**State of California Wage Order**

**This Order Must Be Posted Where Employees Can Read It Easily**

**OFFICIAL NOTICE**
Sections 222 and 20014.5 contained in the Labor Code of the State of California, and section 1778.12 of the Labor Code, require employers to post this wage order in workplace areas where employees are employed. The provisions of this order shall apply to all employees engaged in the professional technical, clerical, mechanical and similar occupations in the State of California: The Department of Industrial Relations, effective January 1, 2001.

**MADE UP OF INDUSTRIES:**
The State of California Wage Order is comprised of separate wage orders, as follows:

- **Wage Order 1:** Professional Technical, Clerical, Mechanical and Similar Occupations
- **Wage Order 2:** Service Occupations
- **Wage Order 3:** Agricultural Occupations
- **Wage Order 4:** Production Occupations
- **Wage Order 5:** Construction Occupations

**1. INTRODUCTION**
The term "employee" means an individual, including an independent contractor and an employee on a temporary assignment, who is engaged in the practice of the professional technical, clerical, mechanical, and similar occupations, or who is engaged in the performance of services described by the professional technical, clerical, mechanical, and similar occupations.

**2. PARTICIPATION**
An employee who is primarily engaged in duties which meet the test of the exemption, and who is otherwise covered by this order, may opt out of an alternative workweek schedule by notifying the employer in writing within 10 days from the date of their election.

**3. ALTERNATIVE WORKSCHEDULES**
An "alternative workweek schedule" means any regularly scheduled work schedule that provides for a work schedule which includes fewer hours of work in each work week than the standard work week and that is effective for at least one full work week.

**4. ELECTION OF PAY WEEK**
An employee may request the employer's approval to take personal time off and make up the work time on another work week.

**5. MEAL PERIODS**
An "employee meal break" means the time during which an employee is subject to employer control and during which the employee is relieved from duties and responsibilities, not to exceed 30 minutes in duration and which is provided at a time of the employee's choosing.

**6. WORKING WEEK**
The term "working week" means the period of seven days from midnight to midnight.