



Minimum Wage Quick Reference Guide

This guide is provided as a quick reference tool. Complete guidelines can be found in both Tacoma Municipal Code (TMC) Section 18.20 "Minimum Wage" as well as the Minimum Wage Rules adopted by the Finance Director. It is the Employer's responsibility to remain up-to-date and in compliance with TMC 18.20 and the Minimum Wage Rules in their entirety. The complete Minimum Wage Ordinance, Rules, and more information is available at cityoftacoma.org/minimumwage.

TOPIC		References in Ordinance / Tacoma Municipal Code	References in Rules
EFFECTIVE DATE		18.20.060.A	
ELIGIBILITY	Definition of Employee	18.20.040, "Employee"	
	Covered Employees	18.20.050	Rule 1.1
	80-hour Requirement	18.20.050	Rule 1.1 – 1.2
	Exemptions – RCW	18.20.070	Rule 3.1
	Exemptions – Workers Under 16	18.20.060	Rule 3.1
	Working in the City		Rule 1.5-1.8,1.10
	Independent Contractors	18.20.040, "Wage"	Rule 4.1
CALENDAR YEAR	Definition, Determination of	18.10.010.C	Rule 1.3
RATE OF PAY	Minimum Wage Increases	18.20.060.(A-E)	
	Definition of Tip & Wage	18.20.040, "Tip"	
	Tips, Gratuities, Travel Allowances	18.20.040, "Wage"	Rule 2.1
	Commissions & Service Charges	18.20.040, "Wage"	Rule 2.2-2.6
	Bonuses		Rule 2.7-2.8
EMPLOYER RESPONSIBILITIES	Records	18.20.110.(B-C)	Rule 5.1
	Noticing	18.20.100	Rule 6.3
	Certification of Compliance	18.20.110.A	Rule 6.1-6.2
	Tracking Tacoma Hours	18.20.110.B	Rule 1.9
ADMINISTRATION	Rights Protected, Retaliation Prohibited	18.20.090	
	Investigation, Conciliation, Settlement, & Enforcement	18.20.120.(A-C)	Rule 7.1-7.10
	Administrative Review (Appeals)	18.20.120.D	Rule 8.1-8.4
	No Private Cause of Action	18.20.120.C.(6)	
DEFINITIONS		18.20.040	
REVIEW/STUDY		18.20.080	
STATE ENFORCEMENT			Rule 7.10, 9.0
SEVERABILITY		18.20.110	