**Form: Initial 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 (if different): | 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 | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: The following may be deducted from your wages: state/federal payroll taxes, social security, health and welfare, pension, retirement/401k, child support, court ordered garnishment(s), and other: 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*) (or fair market value) | | | | | | | | | |
|  |  | |  | | | | | | | | | |
| *Leave:* | Paid sick leave | | Paid vacation | | | | | Other paid time off: Click or tap here to enter text. | | | | |
| *Benefits accrue:* | Click or tap here to enter text. of Choose an item. per Choose an item. | | | | | | | | | | | |
| *Terms to 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. If you have any questions, feel free to contact* Choose an item. *at* Click or tap here to enter text. | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| 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 officers and are described in the collective bargaining agreement (CBA). You may download a copy of your CBA and wage allocations sheet at: Choose an item. Click or tap here to enter text. | | | |
|  | | *Wages:* | | You will be paid hourly according to your classification and work assigned as described in your CBA and union wage allocations sheet.  If checked, then your wage may change based upon the project that you are assigned to work. Project-based wages are posted for your review at Click or tap here to enter text. |
|  | | *Benefits:* | | Benefits contributions will be made according to the CBA. Questions about your benefits will 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 allowances, 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 your employment terms, 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: |
|  |  |  |  |

