# 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](http://www.seattle.gov/laborstandards) or see www.seattle.gov/laborstandards

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**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) ___________________________________________________

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**Employer**

1. Name  
   Archdiocese of Seattle

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

   ____________________________

   [PARISH OR SCHOOL]  

2. Physical address

   Street ______________________

   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

☐ Hour ☐ Week
☐ Day ☐ Commission (overtime eligible)
☐ Piece rate ☐ Commission (overtime exempt)
☐ Non-discretionary Bonus ☐ Salary (overtime eligible)
☐ Discretionary Bonus ☐ Salary (overtime exempt)
☐ Shift ☐ Other (please explain below)

Explanation: ________________________________________________________________

4. Regular Pay day ________________________________

5. Tip policy

   The Archdiocese of Seattle and its associated locations do not have tipping as a form of compensation

Seattle’s Secure Schedule Ordinance SMC 14.22
The Archdiocese of Seattle and its associated locations are not subject to this ordinance

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.