



NOTICE OF HIRE – EMPLOYMENT STATUS AND ACKNOWLEDGEMENT OF WAGE RATE(S)

Notice of Hire (Check only one)			
<input type="checkbox"/> At Hire	<input type="checkbox"/> Current Employee	<input type="checkbox"/> Annual–Current Date _____	<input type="checkbox"/> Before a change in pay rate(s) or payday
Effective Date: ____/____/____			

Section 1	
Employer	Employee
Company Name: _____ DBA: _____ Permanent Address: _____ Street Line 2: _____ City: _____ State: _____ Zip Code: _____ Mailing Address: <input type="checkbox"/> Same as Physical Address _____ Street Line 2: _____ City: _____ State: _____ Zip Code: _____ Phone: (____) _____ - _____	Employer Name: _____ DBA: _____ Physical Address: _____ City: _____ State: _____ Zip Code: _____ <hr/> <div style="text-align: center;">Preparer</div> Preparer's Name: _____ Preparer's Title: _____ Preparer's Signature: _____ Signature Date: _____ (Required under the hospitality industry wage order)

Section 2	
Pay Frequency and Payday	
Pay Frequency: _____ (Weekly, bi-weekly, semi-monthly, monthly, etc.)	Designated Pay Day: _____ (Day of week when wages are payable/available)

Section 3	
Allowances Taken Against Wages: <input type="checkbox"/> None, or:	
<input type="checkbox"/> Tips	\$ _____ per hour
<input type="checkbox"/> Meals	\$ _____ per meal
<input type="checkbox"/> Lodging	\$ _____ per _____
<input type="checkbox"/> Other	\$ _____ per _____

Section 4	
Tipped Employees	

Employer Must Read: If you have tipped employee(s) for whom tip credit is taken, this credit cannot exceed the tips they actually receive. Their hourly wage plus this credit must be at least equal to the minimum wage.

Employee Must Read: Specifically, if you do not receive enough tips over the course of a week to bring you up to the District of Columbia minimum wage hourly rate at \$9.50 per hour for the first 40 hours and \$14.25 per hour for hours over 40, you will be paid additional wages that week to make up the difference. All tips you receive must be retained by you, except for tips contributed to a valid tip pooling or tip sharing arrangement limited to employees who customarily and regularly receive tips.

Section 4

Basis of Wage Payment

Exempt

Rate of Pay: _____

Pay Basis: _____ State if pay is based on an hourly, salary, day rate, piece rate, or other basis.

Section 5

Hourly

Rate of Pay: _____ per hour

Overtime Rate of Pay* _____ per hour

Multiple Hourly Rates (for each type of work or shift)

Rate of Pay: _____ per hour for _____

Rate of Pay: _____ per hour for _____

Rate of Pay: _____ per hour for _____

*Overtime must be at least 1 ½ times the weighted average of the multiple rates of pay for the week, with few exceptions. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week, depending on how many hours you worked at each rate of pay. The overtime rate may vary from week to week.

Section 6

Weekly or Salary for a Fixed Number of Hours (40 or fewer per week)

Rate of Pay: _____ per _____

Overtime Rate of Pay: _____ per hour

Weekly Hours _____ (Specify the number of hours for which the weekly rate of salary will be paid.)

Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate of Other Non-Hourly Pay

Rate of Pay: _____

Per _____ (Specify the basis for the rate paid – salary for varying hours, day rate, etc.)

Section 7

Prevailing Rate or Other Jobs

Prevailing Rate Jobs: Your rate of pay will be the posted rate for the occupations(s) of _____

Your overtime rate(s) are payable after 8 hours in a day and after 5 days in a week, or as noted in the applicable prevailing wage schedule. Overtime rates will be those posted for the occupation. Overtime for Prevailing Rate and Non-Prevailing Rate Jobs in the Same Week: For most employees in the District of Columbia the overtime rate will be 1 ½ times the regular pay rate for the work performed for hours over 40 hours per workweek. Regular rate of pay is the total weekly pay divided by the hours worked in the week. A very limited number of specific categories of employees must be paid overtime at a lower rate or not at all.

Section 8

Employee Acknowledgement: By signing below, I acknowledge that I have received the foregoing information regarding my pay and my Employer. I told my employer what my primary language is:

Check one:

English

I have been given this pay notice in English.

Other Language

_____, I have been given this pay notice in English only, because Office of Wage-Hour does not yet offer a pay notice form in my primary language.

Employee's Signature: _____ Date ____/____/____