

Date / Dat: _____



Seattle Office of Labor Standards (Biwo Estanda Travay Seattle)

Notice of Employment Information (Avi Enfòmasyon sou Travay)

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

Anplwayè yo oblije bay chak anplwaye k ap travay nan Seattle avi alekri sou enfòmasyon sou travay yo, (1) nan moman anbochaj la epi (2) anvan nenpòt chanjman nan enfòmasyon travay sa yo (eksepte enfòmasyon pou kontakte manadjè oswa sipèvizè). Yo dwe bay avi a an Angle ak lang prensipal anplwaye k ap resevwa enfòmasyon an. **Pou plis enfòmasyon kontakte Seattle Office of Labor Standards nan (206) 256-5297 oswa gade www.seattle.gov/laborstandards**

Anplwaye

Effective Date of this notice / Dat efektif avi sa a _____

☐ At hire / Anplwaye ☐ Existing Employee / Anplwaye ki egziste deja

☐ Change to Employment Information - What change to employment information?
Chanjman nan enfòmasyon sou travay - Ki chanjman nan enfòmasyon sou travay?

- | | |
|--|---|
| ☐ Employer name/ Non anplwayè | ☐ Employer address/ Adrès patwon |
| ☐ Employer phone number/email address/ Nimewo telefòn anplwayè/adrès imel | |
| ☐ Employer tip policy/Règleman sou konsèy patwon an | |
| ☐ Employee rate of pay or overtime eligibility/ Pousantaj anplwaye oswa kalifikasyon pou lè sipleman tè | |
| ☐ Employee pay basis/ Baz peman anplwaye | ☐ Employee pay day/ Jounen peye anplwaye |

1. Employee name
Non anplwaye _____
2. Employee position(s)
Pozisyon anplwaye (yo) _____

Anplwayè

1. Name
Non _____

Other name of employer, including "doing business as" name
Lòt non anplwayè a, ki gen ladan non "fè biznis kòm".

2. Physical address / Adrès fizik

Street / Ri _____

City / Vil _____ State / Eta _____ Zip / Zip _____

Mailing address / Adrès postal ☐ Same as physical address / Menm jan ak adrès fizik

Street / Ri _____

City / Vil _____ State / Eta _____ Zip / Kod _____

3. General phone number _____ Email _____
Nimewo telefòn jeneral Imel

4. Manager or supervisor name _____ Phone number _____
Non manadjè oswa sipèvizè Nimewo telefòn

Manager or supervisor email / Manadjè oswa sipèvizè imel

5. _____

Enfòmasyon sou Peman Anplwaye yo

1. Rate or rates of pay (e.g. hourly wage or annual salary) _____
Pousantaj oswa to peman (egzanp salè èdtan oswa salè anyèl)

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.
Elijiblite pou lè sipleman tè – “Kòmplis pou lè sipleman tè” vle di anplwayè yo dwe peye 1.5 fwa pousantaj nòmal la pou lè travay ki depase 40 èdtan nan yon semèn travay.

☐ Overtime eligible / Lè sipleman tè elijib ☐ Not overtime eligible / Pa kalifye lè sipleman tè

3. Pay basis - check box/Baz peman - bwat tcheke

☐ Hour /Lè

☐ Day/Jou

☐ Piece rate/Tarif pyès

☐ Non-discretionary Bonus / Bonis ki pa diskresyonè

☐ Discretionary Bonus/Bonis Diskresyonè

☐ Shift/Chanjman

☐ Week/ Semèn

☐ Commission (overtime eligible) /Komisyon (lè sipleman tè elijib)

☐ Commission (overtime exempt) /Komisyon (egzante lè sipleman tè)

☐ Salary (overtime eligible) /Salè (lè sipleman tè elijib)

☐ Salary (overtime exempt)/Salè (lè sipleman tè egzante)

☐ Other (please explain below) /Lòt (tanpri eksplike anba a)

Explanation:

Eksplikasyon: _____

4. Regular Pay day

Jou Peye regilye _____

5. Tip policy / Règleman sou konsèy

- ☐ All tips are paid to the specific employee serving the customer / Tout konsèy yo peye bay anplwaye espesifik k ap sèvi kliyan an
- ☐ Tip pooling / Pisin pwent
- ☐ Other tip policy / Lòt politik konsèy
- ☐ None (not a tipped position) / Okenn (pa yon pozisyon baskile)

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

Eksplikasyon - Anplwaye yo dwe bay eksplikasyon sou nenpòt ki règleman pou pataje konsèy, mete pisin oswa alokasyon:

Good Faith Estimate - Seattle's Secure Schedule Ordinance SMC 14.22

Estimasyon Bon Lafwa - Òdonans Orè Sekirize 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 40+ full-service restaurant locations worldwide).

*Sèlman obligatwa pou anplwaye chak èdtan (sa vle di ki elijib lè sipleman) nan gwo établissements vandè ak sèvis manje ki gen plis pase 500 anplwaye atravè lemond (kondisyon adisyonèl pou restoran sèvis konplè yo gen plis pase 40 lokal restoran sèvis konplè atravè lemond).

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

Kantite èdtan medyan pou chak semèn travay (pandan yon ane):

Year begins / Ane kòmanse: _____ 1st Quarter / 1ye Trimès: _____

2nd Quarter / 2yèm Trimès: _____ 3rd Quarter / Twazyèm Trimès: _____

4th Quarter / 4yèm Trimès: _____

On-Call Shifts / Chanjman nan apèl: ☐ YES / WI ☐ NO / NON

Protections against Retaliation / Pwoteksyon kont vanjans

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.

Anplwaye yo entèdi pou yo pran aksyon negatif (pa egzanp, revoke, degradasyon, ak fè menas pou rapòte estati imigrasyon) kont nenpòt moun pou egzèse dwa ki pwoteje pa Seattle Labor Standards.