

**Certification of Agreement to Comply with the City of Burlington’s Livable Wage Ordinance**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (“the Contractor”), in connection with a contract for \_\_\_\_\_ services to be provided to the City of Burlington (“the City”), hereby certify, under oath, that the Contractor (and any of its subcontractors or subgrantees under this contract) shall comply with the City’s Livable Wage Ordinance (“LWO”), B.C.O. 21-80 et seq., and that:

- (1) The Contractor shall pay all “covered employees” as defined by the LWO (including covered employees of subcontractors or subgrantees) a livable wage (as determined, or adjusted, annually by the City’s chief administrative officer), and shall provide required paid time off for the term of the contract (*or the duration of the contracted project*);
  - (a) Full-time employees are entitled to 12 days of paid time off per year; and
  - (b) Part-time employees are entitled to 12 days of paid time off per year on a prorated basis;
  - (c) For a covered employer that provides employer assisted health care, the livable wage shall be at least \$17.44 per hour; and
  - (d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at least \$18.59 per hour.
- (2) The Contractor shall post a notice regarding the applicability of the LWO in the workplace or in other locations where covered employees normally work, and where such notice can be readily seen;
- (3) Upon request of the City’s chief administrative officer, the Contractor, for itself and, as applicable, for any of its subcontractors or subgrantees, shall provide payroll records, health insurance enrollment records, and other relevant documentation, as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of the City’s request;
- (4) The Contractor shall cooperate in any investigation conducted pursuant to the LWO by the City’s designated accountability monitors or the City’s Office of City Attorney & Corporate Counsel;
- (5) The Contractor shall not retaliate, nor allow any of its subcontractors or subgrantees to retaliate, against an employee or other person because such employee or person has exercised rights or is planning to exercise rights protected under the LWO, or has cooperated in an investigation conducted pursuant to the LWO;
- (6) The Contractor is required to insert in all subcontracts the requirements of the LWO. The Contractor is liable for violations of the LWO committed by its covered subcontractors.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Contractor, or its duly authorized agent

Subscribed and sworn to before me:

Date: \_\_\_\_\_

\_\_\_\_\_

Notary Public

# Rights & Responsibilities

## Under Burlington's Livable Wage Ordinance

**\$17.44/hr**

**WHEN**

employer *provides* employer assisted health insurance

**\$18.59/hr**

**WHEN**

employer *does not provide* employer assisted health insurance

**and 12 days of paid time off per year\***

\*prorated for part-time employees

***The law requires employers to display this poster where employees can readily see it.***

**COVERAGE**

Any employer who receives City contracts or grants totaling in excess of \$15,000 for any 12-month period is covered. Covered employees are entitled to livable wages, 12 days paid time off per year\* for vacation, sick leave, or personal leave, and all rights under the Fair Labor Standards Act (FLSA), as well as other applicable state and federal laws.

Covered contractors are required to include in all subcontracts notice of the Livable Wage Ordinance (LWO), and are liable for LWO violations committed by their covered subcontractors.

**ENFORCEMENT**

The City is responsible for the administration of the LWO, and has the authority to recover back wages in instances of violations. Employers found in violation of the LWO may be assessed monetary penalties and be barred from future City contracts and grants. The law prohibits retaliation against workers who file a complaint or participate in any proceeding under the LWO.

**ADDITIONAL INFORMATION**

To obtain additional information about your rights and responsibilities under the LWO, visit the LWO Webpage (<https://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance>) or call 802-865-7000, option 1 (Office of the Clerk/Treasurer).

**Livable Wage July 1, 2023 - June 30, 2024**

Effective July 1, 2023