



City of Saint Paul Earned Sick and Safe Time Ordinance EMPLOYER CHECKLIST

Do your employees work within the geographic boundaries of Saint Paul? The checklist will help you meet each of the requirements of the City's Earned Sick and Safe Time (ESST) Ordinance.

- ☐ All of my employees who work within the City limits qualify for ESST. This includes; full-time, part-time, seasonal, and temporary staff.
- ☐ My employees earn at least 1 hour of **paid** (*hourly base rate*) time off for every 30 hours worked.
- ☐ My employees can accrue up to 48 hours of ESST per year and carry over up to 80 hours of accrued but unused ESST per year.
- ☐ My employees begin accruing ESST at time of hire and may use ESST after working 80 hours within a year.
- ☐ I am keeping the following records from the last 3 years: payroll records – including names, dates, hourly rate, and hours worked; ESST accrued; and dates and amounts of ESST used.
- ☐ I provide employees access to their current ESST balance.
- ☐ I have provided all new employees notice of ESST and distribute notices and written policies to my staff about ESST in English and the other primary language spoken by employees.
- ☐ My employees use ESST without fear of retaliation.

For additional information or questions, contact the Department of Human Rights and Equal Economic Opportunity (HREEO) Labor Standards Division by visiting stpaul.gov/laborstandards, calling 651-266-8966, or emailing laborstandards@ci.stpaul.mn.us.