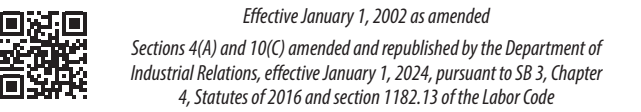


OFFICIAL NOTICE



Effective January 1, 2002 as amended

Sections 414 and 10(C) amended and republished by the Department of Industrial Relations, effective January 1, 2024, pursuant to SB 3, Chapter 4, Statutes of 2016 and section 1182.13 of the Labor Code

INDUSTRIAL WELFARE COMMISSION ORDER NO. 6-2001 REGULATING WAGES, HOURS AND WORKING CONDITIONS IN THE LAUNDRY, LINEN SUPPLY, DRY CLEANING AND DYEING INDUSTRY

This Order Must Be Posted Where Employees Can Read It Easily

Visit www.dir.ca.gov

TAKE NOTICE: To employers and representatives of persons working in industries and occupations in the State of California... Effective January 1, 2002 as amended...

1. APPLICABILITY OF ORDER

This order shall apply to all persons employed in the laundry, linen supply, dry cleaning and dyeing industry whether paid on a time, piece rate, commission, or other basis, except that:

- (A) Provisions of Sections 3 through 12 of this order shall not apply to persons employed in administrative, executive, or professional capacities...
- (B) This order shall not apply to persons employed in determining whether an employee's duties meet the test to qualify for an exemption...

- (1) Exemptive Exemption. A person employed in an executive capacity means any employee: (a) Whose duties and responsibilities involve the management of the enterprise...
- (2) Administrative Exemption. A person employed in an administrative capacity means any employee: (a) Whose duties and responsibilities involve either: (i) The performance of office or non-manual work directly related to management policies...

- (3) Professional Exemption. A person employed in a professional capacity means any employee who meets all of the following requirements: (a) Who is licensed or certified by the State of California and is primarily engaged in the practice of one of the following recognized professions...

3. HOURS AND DAYS OF WORK

- (1) The following overtime provisions are applicable to employees 18 years of age or over and to employees 16 or 17 years of age who are not required by law to attend school and are not otherwise prohibited by law from engaging in the subject work...
- (2) Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than: \$1,169.59/month...

- (a) Each employee shall pay to each employee wages not less than the following: (i) All employers, regardless of the number of employees, shall pay to each employee: (a) Sixteen dollars (\$16) per hour for all hours worked, effective January 1, 2024...
- (b) An employer shall not reduce an employee's regular rate of hourly pay as a result of the adoption, repeal or nullification of an alternative workweek schedule.

- (3) Reporting Time Pay (A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but not for less than two (2) hours nor more than four (4) hours...

6. LICENSES FOR DISABLED WORKERS

- (A) A license may be issued by the Division authorizing employment of a person whose earning capacity is impaired by physical disability or mental deficiency at less than the minimum wage... (B) A special license may be issued to a nonprofit organization such as a sheltered workshop or rehabilitation facility fixing special minimum rates to enable the employment of such persons without requiring individual licenses of such employees.

skills in computer-aided design software, including CAD/CAM, but who is not in a computer systems analysis or programming occupation.

- (4) Any election to establish or repeal an alternative workweek schedule shall be held at the work site of the affected employees... (5) Any type of alternative workweek schedule that is authorized by the Labor Code may be repealed by the affected employees.
- (6) Only secret ballots may be cast by affected employees in the work unit at any election held pursuant to this section.

2. DEFINITIONS

- (A) "Alternative workweek schedule" means any regularly scheduled workweek requiring an employee to work more than eight (8) hours in a 24-hour period.
- (B) "Commission" means the Industrial Welfare Commission of the State of California.
- (C) "Division" means the Division of Labor Standards Enforcement of the State of California.
- (D) "Employer" means to employ, suffer, or permit to work.
- (E) "Employee" means any person employed by an employer.
- (F) "Employer" means any person as defined in Section 18 of the Labor Code, who directly or indirectly, through an agent or any other person, employs or exercises control over the wages, hours, or working conditions of any person.

- (G) "Hours worked" means the time during which an employee is subject to the control of an employer, and includes all the time the employee is suffered or permitted to work, whether or not required to do so.
- (H) "Laundry, Linen Supply, Dry Cleaning and Dyeing Industry" means any industry, business, or establishment operated for the purpose of washing, ironing, cleaning, refreshing, restoring, pressing, dyeing, storing, fumigating, mothproofing, waterproofing, or other processes, incidental thereto, on articles or fabrics of any kind, including but not limited to clothing, hats, dresses, rugs, curtains, linens, household furnishings, textiles, fur, or leather goods...

- (I) "Minor" means, for the purpose of this order, any person under the age of 18 years.
- (J) "Outside salesperson" means any person, 18 years of age or over, who customarily and regularly works more than half the working time away from the employer's place of business selling tangible or intangible items or obtaining orders or contracts for products, services or use of facilities.

4. MINIMUM WAGES

- (A) Every employer shall pay to each employee wages not less than the following: (i) All employers, regardless of the number of employees, shall pay to each employee: (a) Sixteen dollars (\$16) per hour for all hours worked, effective January 1, 2024, and (b) Fifteen dollars and fifty cents (\$15.50) per hour for all hours worked, effective January 1, 2021.
- (B) An employer shall not reduce an employee's regular rate of hourly pay as a result of the adoption, repeal or nullification of an alternative workweek schedule.

- (C) Reporting Time Pay (A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but not for less than two (2) hours nor more than four (4) hours...

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- (2) Prior to January 1, 2023, any employer who employs 26 or more employees shall pay to each employee wages not less than the following: (a) Fifteen dollars (\$15.00) per hour for all hours worked, effective January 1, 2022, and (b) Fourteen dollars (\$14.00) per hour for all hours worked, effective January 1, 2021.

11. MEAL PERIODS

- (A) No employer shall employ any person for a work period of more than five (5) hours without a meal period of not less than 30 minutes, except that when a work period of not more than six (6) hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee.
- (B) An employer may not employ an employee for a work period of more than ten (10) hours per day without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived.

- (A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but not for less than two (2) hours nor more than four (4) hours...

12. REST PERIODS

- (A) Every employer shall authorize and permit all employees to take rest periods, which insofar as practicable shall be in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of ten (10) minutes rest time per four (4) hours or major fraction thereof.

13. CHANGE ROOMS AND RESTING FACILITIES

- (A) Employees shall provide suitable lockers, closets, or other equipment for the safekeeping of employees' outer clothing during working hours, and when required, for their work clothing during non-working hours. When the occupation requires a change of clothing, change rooms or equivalent space shall be provided in order that employees may change their clothing in reasonable privacy and comfort.

14. SEATS

- (A) All working employees shall be provided with suitable seats when the nature of the work reasonably permits the use of seats.
- (B) When employees are not engaged in the active duties of their employment and the nature of the work requires standing, an adequate number of suitable seats shall be placed in reasonable proximity to the work area and employees shall be permitted to use such seats when it does not interfere with the performance of their duties.

non-English language. The employer shall mail the written disclosure to employees who do not attend the meeting.

- (4) Any election to establish or repeal an alternative workweek schedule shall be held at the work site of the affected employees... (5) Any type of alternative workweek schedule that is authorized by the Labor Code may be repealed by the affected employees.
- (6) Only secret ballots may be cast by affected employees in the work unit at any election held pursuant to this section.

2. DEFINITIONS

- (A) "Alternative workweek schedule" means any regularly scheduled workweek requiring an employee to work more than eight (8) hours in a 24-hour period.
- (B) "Commission" means the Industrial Welfare Commission of the State of California.
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- (D) "Employer" means to employ, suffer, or permit to work.
- (E) "Employee" means any person employed by an employer.
- (F) "Employer" means any person as defined in Section 18 of the Labor Code, who directly or indirectly, through an agent or any other person, employs or exercises control over the wages, hours, or working conditions of any person.

- (G) "Hours worked" means the time during which an employee is subject to the control of an employer, and includes all the time the employee is suffered or permitted to work, whether or not required to do so.
- (H) "Laundry, Linen Supply, Dry Cleaning and Dyeing Industry" means any industry, business, or establishment operated for the purpose of washing, ironing, cleaning, refreshing, restoring, pressing, dyeing, storing, fumigating, mothproofing, waterproofing, or other processes, incidental thereto, on articles or fabrics of any kind, including but not limited to clothing, hats, dresses, rugs, curtains, linens, household furnishings, textiles, fur, or leather goods...

- (I) "Minor" means, for the purpose of this order, any person under the age of 18 years.
- (J) "Outside salesperson" means any person, 18 years of age or over, who customarily and regularly works more than half the working time away from the employer's place of business selling tangible or intangible items or obtaining orders or contracts for products, services or use of facilities.

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- (B) An employer shall not reduce an employee's regular rate of hourly pay as a result of the adoption, repeal or nullification of an alternative workweek schedule.

- (C) Reporting Time Pay (A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but not for less than two (2) hours nor more than four (4) hours...

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11. MEAL PERIODS

- (A) No employer shall employ any person for a work period of more than five (5) hours without a meal period of not less than 30 minutes, except that when a work period of not more than six (6) hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee.
- (B) An employer may not employ an employee for a work period of more than ten (10) hours per day without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived.

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12. REST PERIODS

- (A) Every employer shall authorize and permit all employees to take rest periods, which insofar as practicable shall be in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of ten (10) minutes rest time per four (4) hours or major fraction thereof.

13. CHANGE ROOMS AND RESTING FACILITIES

- (A) Employees shall provide suitable lockers, closets, or other equipment for the safekeeping of employees' outer clothing during working hours, and when required, for their work clothing during non-working hours. When the occupation requires a change of clothing, change rooms or equivalent space shall be provided in order that employees may change their clothing in reasonable privacy and comfort.

14. SEATS

- (A) All working employees shall be provided with suitable seats when the nature of the work reasonably permits the use of seats.
- (B) When employees are not engaged in the active duties of their employment and the nature of the work requires standing, an adequate number of suitable seats shall be placed in reasonable proximity to the work area and employees shall be permitted to use such seats when it does not interfere with the performance of their duties.

(4) the name of the employer, provided all deductions made on written orders of the employee may be aggregated and shown as one item.

- (C) All required records shall be in the English language and in ink or other indelible form, properly dated, showing month, day, and year and shall be kept on file by the employer for at least three years at the place of employment or at a central location within the State of California.
- (D) Checks shall be provided for inspection by the employee upon reasonable request.

9. UNIFORMS AND EQUIPMENT

- (A) When uniforms are required by the employer to be worn by the employee as a condition of employment, such uniforms shall be provided and maintained by the employer.
- (B) When tools or equipment are required by the employer or are necessary to the performance of a job, such tools and equipment shall be provided and maintained by the employer, except that an employee whose wages are at least two (2) times the minimum wage provided herein may be required to provide and maintain hand tools and equipment customarily required by the trade or craft.

10. MEALS AND LODGING

- (A) "Meal" means an adequate, well-balanced serving of a variety of wholesome, nutritious foods.
- (B) "Lodging" means living accommodations available to the employer for full-time occupancy which are adequate, decent, and sanitary according to local and customary standards.
- (C) Meals or lodging may not be credited against the minimum wage without a voluntarily written agreement between the employer and the employee.

	EFFECTIVE: JANUARY 1, 2021		JANUARY 1, 2022	
	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees
Room occupied alone	\$65.83/ week	\$61.13/ week	\$70.53/ week	\$65.83/ week
Room shared	\$54.34/ week	\$50.46/ week	\$58.22/ week	\$54.34/ week
Apartment—two thirds (2/3) of the ordinary rental value, and in no event more than:	\$790.67/ month	\$734.21/ month	\$847.12/ month	\$790.67/ month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1,169.59/ month	\$1,086.07/ month	\$1,253.10/ month	\$1,169.59/ month
MEALS				
Breakfast	\$5.06	\$4.70	\$5.42	\$5.06
Lunch	\$6.97	\$6.47	\$7.47	\$6.97
Dinner	\$9.35	\$8.68	\$10.02	\$9.35
EFFECTIVE: JANUARY 1, 2023	All Employees regardless of number of Employees		JANUARY 1, 2024	
Room occupied alone	\$72.88/ week	\$60.16/ week	\$75.23/ week	\$62.10/ week
Room shared	\$60.16/ week	\$57.72	\$62.10/ week	\$57.72
Apartment—two thirds (2/3) of the ordinary rental value, and in no event more than:	\$875.33/ month	\$805.33/ month	\$903.60/ month	\$837.33/ month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1,294.83/ month	\$1,214.83/ month	\$1,336.65/ month	\$1,256.65/ month
MEALS				
Breakfast	\$5.60	\$5.60	\$5.78	\$5.78
Lunch	\$7.72	\$7.72	\$7.97	\$7.97
Dinner	\$10.35	\$10.35	\$10.68	\$10.68

- (K) If an employer approves a written request of an employee to make up work time that is or would be lost as a result of a personal obligation of the employee, the hours of that makeup work time, if performed in the same workweek in which the work time was lost, may not be counted toward computing the total number of hours worked in a day for purposes of the overtime requirements, except for hours in excess of 11 hours of work in one (1) day or 40 hours of work in one (1) workweek.
- (L) The provisions of this section are not applicable to employees whose hours of service are regulated by: (1) The United States Department of Transportation Code of Federal Regulations, Title 49, Sections 395.1 to 395.13; Hours of Service of Drivers; or (2) Title 13 of the California Code of Regulations, subchapter 6.5, Section 1200 and the following sections, regulating hours of drivers.

- (A) Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee's usual or scheduled day's work, the employee shall be paid for half the usual or scheduled day's work, but not for less than two (2) hours nor more than four (4) hours...

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15. TEMPERATURE

- (A) The temperature maintained in each work area shall provide reasonable comfort consistent with industry-wide standards for the nature of the process and the work performed.
- (B) If excessive heat or humidity is created by the work process, the employer shall take all feasible means to reduce such excessive heat or humidity to a degree providing reasonable comfort. Where the nature of the employment requires a temperature of less than 60° F., a heated room shall be provided to which employees may retire for warmth, and such room shall be maintained at not less than 68°.

(C) A temperature of not less than 68° shall be maintained in the toilet rooms, resting rooms, and change rooms during hours of use.

- (D) Federal and State energy guidelines shall prevail over any conflicting provision of this section.
- 17. EXEMPTIONS If, in the opinion of the Division after due investigation, it is found that the enforcement of any provision contained in Section 7, Records; Section 12, Rest Periods; Section 13, Change Rooms and Resting Facilities; Section 14, Seats; Section 15, Temperature; or Section 16, Elevators, would not materially affect the welfare or comfort of employees and would work an undue hardship on the employer, exemption may be made at the discretion of the Division. Such exemptions shall be in writing to be effective and may be revoked after reasonable notice is given in writing. Application for exemption shall be made by the employer or by the employee and/or the employee's representative to the Division in writing. A copy of the application shall be posted at the place of employment at the time the application is filed with the Division.
- 18. FILING REPORTS (See California Labor Code, Section 1174(a))
- 19. INSPECTION (See California Labor Code, Section 1174)
- 20. PENALTIES (See California Labor Code, Section 1199)

- (A) In addition to any other civil penalties provided by law, any employer or any other person acting on behalf of the employer who violates, or causes to be violated, the provisions of this order, shall be subject to the civil penalty of: (1) Initial Violation — \$50.00 for each underpaid employee for each pay period during which the employee was underpaid in addition to the amount which is sufficient to recover unpaid wages.
- (2) Subsequent Violations — \$100.00 for each underpaid employee for each pay period during which the employee was underpaid in addition to an amount which is sufficient to recover unpaid wages.
- (3) The affected employee shall receive payment of all wages recovered.

- (B) The labor commissioner may also issue citations pursuant to California Labor Code Section 1197.1 for non-payment of wages for overtime work in violation of this order.

21. SEPARABILITY

If the application of any provision of this order, or any section, subsection, subdivision, sentence, clause, phrase, word, or portion of this order should be held invalid or unconstitutional or unauthorized or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included therein.

22. POSTING OF ORDER

Every employer shall keep a copy of this order posted in an area frequented by employees where it may be easily read during the workday. Where the location of work or other conditions make this impractical, every employer shall keep a copy of this order and make it available to every employee upon request.

Pursuant to Labor Code section 515.5, subdivision (a)(4), the Office of the Director - Research, Department of Industrial Relations, has adjusted the minimum hourly rate of pay specified in this subdivision to be \$49.77, effective January 1, 2007. This hourly rate of pay is adjusted on October 1 of each year to be effective on January 1 of the following year, and may be obtained at <https://www.dir.ca.gov/oprl/ComputerSoftware.htm> or by mail from the Department of Industrial Relations.

QUESTIONS ABOUT ENFORCEMENT of the Industrial Welfare Commission orders and reports of violations should be directed to the Labor Commissioners' Office. A listing of offices is on the back of this wage order. For the address and telephone number of the office nearest you, information can be found on the internet at <http://www.dir.ca.gov/DISE/dise.html> or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, Van Nuys.

SUMMARIES IN OTHER LANGUAGES  
The Department of Industrial Relations will make summaries of wage and hour requirements in this Order available in Spanish, Chinese and certain other languages when it is feasible to do so. Mail your request for such summaries to the Department at: P.O. Box 420603, San Francisco, CA 94142-0603.  
RESUMEN EN OTROS IDIOMAS  
El Departamento de Relaciones Industriales confeccionará un resumen sobre los requisitos de salario y horario de esta Disposición en español, chino y algunos otros idiomas cuando sea posible hacerlo. Envíe por correo su pedido por dichos resúmenes al Departamento a: P.O. Box 420603, San Francisco, CA 94142-0603.  
其他文字的摘要  
工業關係委員會將準備中文、國語、及一些其他語言的摘要，當可能時，將以郵件寄出。請寄出您的摘要請求至：Department of Industrial Relations P.O. Box 420603, San Francisco, CA 94142-0603

For further information or to file your complaints, visit <https://www.dir.ca.gov/dise/dise.html> or contact the State of California at the following department offices: California Labor Commissioner's Office, also known as: Division of Labor Standards Enforcement (DISE)

BAKERSFIELD	SAN BERNARDINO
Labor Commissioner's Office/DISE 7718 Meany Ave. Bakersfield, CA 93308 661-587-3060	Labor Commissioner's Office/DISE 464 West 4 <sup>th</sup> Street, Room 348 San Bernardino, CA 92401 909-383-4334
EL CENTRO	SAN DIEGO
Labor Commissioner's Office/DISE 1550 W. Main St. El Centro, CA 92528 760-353-0607	Labor Commissioner's Office/DISE 5755 Metropolitan Dr., Room 210 San Diego, CA 92108 619-220-5451
FRESNO	SAN FRANCISCO
Labor Commissioner's Office/DISE 770 E. Shaw Ave., Suite 222 Fresno, CA 93710 559-244-5340	Labor Commissioner's Office/DISE 455 Golden Gate Ave. 10 <sup>th</sup> Floor San Francisco, CA 94102 415-703-5300
LONG BEACH	SAN JOSE
Labor Commissioner's Office/DISE 1500 Hughes Way, Suite C-202 Long Beach, CA 90810 (562) 590-5048	Labor Commissioner's Office/DISE 224 Airport Parkway, Suite 300 San Jose, CA 95110 408-277-1266
LOS ANGELES	SANTA ANA
Labor Commissioner's Office/DISE 320 W. Fourth St., Suite 450 Los Angeles, CA 90013 213-620-6330	Labor Commissioner's Office/DISE 2 MacArthur Place Suite 800 Santa Ana, CA 92701 714-558-4910
OAKLAND - HEADQUARTERS	SANTA BARBARA
Labor Commissioner's Office/DISE 1515 Clay Street, Room 1302 Oakland, CA 94612 510-285-2118 DISE2@dir.ca.gov	Labor Commissioner's Office/DISE 411 E. Canon Priddis, Room 3 Santa Barbara, CA 93101 805-568-1222
REDDING	SANTA ROSA
Labor Commissioner's Office/DISE 250 Hemsted Drive, 2nd Floor, Suite A Redding, CA 96002 530-225-2655	Labor Commissioner's Office/DISE 50 "D" Street, Suite 360 Santa Rosa, CA 95404 707-576-2362
SACRAMENTO	STOCKTON
Labor Commissioner's Office/DISE 2031 Howe Ave, Suite 100 Sacramento, CA 95825 916-263-1811	Labor Commissioner's Office/DISE 3021 Reynolds Ranch Parkway, Suite 160 Lodi, California 95240 209-948-7771
SALINAS	VAN NUYS
Labor Commissioner's Office/DISE 950 E. Blanco Rd., Suite 204 Salinas, CA 93101 831-443-3041	Labor Commissioner's Office/DISE 6150 Van Nuys Boulevard, Room 206 Van Nuys, CA 91401 818-901-5315

EMPLOYERS: Do not send copies of your alternative workweek election ballots or election procedures. Only the results of the alternative workweek election shall be mailed to:

DEPARTMENT OF INDUSTRIAL RELATIONS  
OFFICE OF POLICY, RESEARCH AND LEGISLATION  
P.O. Box 420603  
SAN FRANCISCO, CA 94142-0603  
(415) 703-4780  
Prevailing Wage Hotline (415) 703-4774  
IWC Form 1106  
OSF 06/98/74