

Independent Contractor Protections (ICP) Ordinance

Effective 9/1/2022



Rights

Independent Contractors (ICs) have a right to receive:



written notices before starting work AND each time payment is made.



timely payment under the terms and conditions of the pre-work written notice or contract, or within 30 days of completing services.

Requirements

Commercial hiring entities are required to provide independent contractors

a notice of rights before the independent contractor begins work.

a pre-work written notice that identifies the terms and conditions of work and payment before starting work.

timely payment in accordance with the terms and conditions of the pre-work written notice or contract.

a written notice that gives specific itemized payment information each time that payment is made.



Who is covered?

Covered independent contractors are those who*

have no employees, and are hired to perform services for a commercial hiring entity, **perform any part of their work in Seattle**, AND **will receive or may reasonably expect to receive at least \$600 in total compensation** from the hiring entity between January 1 and December 31 in a given year.

*Workers not covered by ICP are: attorneys, workers only leasing space, Transportation Network Company workers or rideshare



Resources

Model notice forms are available on OLS' ICP web page

Translations of ICP model notices are available at OLS Resources/ Languages:

Amharic Simplified Chinese English French Japanese

Khmer Tagalog Korean Tigrigna Punjabi Vietnamese Somali **Additional languages** Spanish **provided upon request.**

Contact Office of Labor Standards

Hiring Entities may contact OLS to request translation of model notices, assistance with compliance, or training.

Independent Contractors have a right to make a complaint with OLS or file a lawsuit if a hiring entity violates this law.



Visit the OLS' ICP web page for more information

