

**Sample Notice to Tipped Employees When Change in Employment
For Compliance With Seattle Wage Theft Ordinance¹**

Dear _____,

As we discussed, effective January 1, 2016, your hourly pay rate when working as a server will be increased to \$10.50 per hour, plus tips received through the tip share program outlined below. You will continue to be paid on an hourly basis. Your hourly rate of pay when working as an administrative assistant will remain the same at _____.

As a reminder:

The official name of our business (your employer) is _____, though we do business under the trade name of _____. Our main office is located at _____. Our mailing address is _____.

Our telephone number is _____.

Here at _____, we believe everyone who contributes to the chain of service to our guests impacts the overall guest experience, which impacts the tips left by guests. Therefore, we have a mandatory tip sharing program, in which all non-management employees who contribute to guest service receive a share of tips. These include the servers, bussers, service bartenders, cooks and dishwashers.

Per this program, _____ (explain your tip share / tip pool program, including how the tips are allocated per position).

We have a bi-weekly pay period. Our established payday for earned wages is every other Friday. Tips are distributed from the tip share program every Friday.

By signing below, you are agreeing that you have read this information, that you understand it, and that a copy of this has been provided to you.

Employee Name: _____

Employee Signature: _____ Date: _____

¹ This document is intended only to be an example of how you may communicate the required notice when there is a change in the employee's employment. Obviously you will need to provide information to your employees that accurately reflects your workplace.