

DCA's Office of Labor Policy & Standards (OLPS) is a dedicated voice in City government for workers. Charged with helping vulnerable workers, OLPS embraces our mandate to focus on issues affecting immigrants, people of color, and women in the workplace.

OLPS:

- **Enforces** key municipal workplace laws.
- **Conducts** original research, outreach, and education.
- **Develops** policies that are responsive to New York City's evolving economy and workforce.



The NYC Department of Consumer Affairs (DCA) protects and enhances the daily economic lives of New Yorkers to create thriving communities. Through the work of our Office of Labor Policy & Standards, DCA empowers working families by providing the tools and resources they need to achieve financial health and work-life balance.

## Resources

### Sample Contracts

DCA created model contracts that comply with the law that hiring parties and freelance workers can review. *Please visit [nyc.gov/dca](http://nyc.gov/dca).*

### Low-Cost Health Insurance

The NYC Human Resources Administration can help you find health insurance and care that meets your needs and budget. *Call 311, text CoveredNYC (or SeguroNYC) to 877877, visit [nyc.gov/health](http://nyc.gov/health) to find a Health Department Certified Application Counselor for free in-person help, or visit the NY State of Health website at [nystateofhealth.ny.gov](http://nystateofhealth.ny.gov).*

### Public Benefits

ACCESS NYC is a free service that helps you find out if you may qualify for more than 30 City, state, and federal benefit programs. You can apply online for certain programs through ACCESS NYC. *Visit [nyc.gov/accessnyc](http://nyc.gov/accessnyc) or contact 311 for ACCESS NYC information.*

### Free Financial Counseling

NYC Financial Empowerment Centers offer free one-on-one professional financial counseling. The service is confidential, and our professional counselors speak multiple languages. *Call 311 to schedule an appointment or visit [nyc.gov/dca](http://nyc.gov/dca).*

### Free Tax Preparation

You may qualify for NYC Free Tax Prep services, which include online filing and in-person filing with an IRS certified VITA/TCE volunteer preparer. *Call 311 or visit [nyc.gov/taxprep](http://nyc.gov/taxprep) for more information.*

### Education and Training Programs

The City offers free help for jobseekers. *Visit [nyc.gov/workforce1](http://nyc.gov/workforce1) or call 311 and ask to find a Workforce1 Career Center.*

### Immigration Assistance

ActionNYC provides safe, free immigration legal screenings in your community, in your own language. *Visit [nyc.gov/actionnyc](http://nyc.gov/actionnyc) or call 311 and say "ActionNYC."*

### English Classes

The NYC Department of Youth and Community Development's English Language Program is designed to help the newest New Yorkers learn English. *Visit [nyc.gov/dycd](http://nyc.gov/dycd) for more information.*



# Protecting NYC's Freelance Workers

## An Overview of Rights and Resources

If you are a freelance worker in NYC, you have legal rights and a dedicated City resource for work-related questions and complaints: the Office of Labor Policy & Standards within the Department of Consumer Affairs (DCA).

DCA created this overview to inform you about important rights and resources.

For more information, call 311 and ask for “Freelance Workers” or visit [nyc.gov/dca](https://nyc.gov/dca)

## Who is Covered by the Law?

Under the Freelance Isn't Free Act, which took effect May 15, 2017, a **freelance worker** is any individual hired or retained as an independent contractor by a hiring party to provide services for compensation.

Freelancers work in many different industries. Some of the most common industries for freelance workers include:

- film and video
- graphic and web design
- home contracting and repair
- media
- photography
- translation

### Exceptions:

Certain sales representatives, attorneys, and licensed medical professionals are excluded from the definition of freelance worker.

The law would generally not apply to work done under a collective bargaining agreement that defines workers as employees.

Whether or not you are an “independent contractor” depends on a variety of factors and the nature of your work arrangement. Please visit [nyc.gov/dca](https://nyc.gov/dca) for resources to help you understand if you have the correct work classification. You can also contact DCA at [freelancer@dca.nyc.gov](mailto:freelancer@dca.nyc.gov) if you have questions about your classification as a freelance worker, independent contractor, or employee.

A **hiring party** is anyone, other than a government entity, who hires a freelance worker.

## Your Rights

You have rights regardless of your immigration status.

### Written Contract



All contracts worth \$800 or more must be in writing. This includes all agreements between you and the hiring party that total \$800 in any 120-day period. The written contract must spell out the work you will perform; the pay for the work; and the date you get paid. You and the hiring party must keep a copy of the written contract.

### Timely Payment



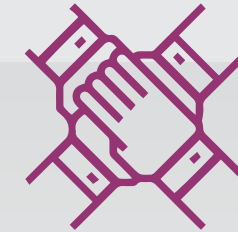
The hiring party must pay you for all completed work. You must receive payment on or before the date that is in the contract. If the contract does not include a payment date, the hiring party must pay you within 30 days after you complete the work.

### Freedom from Retaliation

It is illegal for a hiring party to penalize, threaten, or blacklist you because you exercised your rights.



### Freedom from Discrimination



The NYC Human Rights Law protects New Yorkers against many kinds of discrimination. *If you experience discrimination, call the NYC Commission on Human Rights Infoline at 311.*

### Right to File a Complaint



You can file a complaint with DCA's Office of Labor Policy & Standards. DCA will notify the hiring party who must respond to the complaint within 20 days. DCA will also provide information to help you find a lawyer, understand the court process, and more. *Download the complaint form at [nyc.gov/dca](https://nyc.gov/dca) or call 311. If you have questions, email [freelancer@dca.nyc.gov](mailto:freelancer@dca.nyc.gov).*

### Right to Sue

You can sue the hiring party in court to seek damages. If you are not timely paid for your work, you have a right to collect double the amount you weren't paid, damages for retaliation, and payment of attorneys' fees and costs.

