



CITY OF PITTSBURGH

**MINIMUM WAGE EMPLOYER
RECOGNITION PROGRAM**

REGULATIONS

Issued Pursuant to
City of Pittsburgh
Resolution 120
Effective March 17, 2015

I. AUTHORIZATION

Pursuant to Resolution 120 enacted March 17, 2015, the Director of Finance is authorized to create a recognition program to encourage locally-based businesses to raise the minimum wage for their employees to \$10.10 or more an hour and \$3.93 or more an hour for tipped employees, or 40% higher than the legal minimum wage if the legal minimum wage is raised to equal \$10.10 or more per hour or \$3.93 or more per hour for tipped employees.

II. DEFINITIONS

CITY – City of Pittsburgh

EMPLOYER – a person, partnership, limited partnership, association, unincorporated or otherwise, corporation, institution, trust, governmental body or unit or agency, or any other entity situated or doing business in the City employing one or more persons for a salary, wage, commission or other compensation.

TIPPED EMPLOYEE – an employee who customarily and regularly receives more than \$30 per month in tips.

III. ADMINISTRATION

To apply for the program, an employer must complete a MINIMUM WAGE EMPLOYER RECOGNITION PROGRAM APPLICATION in its entirety with all required supporting documentation as described in the ELIGIBILITY section below and submit to:

Minimum Wage Employer Recognition Program
Department of Finance
414 Grant St. – 2nd floor
Pittsburgh, PA 15219

IV. ELIGIBILITY

To be eligible for the program, an employer must meet ALL of the following criteria:

1. The employer shall have an address located within the City.
2. The employer shall be registered with the City Treasurer.
3. The employer shall be current with all taxes and fees owed to the City.
4. The employer shall employ a minimum of fifteen (15) employees and no more than two hundred fifty (250) employees.

5. The employer shall have increased the hourly wage of all of its employees to \$10.10 or more and/or or \$3.93 or more per hour for tipped employees no earlier than 30 days prior to the City's receipt of application.
6. If the employer has both hourly employees and tipped employees, wage rates for both types of employees must be increased to \$10.10 or more per hour and \$3.93 or more per hour respectfully.
7. The employer shall provide payroll registers that include employee names, hours worked, hire dates, and hourly wage rates for all payrolls for the most recent 60 day period to clearly demonstrate that wage rates have been increased to \$10.10 or more and/or \$3.93 or more per hour for tipped employees within the most recent 30 day period to be verified by the City Finance Department Audit section.
8. Payroll records must demonstrate that relevant employees have worked a minimum of 10 hours per week.
9. Should the State or Federal legal minimum wage be raised to equal \$10.10 or more per hour or \$3.93 or more per hour for tipped employees, the hourly wage requirements for this program shall be at least 40% higher than the new legal minimum wage.

V. EXCEPTIONS

1. Employers with fewer than fifteen employees may apply for special consideration for eligibility at the discretion of the Director of Finance.
2. The City will consider applications from employers that already pay their employees \$10.10 or more an hour, or \$3.93 or more per hour for tipped employees, if the employer provides payroll data that clearly demonstrates when a pay increase was issued and that the increase has been maintained. In these instances, the Finance Director will decide if participation in this program is approved or denied.

VI. TERM

Upon approval, signage recognizing the employer for increasing their employees' hourly minimum wage rates shall be placed in or on appropriate City assets determined to be available by the City. Such assets with available space closest to the business location will be selected where feasible. Approved employers with multiple locations shall be eligible for only one recognition sign. Recognition signage shall remain in place for a minimum period of three months. An approved employer may reapply for participation in the program 12 months after most recent approval date. The City reserves the right to remove or relocate the recognition signage at any time.

VII. REVIEW

City Council shall review these regulations and vote to re-enact, amend, supplement or rescind the authorizing resolution one year after its final passage or upon the passage of an increase in the minimum wage by the Commonwealth of Pennsylvania.