

Employee New Hire/Rehire Pay Notification Form
for SEIU Bargaining Unit Employees

Return this form to:
HR Service Center
hrservic@syr.edu
Phone 315.443.4042 Fax 315.443.1063
Skytop Office Bldg., Suite 101, Syracuse, NY 13244

This form is intended to meet compliance with New York State Labor Law Section 195(1) and the Wage Theft Prevention Act, which requires employers to notify employees of their pay related information. Please review the information provided by your department, complete the acknowledgement at the bottom of the page, and return to your department administrator before any work is performed.

Preparer Name and Title: _____

Employee Information (To be completed by the hiring department)

Name: _____

SUID: _____

Title: _____

Hourly Pay Rate: _____

Overtime rates for SEIU bargaining unit employees will be determined in accordance with the applicable labor contract, and these overtime rates may fluctuate due to week-to-week variation in the applicable "regular rate" arising from the contract's compensation terms (e.g., shift differential pay, leader pay, etc.). Overtime will be paid at a rate of one-and-a-half times the applicable "regular rate."

Under the current collective bargaining agreement, employees are entitled to premium pay at 1.5 times their regular rate for working on their first day off and 2 times their regular rate for working on their second day off. These premium rates cannot be compounded on top of overtime pay.

As an SEIU bargaining unit employee, the following pay differentials could apply to your hourly rate (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Out of Grade Work \$.55/hour or new grade minimum | <input type="checkbox"/> Height Pay \$+10% per hour |
| <input type="checkbox"/> Freezer Pay \$.50/hour | <input type="checkbox"/> Heat Pay \$+10% per hour |
| <input type="checkbox"/> Shift Differential \$.20/hour | <input type="checkbox"/> Shift Differential \$.50/hour |
| <input type="checkbox"/> Group Leader/ Temp Supervisor \$.75/hour | <input type="checkbox"/> Group Leader/ Temp Supervisor \$1.00/hour |

Pay Cycle: Weekly. Paid each Wednesday following the end of the pay week

Employee Acknowledgement (To be completed by the employee)

The Wage Theft Prevention Act requires employers to make this pay notification available in English and in one of six languages designated by the New York State Department of Labor.

By selecting a language below, I understand that I will receive a second pay notification in English and in my designated primary language.

- Spanish Chinese (Mandarin) Korean Russian Polish Haitian/Creole

I acknowledge that I have been notified of my pay information. I have been given this information in English and have also been given the opportunity to identify and receive notification of my pay information in one of the six languages designated above.

Employee Signature

Date

The confidential information contained in this notice is for Human Resources use only and will not be used for any other purpose.