**Seattle Office for Civil Rights / Office of Labor Standards**

**Notice of Employment Information**

Employers must provide written employment information to employees working in Seattle at time of hire & within one pay period prior to any change in employment. Information must be provided in English, Spanish and any other language commonly spoken by employees at the particular workplace.

**Xafiiska Seattle ee Xuquuqda Madaniga / Xafiiska Istaandarrada Shaqaalaha**

**Ogaysiiska Macluumaadka Shaqaalaynta**

Loo-shaqeeyayaashu waa inay siiyaan macluumaad shaqaalayn oo qoran shaqaalaha ka shaqaynaya Seattle wakhtiga shaqaalaynta & inta lagu jiro mushaharka hal wakhti kahor intaanu isbeddel ku dhicin shaqaalaynta. Macluumaadka waa in lagu bixiyo Ingiriisi, Isbaanish, iyo luuqadaha kale ee shaqaaluhu ku hadlo goob shaqo oo cayiman.

**Employee - *Shaqaalaha***

❒ At hire (Marka shaqaalaynta) ❒ Current Employee (Shaqaalaha Wakhtigan)

❒ Effective Date of this information (Taariikhda Dhaqangalka ee macluumaadkan)

1. Employee name (Magaca shaqaalaha)
2. Employee position (Shaqada shaqaalaha)

**Employer - *Loo-shaqeeyaha***

1. Name (Magaca)

Other name of employer, including "doing business as" name

(Magaca kale ee loo-shaqeeyaha, oo ay kujiraan "ganacsi ku samaynta" magaciisa)

1. Physical address (Cinwaanka)

Street (Jidka)

City (Magaalada) State (Gobolka) Zip (Zip)

Mailing address (Cinwaanka waraaqaha lagu diro) ❒ Same as physical address (La mid ah cinwaanka)

Street (Jidka)

City (Magaalada) State (Gobolka) Zip (Zip)

1. Telephone number (Lambarka taleefanka)

**Employee’s Wage & Tip Information (Macluumaadka Mushaharka & Bakhshiishka Shaqaalaha)**

1. Rate or rates of pay (Heerka ama heerarka mushaharka)

Overtime rate or rates of pay (Heerka ama heerarka mushaharka wakhtiga dheeraadka ah)

1. Pay basis - check box (Salka mushaharka - sax saar sanduuqa)

❒ Hour (Saacadda) ❒ Shift (Xilliga shaqada)

❒ Day (Maalinta) ❒ Week (Toddobaadka)

❒ Piece rate (Heerka mushahar ee qayb shaqo ah) ❒ Commission (Komishanka)

❒ Non-discretionary Bonus (Gunnada aan isbedbeddelin)

❒ Non-exempt Salary (Mushaharka aanu shaqaaluhu dhaafin)

❒ Exempt Salary (Mushaharka shaqaaluhu dhaafo)

❒ Other - provide explanation (Wax kale - bixi sharraxaad)

1. Regular Pay day (Mushaharka maalintii ee caadiga ah)
2. Tip policy (Siyaasadda bakhshiishka)

❒ Tip sharing (Wadaagista bakhshiishka) ❒ Tip pooling (Ururinta bakhshiishka)

❒ Other tip policies – provide explanation (Siyaasadaha kale ee bakhshiishka – bixi sharraxaad)

**Optional Acknowledgement of Receipt (Qiraalka Ikthiyaariga ee Helista)**

PRINT, Employer representative SIGNATURE, Employer representative & Date

(DAABAC, wakiilka Loo-shaqeeyaha) (SAXEEX, wakiilka Loo-shaqeeyaha iyo Taariikhda)

PRINT, Employee SIGNATURE, Employee

(DAABAC, Shaqaalaha) (SAXEEX, Shaqaalaha)

**Language (Luuqadda)**

❒ Employer provided this Notice in English (Loo-shaqeeyuhu wuxuu ku bixiyey Ogaysiiskan Ingiriisi)

❒ Employer provided this Notice in other language (Loo-shaqeeyuhu wuxuu ku bixiyey Ogaysiiskan luuqad kale)

**Seattle Notice of Employment Information Requirements**

**Ogaysiiska Seattle ee Shuruudaha Macluumaadka Shaqaalaynta**

**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**](http://www.seattle.gov/laborstandards)

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**Sharciga Maamuleed ee Seattle ee Xatooyada Mushaharka - SMC 14.20**

Shaqaalaha Seattle waxay leeyihiin ilaalin dheeraad ah xatooyada mushaharka. Laga bilaabo Abriil 1, 2015, sharci cusub ee xatooyada mushaharka ayaa ka raba loo-shaqeeyayaasha leh shaqaale ka shaqaynaya Seattle inay bixiyaan dhammaan mushaharka iyo bakhshiishka lagu leeyahay; bixiyaan macluumaadka shaqaalaynta wakhtiga shaqaalaynta, beddelista shaqaalaynta iyo wakhti kasta oo mushaharka iyo bakhshiishka la bixinayo; inay bixiyaan ogaysiis qoran xuquuqda shaqaalaha marka la eego xatooyada mushaharka. Ogaysiiska qoran waa in lagu bixiyo Ingiriisi, Isbaanish iyo luuqadaha kale ee shaqaaluhu ku hadlo goobta shaqada. Sharcigu sidoo kale wuxuu oggol yahay Xafiiska Magaalada ee Istaandarrada Shaqaalaha, qayb cusub oo ka tirsna Xafiiska Seattle ee Xuquuqda Madaniga ah, inay samayso baadhitaano maamuleed ee bixin la’aanta mushaharka iyo bakhshiishka. Wali waa dambi in la galo xatooyada mushahar marka la eego SMC 12A.08.060.

**Kahortagga Aargoosiga**

Loo-shaqeeyayaasha waxa ka mamnuuca inay ka qaadaan ficil gurracan (sida, eri, hoos-u-dhig, iyo hanjabaad in loo sheegayo hay’adaha socdaalka) qof isticmaalaya xuquuqda uu dhawray sharcigani.

**Xafiiska Seattle ee Xuquuqda Madaniga / Xafiiska Istaandarrada Shaqaalaha**

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