

Date: \_\_\_\_\_

Kivi: \_\_\_\_\_



**Seattle Office of Labor Standards**  
**(Ve'e jito nda ja satiñu nuu ñuu Seattle)**

**Notice of Employment Information**

**(Tu'un ja ka'an siki tiñu ja sa'a)**

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)**

Nda ñayí ja ndeka-ji ñayí ja satiñu nuu-ji ini ñuu Seattle jiniñu'un ja kua'a-ji in tutu nuu ka'an siki tiñu ja sa'a ñayí, (1) kivi ja ñayí ya'a kivi-ji satiñu-ji ji (2) ta sama tu'un siki tiñu ja sa'a ñayí ya'a (ja ma sama kuu tu'un siki gerente a supervisor). Kanuu ja kua'a tutu ya'a nuu yu'u Inglés ji nuu yu'u ja ka'an ñayí ja satiñu. **Táva ní'in-ní kua'a ka tu'un ka'an ní jín Office of Labor Standards (OLS, Ve'e jito nda ja satiñu nuu ñuu Seattle) nuu (206) 256-5297 a kunde'e-ní nuu [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)**

**Employee / Ñayí satiñu**

Effective Date of this notice / Kivi ja satiñu tutu ya'a \_\_\_\_\_

☐ At hire / Ta kana ja satiñu

☐ Existing Employee / Ñayí ja satiñu

☐ Change to Employment Information - What change to employment information?

Ni sama tu'un siki tiñu ja sa'a: Naguá ni sama nuu tu'un siki tiñu ja sa'a

- |                                                                                       |                                                               |                                                                            |                                                                                 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Employer name                                                | <input type="checkbox"/> Employer address                     | <input type="checkbox"/> Employer phone number/email address               | <input type="checkbox"/> Employer tip policy                                    |
| <input type="checkbox"/> Sivi ñayí ja je'e tiñu                                       | <input type="checkbox"/> Tu'un siki ñayí ja je'e tiñu         | <input type="checkbox"/> Número yokaa/correo electrónico ñayí ja je'e tiñu | <input type="checkbox"/> Tu'un siki nasa sa'a jín nda propina ñayí ja je'e tiñu |
| <input type="checkbox"/> Employee rate of pay or overtime eligibility                 | <input type="checkbox"/> Employee pay basis                   | <input type="checkbox"/> Employee pay day                                  |                                                                                 |
| <input type="checkbox"/> Xu'un ja chunaa nuu ñayí satiñu a hora ja satiñu kua'a ka-ji | <input type="checkbox"/> Ndesaa kuu chunaa nuu ñayí ja satiñu |                                                                            |                                                                                 |
| <input type="checkbox"/> Kivi ja chunaa nuu ñayí ja satiñu                            |                                                               |                                                                            |                                                                                 |

1. Employee name \_\_\_\_\_

Sivi ñayí ja satiñu

2. Employee position(s) \_\_\_\_\_

Tiñu ja sa'a ñayí ja satiñu

**Employer / Ñayí ja je'e tiñu**

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

Sivi

Other name of employer, including "doing business as" name  
Inka sivi ñayí ja je'e tiñu, tanu kuu "tiñu ja ka sa'a-de"

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2. Physical address / Nuun deede

Street / Calle \_\_\_\_\_

City / Ciudad \_\_\_\_\_ State / Estado \_\_\_\_\_ Zip / Código postal \_\_\_\_\_

Mailing address / Dirección postal ☐ Same as physical address / Inuu ni kuu jín nuun deede

Street / Calle \_\_\_\_\_

City / Ciudad \_\_\_\_\_ State / Estado \_\_\_\_\_ Zip / Código postal \_\_\_\_\_

3. General phone number \_\_\_\_\_ Email \_\_\_\_\_  
Número yokaa Correo electrónico

4. Manager or supervisor name \_\_\_\_\_ Phone number \_\_\_\_\_  
Sivi gerente a supervisor Número yokaa

5. Manager or supervisor email \_\_\_\_\_  
Correo electrónico gerente a supervisor

## Employee Payment Information / Tu'un siki ja chunaa nuu ñayí ja satíñu

1. Rate or rates of pay (e.g. hourly wage or annual salary) \_\_\_\_\_  
 Ndesaa chunaa (tanu kuu, ja chunaa nuu hora a ja chunaa nuu kuiya)

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.

Kaji ja satíñu kua'a ka-ji hora: “Kaji ja satíñu kua'a ka-ji hora” kúni ka'an ja nda ñayívi ja je'e tiñu chunaa ji vi'i ka 1,5 nuu ja chunaa-ji siki ja ñayí ja satíu nuu-ji satíñu vi'i ka 40 hora ja semana.

☐ Overtime eligible / Kaji ja satíñu kua'a ka-ji hora ☐ Not overtime eligible / Nduu kaji ja satíñu kua'a ka-ji hora

3. Pay basis - check box

Ja chunaa – nuu kunde'e nú satíñu

☐ Hour  
 Hora

☐ Day  
 Kivi

☐ Piece rate  
 Xu'un ja chunaa nuu in in

☐ Non-discretionary Bonus  
 Xu'un ja ma kuu kunimani

☐ Discretionary Bonus  
 Xu'un ja kuu kunimani

☐ Shift  
 Kivi satíñu

☐ Week  
 Semana

☐ Commission (overtime eligible)  
 Ja ni'in-ji (kaji ja satíñu kua'a ka-ji hora)

☐ Commission (overtime exempt)  
 Ja ni'in-ji (ma satíñu kua'a ka-ji hora)

☐ Salary (overtime eligible)  
 Ja chunaa (kaji ja satíñu kua'a ka-ji hora)

☐ Salary (overtime exempt)  
 Ja chunaa (ma satíñu kua'a ka-ji hora)

☐ Other (please explain below)  
 Inka (kachi-ní na siki kuu)

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

Na siki kuu:

4. Regular Pay day \_\_\_\_\_  
 Kivi ja chunaa

5. Tip policy / Tu'un siki nasa sa'a jín propina

☐ All tips are paid to the specific employee serving the customer / Ndi'i propina je'e nuu ñayí ja ni satíñu jín ñayí ja ja'a xu'un

☐ Tip pooling / Naxtutu propina

☐ Other tip policy / Inka ka tu'un siki nasa sa'a jín nda propina

☐ None (not a tipped position) / Ni in (nduu je'e propina nuu-ji)

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

Na siki kuu: Nda ñayí ja je'e tiñu kanuu kachi-de nasa naxtutu a ja'a propina:

\_\_\_\_\_

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

**Ja jani ini ja sa'a-ní – tu'un ñuu Seattle ja tatuni na hora kuu ja va'a ka satíñu 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).

\*Vachi ni kuu ní'in tiñu nuu nda ñayí ja satíñu ndaká hora (kúni ka'an, ni kaji ja satíñu kua'a ka hora) nda nuu ve'e ka'un nuu satíñu nda ñayí ji nuu xiko ja kaji-yo jín ví'i ka 500 ñayí ja satíñu nuu níí ñuyiví (jikan kua'a ka tu'un nuu nda restaurante ja satíñu nuu ví'i ka 40 restaurante ja satíñu nuu níí ñuyiví).

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

**Número nda hora ja satíñu nuu semana (nuu in kuiya):**

Year begins / Kije'e nuu kuiya: \_\_\_\_\_ 1<sup>st</sup> Quarter / 1<sup>er</sup> Trimestre: \_\_\_\_\_

2<sup>nd</sup> Quarter / 2<sup>do</sup> Trimestre: \_\_\_\_\_ 3<sup>rd</sup> Quarter / 3<sup>er</sup> Trimestre: \_\_\_\_\_

4<sup>th</sup> Quarter / 4<sup>to</sup> Trimestre: \_\_\_\_\_

**On-Call Shifts / Turno ja satíñu:** ☐ YES / SAA ☐ NO / NDUU

**Protections against Retaliation / Ja ma kuu sa'a**

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.

Nda ñayiví ja je'e tiñu ma kuu sa'a xeen-de (tanu kuu ja, skúnu de-ji, kandee-de tiñu-ji ji ja kachi-de ja nduu na tutu-ji) jín naani ñayí chi yí'i-ji chijin tu'un Seattle Labor Standards (Tu'un siki nasa satíñu ini ñuu Seattle).