**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. |

|  |  |  |
| --- | --- | --- |
| 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: |
|   |   |   |   |

