

Recordkeeping Requirements

The employer should maintain employment records for each employee showing all of the following:

- Employee name • Home address
- Date of birth • Occupation
- Total daily hours worked, showing the starting and ending times each day, computed to the nearest 1/10 of an hour or smaller unit of time.
- Total hours worked in each pay period.
- Total hours worked in each work period when the period does not coincide with the pay period.
- Total hourly, daily or weekly basic wage.
- Total wages paid each pay period.
- Itemization of all deductions made each pay period.
- Separate itemization of tips received per pay period.
- A record of compensatory time earned for the pay period in which it was earned.
- A statement of compensatory time paid in the pay period the compensatory time was worked.
- An employee's written request to receive compensatory time in lieu of wages.
- An employee's written tip statement signed and dated before the applicable

Compensatory Time Requirements

- Employees may agree to receive compensatory time of 1½ hours for each hour of overtime worked.
- The agreement must be voluntary, in writing and obtained before the compensatory time is earned.
- It is permitted only if the employer allows the employee at least 10 paid days of leave per year.
- All compensatory time earned must be paid to an employee within 30 days of a request for compensatory time. Documentation of approval or denial of a request is recommended.
- Accrued compensatory time may not exceed 240 hours.
- Employers must keep a record of compensatory time earned and paid.

Enforcement

- Employees may file civil action for recovery of unpaid minimum wages or overtime; or employees may file a complaint with the Wage and Hour Program.
- Wage and Hour may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment.
- Recovery under this act can include unpaid minimum wages or overtime; plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees.
- A \$1,000 civil fine can be assessed to an employer who does not pay minimum wage or overtime.
- Violation of any provision is a misdemeanor.

More Information

This brochure is intended for general information only. It does not include all of the provisions of Act 138, Public Acts of 2014.

For information on the laws administered by the Wage and Hour Program contact:

Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration

Wage and Hour Program

Stevens T. Mason Building
530 W. Allegan St.
Lansing, MI 48933
(517) 284-7800

Southeast Michigan

3026 W. Grand Blvd., Suite 9-450
Detroit, MI 48202

Mailing Address:

PO Box 30476
Lansing, MI 48909-7976

Toll Free: 1-855-4MI-WAGE (1-855-464-9243)

www.michigan.gov/wagehour

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities. Call (517) 284-7800 to make your needs known to this agency.

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An Overview

of the

Workforce Opportunity Wage Act

Minimum Wage and Overtime



Wage and Hour Program

Michigan Occupational Safety and Health Administration

Department of Licensing and Regulatory Affairs

1-855-4MI-WAGE (1-855-464-9243)

www.michigan.gov/wagehour

Employers Covered by Workforce Opportunity Wage Act

- The Workforce Opportunity Wage Act applies to employers who employ two or more employees 16 years of age and older.
- The state minimum wage law does not apply to employers covered by minimum wage provisions of the (Federal) Fair Labor Standards Act, unless the required federal rate is less than the state required rate.

Employers Not Covered by Workforce Opportunity Wage Act

- Federal, state and local governments.

Workers Not Covered by Workforce Opportunity Wage Act

- Employees under 16 years of age
- Persons employed in summer camps for not more than four months
- Employees with disabilities who are covered by a blanket deviation certificate or other special certificate issued under section 14(c) of the Fair Labor Standards Act of 1938, 29 USC 214.

Equal Pay

An employer may not pay an employee at a rate which is less than the rate paid to an employee of the opposite sex for equal work on a job requiring equal skill, effort, and responsibility performed under similar working conditions, except where payment is pursuant to a seniority system, merit system, or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

State Minimum Hourly Wage Rate

- Michigan's minimum wage rate for individuals 18 years of age and older is:

Effective Date	Minimum Hourly Rate	85% Hourly Rate
September 1, 2014	\$8.15	\$7.25*
January 1, 2016	\$8.50	\$7.25*
January 1, 2017	\$8.90	\$7.57
January 1, 2018	\$9.25	\$7.86

Training Wage for Minors 16–19 Years of Age

- A training wage of \$4.25 an hour may be paid to employees 16-19 years of age for the first 90 days of their employment.
- The training wage period covers the first 90 days, regardless of whether the employment occurs in a single year or over one or more years, employment seasons or employment periods.
- The overtime rate of pay for a worker subject to the training wage provisions is \$6.38 per hour; 1½ times the regular hourly rate of \$4.25.
- An employer may not discharge, layoff or displace another employee or reduce the hours, wages or benefits of an employee to hire a worker at the training wage.

Minimum Hourly Wage Rate for Minors 16–17 Years of Age

- Minors 16 and 17 may be paid a youth sub-minimum wage that is 85% of the adult minimum wage. *The state's sub-minimum wage is currently \$7.25 per hour and equal to the federal minimum wage, as of May 27, 2014. Michigan's Workforce Opportunity Wage Act allows that it. "... does not apply to an employer who is subject to the minimum wage provisions of the Fair Labor Standards Act of 1938 ... unless those federal minimum wage provisions would result in a lower minimum hourly wage than provided by this act."
- An employer shall not displace an employee to hire a minor at the 85% hourly wage rate.

Tipped Employees

- The Act permits tipped employees to be paid a minimum of:

Effective Date	Tipped Employee Hourly Rate	Reported Average Hourly Tips
September 1, 2014	\$3.10	\$5.05
January 1, 2016	\$3.23	\$5.27
January 1, 2017	\$3.38	\$5.52
January 1, 2018	\$3.52	\$5.73

WHEN tips are received, combined with the employee's hourly rate, equal the required minimum hourly wage rate.

- A written tip statement signed by the employee AND dated before the date the paycheck was received, must be maintained by the employer for each pay period in which tips are reported.

Overtime Requirements

- Employees covered by the overtime provisions of the Workforce Opportunity Wage Act must be paid 1½ times their regular rate of pay for hours worked exceeding 40 in a workweek.
- Some positions are considered exempt from overtime requirements: certain professional, administrative or executive employees paid a salary; elected officials; political appointees; employees of amusement and recreational establishments operating less than seven months of the year; employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219, except certain domestic service employees defined in 29 CFR 552.6 who do not meet the description of a live-in domestic service employee described in 29 CFR 552.102, agricultural employees; and any employee not subject to the minimum wage provisions of this act.

