

Notice of Employment Information

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

Employee rate of pay or overtime eligibility Employee pay basis Employee pay day

1. Employee name _____

2. Employee position(s) _____

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. 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

<input type="checkbox"/> Hour	<input type="checkbox"/> Week
<input type="checkbox"/> Day	<input type="checkbox"/> Commission (overtime eligible)
<input type="checkbox"/> Piece rate	<input type="checkbox"/> Commission (overtime exempt)
<input type="checkbox"/> Shift	<input type="checkbox"/> Other (please explain below)

Explanation: _____

4. Regular Pay day _____

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

Good Faith Estimate

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

Year begins: _____ 1st Quarter: _____ 2nd Quarter: _____ 3rd Quarter: _____ 4th Quarter: _____

2. **On-Call Shifts:** YES NO

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 Emeryville Labor Standards.