

Date: \_\_\_\_\_

မုဒ်နံ- \_\_\_\_\_



### Seattle Office of Labor Standards (Seattle ဝဲဒါးအပူမတၢ်ဖိအပတီၢ်တဖၣ်)

### Notice of Employment Information (တၢ်ဟ့ၣ်ဖဲးဟ့ၣ်မတၢ်ဂ့ၢ်တၢ်ကျိၤအတၢ်ဒုးသ့ၣ်ညါ)

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](http://www.seattle.gov/laborstandards)**

တၢ်မၤကစၢ်တဖၣ်အလီၢ်အိၣ်လၢ ကဘၣ်ကွဲးဒုးသ့ၣ်ညါဘၣ်ဝဲဒၣ် တၢ်ဟ့ၣ်ဖဲးဟ့ၣ်မတၢ်ဂ့ၢ်တၢ်ကျိၤတဖၣ်ညါ ပူၤမတၢ်ဖိကိးမတၢ်လၢ Seattle ပူၤကိးဂးဒဲး, (1) တၢ်ငါလဲအိၣ်အဆၢကတီၢ်ဒီ (2) တချုးဒဲးလၢတၢ်ဆီတလဲတၢ်ဟ့ၣ်ဖဲးဟ့ၣ်မတၢ်ဂ့ၢ်တၢ်ကျိၤတဖၣ် (မ့တမ့ၢ်လၢ ပွဲၤရဲၣ်ကျဲတၢ် မ့တမ့ၢ် ပူၤဟ့ၣ်ကုၣ်တၢ် အတၢ်ဆဲးကျိးတၢ်ဂ့ၢ်တၢ်ကျိၤတဖၣ်).

တၢ်ဒုးသ့ၣ်ညါအတၢ်ဂ့ၢ်တၢ်ကျိၤတဖၣ်လၢပူၤမတၢ်ဖိဒီးန့ၣ်ဘၣ်အိၣ်တဖၣ်န့ၣ် ကဘၣ်တၢ်ကွဲးအိၣ်လၢ အဲကလံးကျိၣ်

ဒီးပူၤမတၢ်ဖိအကျိၣ်န့ၣ်လီၤ. **လၢတၢ်ဂ့ၢ်တၢ်ကျိၤအဂ့ၢ်လၢအိၣ်ဆဲးကျိးဘၣ် Seattle အဝဲဒါးအပူၤမတၢ်ဖိအတၢ်မပတီၢ် ဖဲ (206) 256-5297**

**မ့တမ့ၢ် ကွၢ်ဘၣ် [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)**

**Employee/ ပူၤမတၢ်ဖိ**

Effective Date of this notice / တၢ်ဒီးန့ၣ်ဘၣ်တၢ်ဒုးသ့ၣ်ညါအမုဒ်နံ- \_\_\_\_\_

At hire / လၢတၢ်ငါလဲဝဲ

Existing Employee / ပူၤမတၢ်ဖိလၢအိၣ်ပၤစၢၤတဖၣ်

Change to Employment Information - What change to employment information?

တၢ်ဆီတလဲညါ ပူၤမတၢ်ဖိအတၢ်ဂ့ၢ်တၢ်ကျိၤတဖၣ်-တၢ်ဆီတလဲဝဲဒၣ်တၢ်ဟ့ၣ်ဖဲးဟ့ၣ်မတၢ်ဂ့ၢ်တၢ်ကျိၤမနုၤတဖၣ်လဲၣ်?

Employer name / တၢ်မၤကစၢ်အမံၤ

Employer address / တၢ်မၤကစၢ်အိၣ်ဆိးလီၢ်

Employer phone number/email address / တၢ်မၤကစၢ်လီၤတဲစီနီၢ်ဂံၢ်/အံၤမ့(လ)

Employer tip policy / တၢ်မၤကစၢ်တၢ်ဟ့ၣ်ကနၢၤသန့

Employee rate of pay or overtime eligibility / ပူၤမတၢ်အဘူးအလဲနီၣ်ထီၣ် မ့တမ့ၢ် ကြားတၢ်မၤကတီၢ်ဘျဲၣ်တၢ်ယုထၢ

Employee pay basis / ပူၤမတၢ်ဖိဂံၢ်ခိၣ်ထံးအဘူးအလဲ

Employee pay day / ပူၤမတၢ်ဖိတနံၤဘၣ်တနံၤအဘူးအလဲ

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

2. Employee position(s) \_\_\_\_\_  
ပူၤမတၢ်ဖိအလီၢ်လၢ (တဖၣ်)

**Employer / တၢ်မၤကစၢ်**

1. Name \_\_\_\_\_  
မံၤ

Other name of employer, including "doing business as" name  
တၢ်မၤကစၢ်မံၤလၢအဂ့ၢ်အဂၢၤ, ယုၣ်ဒီး "ဒ်သိးတၢ်မၤမုၢ်ကျိၤဝဲၤကွၢ်" မံၤ

2. Physical address / အိမ်အိမ်လိပ်ကုံးမံ

Street / ကျဲအမံ \_\_\_\_\_

City / ဝှံ \_\_\_\_\_ State / ကိမ်စံ \_\_\_\_\_ Zip / စု (ဝ) \_\_\_\_\_

Mailing address / တံဆိပ်အိမ်အိမ်လိပ်ကုံးမံ  Same as physical address / ဒံသိးနိမ်ကစံအိမ်အိမ်လိပ်ကုံးမံ

Street / ကျဲအမံ \_\_\_\_\_

City / ဝှံ \_\_\_\_\_ State / ကိမ်စံ \_\_\_\_\_ Zip / စု (ဝ) \_\_\_\_\_

3. General phone number \_\_\_\_\_ Email \_\_\_\_\_  
လိတ်စီနိမ်ဝှံလံတံဂှံကလံကလံ အံမ (လ)

4. Manager or supervisor name \_\_\_\_\_ Phone number \_\_\_\_\_  
ပှံရဲကဲတံ မှတမံ ပှံဟံကဲတံအမံ လိတ်စီနိမ်ဝှံ

5. Manager or supervisor email \_\_\_\_\_  
ပှံရဲကဲတံ မှတမံ ပှံဟံကဲတံ အံမ (လ)

**Employee Payment Information / Employee Payment Information**  
**ပျာမတၢ်ဖိတၢ်ဟ့ၣ်ဘူးလဲအတၢ်ဂ့ၢ်တၢ်ကျိၤ / ပျာမတၢ်ဖိတၢ်ဟ့ၣ်ဘူးလဲအတၢ်ဂ့ၢ်တၢ်ကျိၤ**

1. Rate or rates of pay (e.g. hourly wage or annual salary) \_\_\_\_\_  
 နီၣ်ထီၣ် မ့တမ့ၢ် ဘူးလဲအနီၣ်ထီၣ် (အဒိ. န့ၣ်ရံၣ်ဘၣ်န့ၣ်ရံၣ်ဘူးလဲ မ့တမ့ၢ် နီၣ်လါဘူးလဲ)
  
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.  
 တၢ်မၤဆၢကတီၢ်ဘျုးတၢ်ယုထၢကြး- “တၢ်မၤကတီၢ်ဘျုးအတၢ်ယုထၢကြး” စံးတၢ်န့ၣ် တၢ်မၤကစၢ်တဖၣ်ကဘၣ်ဟ့ၣ် 1.5 ဂံၢ်အါဒီး တန့ၣ်ရံၣ်ဘၣ်တန့ၣ်ရံၣ်ဘူးလဲလၢတၢ်ဟ့ၣ်အီၤညီၣ်န့ၣ် လၢအဘျုးထီၣ်ဝဲဒၣ် 40 န့ၣ်ရံၣ်လၢတၢ်နွံတီၢ်ပူၤန့ၣ်လီၤ.  
 Overtime eligible / ကြးဒီးတၢ်မၤကတီၢ်ဘျုးတၢ်မၤတၢ်ယုထၢ  
 Not overtime eligible / တမ့ၢ်ကြးဒီးကတီၢ်ဘျုးတၢ်မၤတၢ်ယုထၢ
  
3. Pay basis - check box  
 ဂ့ၢ်ဒိၣ်ထံးဘူးလဲ - သမံထံဘၣ်လံာ်ဒၢပူၤ
 

<input type="checkbox"/> Hour န့ၣ်ရံၣ် <input type="checkbox"/> Day မ့ၢ်န့ၣ် <input type="checkbox"/> Piece rate ဘူးလဲလၢတၢ်မၤဖီခိၣ် <input type="checkbox"/> Non-discretionary Bonus တဘၣ်-တၢ်ဟ့ၣ်ဘူးလဲကနၢၤဘၣ် <input type="checkbox"/> Discretionary Bonus တၢ်ဟ့ၣ်ဘူးလဲကနၢၤ <input type="checkbox"/> Shift တၢ်ဖိးတၢ်မၤကတီၢ်	<input type="checkbox"/> Week နွံ <input type="checkbox"/> Commission (overtime eligible) စ့တၢ်ဟ့ၣ်ကနၢၤ (ကြးဒီးကတီၢ်ဘျုးတၢ်မၤ) <input type="checkbox"/> Commission (overtime exempt) စ့တၢ်ဟ့ၣ်ကနၢၤ (ကြးဒီးကတီၢ်ဘျုးတၢ်မၤ) <input type="checkbox"/> Salary (overtime eligible) လါလဲ (ကြးဒီးကတီၢ်ဘျုးတၢ်မၤ) <input type="checkbox"/> Salary (overtime exempt) လါလဲ (ကြးဒီးကတီၢ်ဘျုးတၢ်မၤ) <input type="checkbox"/> Other (please explain below) အဂ့ၢ်ဂၤ (ဝံသးစ့ၤဟံၣ်ဖျါထီၣ်လၢလၢ)
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Explanation: \_\_\_\_\_  
 တၢ်ကတီၢ်ရဲၣ်တၢ်-

4. Regular Pay day \_\_\_\_\_  
 တၢ်ဟ့ၣ်ဘူးလဲမ့ၢ်န့ၣ် ညီၣ်န့ၣ်
  
5. Tip policy / တၢ်ဟ့ၣ်ကနၢၤသန့
  - All tips are paid to the specific employee serving the customer / တၢ်ဟ့ၣ်ကနၢၤတဖၣ်န့ၣ်ဘၣ်တၢ်ဟ့ၣ်အီၤဆူပူၤမၤတၢ်ဖိလီၤလီၤလၢအဖိးမၤစၢၤဝဲဒၣ် ပုၤစူးကါတၢ်တဖၣ်
  - Tip pooling / တၢ်ထၢဖျိၣ်ပူၤမၤတၢ်ဟ့ၣ်ကနၢၤ
  - Other tip policy / တၢ်ဟ့ၣ်ကနၢၤသန့ဂ့ၢ်ဂၤ
  - None (not a tipped position) / နီၣ်တမံၤ (တမ့ၢ်တၢ်ဟ့ၣ်ကနၢၤလီၤလဲး)

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

**Good Faith Estimate - Seattle's Secure Schedule Ordinance SMC 14.22**  
**တၢ်နၢၤဂ့ၤအတၢ်တၢ်ယၢ် - Seattle အံၤအပူၤဖျးထီၣ်လံၤတၢ်သ့ၣ်န့ၢ်ဖးသီတၢ်စံၣ်ညီၣ်တီၢ် 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).

\*လိၣ်ဘၣ်ထဲၤလၢအန့ၣ်ရံၣ်ဘၣ်အန့ၣ်ရံၣ် (အဒိ, ကြးဒီးတၢ်မၤကတီၢ်ဘျုးတၢ်ယုၤ) ပုၤမၤတၢ်ဖိမၤတၢ်လၢတၢ်ဆါကစဲးကစီးအလီၢ်ဒိၣ်ဒိၣ် မ့ၣ်မ့ၣ်တဖၣ် ဒီးတၢ်ဆါတၢ်အိၣ်တၢ်အိၣ်လီၢ်လၢအိၣ်ဒီးပုၤမၤတၢ်ဖိ 500 ဖိခိၣ်လၢဟီၣ်ခိၣ်ချၢဒိတဘျုး (အလိၣ်ဘၣ်အါထီၣ်ဝဲဒၣ်တၢ်ဂ့ၤဂၤလၢ တၢ်အိၣ်ကျဲးဆါတၢ်လၢပုၤလၢ အကအိၣ်ဒီး တၢ်အိၣ်ကျဲးဆါတၢ်လၢပုၤလၢအါန့ၣ်ဒီးအဖျၢၣ် 40 လၢဟီၣ်ခိၣ်ဒိတဖျၢၣ်).

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

**တၢ်မၤအန့ၣ်ရံၣ်ခါသးပတီၢ်လၢတံၣ်တီၢ်ပူၤ (လၢဒိတန့ၣ်ကျၢၤ)-**

Year begins / စးထီၣ်န့ၣ်တဖၣ်- \_\_\_\_\_ 1<sup>st</sup> Quarter / အကတီၢ် 1- \_\_\_\_\_  
 2<sup>nd</sup> Quarter / အကတီၢ် 2- \_\_\_\_\_ 3<sup>rd</sup> Quarter / အကတီၢ် 3- \_\_\_\_\_  
 4<sup>th</sup> Quarter / အကတီၢ် 4- \_\_\_\_\_

**On-Call Shifts / အိၣ်ကတီၢ်စၢၤ-တၢ်မၤကတီၢ်တဖၣ်-**  YES / မ့ၢ်  NO / တမ့ၢ်

**Protections against Retaliation / တၢ်ဒိသဒါစၢၤဝဲဒၣ်တၢ်ခိၣ်ဆုၢ်က့ၤတၢ်**

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.

တၢ်တြီၤဒီးအိၣ်ဝဲဒၣ် တၢ်ဟူးတဂဲၤလၢတၢ်မၤကစၢၤကမၤဝဲဒၣ်အမ့ၢ် (အဒိ, တၢ်ထုးထီၣ်ကွၢ်လၢတၢ်မၤ, တၢ်သုးလီၤလီၢ်လၢ, ဒီးတၢ်မၤပျံၤမၤဖုးလၢက ဟံၣ်ဖျါထီၣ်တၢ်သုးလီၤသုးကျဲးတၢ်အိၣ်သးတဖၣ်) လၢအထီၣ်ဝဲဒၣ်ပုၤတဂၤလၢ အဂဲၤလီၢ်ဝဲတၢ်ခွဲးတၢ်ယၢ်လၢ Seattle ပုၤမၤတၢ်ဖိတၢ်ဟံၣ်ပတီၢ်ဒိသ ဒါယၢ်အိၣ်န့ၣ်လီၤ.