**Notice of Employment Terms**

Welcome to Click or tap here to enter text.! The following notice is required by Minnesota law to provide you with important information about the terms of your employment.

|  |  |
| --- | --- |
|  | **Employee Information:** |
|  | Name: | Click or tap here to enter text. |
|  | Address: | Click or tap here to enter text. |
|  | Email Address: | Click or tap here to enter text. |
|  |  |  |  |
|  | **Employer Information:** |
|  | Legal name: | Click or tap here to enter text. |
|  | Address of main office: | Click or tap here to enter text. |
|  | Mailing address: | Click or tap here to enter text. |
|  | Phone: | Click or tap here to enter text. |
|  | Email address: | Click or tap here to enter text. |
|  |  |  |
|  | Start Date: | Click or tap to enter a date. |
|  | First check: | Click or tap here to enter text. |
|  | Regular scheduled payday: | Click or tap here to enter text. |
|  | Number of days in pay period: | Click or tap here to enter text. days |

|  |  |  |
| --- | --- | --- |
| For Non-Union Employees | *Employment is:* | [ ]  Non-exempt (*entitled to overtime, minimum wage, etcetera*) |
|  | [ ]  Exempt from minimum wage | [ ] Exempt from overtime | [ ]  Exempt other |
|  | Legal basis for exemption: | Click or tap here to enter text. |
|  |  |  |  |
| *Wages:* | Rate: $ Click or tap here to enter text. | Add’l Rate: $ Click or tap here to enter text. | Add’l rate applied: Click or tap here to enter text. |
|  | Paid: | [ ]  Hourly | [ ]  Shift | [ ]  Day | [ ]  Week | [ ]  Salary | [ ]  Piece |
|  |  | [ ]  Commission | [ ]  Other method: Click or tap here to enter text. |
|  |  |  |
|  | Overtime: | Begins after Click or tap here to enter text. hours |
|  |  |
|  | Deductions: Employer will deduct from your wages required state and federal payroll taxes and any amounts ordered by a government authority (*e.g.* court order). Click or tap here to enter text. |
|  |  |  |  |
| *Allowances:* | $ Click or tap here to enter text.  | per meal for meal allowance (*max=60% of one hour of adult minimum wage per meal*) |
|  | $ Click or tap here to enter text.  | per day for lodging allowance (*max=75% of one hour of adult minimum wage per day*) |
|  | [ ]  Fair market value |  |
|  |  |  |
| *Leave:* | [ ]  Paid sick leave available | [ ]  Paid vacation | [ ]  other paid time off |
| *Benefits accrue:* | Click or tap here to enter text. of Choose an item. per Choose an item. |
| *Terms of use:* | Click or tap here to enter text. |
| *Other*: | Click or tap here to enter text. |
| *See company policies and employee handbook for details such as eligibility, waiting periods, etcetera. Feel free to contact us if you have any questions.* |
| For Union Employees | *Employment is:* | Non-exempt (*entitled to overtime, minimum wage, etcetera*) |
| *Your Union:* | Click or tap here to enter text. |
| *Your CBA:* | Click or tap here to enter text. |
| *Classification:* | Click or tap here to enter text. |
| *Wages, Allowances, Leave, & Benefits* |
|  | As a member of a union, the benefits and terms of your employment were negotiated by your union and are contained in the collective bargaining agreement (CBA). The union will provide you with copies of the collective bargaining agreement and other literature. You also may download a copy of your CBA at: [www.agcmn.org/labor-relations/cbas](http://www.agcmn.org/labor-relations/cbas) |
|  | *Wages:* | You will be paid hourly according to the CBA and its wage sheet. |
|  | *Deductions:* | Employer will deduct from your wages as required state and federal payroll taxes and any other amounts ordered by a government authority (*e.g.* court order). In addition, employer will withhold taxable items (*e.g.* union dues) as described in the CBA.  |
|  | *Benefits:* | Benefits contributions will be made according to the CBA. Any questions about your benefits may be answered by the benefits fund administrator: Choose an item.. |
|  | *Allowances:* | Allowances for meals and/or lodging, if any, are described in the CBA. |
| *Other terms:* | The following are employer-specific deductions, benefits, or other terms that are not described in the CBA, if any: Click or tap here to enter text. |
| *If you any question about the terms or conditions employment, feel free to ask us and/or your union representative.* |

**Acknowledgement of Notice of Employment Terms**:

I, employee, have received a copy of this Notice of Employment Terms:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Employee Signature: | Date: | Employer Signature: |
|   |   |   |   |

This document has important information about your employment. Check the box to receive this information in this language.

