**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

1. Physical address

Street

City State Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address Same as physical address

Street

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

1. General phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Manager or supervisor name \_\_\_\_\_\_\_\_\_Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. 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

1. Pay basis - check box

Hour

Day

Piece rate

Non-discretionary Bonus

Discretionary Bonus

Shift

Week

Commission (overtime eligible)

Commission (overtime exempt)

Salary (overtime eligible)

Salary (overtime exempt)

Other (please explain below)

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

1. Regular Pay day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_
2. 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: \_\_\_\_\_\_

1. **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.