

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](http://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: \_\_\_\_\_ 1<sup>st</sup> Quarter: \_\_\_\_\_ 2<sup>nd</sup> Quarter: \_\_\_\_\_ 3<sup>rd</sup> Quarter: \_\_\_\_\_ 4<sup>th</sup> 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.