1	STATE OF OKLAHOMA
2	1st Session of the 56th Legislature (2017)
3	HOUSE BILL 1310 By: Walke
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6	AS INTRODUCED
7	An Act relating to labor; creating the Healthy Families and Workplaces Act; defining terms;
8	providing for accrual and use of earned paid sick time; protecting certain rights; prohibiting
9	retaliation; providing for posting of certain notice; requiring retainment of certain records; authorizing
10	Department of Labor to promulgate rules; providing for administrative and civil enforcement; providing
11	for confidentiality and nondisclosure of certain information; construing provisions; requiring
12	Department to develop education and outreach program; providing for codification; and providing an
13	effective date.
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16	BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:
17	SECTION 1. NEW LAW A new section of law to be codified
18	in the Oklahoma Statutes as Section 901 of Title 40, unless there is
19	created a duplication in numbering, reads as follows:
20	This act shall be known and may be cited as the "Healthy
21	Families and Workplaces Act".
22	SECTION 2. NEW LAW A new section of law to be codified
23	in the Oklahoma Statutes as Section 902 of Title 40, unless there is
24	created a duplication in numbering, reads as follows:

For purposes of the Healthy Families and Workplaces Act:

- 1. "Department" means the Oklahoma Department of Labor;
- 2. "Domestic abuse" is as defined in Section 60.1 of Title 22 of the Oklahoma Statutes;
- 3. "Earned paid sick time" means time that is compensated at the same hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked and is provided by an employer to an employee for the purposes described in Section 4 of this act, but in no case shall this hourly amount be less than that provided under 29 U.S.C., Section 206(a)(1);
- 4. "Employee" shall mean any person performing or applying for work or service of any kind or character for hire, as defined in Section 52 of Title 40 of the Oklahoma Statutes. "Employee" includes recipients of public benefits who are engaged in work activity as a condition of receiving public assistance;
- 5. "Employer" is as defined in the Fair Labor Standards Act, 29 U.S.C., Section 203(d). For the purposes of this act, "employer" does not include the United States government;
 - 6. "Family member" means:

a. regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco

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parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor,

- b. a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child,
- c. a person to whom the employee is legally married under the laws of any state, under common law, or a domestic partner of an employee as registered under the laws of any state or political subdivision,
- d. a grandparent, grandchild or sibling, whether of a biological, foster, adoptive or step relationship, of the covered individual or the covered individual's spouse or domestic partner,
- e. a person for whom the employee is responsible for providing or arranging care, including but not limited to helping that individual obtain diagnostic, preventive, routine or therapeutic health treatment, or
- f. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship;

- 7. "Harassment" is as defined in Section 60.1 of Title 22 of the Oklahoma Statutes;
- 8. "Health care professional" means any person licensed under federal or Oklahoma law to provide medical or emergency services, including but not limited to doctors, nurses, certified midwives and emergency room personnel;
- 9. "Retaliatory personnel action" means denial of any right guaranteed under this act and any threat, discharge, suspension, demotion, reduction of hours, reporting or threatening to report an employee's suspected citizenship or immigration status, or the suspected citizenship or immigration status of a family member of the employee to a federal, state or local agency, or any other adverse action against an employee for the exercise of any right guaranteed herein including any sanctions against an employee who is the recipient of public benefits for rights guaranteed pursuant to this act. Retaliation shall also include interference with or punishment for in any manner participating in or assisting an investigation, proceeding or hearing pursuant to this act;
- 10. "Sexual assault" is as defined in Section 142.20 of Title 21 of the Oklahoma Statutes;
- 11. "Stalking" is as defined in Section 60.1 of Title 22 of the Oklahoma Statutes;

12. "Year" means a regular and consecutive twelve-month period as determined by the employer, except that for the purposes of Sections 6 and 8 of this act "year" shall mean a calendar year;

SECTION 3. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 903 of Title 40, unless there is created a duplication in numbering, reads as follows:

- A. All employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked. Employees shall not accrue more than forty (40) hours of earned paid sick time in a year, unless the employer selects a higher limit.
- B. Employees who are exempt from overtime requirements pursuant to 29 U.S.C., Section 213(a)(1) of the Federal Fair Labor Standards Act shall be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.
- C. Earned paid sick time as provided in this section shall begin to accrue at the commencement of employment or on the date this law goes into effect, whichever is later. An employer may provide all paid sick time that an employee is expected to accrue in a year at the beginning of the year.
- D. Employees may use earned paid sick time as it is accrued, except that an employer may require an employee hired after the effective date of this act to wait until the ninetieth calendar day

after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.

- E. Earned paid sick time shall be carried over to the following year. Alternatively, in lieu of carryover of unused earned paid sick time from one year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of paid sick time that meets or exceeds the requirements of the Healthy Families and Workplaces Act that is available for the employee's immediate use at the beginning of the subsequent year.
- F. Any employer with a paid leave policy, such as a paid timeoff policy, who makes available an amount of paid leave sufficient
 to meet the accrual requirements of this section that may be used
 for the same purposes and under the same conditions as earned paid
 sick time pursuant to this act is not required to provide additional
 paid sick time.
- G. Nothing in this section shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.
- H. If an employee is transferred to a separate division, entity or location, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued at the prior

division, entity or location and is entitled to use all earned paid sick time as provided in this section. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid sick time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the recommencement of employment.

- I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.
- J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.
- SECTION 4. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 904 of Title 40, unless there is created a duplication in numbering, reads as follows:
- A. Earned paid sick time shall be provided to an employee by an employer for:
- 1. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical care;

2. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care; or in the case of a child, to attend a school meeting or a meeting at a place where the child is receiving care necessitated by the child's health condition or disability, domestic violence, sexual assault, harassment or stalking;

- 3. Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- 4. Absence necessary due to domestic violence, sexual assault, harassment or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:

- a. medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual assault, harassment or stalking,
- b. services from a victim services organization,
- c. psychological or other counseling,
- d. relocation or taking steps to secure an existing home due to the domestic violence, sexual assault, harassment or stalking, or
- e. legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual assault, harassment or stalking.
- B. Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.
- C. When the use of earned paid sick time is foreseeable, the employee shall make a good-faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

D. An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on noncompliance with such a policy.

- E. An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.
- F. Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.
- G. For earned paid sick time of three (3) or more consecutive workdays, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose provided by subsection A of this section. Documentation signed by a heath care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section. In cases of domestic violence, sexual assault, harassment or stalking, one of the following types of documentation selected by the employee shall be considered reasonable documentation:

- 1. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, harassment or stalking;
- 2. A signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or
- 3. A court document indicating that the employee or employee's family member is involved in legal action related to domestic violence, sexual assault, harassment or stalking.

An employer may not require that the documentation explain the nature of the illness or the details of the domestic violence, sexual assault, harassment or stalking. If an employer chooses to require documentation for earned paid sick time and the employer does not offer health insurance to the employee, then the employer is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation. If the employee does have health insurance, the employer is responsible for paying any costs charged to the employee by the health care provider for providing the specific documentation required by the employer.

The employer is responsible for paying any costs charged to the employee for documentation of domestic violence, sexual assault, harassment or stalking required by the employer.

SECTION 5. NEW LAW A new section of law to be codified
in the Oklahoma Statutes as Section 905 of Title 40, unless there is
created a duplication in numbering, reads as follows:

- A. It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under the Healthy Families and Workplaces Act.
- B. An employer shall not take retaliatory personnel action or discriminate against an employee or former employee because the person has exercised rights protected under this act. Such rights include but are not limited to:
- 12 1. The right to request or use earned paid sick time pursuant to this act;
 - 2. The right to file a complaint with the Department or courts or inform any person about any employer's alleged violation of this act;
 - 3. The right to participate in an investigation, hearing or proceeding or cooperate with or assist the Department in its investigations of alleged violations of this act; and
 - 4. The right to inform any person of his or her potential rights pursuant to this act.
 - C. It shall be unlawful for an employer's absence-control policy to count earned paid sick time taken under this act as an

absence that may lead to or result in discipline, discharge, demotion, suspension or any other adverse action.

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- D. Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this act.
- E. There shall be a rebuttable presumption of unlawful retaliatory personnel action under this section whenever an employer takes adverse action against a person within ninety (90) days of when that person:
- 1. Files a complaint with the Department or a court alleging a violation of any provision of this act;
- 2. Informs any person about an employer's alleged violation of this act;
- 3. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of this act;
- 4. Opposes any policy, practice or act that is unlawful under this act; or
 - 5. Informs any person of his or her rights under this act.
- SECTION 6. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 906 of Title 40, unless there is created a duplication in numbering, reads as follows:
- A. Employers shall give employees written notice of the
 following at the commencement of employment or by the effective date
 of this act, whichever is later:

1. Employees are entitled to earned paid sick time and the amount of earned paid sick time;

- 2. The terms of its use guaranteed pursuant to the Healthy Families and Workplaces Act;
- 3. That retaliatory personnel action against employees who request or use earned paid sick time is prohibited;
- 4. That each employee has the right to file a complaint or bring a civil action if earned paid sick time as required by this act is denied by the employer or the employee is subjected to retaliatory personnel action for requesting or taking earned paid sick time; and
- 5. The contact information for the Department where questions about rights and responsibilities pursuant to this act can be answered.
- B. The notice required in subsection A of this section shall be in English, Spanish and any language that is the first language spoken by at least five percent (5%) of the employer's workforce, provided that such notice has been provided by the Department.
- C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. Employers shall display a poster that contains the information required in subsection A of this section in a conspicuous and accessible place in each establishment where such employees are employed. The poster displayed shall be in English, Spanish and any language that is the first language spoken by at least five percent (5%) of the employer's workforce, provided that such poster has been provided by the Department.

- E. The Department shall create and make available to employers, in all languages spoken by more than five percent (5%) of the state's workforce and any language deemed appropriate by the Department, model notices and posters that contain the information required pursuant to subsection A of this section for employers' use in complying with this section.
- F. An employer who willfully violates the notice and posting requirements of this section shall be subject to a civil fine in an amount not to exceed One Hundred Dollars (\$100.00) for each separate offense.
- SECTION 7. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 907 of Title 40, unless there is created a duplication in numbering, reads as follows:

Employers shall retain records documenting hours worked by employees and earned paid sick time taken by employees for a period of three (3) years, and shall allow the Department access to such records, with appropriate notice and at a mutually agreeable time,

to monitor compliance with the requirements of the Healthy Families and Workplaces Act. When an issue arises as to an employee's entitlement to earned paid sick time under this section, if the employer does not maintain or retain adequate records documenting hours worked by the employee and earned paid sick time taken by the employee, or does not allow the Department reasonable access to such records, it shall be presumed that the employer has violated the act, absent clear and convincing evidence otherwise.

SECTION 8. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 908 of Title 40, unless there is created a duplication in numbering, reads as follows:

The Department shall be authorized to coordinate implementation and enforcement of the Healthy Families and Workplaces Act and shall promulgate rules for such purposes.

SECTION 9. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 909 of Title 40, unless there is created a duplication in numbering, reads as follows:

A. Administrative Enforcement.

1. The Department shall enforce the provisions of the Healthy Families and Workplaces Act. In effectuating such enforcement, the Department shall establish a system utilizing multiple means of communication to receive complaints regarding noncompliance with this act and investigate complaints received by the Department in a timely manner.

2. Any person alleging a violation of this act shall have the right to file a complaint with the Department within three (3) years of the date the person knew or should have known of the alleged violation. The Department shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the employee or person reporting the violation; provided, however, that with the authorization of such person, the Department may disclose his or her name and identifying information as necessary to enforce this act or for other appropriate purposes.

- 3. Upon receiving a complaint alleging a violation of this act, the Department shall investigate such complaint and attempt to resolve it through mediation between the complainant and the subject of the complaint, or other means. The Department shall keep complainants notified regarding the status of their complaint and any resultant investigation. If the Department believes that a violation has occurred it shall issue to the offending person or entity a notice of violation and the relief required of the offending person or entity. The Department shall prescribe the form and wording of such notices of violation including any method of appealing the decision of the Department.
- 4. The Department shall have the power to impose penalties provided for in this act and to grant an employee or former employee all appropriate relief. Any employer who fails to pay the earned

sick time required under this act shall be required to pay the employee the balance of the earned sick time owed, including ten percent (10%) of such amount due as a penalty, and an additional amount equal to twice the underpaid earned sick time. Any employer who retaliates against an employee or other person in violation of this act shall be required to pay the employee an amount set by the Department or a court sufficient to compensate the employee and deter future violations, but not less than One Hundred Fifty Dollars (\$150.00) for each day that the violation continued or until legal judgment is final. The Department and the courts shall have the authority to order payment for such unpaid earned sick time, other amounts and civil penalties and to order any other appropriate legal or equitable relief for violations of this act. Civil penalties shall be retained by the agency that recovered them and used to finance activities to enforce this act. A prevailing plaintiff shall be entitled to reasonable attorney fees and costs of suit.

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5. Any entity or person found to be in violation of the provisions of this act shall be liable for a civil penalty payable to the Department not to exceed Five Hundred Dollars (\$500.00) for the first violation and, for subsequent violations that occur within two (2) years of any previous violation, not to exceed One Thousand Five Hundred Dollars (\$1,500.00) for the second violation and not to exceed Three Thousand Dollars (\$3,000.00) for each successive violation.

- 6. The Department shall annually report on its website:
- 1. The number and nature of the complaints received pursuant to this act;
- 2. The results of investigations undertaken pursuant to this act, including the number of complaints not substantiated and the number of notices of violations issued;
- 3. The number and nature of adjudications pursuant to this act; and
 - 4. The average time for a complaint to be resolved pursuant to this act.
 - B. Civil Enforcement.

- 1. The Department, the Attorney General, or any person aggrieved by a violation of this act, or any entity a member of which is aggrieved by a violation of this act, may bring a civil action in a court of competent jurisdiction against an employer violating this act. Such action may be brought by a person aggrieved by a violation of this act without first filing an administrative complaint.
- 2. Upon prevailing in an action brought pursuant to this section, aggrieved persons shall recover double the full amount of any unpaid earned sick time, less any amount of earned sick leave actually paid to such employee by the employer, and the actual amount of court costs and reasonable attorney fees.

3. Upon prevailing in an action brought pursuant to this section, aggrieved persons shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation, including, without limitation, reinstatement to employment, back pay and injunctive relief.

- 4. Any person aggrieved by a violation of this act may file a complaint with the Attorney General. The filing of a complaint with the Attorney General will not preclude the filing of a civil action.
- 5. The Attorney General may bring a civil action to enforce this act. The Attorney General may seek injunctive relief. In addition to injunctive relief, or in lieu thereof, for any employer or other person found to have willfully violated this act the Attorney General may seek to impose a fine of One Thousand Dollars (\$1,000.00) per violation, payable to the Office of the Attorney General.
- 6. The statute of limitations for a civil action brought pursuant to this section shall be for a period of three (3) years from the date the alleged violation occurred or the date the employee knew or should have known of the violation, and may encompass all violations that occurred as part of a continuing course of employer conduct regardless of their date. The statute of limitations shall be tolled during any investigation of an employer by the Department or other law enforcement officer, but such investigation shall not bar a person from bringing a civil action

under this act. No verbal or written contract may waive any rights under this act.

7. Actions brought pursuant to this section may be brought as a class action pursuant to the laws of this state.

SECTION 10. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 910 of Title 40, unless there is created a duplication in numbering, reads as follows:

An employer shall not require disclosure of details relating to domestic violence, sexual assault, harassment or stalking or the details of an employee's or an employee's family member's health information as a condition of providing earned paid sick time pursuant to the Healthy Families and Workplaces Act. If an employer possesses health information or information pertaining to domestic violence, sexual assault, harassment or stalking about an employee or employee's family member, such information shall be treated as confidential and not disclosed except to the affected employee or with the permission of the affected employee.

SECTION 11. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 911 of Title 40, unless there is created a duplication in numbering, reads as follows:

A. Nothing in the Healthy Families and Workplaces Act shall be construed to discourage or prohibit an employer from the adoption or retention of an earned paid sick time policy more generous than the one required herein.

B. Nothing in this act shall be construed as diminishing the obligation of an employer to comply with any contract, collective bargaining agreement, employment benefit plan or other agreement providing more generous paid sick time to an employee than required herein. Nothing in this act shall be construed as diminishing the rights of public employees regarding paid sick time or use of paid sick time as provided in Sections 509.1 through 509.10 of Title 70 of the Oklahoma Statutes and Sections 51-101 through 51-112 of Title 11 of the Oklahoma Statutes.

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C. Nothing in this act shall be construed to supersede any provision of any local law that provides greater rights to paid sick time than the rights established under this act.

SECTION 12. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 912 of Title 40, unless there is created a duplication in numbering, reads as follows:

The Healthy Families and Workplaces Act provides minimum requirements pertaining to earned paid sick time and shall not be construed to preempt, limit or otherwise affect the applicability of any other law, regulation, requirement, policy or standard that provides for greater accrual or use by employees of earned paid sick time or that extends other protections to employees.

SECTION 13. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 913 of Title 40, unless there is created a duplication in numbering, reads as follows:

The Department shall develop and implement a multilingual outreach program to inform employees, parents and persons who are under the care of a health care provider about the availability of earned paid sick time pursuant to the Healthy Families and Workplaces Act. This program shall include the distribution of notices and other written materials in English, Spanish and any language that is the first language spoken by at least five percent (5%) of the state's population to all child care and elder care providers, domestic violence shelters, schools, hospitals, community health centers and other health care providers.

SECTION 14. This act shall become effective November 1, 2017.

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