

## LIVING WAGE REQUIREMENTS

**ORGANIZATION:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

- To certify Living Wage compliance: Return Forms LW-1 and LW-38
- To certify non-applicability of Living Wage Law: Return Form LW-38
- To request and document a general living wage exemption: Return Forms LW-1, LW-38 and LW-4
- To request and document a specific living wage exemption: Return Forms LW-1, LW-38 and LW-5

### LW-1 Notice of Application for County Compensation

Question	Date	Completed	Comments
1			
4			
5			
6			
7			
9 (if known)			
10			
11			
12 (workforce dedicated to this contract)			
13 (wage levels and compensated days off)			

### LW-38 Living Wage Certification/Declaration – Subject to Audit

Section	Date	Completed	Comments
I (if applicable)			
II (if applicable)			
III (complete all questions)			
IV			

**LW-4 Request for General Living Wage Exemption**

<b>Top Box</b>	Date	Completed	Comments
Fill in Top Box Completely			

<b>Particulars of Exemption</b>	Date	Completed	Comments
Complete <b>ALL</b> questions and attach legal brief			

**LW-5 Request for Specific Living Wage Exemption – 2 pages**

<b>Top Box</b>	Date	Completed	Comments
Fill in Top Box Completely			

<b>Basis for Specific Exemption</b>	Date	Completed	Comments
1. Youth (must submit student I.D.)			
2. Seasonal Employment (must submit days/months working)			
3. <b>CHECK A OR B</b> If a: -submit two current payroll runs -attach sheet explaining hours in a work week -highlight highest and lowest paid employee			
If b: -submit two current payroll runs -calculate annual cost of application of Living Wage to employer on page 2			