



CITY OF MILPITAS

455 EAST CALAVERAS BOULEVARD, MILPITAS, CALIFORNIA 95035-5479
GENERAL INFORMATION: 408-586-3000, TDD: 586-3013, www.ci.milpitas.ca.gov

Dear Business License Holder:

On February 21, 2017, Milpitas City Council adopted Ordinance No. 292 to establish a city-wide minimum wage. Beginning **July 1, 2021**, employers who are subject to the City's business license requirement or who maintain a business facility in the City, must pay to each employee who performs at least two (2) hours of work per week in Milpitas, minimum wages of not less than **\$15.65 per hour**.

Effective July 1 of every year, the City adjusts the minimum wage based on the Bay Area Consumer Price Index as published by the U.S. Department of Labor. The minimum wage requirement set forth in Ordinance No. 292 applies to adult **and** minor employees who work two (2) or more hours per week.

Employers should be aware of the following requirements:

- Employers must post the attached Minimum Wage Official Notice and Minimum Wage Workers Rights 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.

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 for any violation of the Ordinance or may file a complaint with the City of Milpitas. The City will investigate possible violations, will have access to payroll records, and will enforce violations of the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

This letter (in Chinese, Korean, Spanish, Tagalog and Vietnamese) and more information and resources are available on the City's website at www.ci.milpitas.ca.gov/milpitas/departments/minimum-wage/. You may also contact the City of San Jose at (408) 535-8430 or mywage@sanjoseca.gov.