

# MINIMUM WAGE EMPLOYER SIGNATURE FORM

As an employer subject to the City of Flagstaff's Minimum Wage Act ("Act"), this employer signature form provided here serves as the required notification pursuant to subsection 15-01-001-0004C and 15-01-001-003E of the "Act." The "Act" requires to provide all employees (Tipped and Non-Tipped Employees) covered under the "Act" written notification of the following:

## APPLICABLE TO ALL COVERED EMPLOYEES

1. All covered employees are to earn no less than the hourly minimum wage of \_\_\_\_\_ effective for all hours worked within the city limits of Flagstaff, AZ. A covered employee is an individual that worked or is expected to work 25 hours or more in any calendar year and is employed or was employed by an employer regardless of the employer's location or employee's immigration status.
2. All covered employers are prohibited from retaliating or taking any adverse action against any employee or person for exercising their rights, assisting or informing an employee or person about their rights under the Act. A covered employee has the right to file a wage claim with the City's Office of Labor Standards or file a civil lawsuit against an employer for underpaid and/or unpaid wages. Employers are subject to civil penalties/fines for violating any provisions under the Act.

## APPLICABLE TO TIPPED EMPLOYEES (Check here if individual is a covered tipped employee)

The "Act" permits \_\_\_\_\_'s tipped employees are subject to its tip credit policy and tip credit provisions provided by law. to pay a reduced hourly cash wage and credit a portion of your tips toward the remainder of the hourly minimum wage.

1. Tipped employees are those who customarily and regularly receive more than \$30 per month in tips.
2. Employers may exercise a "tip credit." A "tip credit" is a deduction off the hourly minimum wage and credits a portion of a tipped employee's tips as wages paid to that employee. The "tip credit" results in an hourly cash wage separate from tips earned and retained. The "tip credit" cannot exceed \$3.00 effective \_\_\_\_\_.
3. Tipped employees must be paid an hourly cash wage of at least \$10.00 p/h if the maximum tip credit of \$3.00 is applied. An employer may choose to exercise a different tip credit not to exceed \$3.00 or pay the full hourly minimum wage. \_\_\_\_\_ will pay you a cash wage of \$13.00 minus applied tip credit \_\_\_\_\_ per hour.
4. Employee retains all tips earned. The "Act" does not preclude employers from having a valid tip pooling or pool sharing arrangement limited to participation by employees who customarily and regularly receive tips. An employer's valid tip pool arrangement or shared pool arrangement may require you to contribute a portion of the tips you receive into the pool prior to the tips being distributed amongst those participating in the arrangement. A service charge is not a tip.
5. Employers may not keep tips for any purpose, including allowing managers or supervisors to keep any portion of an employee's tips, regardless of whether the employer takes a tip credit.
6. An employee's total hourly cash wage plus all tips earned and retained must equal at least \$13.00 p/h for all hours worked each workweek. Employers must pay the wage difference if an employee's hourly rate is below \$13.00 p/h for each workweek.
7. Employers and employees are required to track and report all tips earned and retained as governed by law.
8. \_\_\_\_\_ cannot apply the tip credit unless the employee has been informed of all tip credit provisions. This notice satisfies that requirement.

## ACKNOWLEDGMENT OF EMPLOYEE'S RECEIPT AND UNDERSTANDING

I have received a copy of this notice from \_\_\_\_\_ . I understand it is my responsibility to read this notice or have it read to me and that if I have questions about \_\_\_\_\_'s tip credit policy or tip credit provisions, I can speak with my employer or contact the Office of Labor Standards.

Employee Signature \_\_\_\_\_ Employee Print \_\_\_\_\_ Date: \_\_\_\_\_



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