Four things all businesses must do to comply with the Santa Monica Minimum Wage Law:

1. Post the required Santa Monica Minimum Wage Legal Notice available online at www.smgov.net/minimumwage

2. Make sure you know whether you are a Large or Small employer for the appropriate wage rate and sick leave benefits.
   - Large = 26 or more employees. Small = 25 or fewer employees.

3. Track accrued and used Paid Sick Leave properly.
   - Make sure staff know how much is in their ‘bank’ each payroll cycle.

4. Keep adequate records.
   - For a minimum of three years.

HONEST WORK. FAIR PAY. Santa Monica’s Minimum Wage
Santa Monica Minimum Wage Law
Things **all businesses should do**
Helping to make compliance clearer, simpler, and easier

1. Train your managers and staff on the Law.  
   *The most important part!*

   *Make sure your policies and procedures are compliant.*

3. Ensure your overall Policies, Procedures, and Practices are compliant with the Law.  
   *If in doubt, consult with your legal counsel and HR Team.*

4. If unsure or confused, **ask us**! We are here to help!  
   Contact City Staff at [minimum.wage@smgov.net](mailto:minimum.wage@smgov.net)