



COUNTY OF NASSAU

**RULES OF THE COUNTY EXECUTIVE:
THE NASSAU COUNTY LIVING WAGE LAW
MISCELLANEOUS LAWS TITLE 57**

EFFECTIVE DECEMBER 15, 2021, AS AMENDED

Section 1. Authority and Usage

a. These Rules are promulgated pursuant to Local Law 1-2006, section 7(b) which authorizes the County Executive to promulgate rules to implement the provisions of the “Nassau County Living Wage Law”, Title 57 of the Miscellaneous Laws of Nassau County.

b. Wherever the term “Law” or “Living Wage Law” is used in this document, it shall mean Local Law 1-2006, as amended, otherwise known as the Nassau County Living Wage Law. Whenever the terms “Rule” or “Rules” are used in this document, it shall mean these Rules of the County Executive regarding the Nassau County Living Wage Law.

Section 2. Clarification of Terms

a. Awarded. “Awarded” shall mean that time at which a contractor is selected by the County, or any department of the County, to receive county financial assistance, even if that time is before execution of a county financial assistance agreement by all parties or approval of such agreement by the County Legislature.

See Living Wage Law, § 5(a) “Certification of Compliance” and § 10 “Other Provisions”

b. County Service Contract. “County Service Contract” shall mean any contract let to a contractor by the county for the furnishing of services to or for the county and that involves an expenditure equal to or greater than twenty-five thousand dollars. A contract for the sale of goods to the County, or a contract for the sale of goods where incidental services are being provided to the County, are not considered County Service Contracts. This definition shall not include contracts awarded pursuant to the County’s emergency procurement procedure as set forth in section 2206 of the county charter, inter-governmental agreements, agreements with state or local public authorities or agreements with local development corporations incorporated pursuant to section 1411 of the Not-For-Profit Corporations Law.

c. County Financial Assistance. “County Financial Assistance” shall mean any grant, loan, tax incentive or abatement, bond financing, subsidy or other form of assistance of more than fifty thousand dollars given by or through the authority or approval of the county to an entity having at least ten employees. County financial assistance shall not include industrial development bonds, community development block grant loans, and enterprise-zone-related incentives.

d. Disabled Employee. For purposes of Section 3(c)(2) of the Law, “disabled employee” shall mean any employee whose earning or productive capacity is impaired by age, physical or mental deficiency, or injury. An employee may not be considered a disabled employee under the Law unless such employee is covered by a sub-minimum wage certificate issued by the United States Department of Labor in compliance with 29 U.S.C. § 214(c) and 29 C.F.R. Part 525, or would qualify to receive such a sub-minimum wage certificate but for the fact that the employer is paying a wage equal to or higher than the federal minimum wage.

e. Employee and Employer.

i. Under Section 1 of the Living Wage Law, an “Employee” for the purposes of a county service contract is an employee of a county contractor “pursuant to one or more service contracts and who expends any of his or her time thereon.” An Employee may be:

A. Any person hired by a County contractor specifically to work on the County Service Contract at issue

B. Any person employed by the County Contractor who works on the specific services contemplated by the County Service Contract

ii. An Employee is not:

A. An employee who provides services that are only incidental to the services specified in the County Service Contract.

B. An employee who does not provide any services contemplated under the County Service Contract in Question

iii. An entity that since 2005 has operated and continues to operate an “assisted living residence” in Nassau County and which receives Medicaid funds for such services, is not considered an Employer under the Living Wage. For purposes of these rules, “assisted living residence” shall have the meaning set forth in section 4651 of the Public Health Law.

iv. In relation to County Financial Assistance, an employee is any person employed by a County Financial Assistance Recipient (CFAR) and who expends at least half of his or her time on the funded project/program or property which is the subject of county financial assistance. For the purposes of this definition, “any person who expends at least half of his or her time on the funded project/program or property” shall refer to any employee of the CFAR who expends at least half of his or her time on 1) a County-funded project or program which the CFAR administers related to the delivery of services or 2) a County-funded project related to the improvement, maintenance or demolition of property of the CFAR.

See Living Wage Law, § 2 “Employee,” “Employer”

f. Enter Into. “Enter into” shall mean that time at which both parties have signed the contract in question.

See Living Wage Law, § 2 “County Service Contract” and § 10(a) “Other Provisions”

3. Amendments, Extensions and Renewals

a. Renewals and Extensions. Where an existing County Financial Assistance Agreement, County Service Contract, or County Lease is renewed or extended after the effective date of the Law, such agreement is a new County Financial Assistance Agreement, County Service Contract or County Lease, as the case may be, and is subject to the applicable provisions of the Law.

b. Determination of Applicability.

i. County Service Contracts.

A. Any renewal of a County Service Contract is subject to the Living Wage Law if the total expenditure by the County under the renewal is \$25,000 or greater.

B. If a County Service Contract is extended or otherwise amended, such extension or amendment will be subject to the provisions of the Law if such amendment increases the total expenditure under the original agreement to an amount \$25,000 or over, or if such amendment itself involves an expenditure of \$25,000 or over. In no event shall the Law apply in a situation where an amendment involves an expenditure of less than \$25,000 and the original agreement already involves an expenditure of \$25,000 or over.

ii. County Financial Assistance Agreements.

A. Any renewal of a County Financial Assistance Agreement is subject to the Living Wage Law if the total expenditure by the County under the renewal is greater than \$50,000.

B. If a Financial Assistance Agreement is extended or otherwise amended, such extension or amendment will be subject to the provisions of the Law if such amendment increases the total expenditure under the original agreement to an amount over \$50,000, or if such amendment itself involves an expenditure over \$50,000. In no event shall the Law apply in a situation where an amendment involves an expenditure over \$50,000.

iii. County Leases. Any renewal, extension or modification of a County Lease is subject to the provisions of the Living Wage Law.

See Living Wage Law, §10(a) “Other Provisions”

4. Waiver of the Law

a. Pursuant to §9(a) and §7(b) of the Nassau County Living Wage Law, the following terms shall apply to any request for a waiver of the requirements of the Law upon the submittal of an application for such a waiver by any county contractor:

1. Requesting Applicant is a county contractor who has requested a waiver of the Law by submitting an application for such a waiver. The term County Contractor shall include, related entities, including but not be limited to, related entity in control of, or controlled by another, those entities that stand in a parent-subsidary relationship and those entities that stand in a brother-sister relationship, meaning:

i. a Parent is an entity that controls a related entity;

ii. a Subsidiary is an entity that is controlled by a related entity;

iii. Control means there is control if one entity (e.g., the parent) of other entity by: owning more than fifty (50) percent of the other entity- owning more than fifty (50) percent of the stock (measured by voting power or value) of a corporation or more than fifty (50) of the profits or capital interest in a partnership or limited liability company (LLC) treated as a partnership, or more than 50 percent of the beneficial interests in a trust, furthermore, any individual or individuals or entities are deemed to have control over another entity:

A. If they have the power to remove and replace, or a continuing power to appoint or elect, a majority of the directors or trustees of the other entity, or

B. Officers, directors, trustees, employees or agents of the parent constitute a majority of the directors or trustees of the subsidiary, or

C. If the individual or individuals have been delegated management authority.

iv. a Brother-Sister relationship means entities in which one or more entities as effectively controlled by one or more individuals or the same individuals constitute a majority of the members of the governing body of both entities, or if the same entity or person controls both organizations.

2. Salary means the salary received by an individual from any County Contractor, as defined above, combining the salary received from any related entities, as defined above.

3. Fringe Benefits means the fringe benefits received by an individual by any County Contractor, as defined above, combining the fringe benefits from any related entities, as defined above.

4. Budget is the expected annual budget of the County Contractor, as defined above, combining the expected annual budget of any related entities, as defined above.

a. Application of the Provision

i. Any County Contractor may apply for a waiver of the provisions of the Law. In order to qualify as a County Contractor, the applying organization must have a County Service Contract with the County of Nassau. A County Service Contract is a contract which contemplates providing a service to the County (not goods or any service performed only to deliver goods) for which the County is paying \$25,000 or more. Both non-profit and for-profit County Contractors may apply for a waiver. A renewal, extension or other time-related amendment to a County Service Contract is considered a new County Service Contract and is subject to the provisions of the Law, as they are applicable, if a County Service Contract is renewed, extended or amended in such a manner as to increase the term of the County Service Contract, a new request for a waiver of such renewed, extended or amended contract must be made to the Living Wage Waiver Review Officer.

ii. At this time, the Living Wage Law does not allow a County Lessee or an entity receiving County Financial Assistance to apply for a waiver of the Law's provisions.

b. Request for a Waiver. The following procedures have been established by the County Executive for requesting a waiver of the provisions of the Living Wage Law:

i. Request for a waiver must be made to the official designated, pursuant to section 9 of the Living Wage Law, by the County Executive to review waiver requests (the "Living Wage Waiver Review Officer"). Since a waiver request must be made by a County Contractor who already has a contract with the County to provide services, a request for a waiver may only be made after the contract in question is entered into with the County, but must be made within one month of the County's execution of the subject contract. Requests submitted later shall be denied as untimely unless the Living Wage Waiver Review Officer determines, in his or her sole discretion, that the contractor has established a reasonable excuse for the delay in filing. If a County Contractor intends to submit a waiver application and has a reasonable basis for anticipating that it may be granted, then while the waiver request is pending, the Contractor may compensate its employees as if a waiver had been obtained. If the waiver is ultimately denied, the Contractor will be required to compensate its employees retroactively for the additional compensation to which they would have been entitled pursuant to the Living Wage Law from the commencement date of the contract. The Living Wage Waiver Review Officer's denial shall provide that failure to make this retroactive compensation within 60 days of receiving notice of the determination shall be considered a violation of these Rules and subject the contractor to the penalties set forth in section 7 of the Living Wage Law.

ii. A request for a waiver must be made on the approved form designated "Request for Waiver of the Provisions of the Nassau County Living Wage Law." This form is available on the County's website at <http://www.nassaucountyny.gov/website/DB/govtcontracts/nassau.html>. Additional forms also may be requested by contacting the agency with which the requesting organization has a contract.

All inquiries regarding waivers to the Living Wage Law should be sent to:

Livingwage@nassaucountyny.gov

iii. Except for those requesting organizations with County Service Contracts listed in section 4(b)(v)(3) and except for County Contractors providing Personal Care Aide Services or any services, such as temporary personnel services, for which payments are not based on a budget included in the contract, those requesting organizations which plan to request a waiver once a County Service Contract has been entered into must include, in their bid or proposal for the specific County Service Contract, a budget breakdown stating the amount of the budget allocated to wages (*assuming the Living Wage Law applies*), the amount of the budget allocated to fringe benefits valued in accordance with a method to be determined by the Comptroller pursuant to section 9(a) of the Law, and the amount of the budget allocated to services and other contract expenses. The budget breakdown also shall include such additional information as may be prescribed by rules promulgated by the Comptroller. For the purposes of these Rules, "Personal Care Aid Services" shall refer to those services provided by County Contractors pursuant to Title 11 of Article 5 of the New York Social Service Law and Title XIX of the United States Social Security Act.

A. In any budget breakdown submitted, the requesting organization must include only those employees who are included within the definition of "Employee" described above.

B. Those County contractors who have been awarded a contract through Executive Order No. 1 of 1993, a state or federal grant, General Municipal Law section 104, or any other state or federal rule or regulation must submit the above budget breakdown to the contracting agency before such contract is entered into with the County in order to be eligible for a waiver.

iv. A waiver request must contain the following information; failure to submit will result in denial of the request:

A. The name of the requesting applicant;

B. The address of the requesting applicant;

C. The County-issued contract number for the County Service Contract to which the request for waiver pertains. This number may be obtained from the County department with which the requesting applicant's contracts;

D. The name and email address of the Chief Executive Officer of the requesting applicant;

- E. A statement of the hourly rate, with or without benefits, to be paid to individuals with the lowest hourly or salaried rate of pay if a waiver request was to be granted;
 - F. If Criterion (1) below is cited in the request, a statement, certified in an affidavit by the chief financial officer of the requesting applicant as true and accurate, of the wages and fringe benefits paid or projected to be paid, on an hourly basis, to the highest and lowest paid individuals employed by the requesting applicant;
 - G. If Criterion (2) below is cited a copy certified as complete and accurate by the chief financial officer of the requesting applicant of the requesting organization's budget for the last fiscal year which must include evidence of actual budget and expenses from the prior fiscal year, and a copy of the requesting applicant's expected budget for the current fiscal year;
 - H. A statement that, if a waiver is granted, the requesting applicant will decrease its budgeted wage and fringe benefits allocation to that amount the requesting organization would have paid its employees had the requirements of Living Wage Law not been applied. The amount to be paid by the County to the requesting organization will be reduced accordingly by contract amendment. This requirement shall not apply to County Contractors listed in section 4(b)(3) or those providing Personal Care Aide Services or any services, such as temporary personnel services, for which payments are not based on a budget included in the contract.
 - I. The notarized signature of the requesting applicant's Chief Executive Officer.
 - J. If a requesting applicant does not have an individual serving in the title of Chief Financial Officer, the requesting applicant's chief executive officer may provide the certification required pursuant to the above.
- v. The criteria (hereinafter, the "Criteria") for qualifying for a waiver under the provisions of the Law. Currently, a requesting organization must meet either Criteria 1, 2, or 3 below, and, if Criteria 1, or 2 are cited, must meet Criterion 4 below:
1. The highest paid officer or employee of the Requesting Applicant as defined by Section 4(a)(1) above, earns a salary plus fringe benefits, valued in accordance with a method established in rules promulgated by the Comptroller which, when cumulatively calculated on an hourly basis, is less than six times the lowest wage or salary plus fringe benefits paid by the Requesting Applicant as defined by Section 4(a)(1) above to any individual it employs. For all individuals employed by the entity who are paid a salary rather than an hourly wage, the hourly salary plus fringe benefits shall be

calculated by dividing the gross salary plus the value of fringe benefits paid to such worker during the contract period by the number of hours worked based on the employer's standard work week which shall not exceed 40 hours. Salary or fringe benefits shall be calculated by combining the salary or fringe benefits of any related entities as defined by Section 4(a)(1) above.;

OR

2. Compliance with the requirements of the Living Wage Law will directly increase the requesting organization's expected total annual budget in an amount greater than ten percent of the prior fiscal year's budget. Budget shall be calculated by combining the budget of any related entities as defined by Section 4(a)(1) above.

OR

3. The requesting organization is providing any of the following services to the County and compliance with the Living Wage Law would exceed the amount, per hour or per diem (as the case may be), reimbursed to the County by any State or Federal Source:

- i. Services under the Expanded In-Home Services for the Elderly Program (EISEP)
- ii. Foster care services under the New York Social Services Law.
- iii. Residential domestic violence services under the New York Social Services Law.
- iv. Residential care, educational and vocational training, physical and mental health services, and employment counseling services to residents of the Juvenile Detention Center under the New York Executive Law.

AND (if Criteria 1 or 2)

4. When the requesting organization placed a bid or submitted a proposal for the County Service Contract at issue, if payments under the contract are to be based on a budget, the Contractor must have included in its submitted budget a breakdown of the wages and fringe benefits, valued in accordance with a method determined by the Comptroller, paid to employees of the requesting organization who would be covered under the Living Wage Law. This requirement shall not apply to County Contractors providing Personal Care Aide Services or any services, such as temporary personnel services, for which payments are not based on a budget included in the contract.

vi. The request form and all documentation must be sent to the following address:

County of Nassau
Living Wage Waiver Review Officer
One West Street, 5th Floor
Mineola, New York 11501

c. Waiver and Procurement

i. As a waiver may only be requested once a County Service Contract has been entered into, no waiver application may be submitted by any organization submitting a bid or proposal to the County for a County Service Contract.

ii. It shall not be a consideration in evaluating a bid or proposal that an organization submitting a bid or proposal to the County for a County Service Contract may be eligible to receive a waiver.

d. Review Procedures

i. Review of a request for a waiver must be made by the Living Wage Waiver Review Officer.

ii. Approval of a request is dependent on the requestor satisfying either criteria set forth above. Applications not satisfying these criteria, or incomplete applications, will not be approved.

iii. The name and address of a County Contractor that applies for a waiver shall be posted on the County's web site within 10 days after a waiver request is received by the Living Wage Waiver Review Officer and deemed complete in the sole discretion of the Living Wage Review Officer. The date of posting shall be indicated on the web site and the information shall remain posted for at least forty-five (45) days prior to any decision on the granting of said waiver. Interested parties shall have 15 days from such posting to provide written comments on the application, and the Living Wage Waiver Review Officer shall inform the requestor of his or her decision to grant or deny a request in writing within thirty days following the end of the comment period. A copy of the grant or denial, together with the subject waiver application, shall be transmitted by the Living Wage Waiver Review Officer to the County Comptroller for the purposes of monitoring compliance with the Living Wage Law.

iv. In the event that a request for a waiver made pursuant to these Rules and the Law is denied by the Living Wage Waiver Review Officer, the requesting organization must comply with the provisions of the Law and these Rules, as they are applicable, including, without limitation, the payment of any unpaid compensation to the requesting organization's Employees as required under the Law. Failure to do so may result in action by the Office of the Nassau County Comptroller to enforce the provisions of the Law.

e. Post-Award Review

- i. If the County grants a waiver, the Living Wage Waiver Review Officer shall notify the County department overseeing the subject County Service contract. The department shall, except in the case of County Contractors listed in section 4(b)(v)(3) or those with a Personal Care Aide Services contract or any services, such as temporary personnel services, for which payments are not based on a budget included in the contract, prepare an amendment to the contract reducing the amount payable to the Contractor by an amount that reflects the reduction in the Contractor's contract budget for compensation to Contractor employees made possible by the waiver. The department shall separately notify the Living Wage Unit of the Comptroller's Office in writing that the contract is being amended due to the granting of a Living Wage waiver.
- ii. If at any time during the term of the County Service Contract the requesting organization alters its budget or wages such that the organization no longer qualifies for a waiver of the Living Wage Law, the requesting organization must contact the Living Wage Waiver Review Officer who shall rescind the organization's waiver prospectively. The organization must also notify the County department with which it contracts of such alteration. In turn, the department must notify the Living Wage Unit of the Comptroller's Office, in writing, of the alteration.
- iii. If a County department is contacted in reference to such a change, the department must either:
 1. Amend the County Service Contract in question to restore any funding subtracted from the contract as a result of a waiver of the Living Wage Law and receive from the Contractor a completed Certificate of Compliance; or
 2. Terminate such Contract according to its terms.
- iv. On or before the first day of each agreement year during the term of any multi-year County Service Contract, a contractor that has been granted a waiver shall submit a sworn certification to the Living Wage Waiver Review Officer, which shall be forwarded by the Living Wage Waiver Review Officer to the Comptroller, that there has been no material change in any of the facts or circumstances that supported the Contractor's original waiver request. Failure to provide such a certification may result in the rescission of a waiver.

See Living Wage Law, § 9 "Waiver"

5. Inter-Governmental Agreements

a. The Living Wage Law shall not apply to those County Service Contracts which are entered into with any municipal corporation located within the County, any school district located within the County, and any special district located within the County.

b. County Financial Assistance Agreements and County Leases. The Living Wage Law shall not apply to a County Financial Assistance Agreement or a County Lease in the event that application of the law would conflict with the application of a federal, state or local law, rule, regulation or ordinance. For the purposes of this Rule, the Living Wage Law would not apply to a County Financial Assistance Agreement or County Lease where funding for the Agreement or Lease is derived from a Federal or state grant where the distribution of such grant funds to certain subrecipients is mandatory and non-discretionary.

See Living Wage Law, § 2 "County Service Contract," "Inter-governmental Agreement;" § 3 "Minimum Compensation;" §10 "Other Provisions"

6. Certification of Compliance

a. An updated certification of compliance with the provisions of the Living Wage Law shall be submitted to the County on or before the first day of each agreement year during the term of any County Service Contract.

b. For the purposes of updating a certification of compliance, a "material change" as used in the Law shall be limited to the following:

i. Any determination by the County Comptroller that the contractor has violated any provision of the Law.

ii. Any instance during the preceding year in which the contractor has been found by a court or governmental agency to have violated federal state or local laws regulating payment of wages or benefits, labor relations or occupational safety and health, or where any governmental body has initiated a judicial action, administrative proceeding or investigation of the contractor in regard to any of the above laws.

c. For purposes of sections 6(b) and 7(d) of the Law, suspension or termination of a county lease shall be available as a remedy for a failure to comply with the Law only where such lease so provides.

See Living Wage Law, § 5 "Certification of," § 6 "Implementation by County," § 7 "Monitoring and Enforcement"

7. Nassau County Employees

a. All Nassau County Employees are covered by the provisions of the Living Wage Law, provided, however, that Nassau County Employees covered by the collective bargaining agreement between the County and the Civil Service Employees Association are not entitled to receive the benefits supplement rate as the term is defined in the Law. The provisions of the Law also extend to paid interns hired by the County.

b. The Living Wage Law does not apply to volunteer workers utilized by the County pursuant to the County's authority to use volunteer workers under § 2105 of the Nassau County Charter. As such, the Law does not cover unpaid interns utilized by the County.

See Living Wage Law, § 2 "Employee," "Employer;" § 10 "Other Provisions"

8. Benefit Supplement Rate

The benefit supplement rate shall be upwardly adjusted at such times as the Living Wage is adjusted in conformance with the definition of "Living wage" contained in Section 2 of the Law. Any adjustment of the benefit supplement rate shall be made in proportion to any increase of the consumer price index for medical care in the All Urban Consumers Index (CPI-U) during the twelve (12) months preceding the month prior to the time at which the living wage is adjusted. The benefit supplement rate shall only be adjusted if the above-referenced index shows an increase in such twelve-month period. In no event shall the benefit supplement rate be downwardly decreased at such times. For purposes of this Section 8, "in proportion" shall mean that the increase in the benefit supplement rate shall be of the same percentage as the increase in the consumer price index for medical care in the CPI-U as described above, rounded to the nearest hundredth of a percent; provided, however, that such increase in the benefit supplement rate shall be rounded to the nearest whole cent.

See Living Wage Law, § 2 "Benefit Supplement Rate"

9. Enforcement

a. Procedure for settlement of violations and issuance of fines pursuant to Living Wage Law § 7.

1. Where the Comptroller's Office has made findings that an "employer", as defined under section 2 of the Living Wage Law, that contracts with the County has violated the Living Wage Law, the Comptroller's Office shall refer a report of their findings to the relevant contracting department and the County Attorney's Office.

2. If the contracting department and County Attorney's office find that the report demonstrates a violation of the Living Wage Law, such contracting department shall direct the County Attorney's Office to issue a notice of violation to the employer, notifying the employer that if the employer fails to cure the

violation within 30 days, the County may pursue any rights or remedies available pursuant to Living Wage Law § 7(d)(i)-(iii) and (v). If the breach is not cured or a resolution is not negotiated within 30 days, the contracting department may request the County Attorney's Office to initiate action pursuant to Living Wage Law § 7(d)(i)-(iii) and (v).

3. Such contracting department shall also direct the County Attorney's Office, on behalf of the County, to issue the employer a separate Notice of Violation pursuant to Living Wage Law § 7(d)(iv). The Notice of Violation shall indicate that as of the date the Notice of Violation is received, the employer will be fined in the amount of \$500 each week for each employee found not to have been paid in accordance with the Living Wage Law. The Notice of Violation will also indicate that such fines will be rescinded if the employer cures the violation within 30 days of the issuance of the Notice of Violation. The Notice of Violation will also specify a hearing date for such violations, to be held no sooner than 30 days from the issuance of the Notice of Violation. Such Notice of Violation shall be sent by email and certified mail.

i. The hearing for the Notice of Violation will be held before a Department of Consumer Affairs hearing officer. The subject employer may submit a written opposition refuting the fine by email to the hearing officer and County Attorney's Office no later than 10 days prior to the hearing date, and the County Attorney's Office may submit a written reply to the hearing officer no later than 1 day prior to the hearing date. The hearing officer has discretion to grant adjournments of the hearing date and/or the briefing schedule, upon request by a party. The parties may consent to adjournments or extensions.

ii. The parties may negotiate a settlement regarding fines issued without requiring the consent of the hearing officer and must notify the hearing officer of any such settlement.

iii. The employer and/or the employer's legal counsel appear at the hearing, and, where permitted at the discretion of the hearing officer, other relevant parties that can offer evidence or explanation on behalf of the employer may appear. The hearing officer keeps the record of the hearing. The violation is presented by the County Attorney's office. The County Attorney's office may call upon a member of the Comptroller's Office to offer evidence or explanation. After the presentation of the County Attorney's Office, the employer may then offer evidence to refute or mitigate the facts presented. The County Attorney's Office also explains why a violation was issued and the legal basis of the violation.

iv. At the conclusion of the hearing, the hearing officer weighs the evidence and credibility of the arguments and will issue a report and recommendation to the Commissioner of Consumer Affairs, as the designee of the County Executive, and will send a copy to the employer and the County Attorney's Office, regarding whether a violation has occurred, and whether to assess a

fine, and if so, the amount of the fine, in accordance with Living Wage Law § 7(d)(iv).

v. The report and recommendation of the hearing officer may be appealed by the employer to the Commissioner of Consumer Affairs, a copy of which shall be provided by the employer to the County Attorney's Office, within 14 days of receipt of the report and recommendation. The County Attorney's Office may submit a response to the appeal within 7 days of receipt of such appeal. The Commissioner will then issue a final determination to accept or reject the report and recommendation, in whole or in part.

vi. Fines shall be paid to the County Treasurer's Office within 30 days of the Commissioner's determination, regardless of whether a CPLR Article 78 petition challenging the determination has been filed.

vii. Once the 30-day cure period after issuance of a violation has elapsed, the County Attorney's Office is stayed from issuing additional fines related to the alleged violation until a final determination has been issued by the Commissioner of the Department of Consumer Affairs regarding such alleged violation.

b. Referral to Contracting Department. In addition to any other authority the Comptroller has to monitor, investigate, and audit employers that contract with the County under the Living Wage Law, where the Comptroller receives a complaint alleging a violation of the Living Wage Law, the Comptroller may forward the complaint to the relevant contracting department, and advise the department to contact such employer to request that the employer provide an explanation in writing regarding the complaint.