

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Employees of Temporary Help Firms

the overtime rate and the reason why if

you are not eligible for overtime for that

assignment.

1. Temporary Help Firm Information Name:	4. Rate of Pay (check one):☐ Average Wage Rate Range for Assignment(s):
Doing Business As (DBA) Name(s):	☐ Employee's rate (s) of pay: \$ per \$ per \$ per
FEIN (optional):	5. Allowances taken: None
Physical Address:	☐ Tips per hour ☐ Meals per meal ☐ Lodging
Mailing Address:	Other
	6. Pay is: Weekly Bi-weekly Other:
Phone:	7. Overtime Pay Rate: \$ per hour
2. Notice given:	For most workers in NYS this rate must be at least 1 ½ times the regular rate of pay, for all hours worked over 40 per workweek (44 hours for certain residential employees). The Temporary
3. Payday (check one):Regular payday:Unknown: The payday is based on the payday of the assigned organization.	Help Firm should count all hours worked in all assignments during a workweek. Some assignments are only required to receive overtime pay at 1½ times the minimum wage. When you receive your assignment, your employer will tell you

on this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday. I told my employer what my primary language is.
Check one: I have been given this pay notice in English only, because my primary language is English.
☐ My primary language is . I have been given
this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.
Print Employee Name
Applicant/Employee Signature
Date
Preparer Name and Title

8. Employee Acknowledgement:

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law **Notice for Hourly Rate Employees**

1. Employer Information	3. Employee's rate of pay:	On this day I ha
Name:	\$ per hour	rate, overtime i and designated
	4. Allowances taken:	below. I told m
	☐ None	language is.
Doing Business As (DBA) Name(s):	☐ Tips per hour	Check one:
	☐ Meals per meal	I have been
	Lodging	English becaus
	Other	☐ My primary
FEIN (optional):		have been give
	5. Regular payday:	only, because
Physical Address:	6. Pay is:	does not yet of primary langua
	☐ Weekly	primary langua
	☐ Bi-weekly	
Mailing Address:	☐ Other	Print Employee
	7. Overtime Pay Rate:	Employee Sign
	\$ per hour (This must be at least	Employee Sigr
Phone:	1½ times the worker's regular rate with	
FIIOTIE.	few exceptions.)	Date
2 Notice siven		Preparer's Nar
2. Notice given: At hiring		The employee
☐ Before a change in pay rate(s),		The employee copy of this for
allowances claimed or payday		keep the origi
, , ,		

8. Employee Acknowledgement:

ave been notified of my pay rate (if eligible), allowances, d pay day on the date given ny employer what my primary

☐ I have been given this pay notice in English because it is my primary language.
My primary language is I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.
Print Employee Name
Employee Signature

me and Title

must receive a signed orm. The employer must inal for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Multiple Hourly Rate Employees

be paid less than an employee of the opposite

sex for equal work. Employers also may not prohibit employees from discussing wages with

their co-workers.

Employer Information Name:	3. Employee's rate(s) of pay for each type of work or shift: \$ per hour for \$ per hour for \$ per hour for \$	8. Employee Acknowledgement: On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.
Doing Business As (DBA) name(s):	4. Allowances taken: None Tips per hour Meals per meal Lodging	Check one: I have been given this pay notice in English because it is my primary language. My primary language is I have been given this pay notice in English only,
FEIN (optional):	Other 5. Regular payday:	because the Department of Labor does not yet offer a pay notice form in my primary language.
Physical Address:	6. Pay is: Weekly Bi-weekly Other	Print Employee's Name
Mailing Address:	7. Overtime Pay Rate(s) for each type of work or shift:	Employee's Signature
Phone:	This must be at least 1½ times the worker's 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	The employee must receive a signed conv of
2. Notice given: At hiring	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.	this form. The employer must keep the original for 6 years. Please note: It is unlawful for an employee to

☐ Before a change in pay rate(s),

allowances claimed or payday



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law

Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)

1. Employer Information	3. Employee's Pay Rate:	8. Employee Acknowledgement: On this day, I have been notified of my pay
Name:	\$ per Weekly hours (Specify the number of hours for which the weekly rate or salary	rate, overtime rate (if eligible), allowances, and designated payday. I told my employed what my primary language is.
Doing Business As (DBA) Name(s):	will be paid.) Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality	Check one: I have been given this pay notice in English because it is my primary language.
FEIN (optional):	Industry, except for commissioned salespeople.	
Physical Address:	4. Allowances taken: None Tips per hour	only, because the Department of Labor does not yet offer a pay notice form in my primary language.
Mailing Address:	☐ Meals per meal ☐ Lodging ☐Other	Print Employee Name
	5. Regular payday:	Employee Signature
Phone:	6. Pay is: ☐ Weekly	Date
	☐ Bi-weekly ☐ Other	Preparer Name and Title
2. Notice given:At hiringBefore a change in pay rate(s),	7. Overtime Pay Rate: \$ per hour (This must be at least 1½	The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

times the worker's regular rate, with few

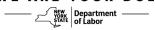
exceptions.)

Please note: It is unlawful for an employee

to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing

wages with their co-workers.

allowances claimed or payday



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law

Notice for Employees Paid Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay

1. Employer Information	4. Employee's Pay Rate: \$ per	8. Employee Acknowledgement: On this day, I received notice of my pay
Name:	Specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc.	rate, overtime rate (if eligible), allowances, and designated payday. I told my employe
Doing Business As (DBA) Name(s):	Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.	what my primary language is. Check one: I have been given this pay notice in English because it is my primary language.
FEIN (optional):	5. Allowances taken: None	☐ My primary language is I have been given this pay notice in English
Physical Address:	☐ Tips per hour ☐ Meals per meal ☐ Lodging ☐ Other	only, because the Department of Labor does not yet offer a pay notice form in my primary language.
Mailing Address:	6. Pay is: Weekly Bi-weekly Other	Print Employee's Name
Phone:	7. Overtime Pay Rate: In most cases the overtime rate will be 1½	Employee's Signature
	times the regular rate of pay for the week. The regular rate of pay is the total weekly pay divided by the hours worked in the	Date
2. Notice given:	week.	D. J. N. J.T.
☐ At hiring		Preparer's Name and Title
☐ Before a change in pay rate(s), allowances claimed or payday	In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 per week. The Department of Labor	The employee must receive a signed copy of this form. The employer must
3. Regular payday:	strongly discourages weekly rates for non-	keep the original for 6 years.

exempt employees, since underpayments

often result.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Prevailing Rate and Other Jobs

•• –	~	. •	•		•	
	NEW YORK STATE	Depa of La	rtment bor	_		-

1.	Employer Information	6.	Prevailing Rate Jobs Overtime Pay Rate: Overtime payable after 8 hours in a	12. Employee Acknowledgement: On this date, I have been notified of
	Name: Doing Business As (DBA) Name(s):		day and after 5 days in a week, or as noted in the applicable prevailing wage schedule. See next page for rate. Overtime rates will be those posted for the	my pay rate, overtime rate (if eligible), allowances, and designated payday. I told my employer what my primary language is.
		occupation.		Check one:
	FEIN (optional):	7.	Non-Prevailing Rate Jobs Pay Rate: \$ per hour.	I have been given this pay notice in English only because it is my primary language.
	Physical Address:	8.	Non-Prevailing Rate Jobs Overtime Pay Rate: \$ per hour.	My primary language is I have been given this pay notice in English only, because the Department of
	Mailing Address:	9.	Overtime for Prevailing Rate and Non-Prevailing Rate Jobs in the Same Week:	Labor does not yet offer a pay notice form in my primary language.
	Phone:		See next page	Print Employee Name
2.	Notice given:	10	Allowances taken on non-prevailing rate jobs:	Employee Signature
	☐ At hiring☐ Before a change in pay rate(s),		None☐ Tips per hour☐ Meals per meal	Date
	allowances claimed or payday		Lodging	Preparer Name and Title
	Regular payday: Prevailing Rate Jobs Pay Rate(s):	_ 11	. Pay is:	The employee must receive a signed copy of this form. The employer must keep the original for 6 years.
⊶.	See next page		Bi-weekly Other:	Please note: It is unlawful for an employee with protected class status to be paid less
5.	Occupation:	_		than an employee without protected class status, if they are performing substantially equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

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Employee Notice of Prevailing Wage Rate and Supplement Information

Wage & supplement rates required by law to be provided and paid by employer

	Wage Rate Per Hour	Wage Supplement Rate Per Hour	Total Rate (Wage Plus Supplement) Per Hour
Regular Hours			
Overtime Hours			

Breakdown of wage supplements paid*

	Hourly Rate	Type of Supplement	Name & Address of Provider	Agreement/ Plan Information
Supplement No. 1	\$XXX	(Pension, Welfare, or Other)	Insert Name and Address of Company or Organization Providing Benefit	Identify plan or agreement that creates the benefit, e.g., Union Local No. 1 Collective Bargaining Agreement or Insurance Company X Benefit Plan
Supplement No. 2	\$XXX	(Pension, Welfare, or Other)		
Supplement No. 3	\$XXX			
Supplement No. 4	\$			

^{*}If wage supplements are paid as a single payment owed to multiple Taft-Hartley multiemployer plans, list only the following: (1) the total paid for the supplement or benefit package; (2) the types of benefits included in the package, e.g., pension, health and welfare, or other; (3) the name and address of the entity to whom payment is sent; and (4) the relevant CBA or letter of assent as the agreement.

If you believe that you have not received proper wages or benefits, please call the New York State Department of Labor's nearest office.

Albany	(518) 457-2744	Garden City	(516) 228-3915	Patchogue	(631) 687-4882	Utica	(315) 793-2314
Binghamton	(607)721-8005	Newburgh	(845) 586-5287	Rochester	(585) 258-4505	White Plains	(914) 997-9507
Buffalo	(716) 847-7159	New York City	(212) 932-2419	Syracuse	(315) 428-4056		

For New York City government agency construction projects, please contact the Office of the NYC Comptroller at (212) 669-4443, or www.comptroller.nyc.gov – click on Bureau of Labor Law.

New York State Department of Labor, Bureau of Public Work Harriman State Office Campus Building 12, Room 130 Albany, New York 12240 Phone: (518) 457-5589 Fax: (518) 485-1870



Division of Labor Standards

Pay Notice and Acknowledgement for Farm Workers

This notice, when properly completed, satisfies the:

- Pay notice provisions of Section 195 of the NYS Labor Law
- Written work agreement provisions of Part 190, the Farm Minimum Wage Order

Doing Business As (DBA) Name(s):	1.	Employer Information
Physical address: Mailing address: Federal Employer Identification Number (FEIN) (optional): 2. Notice given: At hiring Before a change in pay rates, allowances claimed, or payday 3. Specific location where worker will work: 4. Types of work to be performed: 5. Hours: 6. Describe employer provided housing arrangements, if any, including number of rooms and cook 7. Employee's regular hourly rate(s) of pay and overtime rate of pay: Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.) Rate: per: Overtime rate: Rate: per: Overtime rate: The Overtime Rate must be at least time and one-half the regular pay rate. If the pay rate is not hourly to overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for t few exceptions. 8. Payday: For week ending: 9. Frequency of pay: Weekly: Other: 10. Allowances, if any, to be credited towards minimum wage: Number of meals per day: Amount per meal: \$ *No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal emplo less than \$254.00 in a two-week period. Lodging and utilities \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance fo		Name:Phone:
Mailing address: Federal Employer Identification Number (FEIN) (optional): 2. Notice given: At hiring Before a change in pay rates, allowances claimed, or payday 3. Specific location where worker will work: 4. Types of work to be performed: 5. Hours: 6. Describe employer provided housing arrangements, if any, including number of rooms and cook 7. Employee's regular hourly rate(s) of pay and overtime rate of pay: Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.) Rate: per: Overtime rate: Rate: per: Overtime rate: The Overtime Rate must be at least time and one-half the regular pay rate. If the pay rate is not hourly to overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for the exceptions. 8. Payday: For week ending: 9. Frequency of pay: Weekly: Other: 10. Allowances, if any, to be credited towards minimum wage: Number of meals shall be considered as part of the minimum wage if a migrant seasonal emplotess than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities.		Doing Business As (DBA) Name(s):
Federal Employer Identification Number (FEIN) (optional): Notice given: At hiring Before a change in pay rates, allowances claimed, or payday Specific location where worker will work: Types of work to be performed: Hours:		Physical address:
2. Notice given: At hiring Before a change in pay rates, allowances claimed, or payday 3. Specific location where worker will work: 4. Types of work to be performed:		Mailing address:
3. Specific location where worker will work: 4. Types of work to be performed: 5. Hours: 6. Describe employer provided housing arrangements, if any, including number of rooms and cook 7. Employee's regular hourly rate(s) of pay and overtime rate of pay: Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.) Rate: per: Overtime rate: The Overtime Rate must be at least time and one-half the regular pay rate. If the pay rate is not hourly to overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for the exceptions. 8. Payday: For week ending: Other: Other: 10. Allowances, if any, to be credited towards minimum wage: Number of meals per day: Amount per meal: No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal emplo less than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities.		Federal Employer Identification Number (FEIN) (optional):
5. Hours:	2.	Notice given: ☐ At hiring ☐ Before a change in pay rates, allowances claimed, or payday
5. Hours:	3.	Specific location where worker will work:
6. Describe employer provided housing arrangements, if any, including number of rooms and cook The cook of the pay is a per including number of rooms and cook of the pay is regular hourly rate(s) of pay and overtime rate of pay: Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.) Rate: per: Overtime rate: The Overtime Rate must be at least time and one-half the regular pay rate. If the pay rate is not hourly be overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for the few exceptions. 8. Payday: For week ending: Section 1. Allowances, if any, to be credited towards minimum wage: Number of meals per day: Amount per meal: \$ *No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal employees than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities. * The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities. * The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities. * The lodging and utilities. *		
Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.) Rate:		Hours: Describe employer provided housing arrangements, if any, including number of rooms and cooking facilities:
Rate:	7.	Employee's regular hourly rate(s) of pay and overtime rate of pay:
Rate:		Indicate basis; per hour, shift, day, week, salary, or per unit. (Give capacity of unit.)
Rate:		Rate: Overtime rate:
overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for t few exceptions. 8. Payday: For week ending: 9. Frequency of pay: Weekly: Other: 10. Allowances, if any, to be credited towards minimum wage: Number of meals per day: Amount per meal: \$ *No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal employless than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance for lodging and utilities.		Rate:Overtime rate:
 9. Frequency of pay: Weekly:Other:		The Overtime Rate must be at least time and one-half the regular pay rate. If the pay rate is not hourly based, the overtime rate must be at least 1½ times the worker's weighted average of the multiple rates of pay for the week, with few exceptions.
 10. Allowances, if any, to be credited towards minimum wage: Number of meals per day: Amount per meal: \$ *No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal employless than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance for lodging and utilities. 	8.	Payday: For week ending:
Number of meals per day: Amount per meal: \$ *No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal emplo less than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance for lodging and utilities allowance is for all employees except migrant seasonal.	9.	Frequency of pay: Weekly:Other:
less than \$254.00 in a two-week period. Lodging and utilities: \$ The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal.	10.	•
The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance for lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities allowance is for all employees except migrant seasonal.		*No allowance for meals shall be considered as part of the minimum wage if a migrant seasonal employee earns less than \$254.00 in a two-week period.
Payments in kind \$Specify:		The lodging and utilities allowance is for all employees except migrant seasonal. *No allowance for lodging and utilities shall be considered as part of the minimum wage for a migrant seasonal employee.

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orgarea	AYS, farm workers possess the right to organize, which includes forming, joining, or assisting labor anizations, and the right to bargain collectively through representatives of their own choosing. Farm wo protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike. /-of-rest:
orgare and Day Emone Notice Corner thou affi	anizations, and the right to bargain collectively through representatives of their own choosing. Farm we protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike. /-of-rest: ployers may not compel farm laborers to work on their day-of-rest. Farm Laborers must be paid time and rehalf their regular rate of pay for choosing to work on their day-of-rest. hing in this provision prevents a farm laborer from working on the day-of-rest provided the employer repensates the employee at a rate of at least time and one-half of the employees' regular rate of pay for all rest worked on the day-of-rest (if total has not exceeded overtime threshold). ployee Acknowledgment and Affirmation: this day, I have been notified of my pay rate, overtime rate, day-of-rest, allowances, and payday. I me that I told my employer what my primary language is. Check one: I have been given this pay notice in English because it is my primary language, or I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language, which is:
organe and Day Emone Northous Emone On affil	anizations, and the right to bargain collectively through representatives of their own choosing. Farm we protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike. y-of-rest: ployers may not compel farm laborers to work on their day-of-rest. Farm Laborers must be paid time and their their regular rate of pay for choosing to work on their day-of-rest. hing in this provision prevents a farm laborer from working on the day-of-rest provided the employer of the employee at a rate of at least time and one-half of the employees' regular rate of pay for all are worked on the day-of-rest (if total has not exceeded overtime threshold). ployee Acknowledgment and Affirmation: this day, I have been notified of my pay rate, overtime rate, day-of-rest, allowances, and payday. I me that I told my employer what my primary language is. Check one: I have been given this pay notice in English because it is my primary language, or I have been given this pay notice in English only, because the Department of Labor does not yet
organe and Day Emone Northous Emone On affil	anizations, and the right to bargain collectively through representatives of their own choosing. Farm we protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike. y-of-rest: ployers may not compel farm laborers to work on their day-of-rest. Farm Laborers must be paid time and their their regular rate of pay for choosing to work on their day-of-rest. hing in this provision prevents a farm laborer from working on the day-of-rest provided the employer opensates the employee at a rate of at least time and one-half of the employees' regular rate of pay for all rest worked on the day-of-rest (if total has not exceeded overtime threshold). ployee Acknowledgment and Affirmation: this day, I have been notified of my pay rate, overtime rate, day-of-rest, allowances, and payday. I mm that I told my employer what my primary language is. Check one: I have been given this pay notice in English because it is my primary language, or
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org are and Day	anizations, and the right to bargain collectively through representatives of their own choosing. Farm we protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike. y-of-rest:
org are and	anizations, and the right to bargain collectively through representatives of their own choosing. Farm we protected from retaliation, including termination, if they are speaking to each other about labor condition organizing. However, farm workers do not have the right to strike.
if a	on affiliation and Representative contact information, ny:
	polling, etc.):
_	n-economic terms and conditions of employment (e.g., transportation availability, medical service, childcare,
Ap	proximate period of employment: Start date: End date:
	ployer provided benefits (e.g. vacation, personal days, holidays, bereavement leave, other):
	where we wished hereofite (a.g., recetion, recorded done helidore hereography at leave of here).
	ployer provided Paid Sick Leave
Em	
Em	

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Additional Information:

Section 195 NYS Labor Law: Employers must give the information on this notice in writing to all employees at the time of hiring.

Employers must notify employees in writing of any changes to the information in this notice at least seven calendar days prior to the time of such changes, unless such changes are reflected on the employee's wage statement. However, even if the change will be reflected on the employee's wage statement, employers may not lower an employee's rate(s) of pay without notifying the employee before the work is performed.

Employers must notify their employees in writing or by publicly posting their policy on sick leave, vacation, personal leave, holidays and hours. Employers must preserve their payroll records for 6 years.

NYS Minimum Wage Order for Farm Workers: Employers must post, in a conspicuous place on the farm:

- a copy of any generally applicable work agreement and
- a posting issued by the NYS Department of Labor summarizing the Farm Minimum Wage provisions.

It is unlawful for an employee to be paid less than an employee of the opposite sex or because the employee is in a protected class.

Employers may not prohibit employees from discussing their wages with co-workers.

Employers may not enquire about an employee's salary history.

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