



# City of Seattle

Tim Burgess, Mayor

## Office of Labor Standards

Dylan Orr, Director

September 26, 2017

EMPLOYER  
c/o REGISTERED AGENT  
ADDRESS

### Notice of Investigation and Request for Information In re EMPLOYER, Case Number \_\_\_\_\_

#### Notice of Investigation

OLS routinely investigates Seattle businesses to ensure they understand and cooperate with five local ordinances. OLS is investigating EMPLOYER under the Paid Sick and Safe Time Ordinance, SMC 14.16.

#### Request for Information

1. EMPLOYER must respond to the enclosed request for information.
2. EMPLOYER must immediately display the enclosed "Notice to Seattle Employees" in a conspicuous and accessible location. If any of EMPLOYER's employees speak a primary language other than English, [contact OLS](#) for a Notice in that language.

OLS will conduct a fair and impartial investigation by gathering all relevant information under [Seattle Human Rights Rules Chapter 40](#). OLS is open to settlement at any point in the investigation if it appears there is a violation.

Retaliation is illegal. Retaliation includes any adverse action experienced by an employee because they were exercising rights protected under the Ordinances.

Please reach out to me at [email@seattle.gov](mailto:email@seattle.gov) or 206-684-XXXX if you have any questions. You may find a copy of the Ordinances at our website: [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards).

Sincerely,

Name  
Labor Standards Investigator

Enclosures: Request for Information  
Notice to Seattle Employees

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810 Third Avenue, Suite 350, Seattle, WA 98104-1627

Tel: (206) 684-4500, Fax: (206) 684-0332, TYY (206) 684-4503, website <http://www.seattle.gov/laborstandards>  
An equal opportunity - affirmative action employer. Accommodations for people with disabilities and language interpretive services provided upon request.