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

**Notice of Employment Information**

Employers are required to provide written employment information to employees working in Seattle at time of hire & before any change any change to such employment. Information must be provided in English, Spanish and any other language commonly spoken by employees at the particular workplace.

**ቤት ጽሕፈት ህዝባዊ መሰላት ስያትል / ቤት ጽሕፈት ደረጃታት ዕዮ**

**ምልክታ ናይ ስራሕ ሓበሬታ**

ኣስራሕቲ ኣብ ስያትል ኣብ ስራሕ ንዝርከቡ ሰራሕተኛታት ኣብ ዝቘጽሩሉ ጊዜን ዝዀነ ናይ ስራሕ ለውጢ ቅድሚ ምምጻኡ ኣብ ዘሎ ሓደ ናይ ክፍሊት እዋን ንሰራሕተኛታት ብጽሑፍ ከፍልጡ ይግባእ። እቲ ሓበሬታ ብቋንቋታት እንግሊዝ፡ ስፓኒሽን ካልኦት ብሰራሕተኛታት ኣብ ውሱን ስራሕ ቦታ ብልማድ ዝጥቀሙሎም ቋንቋታትን ክቐርብ ኣሎዎ።

**Employee - ሰራሕተኛ**

❒ At hire ንስራሕ ኣብ ዝቝጸረሉ ጊዜ) ❒ Current Employee (ሕጂ ኣብ ስራሕ ዘሎ)

❒ Effective Date of this information (ሓበሬታ ኣብ ግብሪ ዝውዕለሉ ጊዜ)

1. Employee name (ስም ሰራሕተኛ)
2. Employee position (ናይ ሰራሕተኛ ናይ ስራሕ መደብ)

**Employer - ኣስራሒ**

1. Name (ስም)

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

(ናይ ኣስራሒ ካልእ ስም፡ "ናይ ስራሕና መጸውዒ ከምዚ እዩ" ዝብል ወሲኽካ)

1. Physical address (ናይ ቦታ አድራሻ)

Street (ጎደና)

City (ከተማ) State (ስተይት) Zip (ዚፕ) \_\_\_\_\_\_\_

Mailing address (ናይ ፖስታ አድራሻ) ❒ Same as physical address (ከም ናይ ቦታ ኣድራሻ እዩ)

Street (ጎደና)

City (ከተማ) State (ስተይት) Zip (ዚፕ)

1. Telephone number (ስልኪ ቁጽሪ)

**Employee’s Wage & Tip Information (ናይ ሰራሕተኛ ደሞዝን መቝሽሽን ሓበሬታ)**

1. Rate or rates of pay (መጠን ወይ መጠናት ኣከፋፍላ)

Overtime rate or rates of pay (መጠን ወይ መጠናት ኣከፋፍላ ካብ ምዱብ ሰዓታት ንላዕሊ ንዝሰርሑ)

1. Pay basis - check box (መሰረት ኣከፋፍላ - ኣብ ሳንዱቕ ምልክት ግበር)

❒ Hour (ብሰዓት) ❒ Shift (ብሺፍት)

❒ Day (ብመዓልቲ) ❒ Week (ብሰሙን)

❒ Piece rate (ብመጠን ስራሕ) ❒ Commission (ኮሚሽን)

❒ Non-discretionary Bonus (ብዘይ መምዘኒ ዝወሃብ ትርፊ ደሞዝ)

❒ Non-exempt Salary (ብውሱን ገደብ ሰዓታት ስራሕ ዝኽፈል ደሞዝ)

❒ Exempt Salary (ውሱን ገደብ ሰዓታት ስራሕ ዘይብሉ ደሞዝ)

❒ Other - provide explanation (ካልእ - መግለጺ ሃብ)

1. Regular Pay day (ደሞዝ ዝኽፈለሉ ምዱብ መዓልቲ)
2. Tip policy (ንመቝሽሽ ዝምልከት መምርሒ)

❒ Tip sharing (ምምቓል መቝሽሽ) ❒ Tip pooling (ካብ ዝተረኽበ መቝሽሽ ምውጻእ)

❒ Other tip policies – provide explanation (ካልእ ንመቝሽሽ ዝምልከት መምርሒታት– መግለጺ ሃብ)

**Optional Acknowledgement of Receipt (ከም ዝተቐበልካዮ ብምርጫኻ ምግላጽ)**

PRINT, Employer representative SIGNATURE, Employer representative & Date

(ስም ወኪል ኣስራሒ፡ ብዝርዝር ጸሓፍ) (ፊርማ፣ ወኪል ኣስራሒን ዕለትን)

PRINT, Employee SIGNATURE, Employee

(ስም ሰራሕተኛ፡ ብዝርዝር ጸሓፍ) (ፊርማ፡ ሰራሕተኛ)

**Language (ቋንቋ)**

❒ Employer provided this Notice in English (ኣስራሒ ነዚ ምልክታ ብቋንቋ እንግሊዝ ኣቕሪቡ)

❒ Employer provided this Notice in other language (ኣስራሒ ነዚ ምልክታ ብካልእ ቋንቋ ኣቕሪቡ)

**Seattle Notice of Employment Information Requirements**

**ናይ ስያትል ናይ ስራሕ ሓበሬታ ምልክታ ከማልኦ ዘሎዎ**

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

♦ ♦ ♦

**ናይ ስያትል ምምሕዳራዊ ናይ ደሞዝ ስርቂ ሕጊ- SMC 14.20**

ናይ ስያትል ሰራሕተኛታት ካብ ስርቂ ደሞዝ ዝሕሉ ተወሳኺ መከላኸሊ ኣሎዎም። ካብ 1 ሚያዝያ 2015 ጀሚሩ እቲ ሓዲሽ ናይ ደሞዝ ስርቂ ሕጊ ኣብ ስያትል ዝሰርሑ ሰራሕተኛታት ንዘሎዉዎም ኣስራሕቲ ኩሉ’ቲ ክረኽቡዎ ዝግባእ ደሞዝን መቝሽሽን ክወሃቦም፣ ኣብ ዝቝጸሩሉ፡ ስራሕ ኣብ ዝቕየረሉን ነፍሲ ወከፍ ደሞዝን መቕሽሽን ዝኽፈለሉን እዋን ናይ ስራሕ ሓበሬታ ክህቡዎም፣ ከምኡ’ውን ንስርቂ ደሞዝ ዝምልከት ናይ ሰራሕተኛ መሰል ዝሕብር ጽሑፍ ክህቡዎም ይእዝዝ። እቲ ጽሑፍ ሓበሬታ ብቋንቋታት እንግሊዝን ስፓኒሽን ካልእ ኣብቲ ናይ ስራሕ ቦታ ሰራሕተኛታት ብልማድ ዝዛረቡሎም ቋንቋታትን ክቐርብ ኣሎዎ። ብተወሳኺ እቲ ሕጊ ነቲ ኣብ ውሽጢ ቤት ጽሕፈት ሰብኣዊ መሰላት ዝርከብ ሓዲሽ ክፍሊ ናይ ምምሕዳር ከተማ ቤት ጽሕፈት ደራጃታት ዕዮ ደሞዝን መቝሽሽን ናይ ዘይተኸፍሎም ምምሕዳራዊ መጽናዕቲ ክገብር ይፈቅድ። ስርቂ ደሞዝ ህጂውን ብመሰረት SMC 12A.08.060 ከም ገበን ይቝጸር።

**ካብ ግብረ-መልሳዊ ስጉምቲ መከላኸሊ**

ኣስራሕቲ ኣንጻር ዝዀነ ሰራሕተኛ ሕጊ ዝፈቕደሉ መሰል ስለ ዝተጠቕመ ጐዳኢ ስጉምቲ (ንኣብነት ካብ ስራሕ ምውጻእ፡ ደረጃ ዕብየቱ ምጕዳል፡ ብናይ ኢሚግረሽን ክሉነታቱ ምፍርራህ) ከይወስዱ ብሕጊ ክልኩላት እዮም።

**ቤት ጽሕፈት ሰብኣዊ መሰላት / ቤት ጽሕፈት ደረጃታት ዕዮ**

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