



Seattle Office of Labor Standards (西雅图劳工标准办公室)

Notice of Employment Information (雇佣信息通知)

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**

雇主必须 (1) 在雇用时; (2) 在此类雇佣信息发生变更之前 (经理或主管联系方式信息除外), 向在西雅图工作的每位员工提供书面的雇佣信息通知。通知必须以英文和接收信息的员工的主要语言提供。**欲了解更多信息, 请致电(206) 256-5297 联系西雅图劳工标准办公室或访问www.seattle.gov/laborstandards**

Employee / 员工

Effective Date of this notice / 通知的生效日期 _____

☐ At hire / 受雇时

☐ Existing Employee / 现有员工

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

雇佣信息发生变更——什么雇佣信息发生了变更?

☐ Employer name / 雇主姓名

☐ Employer address / 雇主地址

☐ Employer phone number/email address / 雇主电话号码/电子邮件地址

☐ Employer tip policy / 雇主小费政策

☐ Employee rate of pay or overtime eligibility / 员工工资率或加班资格

☐ Employee pay basis / 员工基本工资

☐ Employee pay day / 员工计薪天数

1. Employee name _____
员工姓名

2. Employee position(s) _____
员工职位 (岗位)

Employer / 雇主

1. Name _____
姓名

Other name of employer, including "doing business as" name
其它雇主姓名, 包括“被以名义经营者”的名字

2. Physical address / 居住地址

Street / 街 _____

City / 市 _____ State / 州 _____ Zip / 邮编 _____

Mailing address / 邮寄地址 ☐ Same as physical address / 和居住地址相同

Street / 街 _____

City / 市 _____ State / 州 _____ Zip / 邮编 _____

3. General phone number _____ Email _____
般电话号码 电子邮件

4. Manager or supervisor name _____ Phone number _____
经理或主管姓名 电话号码

5. Manager or supervisor email _____
经理或主管电子邮件

Employee Payment Information / 员工薪酬信息

1. Rate or rates of pay (e.g. hourly wage or annual salary) _____
工资率或付薪方式（例如小时工资或年薪）

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.
加班资格——“加班资格”指员工每周工作超过 40 小时的工作小时数雇主必须付正常工资 1.5 倍。

☐ Overtime eligible / 加班资格

☐ Not overtime eligible / 非加班资格

3. Pay basis - check box / 基本工资——勾选框

☐ Hour / 小时

☐ Week / 周

☐ Day / 天

☐ Commission (overtime eligible) / 佣金（加班资格）

☐ Piece rate/ 计件工资

☐ Commission (overtime exempt) / 佣金（加班豁免）

☐ Non-discretionary Bonus / 非酌情奖金

☐ Salary (overtime eligible) / 工资（加班资格）

☐ Discretionary Bonus / 酌情奖金

☐ Salary (overtime exempt) / 工资（加班豁免）

☐ Shift / 班次

☐ Other (please explain below) / 其它（请在下方说明）

Explanation: _____

说明

4. Regular Pay day _____
正常付薪天数

5. Tip policy /小费政策

- ☐ All tips are paid to the specific employee serving the customer / 付给为客户服务的指定员工的所有小费
- ☐ Tip pooling / 小费均分制度
- ☐ Other tip policy /其它小费政策
- ☐ None (not a tipped position) / 无（不是小费岗位）

Explanation - Employers must provide explanation of any tip sharing, pooling or allocation policies:
说明——雇主必须提供任何小费共享、小费均分或分配政策的说明:

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

诚信评估——西雅图安全时间表条例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).

*仅对在全世界拥有超过 500 名雇员的大型零售和食品服务机构的按小时数付薪的（即加班资格）雇员有要求（对在全世界拥有 40 家以上的提供全面服务的餐馆有关于全面服务餐馆的额外要求）。

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

每周工作时间的中位数（一年中）:

Year begins / 开始年份: _____ 1st Quarter / 第一季度: _____

2nd Quarter / 第二季度: _____ 3rd Quarter / 第三季度: _____

4th Quarter / 第四季度: _____

2. On-Call Shifts / 随叫随到班组: ☐ YES/是 ☐ NO / 否

Protections against Retaliation / 针对报复的保护

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.

禁止雇主对任何行使西雅图劳工标准保护权利的人采取不利行动（例如解雇、降职和威胁报告移民身份）。