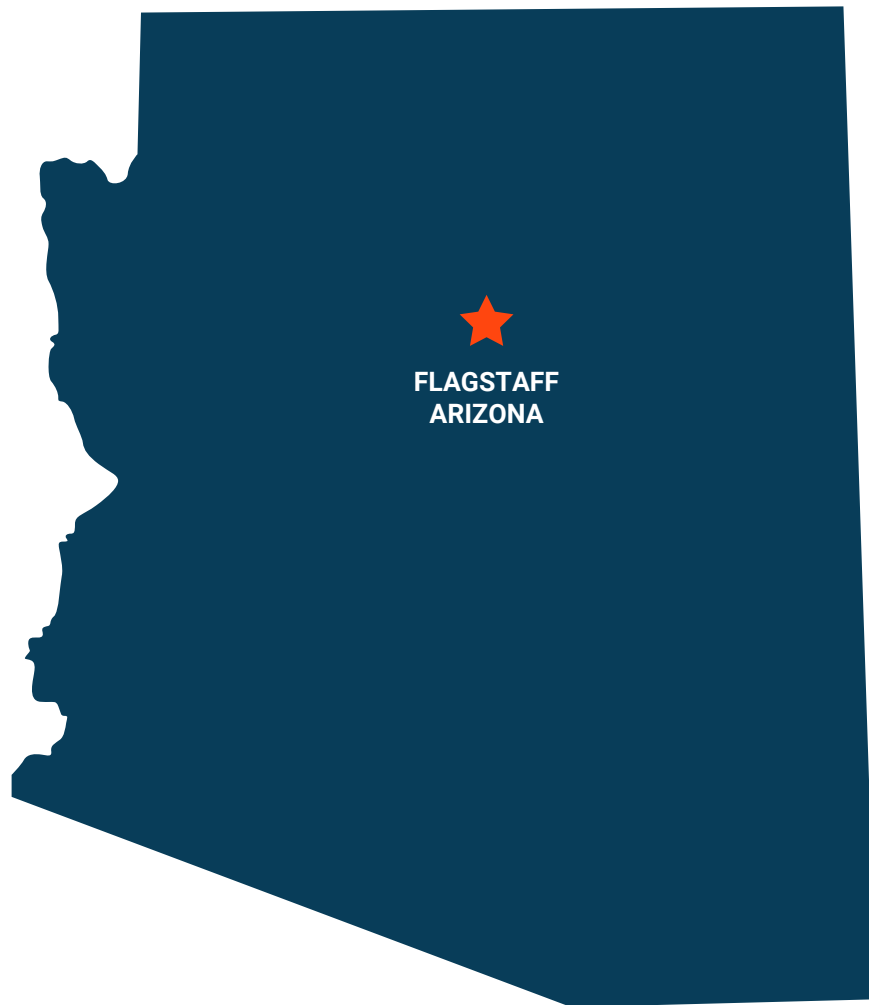


FLAGSTAFF

LABOR LAW NOTICES

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CITY OF FLAGSTAFF'S MINIMUM WAGE LAW

MINIMUM WAGE **\$17.85 PER HOUR**

FLAGSTAFF MUNICIPAL CODE – CHAPTER 15-01

WHEN:

January 1, 2025 – December 31, 2025

WHO IS COVERED:

1. An individual that worked or is expected to work 25 hours or more in the city limits of Flagstaff, AZ in any given calendar year for an employer and;
2. is or was employed by an employer regardless of the employer's location or the individual's immigration status.

TIPPED EMPLOYEES:

For an employee who customarily and regularly receives more than \$30 a month in tips or gratuities, an employer may pay tipped employees a maximum of up to \$1.00 per hour less than the City of Flagstaff's hourly minimum wage. Employers electing to choose a tip credit must inform the employee in writing of the tip credit provisions prior to exercising the tip credit and must be able show when adding tips received and retained to wages paid, the employee received no less than the hourly minimum wage for all hours worked for each workweek. Other conditions must be met.

EMPLOYEE RIGHTS:

- To be paid or to earn no less than the hourly minimum wage.
- To be paid all wages earned for all hours worked (i.e. promised/agree upon rate, overtime, tips and gratuities, etc.).
- To be provided written notice of the hourly minimum wage, rights and law provisions.

COMPLIANCE:

Any person or organization may file an administrative complaint through the City of Flagstaff's Office of Labor Standards ("Office") alleging that an employer has violated this law. A civil action may be filed or an employee may choose to file their own civil action against their employer for violations. Violations of the city's Minimum Wage Law may result in penalties and fines.

RETALIATION PROHIBITED:

No employer or other person shall discharge or take any other adverse action against any employee or person in retaliation for:

- Asserting any claim or exercising any right under the Minimum Wage Law;
- Assisting any other person in filing a complaint or assisting in an investigation; or
- Informing any person about their rights.



For additional information, you may refer to the city's website at flagstaff.az.gov/3520/minimum-wage

Or contact the Office of Labor Standards at 211 W. Aspen Avenue, Flagstaff, AZ, 86001-5359 or (928) 213-2071

Form LS-001 Revised 11/24

LEY DE SALARIO MÍNIMO DE LA CIUDAD DE FLAGSTAFF

SALARIO MÍNIMO **\$17.40 PER HOUR**

CÓDIGO MUNICIPAL DE FLAGSTAFF, CAPÍTULO 15-01

PERIODO VIGENTE:

1 de enero de 2025 - 31 de diciembre de 2025

QUIÉN ESTÁ CUBIERTO:

1. Una persona que trabaja o se espera que trabaje 25 horas o más dentro de los límites urbanos de Flagstaff, AZ, en cualquier año calendario de un empleador y;
2. está o estuvo contratado por un empleador, independientemente de la ubicación del empleador o del estado migratorio de la persona.

EMPLEADOS QUE RECIBEN PROPINAS:

En el caso de empleados que reciben más de \$30 en propinas o gratificaciones por mes de manera regular y habitual; un empleador puede pagarles \$1.00 menos por hora, como máximo, del salario mínimo por hora en la ciudad de Flagstaff. Los empleadores que eligen un crédito por propinas deben informar al empleado por escrito sobre las disposiciones de dicho crédito antes de aplicar el crédito por propina. Los empleadores deben poder comprobar que, al agregar propinas recibidas y retenidas a los salarios pagados, el empleado no recibió menos del salario mínimo por hora por todas las horas trabajadas en cada semana laboral. Se deben cumplir otras condiciones.

DERECHOS DE LOS EMPLEADOS:

- Ganar o recibir un pago que no sea inferior al salario mínimo por hora.
- Recibir el pago de todos los salarios obtenidos por todas las horas trabajadas (es decir, tarifa prometida o acordada, horas extras, propinas y gratificaciones, etc.).
- Recibir una notificación por escrito de las disposiciones sobre legislación, derechos y salario mínimo por hora.

CUMPLIMIENTO:

Cualquier persona u organización puede presentar una reclamación administrativa ante la Oficina de Estándares Laborales de la ciudad de Flagstaff (Ciudad) alegando que un empleador infringió la Ley de Salarios Mínimos de la ciudad. Una acción civil se puede presentar o un empleado puede elegir presentar su propia acción civil contra el empleador por los incumplimientos. El incumplimiento de la Ley de Salario Mínimo puede dar como resultado sanciones y multas.

ESTÁN PROHIBIDAS LAS REPRESALIAS:

Ningún empleador ni ninguna otra persona podrá despedir o tomar cualquier acción adversa contra un empleado o persona en represalia por lo siguiente:

- presentar cualquier reclamación o ejercer cualquier derecho conforme a la Ley de Salario Mínimo;
- ayudar a cualquier persona a presentar una denuncia o ayudar en una investigación; o
- informar a cualquier persona sobre sus derechos.



Para obtener información adicional, puede consultar el sitio web de la ciudad: flagstaff.az.gov/3520/minimum-wage

O comunicarse con la Oficina de Estándares Laborales sita en 211 W. Aspen Avenue, Flagstaff, AZ, 86001-5359 o (928) 213-2071

Formulario LS-001 Revisado 11/24

NOTICE

The City of Flagstaff is committed to nondiscrimination and fair treatment of its residents, visitors and employees. It is the policy of the City of Flagstaff to eliminate prejudice and discrimination due to race, color, religion, sex, age, disability, national origin, veteran's status, sexual orientation, and gender identity or expression, in places of public accommodation and in employment.

You may file a complaint of discrimination within the city limits of Flagstaff in employment and public accommodation, based upon race, color, religion, sex, age, disability, national origin, veteran's status, sexual orientation, and gender identity or expression. All complaints related to race, color, religion, sex, age, disability and national origin should be filed in accordance with State and Federal requirements.

Section 14-02-001-0003 Prohibited Acts. It is a violation of this article:

A. For any owner, operator, lessee, manager, agent or employee of any place of public accommodation to discriminate against any person, or directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication which states or implies that any facility or service shall be refused or restricted because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression, or that any person, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression, would be unwelcome, objectionable, unacceptable, undesirable or not solicited.

B. For an employer, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression to refuse to hire or employ any person or to bar or to discharge from employment such person, or to discriminate against such person in compensation or in terms, conditions or privileges of employment.

C. For a labor organization, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression to exclude, expel, limit or restrict from its membership such person, or to provide only second class or segregated membership, or to discriminate in any manner against any of its members or against any employer or any person employed by an employer.

D. For any employer or employment agency to print or circulate, or cause to be printed or circulated, any publication, or to use any form of application for employment, or to make any inquiry in connection with prospective employment, which expresses, directly or indirectly, any limitation, specification or discrimination as to race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or discrimination.

E. For any employer, labor organization or employment agency to discharge, expel or otherwise discriminate against any person because he/she has opposed in a lawful manner any practices forbidden under this chapter, or because he/she has filed a complaint, testified or assisted in any proceeding under this chapter.

F. For any person to cause or attempt to cause an employer to discriminate against an individual in violation of this chapter.

G. For any person to aid, abet, incite, compel or coerce the doing of any of the acts forbidden under this chapter or to attempt to do so.

H. For any person to discriminate in places of public accommodation or employment against any person, because that person has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this chapter.

City of Flagstaff Civil Rights

www.flagstaff.az.gov

(928) 213-2078