



# Part 3 – Identify Positions and Labor Laws

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

This presentation is provides an overview of how to identify positions and the relevant labor law for that position.



# How to get the most out of this video

- Watch Part 1 and Part 2 First!
  - Part 1: Introduction
  - Part 2: Contract vs. City-Wide Labor Laws – Watch if you are operating in CCSF.
- Have your Part 1 Slides – Customized list of labor laws.
- Print the presentation slides and have them available as you watch this video.
- Take notes!



# Determine which laws you must comply with (1/3)

1. Review contract to determine labor laws and positions involved. Think and make note of the following on your list:
  - a) What is your scope of work?
  - b) What sort of positions/jobs are involved in all of this?
  - c) Where will the work be performed? This may be multiple locations.
  - d) Go directly to the On-Demand Videos and each law's webpage to help you determine which labor laws are relevant to you



# Determine which laws you must comply with (3/3)

2. Using that list, get information on each law to determine:

- a) Are you a Covered Employer?
- b) If yes, do you have Covered Employees?
- c) If yes, who are they? Identify and make a list.



# Determine which laws you must comply with (3/3)

3. Modify and create a final list that will clearly show:

a. The labor laws you must comply with.

b. Per labor law:

- 1) What positions and people (i.e. name) fall under which laws?
- 2) Requirements and options of compliance.



# Example 1: Draft List of Labor Laws for Professional Services Contract and Employees Performing Professional Services (i.e. programmer, nonprofit worker, office administration)

## Contract Labor Laws

- MCO
- HCAO
- FCO
- Salary History



## City-Wide Labor Laws - Do you operate in CCSF? If yes, then:

- HCSO
- FFWO
- PPLO
- Lactation in the Workplace



# Example 2: Draft List of Labor Laws for Generic Construction Services Contract



## Contract Labor Laws

- PW – Chapter 6 (Employees performing construction)
- PW – Chapter 21 (employees performing security guard services)
- MCO – Administrators, Construction Managers, Schedulers, Engineers
- HCAO - Administrators, Construction Managers, Schedulers, Engineers
- FCO
- Salary History



## City-Wide Labor Laws – Will you operate in CCSF? If yes, then:

- HCSO
- FFWO
- PPLO
- Lactation in the Workplace





# Lease Agreements – Identify Positions



1. Review your lease agreement to determine which laws are required per your contract.
2. Make a list of the requirements.
3. Are you a Covered Employer?
4. If you're a Covered Employer, Do you have Covered Employees? If so, who are they?



# Example 1: Draft List of Labor Laws for San Francisco International Airport (SFO) Lease

## Contract Labor Laws

- MCO – Sales representatives, accountants, administrators, cooks, waitstaff, cashiers
- HCAO - Sales representatives, accountants, administrators, cooks, waitstaff, cashiers
- PW – Chapter 6 (Employees performing construction)

## City-Wide Labor Laws – SFO is NOT located in CCSF



# Example 2: Draft List of Labor Laws for a Port of San Francisco Lease

## Contract Labor Laws

- PW – Chapter 6 (Employees performing construction)
- HCAO - Administrators, Sales representatives, Cooks, Cashiers.
- FCO
- Salary History



## City-Wide Labor Laws – The Port Properties are in CCSF:

- MWO
- PSL
- HCSO
- FFWO
- PPLO
- Lactation in the Workplace



# Tips and Best Practices

1. Based on your contract, you will be able to figure out the contract labor laws that are relevant to you.
2. Do you or will you operate in the City and County of San Francisco? If so, get information on City-Wide Labor Laws.



### 3. Get information on each law to determine:

- a) Are you a Covered Employer?
- b) Do you have Covered Employees?
- c) What are the requirements and options for compliance?

### 4. Resources available to you:

- a) Video On Demand (VOD) Library
- b) OLSE Website ([www.sfgov.org/olse](http://www.sfgov.org/olse))
- c) Contact OLSE - Goto each law's webpage to get contact for that unit.





# Contact Us

Office of Labor Standard Enforcement  
San Francisco City Hall  
1 Dr. Carlton B. Goodlett Place, Room 430  
San Francisco, CA 94102

Website: [www.sfgov.org/olse](http://www.sfgov.org/olse)



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