

# media services

payroll accounting residuals software healthcare incentives

## Seattle Employment Information Form

Per the Seattle Office of Civil Rights / Office of Labor Standards, 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.

### Employee

- At hire  Current Employee  
 Effective Date of this information \_\_\_\_\_

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

2. Employee position \_\_\_\_\_

### 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. Telephone number \_\_\_\_\_

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## Employee's Wage & Tip Information

1. Rate or rates of pay \_\_\_\_\_

2. Overtime rate or rates of pay \_\_\_\_\_

Overtime Exempt

3. Pay basis - check box

Hour

Day

Piece rate

Non-discretionary Bonus

Exempt Salary

Shift

Week

Commission

Non-exempt Salary

Other - provide explanation

\_\_\_\_\_

4. Regular Pay day \_\_\_\_\_

5. Tip policy

Tip sharing

None (not a tipped position)

Tip pooling

Other tip policy

Explanation \_\_\_\_\_

\_\_\_\_\_

## Optional Acknowledgement of Receipt

\_\_\_\_\_  
PRINT, Employer representative

\_\_\_\_\_  
SIGNATURE, Employer representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT, Employee

\_\_\_\_\_  
SIGNATURE, Employee

### Language

Employer provided this Notice in English

Employer provided this Notice in other language \_\_\_\_\_

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## Seattle Notice of Employment Information Requirements

### **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 required 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 of Labor Standards** [206 684 4500](tel:2066844500) [seattle.gov/laborstandards](http://seattle.gov/laborstandards)