

## Technical Notes for California High-Road Employer Certification Initiative

All responses should be for U.S. workers as of December 31, 2020, except as noted otherwise below.

### Number of Workers

- *Full-time U.S. workers* are those who work 35 hours or more per week (per the Bureau of Labor Statistics standard).
- *Part-time U.S. workers* are those who work 1 to 34 hours per week (per the Bureau of Labor Statistics standard).
- *California-based workers* should include both part-time and full-time employees.

### Pay

- The living wage in the U.S. is currently \$16.54 an hour, for a family of four (two working adults, two children), according to the MIT Living Wage calculator. We annualize this benchmark because, in some industries, many “full-time” workers average fewer than 40 hours of work per week.

### Hours

- This should be calculated only for full-time and part-time hourly workers, not salaried employees.
- Calculation: Identify all hourly workers classified as FT and all hourly workers classified as PT. For each group, the unit of analysis is the hourly worker-week. For each such week, calculate the number of work hours worked (not just scheduled). Exclude the bottom 5% and top 5% of weeks by work hours. Calculate median hours among the remaining weeks (p5-p95) for each group.

### Scheduling

- This should be calculated only for full-time and part-time hourly workers, not salaried employees.
- Calculation for *advance notice*: The unit of analysis is the published work schedule for hourly workers. The median number of days advance notice is calculated across all such published schedules in a given year.
- Calculation for *volatility*: The unit of analysis is the hourly worker- month. For each such month, calculate the difference in hours between the week the worker worked the most hours and the week the worker worked the fewest hours, excluding weeks in which the worker received paid leave (sick, vacation or other paid leave). Calculate this across all worker-months. So, a worker employed for 12 months would contribute 12 observations and a worker who worked just one month would contribute 1 observation. Calculate the median for FT and PT workers separately.

### **Advancement**

- To be counted, a “promotion” must come with higher pay, not just a change in job title and/or responsibilities.

### **Benefits**

- “Paid” for short-term disability or medical leave for a serious health condition (as defined by the Family and Medical Leave Act of 1993) = 60% or more of wage replacement.
- “Paid” leave to care for a newborn or newly adopted child = 80% or more of wage replacement.
- “Paid” leave to care for a seriously ill, injured or disabled family member = 80% or more of wage replacement.
- To be counted, a “leave” must be job-protected.
- Where paid-leave benefits are state-provided, the employer can count every below-median employee based in that state as being offered the benefit (even if they don’t yet meet certain eligibility requirements).

### **Contractors**

- Include in the calculation all of those who are performing or directly supporting the core activities of the business. This may include, among others, workers who are paid by a temporary help agency, whether or not their job is temporary; on-call/day laborers; workers who are employed by a company that provides them or their services under contract; and self-employed workers who provide themselves or their services under contract.
- You may exclude from the calculation those providing services that are not core to the business (for example, those working for a third-party contractor who provide cafeteria or janitorial services at a computer maker or a bank). You may also exclude those who work for a professional services firm (such as a team of outside business consultants who have helped to advise management on a specific issue or accountants brought in to conduct an audit).

### **Safety**

- These metrics are part of a company’s OSHA-300 compliance. But rather than report them facility by facility, we ask you to tally them across all operations.
- Data is for the full calendar year.

**Turnover**

- Include only voluntary turnover for the time period indicated (not turnover from layoffs or dismissals for cause).
- Calculation: Divide the number of voluntary separations within the first year of someone's working for the company by the average number of workers for that year, and then multiply by 100.

**Equity**

- "Salaried managerial positions" include job categories 1.1 and 1.2 from a federal EEO-1 form—that is, "Executive/Senior Level Officials and Managers" and "First/Mid-Level Officials and Managers."

Last updated: December 2020.

*We may continue to refine these notes as additional feedback is received from employers and other interested parties.*