued sick leave upon the employee's separation of employment, but technically the employee is not separating from the company, they are just ending the position in which they were entitled to sick leave (and moving into a position that is entitled to a better time-off policy).

Thanks!

~Alana

--  
Alana Turner  
Staff Accountant  
WestCoast Children's Clinic  
3301 E.12th Street, Suite 259  
Oakland, CA 94601  
PH: 510-698-3854  
FX: 510-698-3869

Sent

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 17, 2015 12:06 PM  
**To:** 'Melin, Sarah'  
**Subject:** RE: Sick Leave Question: Rehire Policy

Thank you for your question. Unfortunately, we cannot provide legal advice on Measure FF and as you note, this is not covered in the current language of the ordinance. We are hoping that some clarity on this issue will come about through interpretive regulations. Thank you for your patience.

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**From:** Melin, Sarah [<mailto:Sarah.Melin@yoh.com>]  
**Sent:** Friday, February 13, 2015 1:03 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Sick Leave Question: Rehire Policy  
**Importance:** High

Hello,

In the new sick leave mandate are there any requirements surrounding rehires such as do we have to reinstate any unpaid, unused balance upon rehire within a certain time frame? If so, do they need to undergo the 90 day probationary period again or is it immediately available to them to use?

**SARAH MELIN**

SENIOR GENERALIST, HUMAN RESOURCES  
YOH, A DAY & ZIMMERMANN COMPANY

D 215.299.8238  
C 215.495.5123  
F 215.299.2354

A 1500 Spring Garden Street  
Philadelphia, PA 19130

W [yoh.com](http://yoh.com)



FIND A JOB + TALENT COMMUNITY

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 17, 2015 12:05 PM  
**To:** 'Tom Gosselin'  
**Subject:** RE: Follow-up question re Paid Sick Leave-2d Request

Thank you for your question. Unfortunately, we cannot provide legal advice on Measure FF and as you note, this is not covered in the current language of the ordinance. We are hoping that some clarity on this issue will come about through interpretive regulations. Thank you for your patience.

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**From:** Tom Gosselin [mailto:Tom@teraokalaw.com]  
**Sent:** Friday, February 13, 2015 10:16 AM  
**To:** Tom Gosselin; [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Follow-up question re Paid Sick Leave-2d Request

Any update on below Team? Many thanks!

Tom

Thomas M. Gosselin  
Teraoka & Partners LLP  
**San Francisco Office**  
One Embarcadero Center  
Suite 1020  
San Francisco, CA 94111

Tel: 415-517-7700 Direct  
Fax: 415-981-0222  
[tgosselin@teraokalaw.com](mailto:tgosselin@teraokalaw.com)

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**From:** Tom Gosselin  
**Sent:** Wednesday, February 11, 2015 11:58 AM  
**To:** 'minwageinfo@oaklandnet.com'  
**Subject:** Follow-up question re Paid Sick Leave

Hi again,

Last question (I think).

Any guidance of the minimum amounts that an employer require administratively to track use of Paid Sick Leave for less than a full day absence (that is, a partial absence). I could find nothing in the ordinance, the sample Notice or in the City Attorney FAQs.

In this regard, I note under the recent CA Paid sick leave law, the new Labor Code section 246(j) expressly states:

LC section 246 (j):

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 13, 2015 2:50 PM  
**To:** 'Alana Turner'  
**Subject:** RE: Paid Sick Leave: what happens when employee is promoted?  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please see attached FAQs.

**From:** Alana Turner [<mailto:aturner@westcoastcc.org>]  
**Sent:** Thursday, February 12, 2015 11:29 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Paid Sick Leave: what happens when employee is promoted?

Hello,

What happens if we have a part time employee who accrues sick leave under this law, then we hire that same employee to a full time position in which they would be eligible for PTO (our current PTO policy is more generous than the sick leave policy)? Would that employee lose the sick leave that they had already accrued? Would they lose it right away, or would they have a certain amount of time after their promotion to use the sick leave, and then they would lose it?

I know you don't have to pay out the accrued sick leave upon the employee's separation of employment, but technically the employee is not separating from the company, they are just ending the position in which they were entitled to sick leave (and moving into a position that is entitled to a better time-off policy).

Thanks!

~Alana

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Alana Turner  
Staff Accountant  
WestCoast Children's Clinic  
3301 E.12th Street, Suite 259  
Oakland, CA 94601  
PH: 510-698-3854  
FX: 510-698-3869

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 13, 2015 2:49 PM  
**To:** 'Melin, Sarah'  
**Subject:** RE: Sick Leave Question: Rehire Policy  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please see attached FAQs.

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**From:** Melin, Sarah [<mailto:Sarah.Melin@yoh.com>]  
**Sent:** Friday, February 13, 2015 1:03 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Sick Leave Question: Rehire Policy  
**Importance:** High

Hello,

In the new sick leave mandate are there any requirements surrounding rehires such as do we have to reinstate any unpaid, unused balance upon rehire within a certain time frame? If so, do they need to undergo the 90 day probationary period again or is it immediately available to them to use?

**SARAH MELIN**

SENIOR GENERALIST, HUMAN RESOURCES  
YOH, A DAY & ZIMMERMANN COMPANY

D 215.299.8238

C 215.495.5123

F 215.299.2354

A 1500 Spring Garden Street  
Philadelphia, PA 19130

W [yoh.com](http://yoh.com)



FIND A JOB + TALENT COMMUNITY

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 13, 2015 2:17 PM  
**To:** 'Gena Lawrence'  
**Subject:** RE: wage increase  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please see attache FAQs. You may want to refer to # 4 & 5 on p.2

**From:** Gena Lawrence [<mailto:genalawrence@aol.com>]  
**Sent:** Friday, February 13, 2015 10:53 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** wage increase

Hi, I was wondering how I could learn more about this new law - rate increase and sick leave. I have a pre-school in Rockridge with a staff of 6. Do I fall under this? I don't live in Oakland so I had not heard of this vote.  
I only have one person at \$12.00 and I am happy to raise to 12.25. Sick leave is paid for everyone but the 12.00 person who is just hourly at 4 hours per day, per 4 days a week. How much sick leave do they get?  
Thanks and please let me know if I am not clear.  
Gena

Gena Lawrence  
Founder/Administrator  
My Own Montessori  
5723 Oak Grove Ave.  
Oakland, CA 93618  
[www.myownmontessori](http://www.myownmontessori)  
[genalawrence@aol.com](mailto:genalawrence@aol.com)

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 13, 2015 2:13 PM  
**To:** 'Mary Barr'  
**Subject:** RE: New min wage and sick leave  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please see attached Frequently Asked Questions. You may want to read #5 on p.2

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**From:** Mary Barr [<mailto:marypbarr@outlook.com>]  
**Sent:** Thursday, February 12, 2015 8:32 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** New min wage and sick leave

Are the employees who work at the airport, who work for an airline subcontractor covered under this new ordinance?

thanks,  
Mary

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 13, 2015 2:11 PM  
**To:** 'Dawnette Coltrin'  
**Subject:** RE: Sick Pay - Wages Question  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please refer to attached Frequently Asked Question. You may want to look at #5 on P.2

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**From:** Dawnette Coltrin [<mailto:Dcoltrin@gso.com>]  
**Sent:** Wednesday, February 11, 2015 3:18 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Sick Pay - Wages Question

We have employees who rate of pay changes daily due to piece-work pay. Can we use the Oakland minimum wage as the employee's hourly rate since Employee will be guarantee the minimum wage rate?

**11. At what rate does an employer pay out paid sick leave when he/she chooses to use it?**

A: For hourly employees, employers pay out sick leave at their regular hourly rate. Employers should use the rate in existence at the time the employee takes the paid sick leave. For exempt employees, employers must follow state and federal law to determine how much is owed to the employee.

*Dawnette Coltrin*  
Benefits Administrator  
800-322-5555 Ext 5349  
Cell: 510-205-7856  
*Golden State Overnight – Orange County Office*  
*Region 09*





**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Wednesday, February 11, 2015 2:19 PM  
**To:** Lupe Rocha  
**Subject:** RE: Questions....  
**Attachments:** Revised Measure FF FAQ Feb 2015.pdf

Please see attached.

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**From:** Lupe Rocha [<mailto:lupe@lafincatortillas.com>]  
**Sent:** Wed 2/11/2015 11:41 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** RE: Questions....

Ok thanks for your fast respond.

I did not receive the attachment for frequent asked questions. Can you please send it. We will really appreciate your help.

Thanks,  
Lupe

---

**From:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com) [<mailto:minwageinfo@oaklandnet.com>]  
**Sent:** Wednesday, February 11, 2015 10:48 AM  
**To:** Lupe Rocha  
**Subject:** RE: Questions....

Attached are Frequently Asked Questions(FAQs). If this is not sufficient to answer your question, you may want to seek legal advise.

If an employer has a paid leave policy, such as a PTO or vacation policy, that makes available to employees paid leave that may be used for the same purposes specified in the Measure (or for any purpose) and the policy is sufficient to meet the Measure's requirements for paid sick leave accrual, then an employer is not required to provide additional paid sick leave.

Yes. Employers can require employees to give reasonable notice of the need to take paid sick leave.

What is reasonable depends on the specific situation. An employer's policies or practices should not be so onerous that they deter employees from legitimate use of paid sick leave.

Employers may only take reasonable measures to verify or document that an employee's use of paid sick leave is lawful. They cannot require an employee to incur expenses in excess of \$5.00 in order to show his/her eligibility to take paid sick leave.

How you handle employee complaints is not for the City to answer.

-----Original Message-----

**From:** Lupe Rocha [<mailto:lupe@lafincatortillas.com>]  
**Sent:** Tue 2/10/2015 3:50 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)

**From:** minwageinfo@oaklandnet.com  
**Sent:** Wednesday, February 11, 2015 10:48 AM  
**To:** Lupe Rocha  
**Subject:** RE: Questions....  
**Attachments:** image001.jpg

Attached are Frequently Asked Questions(FAQs). If this is not sufficient to answer your question, you may want to seek legal advise.

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How you handle employee complaints is not for the City to answer.

-----Original Message-----

From: Lupe Rocha [<mailto:lupe@lafincatortillas.com>]  
Sent: Tue 2/10/2015 3:50 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Questions....

Good morning-

I have a small business in the City of Oakland, I will like to ask some questions regarding the new minimum wage that goes into effect in March 2, 2015 the questions are as follow:

\* Our current company policy gives employees 40 hours paid leave upon completion of one year of service and 80 hours paid leave for employees with two year plus (as long as you work for the company)of service with the company. Will that be considered pay leave under the new city of Oakland sick leave policy? If not, can we remove or modify that policy and set up as paid sick leave?

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Wednesday, February 11, 2015 10:36 AM  
**To:** Jacquelyn Grillo  
**Subject:** RE: Minimum Wage

Please call Shelley Darensburg at Contracts and Compliance at (510) 238-6258.

-----Original Message-----

From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
Sent: Tue 2/10/2015 1:30 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage

Hi,

Is there someone else who I can talk to? It seems like we're not understanding each other.

Sent from my iPhone

> On Feb 10, 2015, at 9:15 AM, <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> wrote:

>

> The minimum wage will be \$12.25 on March 2, 2015. That is what employers will be required to pay. If this does not answer your question, you may want to seek legal advice.

>

>

> -----Original Message-----

> From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
> Sent: Mon 2/9/2015 5:19 PM  
> To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
> Subject: Re: Minimum Wage

>

> My question is still not being answered. If my wage is currently higher than minimum wage, will it go up in March or not?

>

> Sent from my iPhone

>

>> On Feb 9, 2015, at 3:58 PM, <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> wrote:

>>

>> If employees make the minimum wage then the employer is complaint with the minimum wage. However, employees must also be paid sick leave of 1 hour for every 30 hours worked, which can be capped at 40 hours for small business with 10 or fewer employees and 72 for all other employers.

>>

>>

>>

>> -----Original Message-----

>> From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
>> Sent: Fri 2/6/2015 7:06 PM

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Wednesday, February 11, 2015 10:32 AM  
**To:** Nisha Gnanamuthu  
**Subject:** RE: Sample Minimum Wage Notice to Employees  
**Attachments:** oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf;  
MinimumWage.FrequentlyAskedQuestions.pdf

Attached please find a copy of the minimum wage notices. These can be given to employees as notice. Also, attached are frequently asked questions.

-----Original Message-----

From: Nisha Gnanamuthu [<mailto:nisha@ecovote.org>]  
Sent: Tue 2/10/2015 12:13 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Sample Minimum Wage Notice to Employees

Hello,

Can you provide a sample letter regarding the minimum wage increase that we can send to our employees?

Thanks,  
Nisha

Nisha M. Gnanamuthu  
Administrative Manager  
California League of Conservation Voters  
350 Frank H. Ogawa Plaza, Suite 1100  
Oakland, California 94612  
tel: 510.271.0900 x307  
direct: 510.844.0227  
fax: 510.271.0901  
[nisha@ecovote.org](mailto:nisha@ecovote.org)<<mailto:nisha@ecovote.org>>

**From:** minwageinfo@oaklandnet.com  
**Sent:** Wednesday, February 11, 2015 10:29 AM  
**To:** ruji@letstalkpoly.com  
**Subject:** RE: Minimum Wage Law

1. The new minimum wage law is going to be effective from March 02, 2015; does this mean all employers will have to increase employees minimum wage to \$12.25 per hour if their current hourly rate is below \$12.25 per hour starting from March 02, 2015? Who can be exempt from this new law?

Yes. Any person who performs at least two (2) hours of work in a particular week in Oakland is entitled to be paid Oakland's minimum wage.

2. Since the federal minimum wage rate; the California state minimum wage rate; the city of Oakland minimum wage rate are different. As an employer in the city of Oakland which one we will follow?

Oakland employers are subject to the federal, state and Oakland minimum wage laws. When there are conflicting requirements in the laws, the employer must follow the stricter standard. In the case of minimum wage, Oakland employers must pay employees the rate that is most beneficial to the employee. Thus, since Oakland's current law requires a higher minimum wage rate than does the state and federal law, all employers that have employees who perform work in Oakland who are subject to the laws must pay at least the City's minimum wage rate.

3. If new hired employees under training period which we usually will train them for a period of two weeks or three weeks before they can perform their work properly, during their training period does the employer still need to pay them the minimum wage of \$12.25 per hour?

Yes

4. If new hired employees under their probation (90 calendar days) does the employer need to pay them the minimum wage of \$12.25 per hour?

Yes

5. The law require the employer to offer up to 72 hours of paid sick leave to eligible employees. Does the law require the employer to offer employees paid holidays and paid vacations? For my understanding the paid holidays and paid vacations are optional for employers.

No

-----Original Message-----

From: Ruji [<mailto:ruji@letstalkpoly.com>]  
Sent: Tue 2/10/2015 12:09 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage Law

Thank you for your prompt reply. We have the following questions:

1. The new minimum wage law is going to be effective from March 02,

> someone we can consult or just email our questions to this email address  
> and one of your staff will get back to us?  
>  
> Your early response is highly appreciated!  
>  
> Sincerely Yours,  
>

--

Ru Ji Li  
700 Kevin Court,  
Oakland, CA 94621  
T: (510)382-1700 Ext: 103  
F: (510)382-1800  
Toll Free: 866-913-8326  
[ruji@letstalkpoly.com](mailto:ruji@letstalkpoly.com)  
[siusproducts.com](http://siusproducts.com)

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 10, 2015 9:17 AM  
**To:** ruji@letstalkpoly.com  
**Subject:** RE: Minimum Wage Law

Please email your questions.

-----Original Message-----

**From:** Ruji [<mailto:ruji@letstalkpoly.com>]  
**Sent:** Mon 2/9/2015 5:39 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Minimum Wage Law

Dear Sirs,

My name is Ru Ji Li, the office manager at Siu's Products & Distributor Inc. We are a manufacture in Oakland for over 35 years. Currently we have 18 employees. I have read the information about the new minimum wage law in City of Oakland which will be effective from March 02, 2015.

In order to comply to the new law we need some assistance by getting more detailed information for us to understand the law better. Is there someone we can consult or just email our questions to this email address and one of your staff will get back to us?

Your early response is highly appreciated!

Sincerely Yours,

--

Ru Ji Li  
700 Kevin Court,  
Oakland, CA 94621  
T: (510)382-1700 Ext: 103  
F: (510)382-1800  
Toll Free: 866-913-8326  
[ruji@letstalkpoly.com](mailto:ruji@letstalkpoly.com)  
[siusproducts.com](http://siusproducts.com)

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 10, 2015 9:15 AM  
**To:** Jacquelyn Grillo  
**Subject:** RE: Minimum Wage

The minimum wage will be \$12.25 on March 2, 2015. That is what employers will be required to pay. If this does not answer your question, you may want to seek legal advice.

-----Original Message-----

From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
Sent: Mon 2/9/2015 5:19 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage

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Sent from my iPhone

> On Feb 9, 2015, at 3:58 PM, <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> wrote:

>

> If employees make the minimum wage then the employer is complaint with the minimum wage. However, employees must also be paid sick leave of 1 hour for every 30 hours worked, which can be capped at 40 hours for small business with 10 or fewer employees and 72 for all other employers.

>

>

>

> -----Original Message-----

> From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
> Sent: Fri 2/6/2015 7:06 PM  
> To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
> Subject: Re: Minimum Wage

>

> ?Hi,

>

> Thank you for getting back to me so quickly. I was actually wondering  
> if this effects people who currently make an hourly wage that is more  
> than the minimum? Or if it just? effects the people who are currently  
> earning less than the minimum wage?

>

> I was reading the FAQ and didn't see an answer.

>

> Thank you, I greatly appreciate it!

>

> Jackie Grillo  
> Salon Director  
> 77 Salon



**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, February 10, 2015 9:13 AM  
**To:** Tom Gosselin  
**Subject:** RE: Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?

Sorry for the confusion. The use of the term "sample" was purposeful. Employers do not need to use the City's official postings, and instead they can create their own. However, if they choose to use the City's Official Notice, there is a presumption under the law that the notice is adequate. The Notices are clearly on the City websites. Hopefully this clears up any confusion.

-----Original Message-----

**From:** Tom Gosselin [<mailto:Tom@teraokalaw.com>]  
**Sent:** Mon 2/9/2015 11:38 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** RE: Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?

Hi Oakland Team Member!

Any update (on yellow matter below)?

Many thanks!

Tom Gosselin

**From:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com) [<mailto:minwageinfo@oaklandnet.com>]  
**Sent:** Friday, February 06, 2015 5:25 PM  
**To:** Tom Gosselin  
**Subject:** RE: Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?

We will look into this issue and get back to you on Monday.  
Thank you.

-----Original Message-----

**From:** Tom Gosselin [<mailto:Tom@teraokalaw.com>]  
**Sent:** Fri 2/6/2015 11:32 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)<<mailto:minwageinfo@oaklandnet.com>>; Katz, Alex  
**Subject:** Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?

Thank you!

I went to below but nothing there:

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[cid:\_1\_09190F50091905D40077853385257884]

**From:** minwageinfo@oaklandnet.com  
**Sent:** Monday, February 09, 2015 3:59 PM  
**To:** Jacquelyn Grillo  
**Subject:** RE: Minimum Wage

If employees make the minimum wage then the employer is complaint with the minimum wage. However, employees must also be paid sick leave of 1 hour for every 30 hours worked, which can be capped at 40 hours for small business with 10 or fewer employees and 72 for all other employers.

-----Original Message-----

From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
Sent: Fri 2/6/2015 7:06 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage

?Hi,

Thank you for getting back to me so quickly. I was actually wondering if this effects people who currently make an hourly wage that is more than the minimum? Or if it just? effects the people who are currently earning less than the minimum wage?

I was reading the FAQ and didn't see an answer.

Thank you, I greatly appreciate it!

Jackie Grillo  
Salon Director  
77 Salon  
[www.77saloninc.com](http://www.77saloninc.com)

5358 College Ave  
Oakland, CA 94618  
510.601.7776

1629 Park St.  
Alameda, CA 94501  
510.521.7707

On Fri, Feb 6, 2015 at 4:14 PM, <[minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)> wrote:

> The ordinance effects any employee who works in the city of Oakland  
> for more than two hours in a particular work week. Please see attached  
> and let me know if you have any further questions.  
>  
> Thank you,

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Monday, February 09, 2015 3:57 PM  
**To:** Karen Zukor  
**Subject:** RE: paid sick leave requirements  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

Please review the Frequently Asked Questions (FAQ's) and let us know if you have any further questions.

-----Original Message-----

**From:** Karen Zukor [<mailto:kzukor@sbcglobal.net>]  
**Sent:** Sat 2/7/2015 12:13 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** paid sick leave requirements

Does this new law affect all businesses, including those with five or fewer employees?  
And is there a maximum number of days an employee can claim for sick leave within one year's time?

Thank you,  
Karen Zukor  
Zukor Art Conservation  
510.652.7915

**From:** minwageinfo@oaklandnet.com  
**Sent:** Monday, February 09, 2015 3:56 PM  
**To:** Susan  
**Subject:** RE: Exact calculation of sick leave?  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

- Starting March 2, 2015, employers must provide employees with at least 72 hours of paid sick leave annually.
- Employees: Employees who perform at least 2 hours of work per week within the City; part-time and seasonal employees, can accrue paid sick leave.
- Accrual of Sick Leave: Hours accrue at the rate of 1 hour for every 30 hours worked.
- Cap of Sick Leave: For small employers with less than 10 employees, which includes employees working outside of Oakland, sick leave can be capped at 40 hours; for all other employers, sick leave can be capped at 72 hours.
- Carry Over: No "use it or lose it" allowed. Sick leave carries over year to year, but can be capped.
- No Cash Out: Sick leave cannot be "cashed out" annually and unused sick leave does not need to be paid out upon termination, resignation or retirement.

-----Original Message-----

From: Susan [mailto:[saspatel@yahoo.com](mailto:saspatel@yahoo.com)]  
Sent: Sun 2/8/2015 7:57 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Exact calculation of sick leave?

Hi,

We own small businesses in Oakland with part-time employees. Can you tell me or direct me to a web site that defines exactly how we are supposed to calculate how much sick leave (per this new law) we are now required to give part-time employees?

And does the new minimum wage of \$12.24/hour apply to all kinds of part-time employees (restaurant, retail, administrative, etc)?

Thank you  
Susan

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Monday, February 09, 2015 11:39 AM  
**To:** Romney  
**Subject:** RE: New laws  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

-----Original Message-----

**From:** Romney [<mailto:romneysteele@sbcglobal.net>]  
**Sent:** Fri 2/6/2015 6:52 PM  
**To:** Villarreal, Susana  
**Cc:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** New laws

Hi Susan,

A friend forwarded me this invitation; please consider my response a confirmation of attendance. In the meantime, can you also send us something official that states the new ordinance. We have yet to find anything on line, that is binding, and the mayor's office more recently told us they didn't have any information on the matter.

Thank you  
Romney Steele  
The Cook And Her Farmer

Sent from my iPhone

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:07 PM  
**To:** Camille L. Gustafson  
**Subject:** RE: posters and sample notice for new paid sick leave law and minimum wage law  
**Attachments:** logo\_m.gif; MinimumWage.FrequentlyAskedQuestions.pdf;  
BallotMeasure.FF.OaklandMinimumWage.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

The notices can be found at oaklandnet.com, click on the government icon and then under City Administrator's Office, click on Contracts and Compliance and the notices can be found there.

Thank you.

-----Original Message-----

**From:** Camille L. Gustafson [mailto:[cgustafson@paulplevin.com](mailto:cgustafson@paulplevin.com)]  
**Sent:** Thu 2/5/2015 1:00 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** posters and sample notice for new paid sick leave law and minimum wage law

Hi. I'm looking to see if you have posters and sample notices available yet for the new Minimum Wage and Paid Sick Leave that goes into effect on March 2, 2015. Please advise. Thank you!

Camille L. Gustafson  
619.243.0892 | [cgustafson@paulplevin.com](mailto:cgustafson@paulplevin.com) [[http://www.paulplevin.com/images/logo\\_m.gif](http://www.paulplevin.com/images/logo_m.gif)]

PAUL, PLEVIN,  
SULLIVAN &  
CONNAUGHTON LLP

101 West Broadway, Ninth Floor  
San Diego, California 92101  
T: 619-237-5200 | F: 619-615-0700 | [www.paulplevin.com](http://www.paulplevin.com)<<http://www.paulplevin.com/>>

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**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:54 PM  
**To:** Kathy Doyle  
**Subject:** RE: service charges  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

Hi Ms. Doyle,

Please review the Frequently Asked Questions (FAQs) and let us know if you still need responses to the below questions.

-----Original Message-----

From: Kathy Doyle [mailto:drdoyle@ymail.com]  
Sent: Wed 2/4/2015 6:40 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: service charges

I have several questions about the service charge portion of the new minimum wage law.1. I assume that all employees in Oakland, even servers who get tips, have a base pay of \$12.25/hr and tips are on top on that. Correct?2. If a service charge is collected, can it be split equally among all workers, or does it have to go to just the server?3. Can it be split unequally, for example 50% to servers, 25% to cooks, 15% to bussers and 10% to dishwashers?4. Can it be paid weekly or biweekly with the worker's paycheck or does it have to be paid daily?5. Can an owner take any portion of it if they are also serving, for example.I ask these questions, well, because it's kind of confusing. Also, I'll bet that a lot of restaurants are thinking of putting a service charge on their menu to cover the minimum wage increase. But that won't work. They just have to raise their prices if they want more money, correct?Thank you.

Kathy Doyle, D.C.

400 40th St. Ste.C  
Oakland,CA 94609  
510-601-6325doyledc.com



**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:56 PM  
**To:** DeCristoforo, Anthony J.  
**Subject:** RE: Minimum Wage/Paid Sick Leave Notice  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's).  
Thank you,  
Shelley

-----Original Message-----

From: DeCristoforo, Anthony J. [<mailto:aj.decrisoforo@stoel.com>]  
Sent: Fri 1/30/2015 8:59 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Minimum Wage/Paid Sick Leave Notice

Good morning,

Section 5.92.050(D) of the new minimum wage and paid sick leave ordinance authorizes the City Administrator to prepare sample notices employers can use to comply with the notice requirements of the ordinance. Does the City Administrator plan to prepare such a notice? If so, what is the anticipated timeline for the notice's release?

Thank you very much for your assistance.

Anthony J. DeCristoforo | Partner  
STOEL RIVES LLP | 500 Capitol Mall, Suite 1600 | Sacramento, CA 95814-3361  
Direct: (916) 319-4670 | Mobile: (916) 812-2920 | Fax: (916) 447-4781  
[aj.decrisoforo@stoel.com](mailto:aj.decrisoforo@stoel.com)<<mailto:aj.decrisoforo@stoel.com>> | Bio<<http://www.stoel.com/showbio.aspx?Show=2826>>  
| vCard<<http://www.stoel.com/getvcard.asp?id=2826>> | [www.stoel.com](http://www.stoel.com)<<http://www.stoel.com>>

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**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:57 PM  
**To:** cacf1  
**Subject:** RE: Posting  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's).

-----Original Message-----

**From:** cacf1 [<mailto:cacf1@sbcglobal.net>]  
**Sent:** Wed 1/28/2015 11:44 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Posting

I would like to know where I can download the poster for the minimum wage for 2015.

Carol Flynn

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:58 PM  
**To:** Grady, Patrick  
**Subject:** RE: Sick Leave Notice  
**Attachments:** image001.jpg; MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQs)

-----Original Message-----

From: Grady, Patrick [<mailto:pgrady@allenmatkins.com>]  
Sent: Tue 1/27/2015 4:54 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Sick Leave Notice

Has Oakland published the notice which must be posted by employers re the new sick leave law? If so, where can I obtain that notice? If not, do you have an expected date when the notice will be published? Thanks Pat

Patrick J. Grady Esq.<<http://pgrady.allenmatkins.com/>>  
Partner  
Allen Matkins Leck Gamble Mallory & Natsis LLP  
1900 Main Street, 5th Floor, Irvine, CA 92614-7321  
(949) 553-1313 (main)  
(949) 553-8354 (fax)

[Allen Matkins]<<http://www.allenmatkins.com/>>

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**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 3:59 PM  
**To:** Pangborn, Susan  
**Subject:** RE: Question regarding new sick pay law  
**Attachments:** image001.gif; MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's).

-----Original Message-----

From: Pangborn, Susan [mailto:SPangborn@kilpatricktownsend.com]  
Sent: Tue 1/27/2015 1:52 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Question regarding new sick pay law

My firm represents employers who will be subject to Oakland's sick pay law. After reviewing the Ballot Measure and wording of the new ordinance, I have two questions.

1. Is the law intended to apply only to employees who are not exempt from overtime (such as hourly-paid employees) or is it also intended to apply to exempt employees (such as salaried employees that fall under the administrative, executive, or professional exemptions)?
2. Would a sick pay policy that gives employees 72 hours of sick pay at the beginning of each year (or a prorated amount for those who start during the year) comply with the policy? In other words, employees would be accruing sick pay up to 72 hours during the year, but would be able to use all 72 hours in advance of accrual.

Thank you so much for your attention and advice. I would appreciate hearing from you at your earliest convenience.

Regards,

Susan Pangborn

[Kilpatrick Townsend & Stockton LLP]

Susan Pangborn

Kilpatrick Townsend & Stockton LLP

San Francisco

Eighth Floor | Two Embarcadero Center | San Francisco, CA 94111 office 415 273 4763 | cell 404 735 1342 | fax 415 651 9949

Atlanta

Suite 2800 | 1100 Peachtree Street | Atlanta, GA 30309-4528 office 404 815 6305 | cell 404 735 1342 | fax 404 541 3328 [spangborn@kilpatricktownsend.com](mailto:spangborn@kilpatricktownsend.com) <<mailto:spangborn@kilpatricktownsend.com>> | My Profile <<http://www.kilpatricktownsend.com/en/Who%20We%20Are/Professionals/P/PangbornSusanW10149.aspx>> | VCard <<http://www.kilpatricktownsend.com/assets/vcards/professionals/PangbornSusanW.vcf>>

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 4:00 PM  
**To:** Jennifer Sidle  
**Subject:** RE: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's)

-----Original Message-----

From: [hamptondoodle@gmail.com](mailto:hamptondoodle@gmail.com) on behalf of Jennifer Sidle  
Sent: Tue 1/27/2015 12:20 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions

Another question:

Regarding this statement: "Every employer must give written notification of employees' rights under the Measure to each current eligible employee and to each new employee at the time of hire. The written notice ... must be posted prominently in areas of each work site where it can be seen by all employees. The Measure authorizes the City Administrator to prepare sample notices and an employer's use of such notices will constitute compliance with the Measure's requirements."

Where do we get these sample notices to post?

Jennifer

On Tue, Jan 27, 2015 at 12:03 PM, Jennifer Sidle <[jennifer@binkybunny.com](mailto:jennifer@binkybunny.com)> wrote:

- > Is there a website or link dedicated to informing Oakland Employers of
- > what is required of them?
- > (Hopefully it's somewhat simplistic and not filled with too much legal
- > language)
- > This is what my understanding is so far - Can you advise?
- >
- > 1. \$12.25/minimum wage
- > 2. 1 hour sick pay accrues for every 30 hours worked (40 max per year
- > for small business, otherwise 72 hours max per year) 3. Vacation
- > accrual required?
- > 4. Holiday Pay.
- > 5. I am changing one employee from part time to full time and
- > wondering if there are any differences in what is required from the
- > employer when the employee is full-time instead of part-time.
- >
- > Thank you,
- > Jennifer Sidle
- >

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 4:00 PM  
**To:** McDANIEL, Melinda S - G6 HOSPITALITY  
**Subject:** RE: posting requirements for paid sick leave  
**Attachments:** image001.png; MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's).

-----Original Message-----

From: McDANIEL, Melinda S - G6 HOSPITALITY [[mailto:McDANIEL\\_Melinda@g6hospitality.com](mailto:McDANIEL_Melinda@g6hospitality.com)]  
Sent: Thu 1/22/2015 4:24 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: posting requirements for paid sick leave

Are there any posters or notifications for the paid sick leave law that will initiate on 3/2/15?  
If so, where can they be obtained?  
Thank you,

Melinda McDaniel-Aldridge  
Enterprise Human Resources Manager  
[Description: Description: Description: Description: C:\Users\mktba\Desktop\G6 Logo\_RGB.png]

G6 Hospitality LLC  
4001 International Parkway  
Carrollton, Texas 75007

T 972 360 2736 | F 972 716 6618  
C 214 995 0949  
g6hospitality.com<<http://www.g6hospitality.com/>>

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 4:01 PM  
**To:** Christopher Pastena  
**Subject:** RE: March 2nd  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf

Please see Frequently Asked Questions (FAQ's)

-----Original Message-----

From: Christopher Pastena [<mailto:cpastena@hotmail.com>]  
Sent: Thu 1/22/2015 9:04 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Cc: [tomiquia.moss@sfgov.org](mailto:tomiquia.moss@sfgov.org); Barbara Leslie; Isaac Kos-Read  
Subject: March 2nd

Dear Contracts and Compliance

We have received the memo for the min wage increase. I still have some question on how this will effect my small businesses?

What type of documentation will the employee need to provide if any for sick leave?

who can we include in service charges?

can we add a surcharge to the bill?

what type of education are you providing to the public on this issue? ie we will need to raise prices is the city have any assistance in getting the word out to support small businesses?

who can we turn to as a small business for assistance incase of any issues that arise during implantation?

can we provide two tip lines one for the wait staff and one for the kitchen staff?

Chris Pastena  
415 867 3967 Cell

**From:** minwageinfo@oaklandnet.com  
**Sent:** Thursday, February 05, 2015 4:03 PM  
**To:** Kathy Doyle  
**Subject:** RE: service charges

1. I assume that all employees in Oakland, even servers who get tips, have a base pay of \$12.25/hr and tips are on top on that.

Oakland's minimum wage applies to all employees who work at least two (2) hours in a particular week in the geographic boundaries of the city of Oakland.

2. If a service charge is collected, can it be split equally among all workers, or does it have to go to just the server? We cannot provide legal advice on Measure FF so please refer to the current FAQs. If you have ongoing questions, you may want to consult a lawyer.

3. 3. Can it be split unequally, for example 50% to servers, 25% to cooks, 15% to bussers and 10% to dishwashers? We cannot provide legal advice on Measure FF so please refer to the current FAQs. If you have ongoing questions, you may want to consult a lawyer.

4. 4. Can it be paid weekly or biweekly with the worker's paycheck or does it have to be paid daily? Please refer to Section IV. 7

5. 5. Can an owner take any portion of it if they are also serving  
No. Please refer to Section IV. 6.

-----Original Message-----

**From:** Kathy Doyle [<mailto:drdoyle@ymail.com>]  
**Sent:** Wed 2/4/2015 6:40 PM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** service charges

I have several questions about the service charge portion of the new minimum wage law. 1. I assume that all employees in Oakland, even servers who get tips, have a base pay of \$12.25/hr and tips are on top on that. Correct? 2. If a service charge is collected, can it be split equally among all workers, or does it have to go to just the server? 3. Can it be split unequally, for example 50% to servers, 25% to cooks, 15% to bussers and 10% to dishwashers? 4. Can it be paid weekly or biweekly with the worker's paycheck or does it have to be paid daily? 5. Can an owner take any portion of it if they are also serving, for example. I ask these questions, well, because it's kind of confusing. Also, I'll bet that a lot of restaurants are thinking of putting a service charge on their menu to cover the minimum wage increase. But that won't work. They just have to raise their prices if they want more money, correct? Thank you.

Kathy Doyle, D.C.

400 40th St. Ste.C  
Oakland, CA 94609  
510-601-6325 doyledc.com



**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 06, 2015 4:14 PM  
**To:** Jacquelyn Grillo  
**Subject:** RE: Minimum Wage  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

The ordinance effects any employee who works in the city of Oakland for more than two hours in a particular work week. Please see attached and let me know if you have any further questions.

Thank you,

-----Original Message-----

From: Jacquelyn Grillo [<mailto:grillo.jacquelyn@gmail.com>]  
Sent: Fri 2/6/2015 1:54 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Minimum Wage

Hello,

I currently work in Oakland and understand that the minimum wage will be going up in March. Does this affect hourly wages as well? Or just those who currently earn the minimum?

Thank you!

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 06, 2015 4:17 PM  
**To:** Maricell Cenidoza  
**Subject:** RE: Question regarding sick pay  
**Attachments:** MinimumWage.FrequentlyAskedQuestions.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

-----Original Message-----

From: Maricell Cenidoza [<mailto:mcsevensalon@gmail.com>]  
Sent: Fri 2/6/2015 1:41 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Question regarding sick pay

Hello:

I co-own a small business ( 20 employees) with 2 locations. One in Oakland and the 2nd in Alameda. My staff works at both locations equally. We currently offer 3-5 paid vacation days for our full-time employees (32 hours or more).

My question is, can I combine the new sick leave policy with their current vacation pay and turn it into 5 PTO's total? Realistically, we can't afford to offer 5 vacations and 5 sick days. Can you please advise?

Thank you!

Kindly,

Maricell

Maricell Cenidoza  
Co-Owner of 77Salon Inc

77Salon Inc Alameda  
1629 Park Street  
Alameda , CA 94501  
510.521.7707

77Salon Inc Rockridge Oakland  
5358 College Ave  
Oakland, CA 94618  
510.601.7776

[www.77saloninc.com](http://www.77saloninc.com)

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, February 06, 2015 4:25 PM  
**To:** Tom Gosselin  
**Subject:** RE: Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?  
**Attachments:** image001.gif

We will look into this issue and get back to you on Monday.  
Thank you.

-----Original Message-----

From: Tom Gosselin [<mailto:Tom@teraokalaw.com>]  
Sent: Fri 2/6/2015 11:32 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com); Katz, Alex  
Subject: Have you developed an employee notice model like Labor Commissioner did for CA Paid Sick Leave law (Attached)?

Thank you!

I went to below but nothing there:

26. Does an employer need to provide notice of an employee's rights under the Paid Sick Leave Measure?

A: Yes. Employers must give written notice to current employees and to new employees at the time of hire of his/her rights.

The notice must be in all languages spoken by more than ten percent (10%) of the employees and shall be posted prominently in work areas that can be seen by all employees.

You may access the City's sample notice at <http://www.oaklandbac.com>.

Tom

Thomas M. Gosselin  
Teraoka & Partners LLP  
San Francisco Office  
One Embarcadero Center

Suite 1020  
San Francisco, CA 94111

Tel: 415-517-7700 Direct  
Fax: 415-981-0222  
[tgosselin@teraokalaw.com](mailto:tgosselin@teraokalaw.com)<<mailto:tgosselin@teraokalaw.com>>  
[www.teraokalaw.com](http://www.teraokalaw.com)<<http://www.teraokalaw.com>>

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, January 27, 2015 1:03 PM  
**To:** Jennifer Sidle  
**Subject:** RE: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions  
**Attachments:** oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

-----Original Message-----

From: [hamptondoodle@gmail.com](mailto:hamptondoodle@gmail.com) on behalf of Jennifer Sidle  
Sent: Tue 1/27/2015 12:20 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Re: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions

Another question:

Regarding this statement: "Every employer must give written notification of employees' rights under the Measure to each current eligible employee and to each new employee at the time of hire. The written notice ... must be posted prominently in areas of each work site where it can be seen by all employees. The Measure authorizes the City Administrator to prepare sample notices and an employer's use of such notices will constitute compliance with the Measure's requirements."

Where do we get these sample notices to post?

Jennifer

On Tue, Jan 27, 2015 at 12:03 PM, Jennifer Sidle <[jennifer@binkybunny.com](mailto:jennifer@binkybunny.com)> wrote:

- > Is there a website or link dedicated to informing Oakland Employers of
- > what is required of them?
- > (Hopefully it's somewhat simplistic and not filled with too much legal
- > language)
- > This is what my understanding is so far - Can you advise?
- >
- > 1. \$12.25/minimum wage
- > 2. 1 hour sick pay accrues for every 30 hours worked (40 max per year
- > for small business, otherwise 72 hours max per year) 3. Vacation
- > accrual required?
- > 4. Holiday Pay.
- > 5. I am changing one employee from part time to full time and
- > wondering if there are any differences in what is required from the
- > employer when the employee is full-time instead of part-time.
- >
- > Thank you,
- > Jennifer Sidle
- >

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, January 27, 2015 1:04 PM  
**To:** Jennifer Sidle  
**Subject:** RE: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions  
**Attachments:** BallotMeasure.FF.OaklandMininumWage.pdf

1. \$12.25/minimum wage  
Yes \$12.25 per hour.

2. 1 hour sick pay accrues for every 30 hours worked (40 max per year for small business, otherwise 72 hours max per year)

Yes. 1 hour for every 30 hours worked. maximum for small business 40 and all other businesses 72.

3. Vacation accrual required?

Vacation is not required

4. Holiday Pay.

Holiday pay is not required.

5. I am changing one employee from part time to full time and wondering if there are any differences in what is required from the employer when the employee is full-time instead of part-time.

No difference in what is required.

-----Original Message-----

From: [hamptondoodle@gmail.com](mailto:hamptondoodle@gmail.com) on behalf of Jennifer Sidle  
Sent: Tue 1/27/2015 12:03 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Minimum Wage/Sick Pay/Holiday/Vaca Pay questions

Is there a website or link dedicated to informing Oakland Employers of what1. \$12.25/minimum wage 2. 1 hour sick pay accrues for every 30 hours worked (40 max per year for small business, otherwise 72 hours max per year) 3. Vacation accrual required?

4. Holiday Pay.

5. I am changing one employee from part time to full time and wondering if there are any differences in what is required from the employer when the employee is full-time instead of part-time.  
is required of them?

(Hopefully it's somewhat simplistic and not filled with too much legal language)

This is what my understanding is so far - Can you advise?

**minwageinfo@oaklandnet.com**

---

**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, January 27, 2015 1:07 PM  
**To:** McDANIEL, Melinda S - G6 HOSPITALITY  
**Subject:** RE: posting requirements for paid sick leave  
**Attachments:** image001.png; oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

-----Original Message-----

From: McDANIEL, Melinda S - G6 HOSPITALITY [[mailto:McDANIEL\\_Melinda@g6hospitality.com](mailto:McDANIEL_Melinda@g6hospitality.com)]  
Sent: Thu 1/22/2015 4:24 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: posting requirements for paid sick leave

Are there any posters or notifications for the paid sick leave law that will initiate on 3/2/15?  
If so, where can they be obtained?  
Thank you,

Melinda McDaniel-Aldridge  
Enterprise Human Resources Manager  
[Description: Description: Description: Description: C:\Users\mktba\Desktop\G6 Logo\_RGB.png]

G6 Hospitality LLC  
4001 International Parkway  
Carrollton, Texas 75007

T 972 360 2736 | F 972 716 6618  
C 214 995 0949  
[g6hospitality.com<http://www.g6hospitality.com/>](http://www.g6hospitality.com/)

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Tuesday, January 27, 2015 1:08 PM  
**To:** Christopher Pastena  
**Subject:** RE: March 2nd  
**Attachments:** BallotMeasure.FF.OaklandMinimumWage.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

Please see attached and let us know if you have any further questions.

-----Original Message-----

From: Christopher Pastena [mailto:cpastena@hotmail.com]  
Sent: Thu 1/22/2015 9:04 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Cc: [tomiquia.moss@sfgov.org](mailto:tomiquia.moss@sfgov.org); Barbara Leslie; Isaac Kos-Read  
Subject: March 2nd

Dear Contracts and Compliance

We have received the memo for the min wage increase. I still have some question on how this will effect my small businesses?

What type of documentation will the employee need to provide if any for sick leave?

who can we include in service charges?

can we add a surcharge to the bill?

what type of education are you providing to the public on this issue? ie we will need to raise prices is the city have any assistance in getting the word out to support small businesses?

who can we turn to as a small business for assistance incase of any issues that arise during implantation?

can we provide two tip lines one for the wait staff and one for the kitchen staff?

Chris Pastena

**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, January 30, 2015 4:00 PM  
**To:** DeCristoforo, Anthony J.  
**Subject:** RE: Minimum Wage/Paid Sick Leave Notice  
**Attachments:** officialminimumwagespanish.pdf;  
oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf

Attached please find the notices. The notices are currently on the website and oaklandnet.com, government and then under the City Administrator's Office, click Contracts and Compliance.

Thank you.

-----Original Message-----

**From:** DeCristoforo, Anthony J. [<mailto:aj.decristoforo@stoel.com>]  
**Sent:** Fri 1/30/2015 8:59 AM  
**To:** [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
**Subject:** Minimum Wage/Paid Sick Leave Notice

Good morning,

Section 5.92.050(D) of the new minimum wage and paid sick leave ordinance authorizes the City Administrator to prepare sample notices employers can use to comply with the notice requirements of the ordinance. Does the City Administrator plan to prepare such a notice? If so, what is the anticipated timeline for the notice's release?

Thank you very much for your assistance.

Anthony J. DeCristoforo | Partner  
STOEL RIVES LLP | 500 Capitol Mall, Suite 1600 | Sacramento, CA 95814-3361  
Direct: (916) 319-4670 | Mobile: (916) 812-2920 | Fax: (916) 447-4781  
[aj.decristoforo@stoel.com](mailto:aj.decristoforo@stoel.com)<<mailto:aj.decristoforo@stoel.com>> | Bio<<http://www.stoel.com/showbio.aspx?Show=2826>>  
| vCard<<http://www.stoel.com/getvcard.asp?id=2826>> | [www.stoel.com](http://www.stoel.com)<<http://www.stoel.com>>

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**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, January 30, 2015 4:02 PM  
**To:** cacf1  
**Subject:** RE: Posting  
**Attachments:** oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf;  
officialminimumwagespanish.pdf

The notices can be downloaded at oaklandnet.com, click on government and then under the City Administrator's Office Click on Contracts and Compliance.  
Thank you.

-----Original Message-----

From: cacf1 [<mailto:cacf1@sbcglobal.net>]  
Sent: Wed 1/28/2015 11:44 AM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Posting

I would like to know where I can download the poster for the minimum wage for 2015.

Carol Flynn

**minwageinfo@oaklandnet.com**

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**From:** minwageinfo@oaklandnet.com  
**Sent:** Friday, January 30, 2015 4:04 PM  
**To:** Grady, Patrick  
**Subject:** RE: Sick Leave Notice  
**Attachments:** image001.jpg; oaklandminimumwage.sckleave.servicechrg.law.01.23.15.pdf; officialminimumwagespanish.pdf

The notices can be found at oaklandnet.com, click on the government icon and then under City Administrator's Office, click on Contracts and Compliance and the notices can be found there.

Thank you.

-----Original Message-----

From: Grady, Patrick [<mailto:pgrady@allenmatkins.com>]  
Sent: Tue 1/27/2015 4:54 PM  
To: [minwageinfo@oaklandnet.com](mailto:minwageinfo@oaklandnet.com)  
Subject: Sick Leave Notice

Has Oakland published the notice which must be posted by employers re the new sick leave law? If so, where can I obtain that notice? If not, do you have an expected date when the notice will be published? Thanks Pat

Patrick J. Grady Esq. <<http://pgrady.allenmatkins.com/>>  
Partner  
Allen Matkins Leck Gamble Mallory & Natsis LLP  
1900 Main Street, 5th Floor, Irvine, CA 92614-7321  
(949) 553-1313 (main)  
(949) 553-8354 (fax)

[Allen Matkins] <<http://www.allenmatkins.com/>>

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