

Date: _____



Seattle Office of Labor Standards Notice of Employment Information

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 number _____ Email _____

4. Manager or supervisor name _____ Phone 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

- | | |
|--|---|
| <input type="checkbox"/> Hour | <input type="checkbox"/> Week |
| <input type="checkbox"/> Day | <input type="checkbox"/> Commission (overtime eligible) |
| <input type="checkbox"/> Piece rate | <input type="checkbox"/> Commission (overtime exempt) |
| <input type="checkbox"/> Non-discretionary Bonus | <input type="checkbox"/> Salary (overtime eligible) |
| <input type="checkbox"/> Discretionary Bonus | <input type="checkbox"/> Salary (overtime exempt) |
| <input type="checkbox"/> Shift | <input type="checkbox"/> Other (please explain below) |

Explanation: _____

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 position)

Explanation - Employers must provide explanation of any tip sharing, pooling or allocation policies:

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

Year begins: _____ 1st Quarter: _____ 2nd Quarter: _____ 3rd Quarter: _____ 4th Quarter: _____

2. **On-Call Shifts:** YES NO

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 Seattle Labor Standards.