

Earned Sick and Safe Time goes into effect on July 1, 2017 for employers with 24 or more employees

What do employers have to do to comply with the Saint Paul ESST ordinance?

If you are an employer with 24 or more employees that has a physical presence inside the boundaries of the City of Saint Paul AND you have employees that work inside the City of Saint Paul for at least 80 hours in a year, you must do the following by July 1:

- 1) Display the employee notice poster where your employees are likely to see it. You may use the poster provided by the City of Saint Paul, or you may create your poster as long as it contains the information listed in the ESST Rules: “Employer Notice and Posting Requirements”;
- 2) Update employee handbooks, if they are used by the employer, to include information about ESST, including notice of employee rights and remedies under the ESST ordinance.
- 3) Make sure you have a record keeping system that shows, at a minimum, the following three items:
 - a. Employee hours worked in Saint Paul;
 - b. Accrued earned sick and safe time for each employee;
 - c. Used earned sick and safe time by each employee.
- 4) Read and review the ESST ordinance, ESST Rules, and the ESST Employer Frequently Asked Questions documents to make sure you understand the law.

The ESST Employee Notice Poster, the ESST ordinance, rules, frequently asked questions, and additional employer resources are available at www.stpaul.gov/esst.

Employers can also contact HREEO at laborstandards@ci.stpaul.mn.us with ESST questions.