



Government of the District of Columbia
Muriel Bowser, Mayor



Mayor's Office on Asian & Pacific Islander Affairs
David Do, Director

January 30, 2017

Dear Employers:

As the Director of the Mayor's Office on Asian and Pacific Islander Affairs, I am committed to keeping our residents and business owners informed about government programs and services. It is important for our business owners to stay up-to-date regarding changes in regulations that may impact your business, which is why I am writing to personally notify you that the Department of Employment Services (DOES) has announced changes to the District of Columbia's minimum wage laws.

As part of the new regulations, DOES is requiring employers to submit a quarterly wage report for employees receiving gratuities:

- **Minimum wage:** As of July 1, 2016, the minimum wage in DC is \$11.50 per hour.
- **Tipped Employees:** Employers must pay a service rate of \$2.77 per hour to "tipped employees." If an employee's hourly tip earnings (averaged weekly) added to the service rate do not equal the minimum wage, the employer must pay the difference.
- **Quarterly Wage Report:** An employer who employs an employee who receives gratuities, and is paid at least the \$2.77 tipped minimum wage should submit a quarterly wage report within 30 days of the end of each quarter certifying that the employee was paid the required minimum wage. The quarterly wage report form and further instructions are attached.

For your future reference, the due dates for the quarterly wage reports are as follows:

- Quarter 1 (January 1 – March 31): Report due April 30
- Quarter 2 (April 1 – June 30): Report due July 31
- Quarter 3 (July 1 – September 30): Report due October 31
- Quarter 4 (October 1 – December 31): Report due January 31

Please note that the next quarterly wage report is due by February 3, 2017 and should include employees paid gratuities that worked for your company between October 1, 2016 through December 31, 2016. Please submit the report on or before the due dates to ensure proper adherence to the wage laws of the District of Columbia.

As always, if you have any questions or need help accessing District government services and programs, please feel free to reach out to our office by phone (202-727-3120) or email (oapia@dc.gov). We have bilingual staff that are more than willing to assist with any issues or concerns.

Sincerely,

David Do
Executive Director

