

**Sample Notice to Tipped Employees At Time of Hire
For Compliance With Seattle Wage Theft Ordinance¹**

Congratulations and welcome to the team!

This letter is to provide you with some basic information about the company. You will learn more about this during the orientation and by reviewing our handbook and policies.

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 _____.

You will be paid on an hourly basis. Your hourly rate of pay when working as a server is _____, plus tips you receive through the tip share program, outlined below. Your hourly rate of pay when working as an administrative assistant 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 use the required notice as an informal overview at the start of employment. Obviously you will need to provide information to your employees that accurately reflects your workplace (e.g., the timing of distribution of tips).