|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee notice | | | | | | | | | | |
| 1. Employee: | | | | | | | Address: | | | |
| Phone number: | | | | | | | Email address: | | | |
| Date employment began: | | | | | | |  | | | |
| 1. Legal name of employer: | | | | | | | Main office/principal place of business address: | | | |
| Phone number: | | | | | | | Email address: | | | |
| Operating name of employer (if different): | | | | | | | | | | |
| Mailing address (if different): | | | | | | | | | | |
| 1. 3. Employment status (exempt or non-exempt): | | | | | | | | | | |
| Employee is exempt from:  minimum wage  overtime  other provisions of Minnesota Statutes 177 | | | | | | | | | | |
| Legal basis for exemption: | | | | | | | | | | |
| Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177) | | | | | | | | | | |
| 1. Rate: $ | | | Additional rates (if applicable): | | | | | | How applied: | |
| Paid by: | Hour | | Shift | | Day | | | | Week | |
|  | Salary | | Piece | | Commission | | | | Other method | |
| Overtime is owed after: hours | | | | | | | | | | |
| Allowances claimed: | | | | | | | | | | |
| $ | | per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal) | | | | | | | | |
| $ | | per day for lodging allowance (max = 75% of one hour of adult minimum wage per day) | | | | | | | | |
|  | | (or fair market value) | | | | | | | | |
| 1. Leave benefits available: | | | | | | | | | | |
| Sick leave  Paid vacation  Other paid time off | | | | | | | | | | |
| How benefits are accrued: Number of hours \_\_\_\_\_\_\_\_ or days \_\_\_\_\_\_\_\_  per year  per month  per pay period  per hours worked | | | | | | | | | | |
| Terms of use: | | | | | | | | | | |
| 1. Deductions that may be made from employee’s pay and amounts: | | | | | | | | | | |
| 1. Number of days in the pay period: | | | | | | | | Regularly scheduled payday: | | |
| Date employee will receive first payment of wages earned: | | | | | | | | | | |
| 1. Other information relevant to this position: | | | | | | | | | | |
|  | | | | | | | | | | |
| I, the employee, have received a copy of this notice:  Yes  No | | | | | | | | | | |
| Employer signature | | | | Date | | Employee signature | | | | Date |

**Note: The following statement is being translated and will be provided in the languages below**: “This document contains important information about your employment agreement. Check the box at left to receive this information in this language.”

|  |  |  |
| --- | --- | --- |
|  | Spanish |  |
|  | Hmong |  |
|  | Vietnamese |  |
|  | Mandarin |  |
|  | Russian |  |
|  | Somali |  |
|  | Laotian |  |
|  | Korean |  |
|  | Tagalog |  |
|  | Cushite/ Oromo |  |
|  | Amharic |  |
|  | Karen |  |

### Translation providers approved by the Minnesota Department of Administration

|  |  |
| --- | --- |
| **The Bridge World Language Center, Inc.**  110 Second Street S., #213  Waite Park, MN 56387  320-259-9239  [mini@bridgelanguage.com](mailto:mini@bridgelanguage.com) | **Lingualinx Language Solutions, Inc.**  433 River Street, #6001  Troy, NY 12180  518-388-9000  [abartlett@lingualinx.com](mailto:abartlett@lingualinx.com) |
| **Betmar Languages, Inc.**  6260 Hwy. 65 N.E., #308  Minneapolis, MN 55432  763-572-9711  [best@betmar.com](mailto:best@betmar.com) | **Prisma International, Inc.**  1128 Harmon Place, #310  Minneapolis, MN 55403  612-349-3111  [jromano@prisma.com](mailto:jromano@prisma.com) |
| **Fox Translation Services**  1152 Mae Street, #122  Hummelstown, PA 17033  866-369-1646 or 407-733-3720  [dina@foxfoxcasemanagement.com](mailto:dina@foxfoxcasemanagement.com) | **Swits, LTD**  110 S. Third Street  Delavan, WI 53115  262-740-2590  [translations@swits.us](mailto:translations@swits.us) |
| **Global Translation and Interpreter**  913 E. Franklin Ave., #206  Minneapolis, MN 55404  612-722-1244  [sandor@globaltranslations.com](mailto:sandor@globaltranslations.com) | **Latitude Prime, LLC.**  80 S. Eighth Street, #900  Minneapolis, MN 55402  888-341-9080, ext. 501  [elle@latitude.com](mailto:elle@latitude.com) |
| **Latin American Translators Network, Inc.**  1720 Peachtree Street N.W., #532  Atlanta, GA 30309  800-943-5286, ext. 8641 [translations@latn.com](mailto:translations@latn.com)  800-943-5286, ext. 8620 [idenis@latn.com](mailto:idenis@latn.com) |  |