



**PORT OF OAKLAND  
OAKLAND CITY CHARTER §728 LIVING WAGE  
INSTRUCTIONS FOR SUBMITTING  
QUARTERLY PAYROLL REPORTS**

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**REQUIREMENTS: Charter §728 Section 8**

1. Each Port Assisted Business (PAB) shall maintain for each person in Port-related employment a record of his or her name, pay rate and, if the PAB claims credit for health benefits, the sums paid by the PAB for the Employee's health benefits.
  - If a PAB provides health benefits to persons in Port-related employment but does not pay for them on a per-hour basis, then upon the PAB's request, the amount of the hourly credit against its wage obligation shall be the Port's reasonable estimate of the PAB's average hourly cost to provide health benefits to its Employees in Port-related employment. The PAB shall support its request with such documentation as is reasonably requested by the Port or any interested party, including labor organizations in such industry.
2. Each PAB shall submit a copy of such records to the Port at least by March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> of each year. Failure to provide a copy of such records within five days of the due date will result in a penalty of \$500 per day.
  - If a PAB has employed less than 20 persons during the preceding quarter, the PAB need only submit a copy of such records every December 31<sup>st</sup>.
3. Each PAB shall maintain a record of the name, address, date of hire, job classification, rate of pay, paid and unpaid time off (accrued and taken), hours worked, and hourly value of health benefits provided to each person employed, and shall preserve records for at least three years.
4. Employees shall be entitled to at least twelve (12) compensated days off for sick leave, vacation or personal necessity upon reasonable request. Employees who work part-time shall be entitled to accrue compensated days off in increments proportional to that accrued by full-time employees. Employees shall be eligible to use accrued days off after the first 6 months of satisfactory employment or consistent with employer policy, whichever is sooner. Paid holidays, consistent with established employer policy, may be counted toward provision of the required twelve (12) compensated days off.
5. Each PAB shall permit access to work sites and relevant payroll records for authorized Port representatives for the purpose of monitoring compliance with this Section, investigating employee complaints of noncompliance and evaluating the operation and effects of this Section, including the production for inspection and copying of its payroll records for any or all persons employed by the PAB. Each PAB shall permit a representative of the labor organizations in its industry to have access to its workforce at the Port during non-working time and in non-work areas for the purpose of ensuring compliance with this section.
6. Submit reports to the following address:  
Connie Ng-Wong  
Social Responsibility Division  
Port of Oakland  
530 Water Street  
Oakland, CA 94607  
Email: [cng-wong@portoakland.com](mailto:cng-wong@portoakland.com)