



SUBJECT: Boston Jobs and Living Wage Ordinance for Service Contracts
DATE: August 02, 2017

APPROVED:
Director of Administration & Finance
Grace Connolly

A handwritten signature in blue ink that reads "Grace Connolly".

I. PURPOSE

Consistent with the [Boston Jobs and Living Wage Ordinance](#), the purpose of this policy is to ensure that employees of vendors who contract with the City of Boston to provide services earn an hourly wage that is sufficient for a family of four (4) to live at or above the Federal poverty level. The policy is also designed to maximize access for low- and moderate-income Bostonians to the jobs that are created, maintained or subsidized through service contracts with the City of Boston. The City of Boston does not recognize geographic exemptions; the living wage ordinance applies to vendors within and outside the Commonwealth of Massachusetts.

II. POLICY

The Boston Public Health Commission's policy is to meet the provisions of the City of Boston's Living Wage Ordinance, as amended, along with the [Boston Jobs and Living Wage Regulations](#). All provisions of the Living Wage Ordinance apply to the Commission in the same manner as the City of Boston. The Commission will not execute a service contract that does not meet the requirements.

III. PROCEDURE

- A. To ensure ongoing compliance with this policy, the Living Wage Agreement (LW-2) and Living Wage Affidavit (LW-8) must be completed by any vendor (whether profit or nonprofit) being awarded a service contract that employs at least 25 full-time equivalent (FTE) employees **and** where the value of the contract is \$25,000 or more. *Parts 4 and 5 are completed only when the vendor is seeking a waiver or special exemption.*
- B. Vendors with fewer than 25 FTE employees must complete Parts 1, 2, 3 and 6 of the LW-8 only. Vendors with fewer than 25 FTEs do not have to complete Parts 4 or 5 as it would be evident from the information provided in Part 3 that the vendor is not a covered vendor (LW-2 not required). *If a contract is under \$25,000 and is later amended to an amount \$25,000 or more, living wage forms should be included with the amendment.*
- C. The living wage is subject to an increase each July 1; the forms will be updated by the Procurement and Contract Management Department in accordance with the City of Boston. The LW-2 and LW-8 forms are hosted on the [Procurement and Contract Management](#) intranet page.