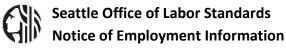
Date:			



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

Employee						
Effective Date of this notice At hire Existing Employee						
Change to Employment Information - What change to employment information?						
☐Employer name ☐Employer address ☐Employer phone number/email address ☐Employer tip policy						
☐ Employee rate of pay or overtime eligibility ☐ Employee pay basis ☐ Employee pay day						
1.	Employee name					
2.	. Employee position(s)					
	Employer					
1.	Name					
	Other name of employer, including "doing business as" name					
2.	Physical address					
	Street					
	City State Zip					
	Mailing address Same as physical address					
	Street					
	City State Zip					
3.	General phone numberEmail					
4.	Manager or supervisor namePhone number					
5.	Manager or supervisor email					

	Employee Payment Information					
1.	Rate or rates of pay (e.g. hourly wage or annual salary)					
2.	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.					
	Overtime eligible Not overtime eligible					
3.	Pay basis - check box Hour Day Commission (overtime eligible) Piece rate Non-discretionary Bonus Discretionary Bonus Salary (overtime exempt) Shift Other (please explain below)					
Ехр	lanation:					
4.	Regular Pay day					
 5. Tip policy All tips are paid to the specific employee serving the customer Tip pooling Other tip policy None (not a tipped positon) 						
Explanation - Employers must provide explanation of any tip sharing, pooling or allocation policies:						
*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	Median number of hours nor work week (over the source of a veer):					
1.	1. Median number of hours per work week (over the course of a year): Year begins: 1 st Quarter: 2 nd Quarter: 3 rd Quarter: 4 th Quarter:					
2.	On-Call Shifts: YES NO					
	Protections against Retaliation					
Emp	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.