

Health & Human Services and Public Safety Committee Agenda

Tuesday, October 23, 2018, 5:30pm

Room 209, City Hall

Councilor Belinda Ray, District 1, Chair

Councilor Brian Batson, District 3

Councilor Pious Ali, At-Large

1. Announcements
2. Committee Revisits Items On Paid Sick Leave.

Documents:

MAYOR STRIMLING- PST MEMO (1).PDF
2018-10-09 MEMO ON HEALTHCARE AND NEW EMPLOYERS.PDF
EPSL NOTES FOR 102518 BRAY.PDF
2018-10-18 SICK LEAVE ORDINANCE (COMMITTEE REDLINE).PDF
2018-10-19 ENFORCEMENT PROVISIONS.PDF

3. Next Meeting: November 13, 2018

NOTE: Since there are no action items on the agenda, there will be no opportunity for public comment at this meeting. Please feel free to send comments to members of the committee on any issue at any time via email. Councilors email addresses are available on the city website: www.portlandmaine.gov

The meeting can be watched online via livestream: www.portlandmaine.gov/livestream

Keep up to date with the new shelter design and planning process at the City's and Bayside Neighborhood Association's websites:

www.portlandmaine.gov/shelterplanning

<https://baysideportland.org/category/shelter/>



Office of the Mayor, Ethan K Strimling

DISTRIBUTE TO: Members of the HHS and Public Safety Committee: Councilor Belinda Ray, Chair; Councilor Pious Ali; and Councilor Brian Batson.
FROM: Ethan Strimling, Mayor
DATE: Oct 9, 2018
SUBJECT: **Municipal Hourly Paid Sick Time requirements**

This memo is in response to the question Councilor Batson asked at the September 25th Committee meeting regarding why we proposed that the city ensure 48 hours of paid sick time for all employees who work in Portland.

In a nutshell, besides wanting to get as close as possible to the seven days needed for flu recovery, we took our guidance based on what most other municipalities have successfully implemented. While it is true that most **states** max out their minimum requirements at 40 hours, as was mentioned at the meeting, most **cities** that have passed ordinances require well above 40 hours of paid sick time for their largest businesses and very few go below 40 hours for their smallest ("large" and "small" differ everywhere, with a one city having three tiers).

Here is the list of all municipalities and how much they offer (excluding NJ, as their ordinances got superseded by state law):

- **Austin: 48 hours for smallest businesses, 64 hours for largest.**
- **Berkeley: 48 hours for smallest businesses, 72 hours for largest.**
- **Chicago: 40 hours for all businesses.**
- **Duluth: 64 hours for all businesses.**
- **Emeryville: 48 hours for smallest businesses, 72 hours for largest.**
- **Los Angeles: 48 hours for all businesses.**
- **Minneapolis: 48 hours for all businesses over 5 employees (unpaid below).**
- **Montgomery County: 32 hours for smallest businesses, 56 hours for largest.**
- **New York City: 40 hours for all businesses above 4 (unpaid below).**
- **Oakland: 40 hours for smallest businesses, 72 hours for largest.**
- **Philadelphia: 40 hours for all businesses over 9 employees (unpaid below)**
- **Pittsburgh: 24 hours for small businesses, 40 for the largest.**
- **San Diego: 40 hours for all businesses.**
- **San Francisco: 40 hours for small businesses, 72 hours for largest.**
- **Santa Monica 40 hours for smallest businesses, 72 hours for largest.**
- **Seattle: 40 hours for small businesses, 56 hours for medium, 72 hours for largest.**
- **St. Paul: 48 hours for all businesses.**
- **Tacoma: 24 hours for all businesses.**

As you can see, the average amount of time required for small businesses (excluding those that have no paid requirement) is 42 hours. Of the 18 municipalities that require paid sick time, only three have a requirement below 40 hours for their smallest businesses and six are at 48 hours or more. The average for larger businesses is 50 hours, with a majority being at 48 or higher.

At the rate of 24/40 considered at the last meeting, Portland would have one of the lowest municipal minimums for small businesses in the country and we'd be in the bottom third for large businesses. For those with a two-tiered system, 40 hours for our largest businesses would put us in the bottom 15%.

In light of this, I hope the committee will consider staying with the proposed amount of 48 hours across the board. We brought this forward as a compromise that didn't push Portland to the highest marks we have seen, but that seems fair to both employees and employers. And, by not having a tiered system, it will be easier to enforce and won't create perverse incentives.

However, if the committee believes a multi-tier system is better, I would recommend a compromise of 40 and 72 (with 40 going to small businesses below five), as this is the most common split tier system across all municipalities.

MEMORANDUM

TO: Health and Human Services and Public Safety Committee
CC: Mayor Strimling
FROM: Anne M. Torregrossa, Associate Corporation Counsel
DATE: October 9, 2018
RE: Paid Sick Time Ordinance – per diem health care workers, and new businesses

In the context of considering an exemption for per diem employees working for a healthcare facility, the Committee requested 1) a proposed definition for a covered healthcare facility; and 2) options for including some or all per diem employees working for a healthcare facility.

The Committee also requested language around exempting new employers in their first year of business, looking to the language adopted by Minneapolis.

Proposed definition for healthcare facility.

The Committee requested a definition for healthcare facilities who would be included in the exemption. I would recommend using the definition included in 22 M.R.S. § 328(8). This definition includes hospitals, nursing homes, and similar facilities. It is the definition used by state statute in the context of determining and regulating the healthcare needs of communities, including limiting the number of new facilities, transfers of ownership, etc. The definition in § 328 is:

Health care facility. "Health care facility" means a hospital, psychiatric hospital, nursing facility, kidney disease treatment center including a freestanding hemodialysis facility, rehabilitation facility, ambulatory surgical facility, independent radiological service center, independent cardiac catheterization center or cancer treatment center. "Health care facility" does not include the office of a private health care practitioner, as defined in Title 24, section 2502, subsection 1-A, whether in individual or group practice. In an ambulatory surgical facility that functions also as the office of a health care practitioner, the following portions of the ambulatory surgical facility are considered to be a health care facility:

- A. Operating rooms;
- B. Recovery rooms;
- C. Waiting areas for ambulatory surgical facility patients;
- C-1. Any space with major medical equipment; and
- D. Any other space used primarily to support the activities of the ambulatory surgical facility.

Options for covered employees of a healthcare facility

The Committee requested options for limiting the exemption for per diem employees to some category of licensed employees. Below are some provisions of state law that would govern various categories of licensees typically found in a healthcare facility.

- Title 32, Ch. 2 – Nursing Home Administrators
- Title 32, Ch. 2-B – EMS professionals
- Title 32, Ch. 9 – Chiropractors
- Title 32, Ch. 16 – Dentists and dental hygienists
- Title 32, Ch. 22 – ASL interpreters
- Title 32, Ch. 31 – Nurses (APRN, RN, LPN) and CNAs
- Title 32, Ch. 32 – Occupational Therapists
- Title 32, Ch. 36 – Osteopathic Physicians
- Title 32, Ch. 45-A – Physical Therapists
- Title 32, Ch. 48 – Doctors
- Title 32, Ch. 51 – Podiatrists
- Title 32, Ch. 56 – Psychologists
- Title 32, Ch. 81 – Alcohol and Drug Counselors
- Title 32, Ch. 83 – Social Workers
- Title 32, Ch. 93 – Private Security Guards
- Title 32, Ch. 97 – Respiratory Care Practitioners
- Title 32, Ch. 103 – Radiology Technicians
- Title 32, Ch. 104 – Dieticians
- Title 32, Ch. 113-B – Complementary health care providers (midwives, acupuncturists, etc.)
- Title 32, Ch. 119 – Counseling professionals
- Title 32, Ch. 127 – Massage therapists
- Title 32, Ch. 143 – Dental professions (dental hygienist, dental radiographer)

If the Committee chose to exempt all per diems working in a healthcare facility, that might include kitchen staff, janitorial staff, security staff, groundskeepers, administrative staff, and other support staff.

Minneapolis exemption for new employers

Until July 1, 2022, Minneapolis allows new employers to provide sick time on an unpaid basis. The exemption applies during an employer's first year of operation, except for a new location in an existing chain.

Alternate Accrual Language

The language below has been adapted from a combination of California's law (section 246 (b) of the Labor Code) and Massachusetts' paid sick leave law (940 CMR 33.07(8)).

Couple of caveats:

- I've based this around employers providing up to 40 hours of EPSL annually. If the committee goes with a different number or a tiered approach, updated or additional charts may be needed.
- The provision specifically for new employees below (Alternate Accrual Method #1) is premised upon the ordinance including a waiting period of 90 days for employees to use their EPSL. If that should change, this language would need to be adjusted as well.
- If we set a minimum number of hours that must be worked per year to receive the benefit, the chart for Alternate Accrual Method #3 will need to be adjusted to eliminate any irrelevant rows.

With those caveats, here's what I propose for insertion where appropriate in Section 2(a):

Alternate Accrual Methods

Employers that prefer not to track accrual of sick time over the course of the benefit year may instead use the following methods for providing lump sums of sick leave or paid time off to their employees. Employers using these methods will be in compliance even if an employee's hours vary from week to week. Employers may accelerate the accrual or increase the number of hours provided to employees if they choose.

Alternate Accrual Method #1 (specifically for new employees):

By the completion of the employee's 90th calendar day of employment, the employer will provide not less than 40 hours or five days of paid sick leave which is immediately available to the employee to use.

Alternate Accrual Method #2:

Employees will be provided with a lump sum of 40 hours of earned sick time at the start of each employee or calendar year and will be eligible to use up to 40 hours of earned sick time during that employee or calendar year.

Alternate Accrual Method #3:

Employees will be provided earned sick time in lump sums at the set rates provided in the chart below based on the average number of hours they work per week.

Employee's average hours/week	Employer will provide EPSL in lump sums as follows:
37.5-40	8 hrs/month for 5 months
30	5 hrs/month for 8 months
24	4 hrs/month for 10 months
20	4 hrs/month for 9 months
16	3 hrs/month for 10 months
10	2 hrs/month for 10 months
5	1 hr/month for 10 months
Under 5	1 hr/month for 8 months

Rollover Language

Instead of Section 2(b) as written, I would like to propose the following:

Employees accruing earned paid sick time in accordance with this ordinance will have the right to rollover their unused earned paid sick leave up to 40 hours to the next benefit year. Accrual may be delayed while an employee maintains an unused bank of 40 hours.

I believe this more clearly addresses the ability to roll over unused time while also simplifying recordkeeping by allowing accrual to be suspended while an employee is carrying a balance of 40 hours.

Section 1. Definitions

The following definitions shall apply for purposes of this Article:

Child shall mean a biological, adopted, or foster child of the employee; stepchild or legal ward of the employee; child of a domestic partner of the employee; or a child for whom the employee stands in loco parentis.

Earned paid sick time shall mean paid sick time accrued and awarded pursuant to section X.

Employee shall have the same meaning as in Sec. 33.2 of this Code. However, for purposes of this Article, Employee shall not include the following:

1. Any employee who meets all of the following criteria:
 - a. Is licensed
 - b. Is employed by a health care facility
 - c. Is under no obligation to work a regular schedule;
 - d. Works only when he or she indicates that he or she is available to work and has no obligation to work when he or she does not indicate availability; and
 - e. Receives higher pay than that paid to an employee of the same health care facility performing the same job on a regular schedule.
2. Individuals providing childcare in a person's home for fewer than eight hours per week.
- 1.3. Employees who work less than X number of hours per year/week/month for an employer.

Commented [AT1]: Committee: Consider additional exemptions for per diem workers

Commented [AT2]: Committee: Consider how to deal with babysitters.

Commented [AT3]: Committee: Consider minimum number of hours worked.

Employer shall have the same meaning as in Sec. 33.2 of this Code. However, for purposes of this Article, Employer shall not include the following:

1. Any business that has not employed any employees for less than one year.

Family member shall mean a child, grandchild, sibling, spouse, domestic partner, parent, or grandparent of an employee; a spouse or domestic partner of a parent or grandparent of the employee; a sibling of a spouse or domestic partner of an employee; or any other person related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.- (A) Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; (B) A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; (C) A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision; (D) A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or

~~domestic partner; (E) A person for whom the employee is responsible for providing or arranging care, including but not limited to helping that individual obtain diagnostic, preventive, routine or therapeutic health treatment; or (F) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.~~

Health care professional shall have the same meaning as in 26 M.R.S. § 843.

~~Parent shall mean a biological, adoptive, or foster parent of the employee or employee's spouse or domestic partner; a stepparent or legal guardian of the employee or employee's spouse or domestic partner; or a person who stood in loco parentis of the employee or the employee's spouse or domestic partner when that person was a minor child.~~

Year shall mean a regular and consecutive 12-month period as determined by the employer.

Section 2. Accrual of Earned Paid Sick Time

(a) All employees shall accrue a minimum of one hour of earned paid sick time for every 30 hours ~~of work~~, ~~up to a maximum accrual of 48 hours in one year.~~ Hours worked shall not include vacation, sick, or other time for which an employee is paid but no actual work is performed.

1. Employees may accrue a maximum number of hours of earned paid sick time in one year, based on the size of their employer, as follows:

i. Employers with ten or fewer employees: 24 hours

ii. Employers with greater than ten employees: 40 hours

2. Employees who are exempt from overtime requirements under the Fair Labor Standards Act will be deemed to work 40 hours in each work week for purposes of earned paid sick time accrual, unless their normal work week is less than 40 hours, in which case earned paid sick time accrues based upon that normal work week.

3. Tipped workers

4. Employees shall begin to accrue earned paid sick time at the commencement of employment or on the date this law goes into effect, whichever is later.

5. Accrued paid sick time shall be awarded and available for use no more than eight days after it is accrued. Alternatively, an employer may award paid sick time in advance of accrual in an amount anticipated to be accrued over a year's

Commented [AT4]: Councilor Ray to propose alternative accrual methods.

Commented [AT5]: Committee: For review with additional information from Mayor Strimling

Commented [AT6]: Committee: Consider how to handle tipped workers

time.

~~3.6. Employers are not required to allow employees to take earned paid sick time in the employee's first 90 days of employment. However, employees who return to the same employer within one year of termination shall not have to complete an additional 90-day period to be eligible to take earned paid sick time.~~

Commented [AT7]: Committee: Consider the impact on seasonal employees. Consider reducing waiting period.

(b) Earned paid sick time shall not be automatically forfeited with the passage of time, unless the employer has a policy to pay the employee for any remaining sick time at set intervals of not less than one year.

~~1. However, employers may set a cap on the amount of earned paid sick time that an employee can accrue, which cap may not be less than X hours.~~

Commented [AT8]: Committee: For review

~~1.2. N~~However, nothing in this Article shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

(c) If an employee is transferred to a separate division, entity or location, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued at the prior division, entity or location and is entitled to use all earned paid sick time as provided in this section. When there is a separation from employment and the employee is rehired within ~~one year~~ ~~two months~~ of separation by the same employer, previously accrued earned paid sick time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

Commented [AT9]: Committee: Consider this change in the context of the 90-day exemption and renewing rights for seasonal employees.

(d) When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.

(e) At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

(f) Any employer that has a paid leave policy that makes available an amount of paid leave sufficient to meet the accrual requirements of this section, and allows that paid leave to be used for the same purposes and under the same conditions as earned paid sick time under this ordinance, is not required to provide additional paid sick time. This exception applies regardless of how the paid leave is designated, including "sick leave," "paid time off," or otherwise. If an employer has a policy that does not distinguish between sick leave and other types of leave, the employer need not track the actual reasons for leave, so long as leave is available for the same purposes and under the same conditions as earned paid sick time

under this ordinance.

Section 3. Use of Earned Paid Sick Time

(a) Employees may use earned paid sick time for any of the following:

1. Job protected leave provided pursuant to the Maine Employment Leave for Victims of Violence statute;
2. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. Time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;

Commented [AT10]: Language taken from New Jersey.

- ~~2. Leave for an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care;~~
- ~~3. Leave for care of a family member's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care; or~~
- ~~Leave to attend a school meeting necessitated by the family member's health condition or disability; or~~
- ~~4. Leave to attend a meeting at a place where a family member is receiving care necessitated by the family member's health condition or disability.~~

(b) Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

~~(b)~~(c) If an employee uses earned paid sick time for an entire day or shift, earned paid sick time must be paid for the hours the employee was otherwise scheduled to work.

~~(e)~~(d) Employees may not use more than 48 hours of earned paid sick time in a year, unless the employer selects a higher limit.

Section 4. Procedures for Taking Earned Paid Sick Time

(a) Earned paid sick time shall be provided upon the request of an employee.

1. An employer may not require more than ~~seven~~five days' notice for an employee to use earned paid sick time, when the need is foreseeable.
2. When the need for use of earned paid sick time is not foreseeable, an employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case
3. An employer that requires notice of the need to use earned paid sick time shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.
4. When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

(b) An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sicktime.

~~(c)~~ An employer may require certification when earned paid sick time is used subject to the following restrictions.

- ~~1.~~ An employer may require an employee to personally verify in writing that the employee has used earned paid sick time only for allowable purposes under this Article.
- ~~1.2.~~ Where the need for earned paid sick time covers more than 24 consecutively scheduled work hours, an employer may require reasonable documentation signed by a health care provider indicating the need for the earned paid sick time taken. Employees who do not have healthcare

coverage may instead provide a signed, written statement evidencing the need for the use of earned sick time.

3. An employer may not require that the documentation explain the nature of the illness or the details of the domestic violence.

4. The employer shall not delay the taking of earned sick time or delay pay for the period in which earned sick time was taken on the basis that the employer has not yet received the certification.

5. Certifications under this subsection shall be kept confidential, except as required by business necessity.

Commented [AT11]: From MA statute and rules.

~~(e) For earned paid sick time of three or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by Sec. X(a)(2) through (a)(4). An employer may not require that the documentation explain the nature of the reasons for leave. However, nothing in this section shall be construed to limit an employer's rights with respect to documentation of leave allowed under state or federal law.~~

~~(d)~~

~~(e) Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.~~

~~(f)~~

~~(g) If an employer requires documentation of the reasons for taking earned paid sick time, the employer is responsible for paying the employee's out-of-pocket costs for obtaining such documentation.~~

Section 5. Exercise of Rights Protected; Retaliation Prohibited

(a) It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this Article.

(b) It shall be unlawful for an employer or any other person to retaliate against an employee for exercising his or her rights under this Article, including requesting or using earned paid sick time; filing a complaint or otherwise complaining about an employer's alleged violation of this Article; participating in an investigation or other proceeding under this Article; or informing others of their rights under this Article.

(c) It shall be unlawful for an employer's absence control policy to count earned paid sick time taken under this Act as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

~~(e)(d)~~ However, nothing in this Article shall be construed to prohibit an employer

from taking disciplinary action against an employee who uses earned paid sick time for purposes other than those described in this Article.

~~(d)~~(e) Protections of this section shall apply to any person who mistakenly but reasonably alleges a violation of this Article.

Section 6. Notice of Rights

(a) Employers shall both display a poster notifying employees of their rights under this Article, and give employees written notice at the commencement of employment or the effective date of this ordinance, whichever is later. The poster and notice shall be consistent with this section.

(b) The notice and poster shall contain the following information: that employees are entitled to earned paid sick time and the amount of earned paid sick time; the terms of its use guaranteed under this Act; that retaliation is prohibited; that each employee has the right to file a complaint or bring a civil action if earned paid sick time as required by this Act is denied by the employer or the employee is subjected to retaliatory personnel action for requesting or taking earned paid sick time, and the contact information for the City of Portland where questions about rights and responsibilities under this Act can be answered.

(c) The notice and poster shall be provided in English, Spanish, Somali, Chinese, Vietnamese, Russian, Croatian, French, Arabic, Polish, Acholi, Farsi, Dinka, Khmer, Creole and any language that is the first language spoken by at least 5% of the employer's workforce, provided that such notice has been ~~provided~~ created by the City of Portland.

(d) The City of Portland shall create and make available to employers, in all languages spoken by more than 5% of the City's workforce and any language deemed appropriate by the City of Portland, model notices and posters meeting the requirements of this section. This requirement may be satisfied by posting the model notices and posters on the City's website and making them available for download.

(e) The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be ~~recorded in, or on an attachment to, the employee's regular paycheck provided to the employee in writing at least once per month, and upon request of the employee.~~

(f) An employer who willfully violates this section shall be subject to a civil fine in an amount not to exceed \$100 for each separate offense. Each day that an employer allows a violation of this section to continue shall be a separate offense.

Commented [AT12]: Committee: Consider how many translations, etc. the City will provide. What threshold level or trigger for additional translations?

Section 7. Recordkeeping Requirements

(a) Employers shall retain records documenting hours worked by employees and earned paid sick time earned and taken by employees for a period of ~~threesix~~ (36) years. Separate records of earned paid sick time need not be kept if earned paid sick time is not tracked separately by the employer.

(b) Employers shall allow the City of Portland access to the records required by this section, with appropriate notice and at a mutually agreeable time.

~~(c) When an issue arises as to an employee's entitlement to earned paid sick time under this Article, if the employer has not maintained adequate records required by this section, or does not allow the City of Portland reasonable access to such records, it shall be presumed that the employer has violated this Article, absent clear and convincing evidence otherwise.~~

Section 8. Enforcement

(a) Enforcement.

1. The City Manager or his/her designee shall enforce the provisions of this ordinance.

~~2. The City Manager shall adopt rules and regulations for the proper administration and enforcement of this ordinance.~~

(b) Complaint Process

1. Any Employee, ~~including, but not limited to, a Service Employee,~~ alleging a violation of this ordinance may file a written complaint with the City Manager's office.

2. The City Manager or his or her designee may investigate and issue a response to the complaint within fifteen (15) work days following the receipt of a complaint. The City Manager's or his or her designee's response to the complaint shall be final.

3. If the City Manager finds that a violation of this chapter has occurred, he or she may order any and all appropriate relief including, but not limited to, three times the amount of any back wages withheld and the payment of not less than \$100.00 to the employee as a penalty for each day that a violation of this chapter has occurred. If a violation occurred but did not result in wages being withheld, such as in the case of an employee who worked after being unlawfully denied permission to use earned paid sick time, appropriate relief shall include an additional amount of two times what the employee was paid.

4. A violation of this Ordinance may also be considered a civil violation subject to the general penalty provisions of section 1-15 of this Code.

(c) Private Cause of Action.

1. Any Employee, ~~including, but not limited to, a Service Employee,~~ the City or any person aggrieved by a violation of this ordinance may bring an action in a Court of competent jurisdiction against the Employer for any and all violations of this ordinance, including, but not limited to, wages owed under this ordinance. Such action may be brought by a person aggrieved by a violation of this section without first filing a complaint with the City Manager. Actions brought pursuant to this section may be brought as a class action pursuant to the laws of Maine.
2. Upon a judgment being rendered in favor of any employee(s), in any action brought pursuant to this ordinance, such judgment shall include, in addition to the wages adjudged to be due and any penalties assessed, any and all costs of suit including, but not limited to, reasonable attorney's fees.
3. Where applicable, remedies shall also include equitable relief, including reinstatement and back pay, and injunctive relief.
4. The City of Portland shall annually report on the City of Portland website the number and nature of the complaints received pursuant to this ordinance, the results of investigations undertaken pursuant to this ordinance, including the number of complaints not substantiated and the number of notices of violations issued, the number and nature of adjudications pursuant to this ordinance, and the average time for a complaint to be resolved pursuant to this chapter.

Section 9. Confidentiality and Nondisclosure

If an employer possesses health information or information pertaining to domestic violence, sexual assault, harassment or stalking about an employee or employee's family member, such information shall be treated as confidential and not disclosed except to the affected employee, with the permission of the affected employee, as required for the administration of the leave, or as otherwise required by law.

Section 10. Encouragement of More Generous Earned Paid Sick Time Policies; No Effect on More Generous Policies or Laws

(a) Nothing in this Act shall be construed to discourage or prohibit an employer from the adoption or retention of an earned paid sick time policy more generous than the one required herein.

(b) Nothing in this Act shall be construed as diminishing the obligation of an employer to comply with any law, regulation, contract, collective bargaining agreement, employment benefit plan, or other agreement providing more generous paid sick time to an employee than required herein.

Section 11. Public Education and Outreach

The City of Portland shall develop and implement a multilingual outreach program to inform employees and employers about the availability of earned paid sick time under this ordinance. ~~This program shall include the distribution of notices and other written materials in English, and well as Spanish, Somali, Chinese, Vietnamese, Russian, Croatian, French, Arabic, Polish, Acholi, Farsi, Dinka, Khmer, Creole to all child care and elder care providers, domestic violence shelters, schools, hospitals, community health centers and other health care providers.~~

Section 12. Regulations

The city manager, or his or her designee, shall be authorized to coordinate implementation and enforcement of this Article and shall promulgate appropriate guidelines or regulations for such purposes.

Section 13. Severability

If any provision of this Act or application thereof to any person or circumstance is judged invalid, the invalidity shall not affect other provisions or applications of the Act which can be given effect without the invalid provision or application, and to this end the provisions of this Act are declared severable.

Section 14. Effective Date

This Act will take effect on July 1, 2018.

Commented [AT13]: Committee: Consider delay in implementation to allow businesses time to comply.

**PROPOSED CHANGES TO SEC. 8 OF THE PAID SICK LEAVE ORDINANCE
DRAFTED BY CORPORATION COUNSEL AT THE RECOMMENDATION OF THE
HEALTH AND HUMAN SERVICES AND PUBLIC SAFETY COMMITTEE**

Section 8. Enforcement

(a) Enforcement.

1. The City Manager or his/her designee shall enforce the provisions of this ordinance.
- ~~2. The City Manager shall adopt rules and regulations for the proper administration and enforcement of this ordinance.~~
2. A violation of this Ordinance may also be considered is a civil violation subject to the general penalty provisions of section 1-15 of this Code.

(b) Complaint Process

1. Any Employee, ~~including, but not limited to, a Service Employee,~~ alleging a violation of this ordinance may file a written complaint with the City Manager's office.
- ~~2. The City Manager or his or her designee may investigate, but not limited to, educate the employer and/or employee, and attempt to mediate a mutually agreeable resolution between the employer and employee.~~
- ~~2.3. If the City Manager or his or her designee is unable to mediate a mutually agreeable resolution, he or she shall issue a letter to the parties stating his or her findings and determination with respect to whether this Article has been violated. issue a response to the complaint within fifteen (15) work days following the receipt of a complaint. The City Manager's or his or her designee's response to the complaint shall be final.~~
- ~~3. If the City Manager finds that a violation of this chapter has occurred, he or she may order any and all appropriate relief including, but not limited to, three times the amount of any back wages withheld and the payment of not less than \$100.00 to the employee as a penalty for each day that a violation of this chapter has occurred. If a violation occurred but did not result in wages being withheld, such as in the case of an employee who worked after being unlawfully denied permission to use earned paid sick time, appropriate relief shall include an additional amount of two times what the employee was paid.~~
- ~~4.1. A violation of this Ordinance may also be considered a civil violation subject to the general penalty provisions of section 1-15 of this Code.~~

(c) Private Cause of Action.

1. Any Employee, ~~including, but not limited to, a Service Employee, the City or any person~~ aggrieved by a violation of this ordinance, who has followed the complaint process in subsection (b) above, and who has received a written determination by the City Manager or his or her designee, may bring an action in a Court of competent jurisdiction against the Employer for any and all violations of this ordinance, including, but not limited to, wages owed under this ordinance. Such action may not be brought by a person aggrieved by a violation of this section without first filing a complaint with the City Manager and receiving a determination. Actions brought pursuant to this section may be brought as a class action pursuant to the laws of Maine.
2. Upon a judgment being rendered in favor of any employee(s), in any action brought pursuant to this ordinance, such judgment shall include, in addition to the wages adjudged to be due and any penalties assessed, any and all costs of suit including, but not limited to, reasonable attorney's fees.
3. Where applicable, remedies shall also include equitable relief, including reinstatement and back pay, and injunctive relief.
4. The City of Portland shall annually report on the City of Portland website the number and nature of the complaints received pursuant to this ordinance, the results of investigations undertaken pursuant to this ordinance, including the number of complaints not substantiated and the number of notices of violations issued, the number and nature of adjudications pursuant to this ordinance, and the average time for a complaint to be resolved pursuant to this chapter.