



**Seattle Office of Labor Standards (ቤት ጽሕፈት ደረጃታት ዕዮ ሲያትል)**  
**ምልክታ ናይ ምቕጻር ሓበሬታ**

አስራሕቲ ንነፍሲወከፍ ኣብ ሲያትል ዝሰርሕ ሰራሕተኛ፡ ነዚ ዝስዕብ ቅጥዕታት ኣማሊኦም ጽሑፋዊ ናይ ስራሕ ሓበሬታ ክህብዎም ኣለዎም፡  
 (1) ኣብ ግዜ ምቕጻር (2) ቅድሚ ዝኾነ ናይ ስራሕ ሓበሬታ ምቕይያሩ (ብዘይካ ናይ ኣካያዲ ስራሕ ወይ ድማ ኣላዩ ስራሕ መወከሲ ሓበሬታ)። እቲ ምልክታ ብቋንቋ ኢንግሊዘኛን ቦቲ ቀዳማይ ቋንቋ ናይቶም ነዚ ሓበሬታ ዝቐበሉ ዘሎ ሰራሕተኛታት ክቐርብ ኣለዎ።  
**ንተወሳኺ ሓበሬታ ን Seattle Office of Labor Standards(ቤት ጽሕፈት ደረጃታት ዕዮ ሲያትል)ብቐጽሪ (206) 256-5297 ወይ ድማ ኣብ መርበብ ሓበሬታ [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards) ክትውከሱ ትክእሉ ኢኹም**

Employers are required to provide written notice of employment information to every employee working in Seattle, (1) at time of hire and (2) before any change to such employment information (except for manager or supervisor contact information). The notice must be provided in English and the primary language of the employee receiving the information. **For more information contact Seattle Office of Labor Standards at (206) 256-5297 or see [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)**

**ሰራሕተኛ (Employee)**

እዚ ሓበሬታ ኣብ ተግባር ዝውዕለሉ ዕለት( Effective Date of this notice) \_\_\_\_\_

ኣብ እተቐጸረሉ (At hire)  ህሉው ሰራሕተኛ (Existing Employee)

ናይ ምቕጻር ሓበሬታ ለውጢ ኣብ ዝግበረሉ - ኣብ ናይ ምቕጻር ሓበሬታ እንታይ ለውጢ ተገይሩ? (Change to Employment Information - What change to employment information?)

<input type="checkbox"/> ስም ኣስራሒኻ	<input type="checkbox"/> ኣድራሻ ኣስራሒኻ ቁጽሪ	<input type="checkbox"/> ቴሌፎን ኣስራሒኻ / ኣድራሻ ኢሜይል	<input type="checkbox"/> ናይ ናይ ኣስራሒ ሞቕሽሽ ኣከፋፍላ መምርሒ
(Employer name)	(Employer address)	(Employer phone number/email address)	(Employer tip policy)
<input type="checkbox"/> መጠን ክፍሊት ሰራሕተኛ ወይ ድማ ናይ ዝያዳ ሰዓታት ስራሕ መኽፈሊ ብቐጻት		<input type="checkbox"/> ኣገባብ ኣከፋፍላ ሰራሕተኛ	<input type="checkbox"/> መዓልቲ ክፍሊት ሰራሕተኛ
(Employee rate of pay or overtime eligibility)		(Employee pay basis)	(Employee pay day)

1. ስም ሰራሕተኛ \_\_\_\_\_  
(Employee name)
2. ጽፍሒ ኣስራሒይ \_\_\_\_\_  
(Employee position(s))

**ኣስራሒ (Employer)**

1. ስም \_\_\_\_\_  
(Name)

ካልእ ኣስማት ናይ ኣስራሒ፡ ከምኡ'ውን ስም "ዓይነት ስራሕ" ወሲኽካ  
(Other name of employer, including "doing business as" name)

2. ትካል ዝርከበሉ ኣድራሻ \_\_\_\_\_  
(Physical address)

ጎደና \_\_\_\_\_

(Street)  
ከተማ \_\_\_\_\_ ስተይት \_\_\_\_\_ ዚፕ \_\_\_\_\_  
(City) (State) ( Zip)

ናይ ጳስጣ ኣድራሻ \_\_\_\_\_  ልክዕ ከም ናይ ትካል ዝርከበሉ ኣድራሻ \_\_\_\_\_  
(Mailing address) (Same as physical address)

ጎደና \_\_\_\_\_  
(Street)

ከተማ \_\_\_\_\_ ስተይት \_\_\_\_\_ ዚፕ \_\_\_\_\_  
(City) (State) (Zip)

3. ሓፈሻዊ ቁጽሪ ቴሌፎን \_\_\_\_\_ ኢሜይል \_\_\_\_\_  
(General phone number) (Email)

4. ስም ኣካዳሚ ወይ ተቐጻጻሪ ስራሕ \_\_\_\_\_ ቁጽሪ ቴሌፎን \_\_\_\_\_  
(Manager or supervisor name) (Phone number)

5. ኢሜይል ናይ ኣካዳሚ ወይ ተቐጻጻሪ ስራሕ \_\_\_\_\_  
(Manager or supervisor email)

**ሓበሬታ ክፍሊት ሰራሕተኛ**

1. መጠን ወይ ድማ መጠን ክፍሊት (ንኡብነት. ናይ ሰዓታት መሃያ ወይ ድማ ዓመታዊ ደምዘ) \_\_\_\_\_  
 (Rate or rates of pay (e.g. hourly wage or annual salary))

2. ናይ ዝያዳ ሰዓታት ስራሕ መኽፈሊ -- "ዝያዳ ዝሰርሖ ሰዓታት ዝኽፈሎ ማለት" ማለት ኣስራሕቲ ነቲ ኣብ ሰሙናዊ ስራሕ ካብ 40 ሰዓታት ንላዕሊ ዝሰርሖ ብ 1.5x ናይቲ ወግዓዊ ክፍሊት ኣብ ሰዓት ክኽፈሎ ኣለዎም ማለትዮ።  
 (Overtime eligibility – “Overtime eligible” means employers must pay 1.5x the regular rate of pay for hours worked in excess of 40 hours in a workweek.)

- ዝያዳ ዝሰርሖ ሰዓታት ዝኽፈሎ (Overtime eligible)       ዝያዳ ዝሰርሖ ሰዓታት ዘይክፈሎ (Not overtime eligible)

3. መሰረት ኣከፋፍላ - መመልከቲ ሳጹን (Pay basis - check box )

- |                                                                             |                                                                                             |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ሰዓት (Hour)                                         | <input type="checkbox"/> ውዕል ክፍሊት ዘለዎ ዝያዳ ዝሰርሖ ሰዓታት ዝኽፈሎ<br>Commission (overtime eligible)  |
| <input type="checkbox"/> መዓልቲ (Day)                                         | <input type="checkbox"/> ውዕል ክፍሊት ዘለዎ (ዝያዳ ዝሰርሖ ሰዓታት ዘይክፈሎ)<br>Commission (overtime exempt) |
| <input type="checkbox"/> መጠን ክፍሊት ንእተወሰነ ስራሕ (Piece rate)                   | <input type="checkbox"/> ደምዘ (ዝያዳ ዝሰርሖ ሰዓታት ዝኽፈሎ)<br>Salary (overtime eligible)             |
| <input type="checkbox"/> ብድሌት ኣስራሒ ዝውሰን ሞቕሽሽ<br>(Non-discretionary Bonus)   | <input type="checkbox"/> ደምዘ (ዝያዳ ዝሰርሖ ሰዓታት ዘይክፈሎ)<br>Salary (overtime exempt)              |
| <input type="checkbox"/> ብድሌት ኣስራሒ ከውሰን ዘይከኣል ሞቕሽሽ<br>(Discretionary Bonus) | <input type="checkbox"/> ካልእ (ብክብረትኩም ኣብ ታሕቲ ግለጹልና)<br>Other (please explain below)         |
| <input type="checkbox"/> እብረ (Shift)                                        |                                                                                             |
| <input type="checkbox"/> ሰሙን (Week)                                         |                                                                                             |

መግለጺ: \_\_\_\_\_  
 (Explanation)

4. ምዳብ መዓልቲ ክፍሊት \_\_\_\_\_  
 (Regular Pay day)

5. መምርሒ ኣከፋፍላ ሞቕሽሽ (Tip policy )
- ኩሉ ሞቕሽሽ ነቲ ብልክዕ ነቲ ዓሚል ዘገልግሎ ዘሎ ሰራሕተኛ እዩ ዝኽፈል  
(All tips are paid to the specific employee serving the customer)
  - ተኣኪቡ ዝምቀል ሞቕሽሽ (Tip pooling)
  - ካልእ መምርሒ ኣከፋፍላ ሞቕሽሽ (Other tip policy)
  - የለን (ሞቕሽሽ ክትረኽብሉ እትኽእል ቦታ ኣይኮነን) (None (not a tipped position))

መግለጺ - ኣስራሕቲ ንዝኾነ ዓይነት ናይ ሞቕሽሽ ብሓባር ምእካብ ወይ ምምቕራሕ መምርሒታት ግድን መግለጺ ክህቡ ኣለዎም።  
 (Explanation - Employers must provide explanation of any tip sharing, pooling or allocation policies)

**Good Faith Estimate (ብጽቡቕ እምነት እተገመተ) -**  
**ናይ ሲያትል ውሑስ መደብ ስራሕ ሕገSMC 14.22 Secure Scheduling (ድሕነት መደብ ሲያትል)**  
 \*ብሰዓታት ዝኽፈሎ ሰራሕተኛታት(እዚ ማለት፡ ዝያዳ ዝሰርሖ ሰዓታት ዝኽፈሎ) ዝሰርሖ ሰራሕተኛታት ጥራይ ኣብ ዓቢ ዓበይቲ ናይ ሸቐጥን ትካላት ኣገልግሎታት መግብን፡ ልዕሊ 500 ሰራሕተኛታት ኣብ ዓለም ምሉእ ዘለዎም (ብተወሳኺ ዝሕተት ድማ ምሉእ ኣገልግሎት ዝህባ ቤት መግብታት፡ ኣብ መላእ ዓለም ንልዕሊ 40 ምሉእ ኣገልግሎት ዝህባ ቤት ምግብታት ዘለዎም) ዝሕተት።

**Good Faith Estimate - Seattle's Secure Schedule Ordinance SMC 14.22**

\*Only required for hourly (i.e. overtime eligible) employees at large retail and food services establishments with 500+ employees worldwide (additional requirement for full service restaurants to have 40+ full-service restaurant locations worldwide).

1. **ማእከላዊ ገምጋም ሰዓታት ኣብ ሰሙን (ኣብ ውሽጢ ሓደ ዓመት):**

**(Median number of hours per work week (over the course of a year))**

ዓመት ይጀምር: \_\_\_\_\_ 1ይ ርብዓት: \_\_\_\_\_ 2ይ ርብዓት: \_\_\_\_\_ 3ይ ርብዓት: \_\_\_\_\_ 4ይ ርብዓት: \_\_\_\_\_  
(Year begins) (1<sup>st</sup> Quarter) (2<sup>nd</sup> Quarter) (3<sup>rd</sup> Quarter) (4<sup>th</sup> Quarter)

2. **ናይ ጻውዒት እብረታት:**  እወ  ኣይፋልን

**አንጻር ሕገ ምፍቓይ ዝግበር ምክልኻላት/ (Protections against Retaliation)**

አስራሕቲ አንጻር ዝኾነ ሰብ ብ Seattle Labor Standards (ደረጃታት ዕዮ ሲዮትል) ዝተሓዘአሉ መሰላት ንምትግባሩ ሕገ ናይ ምፍቓይ ተግባራት ካብ ምግባር ይኸልከሉ እዮም ( ንኣብነት: ካብ ስራሕ ምስጻግ: ካብ ደረጃ ምውራድን ከምኡውን ንናይ ዑቕባ ኩነታት ዝከታተሉ ክሕብረልካ እዮ ኢልካ ምፍርራህ):

(Employers are prohibited from taking adverse action (e.g. firing, demoting, and making threats to report immigration status) against any person for exercising rights protected by Seattle Labor Standards)