

City of Seattle, Department of Executive Administration

Contracting Services Division

Revised 11/5/2009

City Contracts – Nondiscrimination in Benefits SMC Ch. 20.45

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Equal Benefits compliance: Contractors with multiple *offices

Basic Rule

Equal Benefits must be offered to all employees throughout an entire office where the contract work is being completed, and not just a subset of employees working within a particular office.

* The term “office” as used herein includes traditional workplaces as well manufacturing sites and any other facilities within which, or out of which, employees work.

Questions:

Contact Contracting Services
at (206) 684-0430 or e-mail
equalbenefits@seattle.gov

EB must be offered to ALL
employees in these locations

LOCATION:

1. All offices located within the City of Seattle; and
2. All US locations that are owned or rightfully occupied by the contractor where the contractor performs direct services for City contract.
3. All US offices where work on the contract with the City is being performed.

COVERAGE:

All employees in US locations must be offered equal benefits, regardless of whether any of these employees are doing work specific to the contract with the City.

EXAMPLE:

If one employee in the Boston office is performing work on the contract with the City of Seattle, the law requires that all employees in the Boston office be offered equal benefits.

EB need not be offered to ANY
employees in these locations

LOCATION:

1. All offices located within the City of Seattle where no work related to the contract with the City is being performed.
2. All offices located outside the City of Seattle where the only work performed on-site and related to a contract with the City is *administrative in nature.

* Administrative work in this context means internal office functions that are not part of the performance elements of the contract with the City.

COVERAGE:

The law does not require that any employees in these locations be offered equal benefits.

EXAMPLE:

Administering payroll for employees in other locations who are working pursuant to a contract with the City is an internal office function that is not a substantive performance element of the contract with the City.