

Date: _____

Kivi: _____



Seattle Office of Labor Standards

(Ve'e nuu jito ja satiñu)

Notice of Employment Information

(Tu'un siki tiñu 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**

Ndaká ñayiví ja ja'a ji tiñu nuu nda ñayí ini ñuu Seattle kánuu ja kua'a-ji in tutu nuu ka'an nasa satiñu ñayiví, (1) kivi ja ñayiví ya'a kivi satiñu (2) ta sama tu'un siki tiñu ja sa'a ñayiví (ja ma sama kuu tu'un siki gerente axi supervisor). Kuu kua'a tutu ya'a nuu yu'u Inglés ji nuu yu'u ja ka ka'an nda ñayiví ja satiñu. **Tágua ní'in ka ní tu'un ka'an ní jín Seattle Office of Labor Standards (OLS, Ve'e nuu jito ja satiñu) nuu (206) 256-5297 axi kivi ní nuu www.seattle.gov/laborstandards**

Employee / Ñayiví ja satiñu

Effective Date of this notice / Kivi satiñu tutu ya'a _____

☐ At hire / Kivi kana ja satiñu

☐ Existing Employee / Ñayiví satiñu

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

Ni sama tu'un nasa satiñu: Na tu'un ni sama

- | | | | |
|--|--|---|--|
| ☐ Employer name | ☐ Employer address | ☐ Employer phone number/email address | ☐ Employer tip policy |
| ☐ Sivi ñayiví ja
já'a tiñu | ☐ Tu'un siki ñayiví
ja já'a tiñu | ☐ Número yokaa/correo electrónico
ñayiví ja já'a tiñu | ☐ Tu'un ja kachi siki ja sa'a
jín nda propina ñayí ja
já'a tiñu |
| ☐ Employee rate of pay or overtime eligibility | ☐ Employee pay basis | ☐ Employee pay day | |
| ☐ Ja chunaa nuu ñayiví satiñu axi hora ja
satiñu kua'a ka ji | ☐ Nasaa chunaa nuu
ñayiví satiñu | ☐ Kivi chunaa nuu ñayiví satiñu | |

1. Employee name _____

Sivi ñayiví satiñu

2. Employee position(s) _____

Tiñu sa'a ñayiví satiñu

Employer / Ñayiví já'a tiñu

1. Name _____

Sivi

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

Inka sivi ñayiví ja já'a tiñu, tanu kuu "nda tiñu sa'a ji"

2. Physical address / Nuun deede

Street / Calle _____

City / Ciudad _____ State / Estado _____ Zip / Código postal _____

Mailing address / Dirección postal ☐ Same as physical address / Inuun ni kuun 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 axi supervisor Número yokaa

5. Manager or supervisor email _____
Correo electrónico gerente axi supervisor

Employee Payment Information / Tu'un ja ka'an siki nasa chunaa nuu

1. Rate or rates of pay (e.g. hourly wage or annual salary) _____
Nasaa chunaa (tanu kuu, ja chunaa nuu ndaká hora axi ja chunaa nuu ndaká 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.

Satiñu kua'a ka hora: “Satiñu kua'a ka hora” kúni ka'an ja ndaká ñayiví ja já'á tiñu chunaa ji vi'i ka 1,5 siki ja ñayiví ja satiñu nuu de satiñu vi'i ka 40 hora nuu semana.

☐ Overtime eligible / Satiñu kua'a ka hora ☐ Not overtime eligible / Ma satiñu kua'a ka hora

3. Pay basis - check box

Ja chunaa – nuu kuni tú satiñu

☐ Hour
Hora

☐ Day
Kivi

☐ Piece rate
Xu'un ja chunaa

☐ Non-discretionary Bonus
Xu'un ja ma kunimani

☐ Discretionary Bonus
Xu'un ja kunimani

☐ Shift
Kivi satiñu

☐ Week
Semana

☐ Commission (overtime eligible)
Ja ni'in ñayiví (satiñu kua'a ka hora)

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

☐ Salary (overtime eligible)
Ja chunaa (satiñu kua'a ka hora)

☐ Salary (overtime exempt)
Ja chunaa (ma satiñu kua'a ka hora)

☐ Other (please explain below)
Inka (kachi-ní naku)

Explanation: _____

Naku:

4. Regular Pay day _____
Kivi ja chunaa

5. Tip policy / Tu'un ja ka'an nasa sa'a jín propina

☐ All tips are paid to the specific employee serving the customer / Kánuu ja kua'a di'i propina nuu ñayiví ja ni satiñu jín cliente

☐ Tip pooling / Naxtutu propina

☐ Other tip policy / Inka ka tu'un ja ka'an nasa sa'a jín propina

☐ None (not a tipped position) / Ni jaku (nduu já'á propina nuu ji)

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

Naku: Ndaká ñayiví ja já'á tiñu kanuu kachi ji nasa nastutu axi je'e propina:

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

Jani ini ja sa'a va'a ní – tu'un ñuu Seattle ja kachi nekuu hora ja va'a ka satiñu 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).

*Tu'un ya'a tiñu nuu nda ñayiví ja satiñu ndaká hora (kúni ka'an ja, satiñu kua'a ka hora) nuu ndaká ve'e ka'nu nuu satiñu nda ñayiví ji nuu xiko ja yaji yo jín ví'i ka 500 ñayiví ja satiñu níka'nu ñuuyiví (jikan kua'a ka tu'un nuu ndaká restaurante ja satiñu nuu ví'i ka 40 restaurante ja satiñu nuu nika'nu ñuuyiví).

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

Número hora satiñu ja semana (nuu in kuiya):

Year begins / Kije'e nuu kuiya: _____ 1st Quarter / 1^{er} Trimestre: _____

2nd Quarter / 2^{do} Trimestre: _____ 3rd Quarter / 3^{er} Trimestre: _____

4th Quarter / 4^{to} Trimestre: _____

On-Call Shifts / Turno satiñu: ☐ YES / SAA ☐ NO / NDUU

Protections against Retaliation / Tiñi ja ma 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 já'á ji tiñu ma kuu sa'a xeen ji (tanu kuu, ma kuu skúnu de ji, sama de tiñu ji jín ja kachi de ja nduu na tutu ji) jín ndaká ñayiví chi Seattle Labor Standards (Tu'un siki nasa satiñu ini ñuu Seattle) jito ji.