



MINIMUM WAGE RATE (MWR) EXEMPTION APPLICATION FOR NON-PROFIT TRANSITIONAL EMPLOYER



EXEMPTION THAT REQUIRES OFFICE OF WAGE STANDARDS (OWS) APPROVAL

This application for the MWR exemption is only for NON-PROFIT TRANSITIONAL EMPLOYERS and must be submitted along with supporting documents to:

wagesla@lacity.org; or Office of Wage Standards, 1149 S. Broadway, Suite 300, Los Angeles, CA 90015.

INACCURATE OR INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Municipal Code (LAMC) Section 187.02.F of the Minimum Wage Ordinance allows non-profit Transitional Employers, as defined by Los Angeles Administrative Code (LAAC) Section 10.31.1(h), to pay an Employee holding a Transitional Job, as defined by LAAC Section 10.31.1(g), wages less than those required under LAMC Section 187.02 during the first eighteen (18) months of employment in the Transitional Job, after approval by the OWS. It is the Employer's responsibility to keep track of each Transitional Employee's duration of employment and to pay a Transitional Employee according to the applicable MWR schedule specified in LAMC Section 187.02 after the first 18 months of employment.

The MWR Transitional Employer exemption for a Non-Profit Corporation Employer DOES NOT exempt an Employer from complying with any and all federal, state, or local laws and regulations, including any applicable higher federal or state minimum wage requirement. It is the Employer's responsibility to ensure that the Employer is in compliance with any such laws and regulations.

SECTION I. EMPLOYER INFORMATION		
1. Company Name: _____		
2. Operating Name or Doing Business As: _____ <small>(if different from Company Name)</small>		
3. Company Address: _____		
4. Phone Number: _____	Email Address: _____	
SECTION II. EXEMPTION ELIGIBILITY CRITERIA		
5. Is your business a Non-Profit Corporation with valid 501(c)(3) status?		
<input type="checkbox"/> Yes <input type="checkbox"/> No (Your business is NOT ELIGIBLE for this Exemption.)		
6. Employer Identification Number: _____ - _____		
7. Provide your Transitional Job Opportunities Program (TJOP) Certification Number: TJOP-_____; and a copy of the City of Los Angeles TJOP Certification approval letter from the Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Administration.		
SECTION III. SIGNATURE		
<p>I declare under penalty of perjury under the laws of the State of California that: (1) I am authorized to bind the entity listed above; (2) the information provided on this form is true and correct to the best of my knowledge; and (3) the entity qualifies to pay an Employee holding a Transitional Job wages less than those required under LAMC Section 187.02 during the first 18 months of employment on the basis indicated above. By signing below, I further agree that should the entity listed above cease to qualify as a Transitional Employer because of a change in non-profit status or any other reason that may affect the Transitional Employer exemption eligibility such as discontinuation of providing transitional jobs and related supportive services, the entity will notify the OWS within seven (7) days of such change and comply with the applicable MWR schedule specified in LAMC Section 187.02.</p>		
_____ Print Name of Person Completing This Form	_____ Title	_____ Contact Phone Number
_____ Signature	_____ Date	

OFFICE OF WAGE STANDARDS USE ONLY	
Approved/ Not Approved – Reason: _____ <small>(Circle one)</small>	
By Analyst: _____	Date: _____