



## Seattle Office of Labor Standards (Xafiiska Heerarka Shaqada ee magaalada Seattle)

### Notice of Employment Information (Ogeysiinta Warbixinta Shaqada)

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)**

Badrooniyaasha waxaa looga baahanyahay inay bixiyaan ogeysiin qoraal ah kuna saabsan warbixinta shaqada shaqaale walba oo ka shaqeynayo Seattle, (1) waqtiga kireysiga iyo (2) ka hor isbadel walba ee warbixinta shaqo noocaas ah (marka laga reebo warbixinta xiriirka maamulayaasha ama kormeerayaasha). Ogeysiinta waa in ay kuqoran tahay af Ingiriis iyo luuqada hooyo ee shaqaalaha helayo warbixinta. **Wixii warbixin dheeraad ah kala xiriir Xafiiska Heerarka Shaqada Seattle ee (206) 256-5297 ama eeg [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)**

#### Employee / Shaqaalaha

Effective Date of this notice / Taariikhda ogaysiiskaan uu dhaqan galaayo \_\_\_\_\_

At hire / Xiliga shaqaalaysiinta       Existing Employee / Shaqaale horay ujoogay

Change to Employment Information - What change to employment information?

Badelka Warbixinta Shaqada - Isbadel nooc ee ah ayaa kuyimid warbixinta shaqada?

<input type="checkbox"/> Employer name / Magaca batrooniga	<input type="checkbox"/> Employer address / Ciwaanka batrooniga
<input type="checkbox"/> Employer phone number/email address / Lambarka taleefanka/ciwaanka batrooniga	
<input type="checkbox"/> Employer tip policy / Xeerka shaxaadka batrooniga	
<input type="checkbox"/> Employee rate of pay or overtime eligibility / Qiimaha Shaqaalaha ee lacag bixinta ama qiimaha u qalmida waqtiga shaqada dheeraadka ah	
<input type="checkbox"/> Employee pay basis / Aasaaska mushaar bixinta shaqaalaha	
<input type="checkbox"/> Employee pay day / Maalinta mushaarka shaqaalaha	

1. Employee name \_\_\_\_\_  
Magaca Shaqaalaha

2. Employee position(s) \_\_\_\_\_  
Booska (boosaska) shaqaalaha

#### Employer / Badrooniga

1. Name \_\_\_\_\_  
Magaca

Other name of employer, including "doing business as" name  
Magaca kale ee badrooniga, oo ay ku jiraan "u sameynta ganacsiga sida" magaca

2. Physical address / Ciwaanka shaqsigu

Street / Wadada \_\_\_\_\_

City / Magaalada \_\_\_\_\_ State / Gobalka \_\_\_\_\_

Zip / Lambarka Boostada \_\_\_\_\_

Mailing address / Ciwaanka boostada  Same as physical address / Isku midka sida ciwaanka shaqsiga

Street / Wadada \_\_\_\_\_

City / Magaalada \_\_\_\_\_ State / Gobalka \_\_\_\_\_

Zip / Lambarka Boostada \_\_\_\_\_

3. General phone number \_\_\_\_\_ Email \_\_\_\_\_  
Lambarka taleefanka guud Emailka

4. Manager or supervisor name \_\_\_\_\_ Phone number \_\_\_\_\_  
Magaca maamulaha ama kormeeraha Lambarka taleefanka

5. Manager or supervisor email \_\_\_\_\_  
Emailka maamulaha ama kormeeraha

### Employee Payment Information / Warbixinta Lacag bixinta Shaqaalaha

1. Rate or rates of pay (e.g. hourly wage or annual salary) \_\_\_\_\_  
Qiimaha ama qiimooyinka lacag bixinta (tusaale ahaan, mushaarka saacadlaha ah ama mushaarka sannaadlaha)

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.  
U qalmida waqti kadib – “u qalmida waqti kadib” waxay la micnatahay waa inay badrooniya bixiyaan 1.5x oo qiimaha caadiga ah ee saacadaha lacag bixinta ee laga shaqeeyay xad dhaafka 40 saacadood oo isbuuca shaqada.

Overtime eligible / U qalmida waqti dheeri ah

Not overtime eligible / Ma ahan u qalmida waqti dheeri ah

3. Pay basis - check box / Aasaasyada lacag bixinta - sax sanduuqa

Hour / Saacada

Week / Isbuuca

Day / Maalinta

Commission (overtime eligible) / Dalacaada (u qalmida waqti dheeri)

Qiimaha qeybta

Commission (overtime exempt) / Dalacaada (ka dhaafida waqti dheeri ah)

Non-discretionary Bonus / Gunada Aan iqtiyaarka aheyn

Salary (overtime eligible) / Mushaarka (u qalmida waqti dheeri)

Discretionary Bonus / Gunada Iqtiyaarka ah

Salary (overtime exempt) / Mushaarka (ka dhaafida waqti dheeri)

Shift / Isbadelka

Other (please explain below) / Wax kale (fadlan hoos ku sharax)

Explanation: \_\_\_\_\_

Sharaxaad

4. Regular Pay day \_\_\_\_\_  
Maalinta Lacag bixinta Joogtada ah

5. Tip policy /Xeerka tilmaanta

- All tips are paid to the specific employee serving the customer / Dhammaan shaxaadka waxaa la siiyaa shaqaalaha gaarka ah ee u adeegayo macmiilka
- Tip pooling / Isku darka shaxaadka
- Other tip policy / Xeerka kale ee shaxaadka
- None (not a tipped position) / Midkoodna (ma ahan booska shaxaad leh)

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

Sharaxaada – Badrooniyada waa in ay sharaxaad bixiyaan ee wadaagida shaxaad walba, xeerarka isku darka ama loo qoondeeyay

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

**Qiyaas Aaminaad Wanaagsan - Sharciga Jadwalka Illaalada ee Seattle 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 full-service restaurant locations worldwide).

\*Kaliya loo baahanyahay saacadlaha (tusaale ahaanu qalmida waqtiga kadib) shaqaalaha weyn ee tafaariiqda iyo aasaasida adeegyada cuntada oo ay la jiraaan 500+ shaqaale caalamka oo dhan ah (sharuuda dheeraadka ah ee adeega buuxa ee maqaayada inay lahaadaan 40+ goobo oo adeeg buuxo maqaayada ee caalamka oo dhan).

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

**Tirada dhexe ee saacadaha isbuuca shaqadiiba (oo inta lagu jiro sannadka):**

Year begins / Sanadka ayaa bilaabmaaya: \_\_\_\_\_ 1<sup>st</sup> Quarter / Rubuca 1<sup>da</sup>: \_\_\_\_\_

2<sup>nd</sup> Quarter / Rubuca 2aad: \_\_\_\_\_ 3<sup>rd</sup> Quarter / Rubuca 3aad: \_\_\_\_\_

4<sup>th</sup> Quarter / Rubuca 4aad: \_\_\_\_\_

2. **On-Call Shifts / Kalawareega laguugu yeeraayo:**  YES / HAA  NO / MAYA

**Protections against Retaliation / Illaalada ka soo horjeedo Ka aargoosiga**

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.

Badrooniyada waa ka mamnuuc inay qaadaan tallaabo horeyso (tusaale ahaan ceyrinta, dhaqaajinta, iyo hanjabaad ku sameynta ee ku wargelinta heerka socdaalka) ee ka soo horjeedo qof walba ee ku dhaqmayo xaquuqaha lagu illaaliyay Hererarka Shaqada Seattle.