



Seattle Office for Civil Rights / Office of Labor Standards

Notice of Employment Information

Employers are required to provide written employment information to employees working in Seattle at time of hire & before any change any change to such employment. Information must be provided in English, Spanish and any other language commonly spoken by employees at the particular workplace.

西雅圖民權辦公室/勞工標準辦公室

就業資訊通知

僱主必須在僱傭時以及就業情況發生任何變動前的一個薪資結算期內向在西雅圖市工作的僱員提供書面的就業資訊。該資訊須提供英語、西班牙語及特定工作地的僱員通常所講的任何其他語言的版本。

Employee - 僱員

At hire (在職)

Current Employee (當前僱員)

Effective Date of this information (此資訊的生效日期) _____

1. Employee name (僱員姓名) _____

2. Employee position (僱員職務) _____

Employer - 僱主

1. Name (姓名) _____

Other name of employer, including "doing business as" name
(僱主的其他名字, 包括經營名稱)

2. Physical address (實際地址)

Street (街道) _____

City (城市) _____ State (州) _____ Zip (郵遞區號) _____

Mailing address (郵寄地址)

Same as physical address (與實際地址相同)

Street (街道) _____

City (城市) _____ State (州) _____ Zip (郵遞區號) _____

3. Telephone number (電話號碼) _____

Employee's Wage & Tip Information (僱員的薪資和獎金資訊)

1. Rate or rates of pay (薪資標準) _____

Overtime rate or rates of pay (加班費標準) _____

2. Pay basis - check box (薪資發放方式 — 核取方塊)

Hour (時薪)

Shift (按班發放的薪酬)

Day (日薪)

Week (週薪)

Piece rate (計件薪資)

Commission (傭金)

Non-discretionary Bonus (非酌情支付的花紅)

Non-exempt Salary (非免稅薪金)

Exempt Salary (免稅薪金)

Other - provide explanation (其他 — 請提供說明)

3. Regular Pay day (正常發薪日) _____

4. Tip policy (獎金政策)

Tip sharing (獎金分紅)

Tip pooling (獎金均分制度)

Other tip policies – provide explanation (其他獎金政策 — 請提供說明)

Optional Acknowledgement of Receipt (可選回執)

PRINT, Employer representative
(請正楷書寫僱主代表姓名)

SIGNATURE, Employer representative & Date
(僱主代表簽名及日期)

PRINT, Employee
(請正楷書寫僱員姓名)

SIGNATURE, Employee
(僱員簽名)

Language (語言)

Employer provided this Notice in English (僱主提供本通知的英語版本)

Employer provided this Notice in other language (僱主提供本通知的其他語言版本)

Seattle Notice of Employment Information Requirements

西雅圖就業資訊需求通知

Seattle Administrative Wage Theft Ordinance - SMC 14.20

Seattle workers have additional protections from wage theft. Starting April 1, 2015, a new wage theft ordinance requires employers with employees working in Seattle to pay all owed wages and tips; provide employment information at time of hire, change in employment and each time wages and tips are paid; and provide written notice of employee rights against wage theft. The written notice must be provided in English, Spanish and any other languages commonly spoken by employees at the work site. The ordinance also permits the City's Office of Labor Standards, a new division within the Seattle Office for Civil Rights, to conduct administrative investigations of non-payment of wages and tips. It still remains a crime to commit wage theft under SMC 12A.08.060.

Protections against Retaliation

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 this ordinance.

Seattle Office for Civil Rights / Office of Labor Standards

(206) 684-4500 / seattle.gov/laborstandards



西雅圖行政薪資盜竊條例 - SMC 14.20

西雅圖市推出了防止發生工人薪資盜竊的其他保護措施。自 2015 年 4 月 1 日起，最新頒佈的薪資盜竊條例規定，有僱員在西雅圖市工作的僱主必須支付所有拖欠的薪資和獎金，在僱傭、就業情況發生變動以及每次發放薪資和獎金時向僱員提供就業資訊，並向僱員提供有關抵制薪資盜竊的權利的書面通知。該書面通知必須提供英語、西班牙語及僱員在工作場所通常所講的任何其他語言的版本。該條例還允許西雅圖民權辦公室內部新設立的部門——西雅圖市勞工標準辦公室對不發放薪資和獎金的行為展開行政調查。根據 SMC 12A.08.060, 薪資盜竊行為仍屬於犯罪行為。

防止遭遇報復的保護措施

僱主不得因任何人行使受本條例保護的權利而對其採取不利的行動（例如，解僱、降職以及威脅會舉報其移民身份）。

西雅圖民權辦公室/勞工標準辦公室

(206) 684-4500 / seattle.gov/laborstandards