



Finance Department  
General Services Division

## **Steps for Filing a Formal Complaint with the City of Berkeley for Living Wage and Equal Benefits Ordinance Non-Compliance**

If you are an employee of a City of Berkeley contractor and believe that your employer is not in compliance with either Ordinance we encourage you to let the City of Berkeley, General Service Division of the Finance Department know by following these steps:

1. Send an email to [finance@cityofberkeley.info](mailto:finance@cityofberkeley.info) or call us at 510-981-7320. State your name, contact information, the name of the company you work for, and the nature of your complaint.
2. Finance staff will contact you within 5 working days. During this conversation if it is determined that you have a valid complaint a meeting will be set up for you to come to City Hall and meet with staff.
3. After the meeting, Finance will commence an investigation which will include contacting your employer and requesting supporting documentation such as certified payroll records.
4. At the completion of the investigation a written report with the findings will be sent to both the employee and the employer.
5. Based on the findings, appropriate escalating steps will be taken and all parties will be informed.