



- Are you ready for \$15? -









## Business Compliance Checklist – Minimum Wage

**The City of Saint Paul's \$15 Minimum Wage Ordinance is in effect.  
The Minimum Wage increases in 2020 based on business size:**

City of St. Paul and Macro Businesses (10,001 + employees)	Large Businesses (101 - 9,999 employees)	Small Businesses (6 - 100 employees)	Micro Businesses (Less than 5 employees)
<b>12.50</b>	<b>11.50</b>	<b>10.00</b>	<b>9.25</b>
PER HOUR starting January 1, 2020	PER HOUR starting July 1, 2020	PER HOUR starting July 1, 2020	PER HOUR starting July 1, 2020

**If you are an employer with employees that work in the City of Saint Paul  
for at least two hours in one week, you must do the following by January 1, 2020:**

-  1) Notice Poster: Display the minimum wage employee notice poster in a conspicuous area in the workplace. You may use the poster provided by the City of Saint Paul or you may create your own poster if it contains all required information.
-  2) Employee Handbook: Update employee handbooks to add employee rights and remedies under the Saint Paul Minimum Wage Ordinance.
-  3) Record Keeping: Make sure to keep detailed records documenting wages paid to each employee for at least three (3) years from the date the hours were worked.
-  4) Know Your Responsibilities: Review the rules, and FAQs for more information.

## What records do employers need to keep?

**Ensure compliance with the City of Saint Paul Minimum Wage Ordinance  
by maintaining these documents for at least three years:**

**Payroll records for ALL employees located within or who worked at least 2 hours over the  
course of one week in the City of Saint Paul;**

**These records must include:**

- Employee's full name, job title, date of birth, address, and phone number(s);
- Dates of employment;
- Rate or rates of pay;
- Total hours worked, including hours per day and per week;
- Total overtime worked;
- Total additions to or deductions from wages paid each pay period;
- Total wages (bonuses, commissions, and piece-rate) paid each pay period;
- Date of payment and the pay period covered by payment.



**The City may request additional documents during an investigation.**

**During an investigation, the City may request the following:**

- Legal business name of employer and addresses of all locations;
- Notices of employee rights under the Ordinance (workplace poster, employee handbook, workplace policies);
- Where you displayed the required notices. Annual minimum wage and retaliation notices must be displayed in a conspicuous and accessible place;
- Collective bargaining agreements and employment manuals;
- Records of employee discipline with dates (warnings, performance improvement plans, demotions, reassignments, pay rate or salary changes, suspensions, and termination);
- Records of the total number of employees in ANY location per year, not just those in Saint Paul. Be sure to include full-time, part-time, joint, and temporary employees;
- Records for any employees in a city-approved youth-focused training or apprenticeship program (program training components, program funding sources, pay rate);
- Records for any employees earning a youth wage (ages of employees, rate of pay, policies and procedures related to youth wage earners);
- Records related to independent contractors (agreements, payment schedules);
- Other records reasonably necessary to resolve any complaints.

For more information visit:

[www.stpaul.gov/minimumwage](http://www.stpaul.gov/minimumwage), call HREEO at 651.266.8966, or email [laborstandards@ci.stpaul.mn.us](mailto:laborstandards@ci.stpaul.mn.us)