EMPLOYEE RIGHTS

City of Toledo

TOLEDO MUNICIPAL CODE 796.02 WAGE AND TIP COMPENSATIONS REQUIREMENTS

At time of hire, or within one pay period prior to any change in employment, employers shall provide written notice to employees that contains the following information:

1. Name of employer and any trade ("doing business as") names used by the employer;
2. Physical address of the employer's main office or principal place of business and, if different, a mailing address;
3. Telephone number of the employer;
4. Employee's rate or rates of pay;
5. Employee's tip policy, including any tip sharing, pooling, or allocation policies, if applicable;
6. Pay basis (e.g. hour, shift, day, week, commission); and
7. Employee's established pay day for earned wage and tip compensation.

Each time wage and tips are paid, employers shall provide written notice that contains the following information:

1. Rate or rates of pay;
2. Tip compensation (if applicable);
3. Pay basis (e.g. hour, shift, day, week, commission);
4. Gross wages; and
5. All deductions for that pay period.

TOLEDO MUNICIPAL CODE 545.22 WAGE THEFT VIOLATIONS

Employees can report a wage theft concern if an employer is:

1. Not paying wages when work is complete or payment was promised.
2. Missing an agreed-upon pay day or required pay interval
3. Failing to show up to make payment at an agreed time and place
4. Paying less than the agreed-upon amount
5. Paying with a check that is not honored by the bank
6. Retaliating against a worker for asserting wage rights, including threats or intimidation
7. Failing to respond within 15 days to a written demand for unpaid wages
8. Failing to pay all wages and tips owed on a regular pay day (at least monthly)
9. Misclassifying employees to avoid employment laws
10. Withholding money from an employee's paycheck and not sending it to the correct place or within the correct timeframe
11. Making illegal paycheck deductions, or deducting so much that the wage falls below the state or federal minimum wage

Report a concern at toledo.oh.gov/report-wage-theft or call 419-936-2020.

Any employee who reports a concern or violation will be protected from retaliation for 90 days.

Each employer in the City of Toledo shall post this notice with other labor law posters and provide a copy of this notice upon commencement of employment.

796.03 poster updated 12/2025. For the most recent poster visit ***toledo.oh.gov/wage-theft/***