

California Wage Theft Prevention Act (WTPA) Notice To Employee



Effective January 1, 2012, California Labor Code section 2810.5(a) requires that the following information be provided to certain employees at the time of hire, in the language the employer normally uses to communicate employment-related information. This provision applies to ALL non-union, non-exempt employees and ALL union, non-exempt employees working under a Collective Bargaining Agreement (CBA), IF the CBA does not expressly provide for the wages, hours of work, and working conditions of the employee, and if the CBA does not provide premium wage rates for all overtime hours worked and a regular hourly rate of pay for those employees of not less than 30 percent above the state minimum wage. For freelance employees this notice should be provided for each project for which they are hired. Employees must be paid the agreed rate for all work in the hired category on a project basis. Any rate changes must be documented by a new notice.

Employer/Production Co. _____ D/B/A _____
Physical address _____ City _____ State _____ Zip _____
Mailing address (If different) _____ City _____ State _____ Zip _____
Phone (____) ____ - _____
(Check all that apply): Sole Proprietor Corporation Limited Liability Company General Partnership Other _____
Employer of Record Paymaster: <u>Monarch Consulting, Inc. dba PES Payroll/PAEINC</u> Phone: <u>818-729-0080</u>
Physical & Mailing Addresses: <u>4100 W. Burbank Blvd, Burbank, CA 91505</u>

Employee: Name _____ Your Job/Occupation Category is: _____
Project Name/# _____ Hire Date _____

Non-Exempt Employees: Rate(s) of pay \$ _____ Overtime rate(1.5x) of pay \$ _____ Overtime rate(2x) of pay \$ _____
Employment agreement is Oral Written
Allowances, if any, claimed as part of minimum wage (incl. meals or lodging): _____
Regular pay day: _____ Weekly Bi- Weekly Other (If more frequent) _____

Workers Comp. Ins. Carrier: <u>Great Divide Insurance</u> Policy No.: <u>WCA1521237-11</u>
Address: <u>122 W. Carpenter Freeway #300, Irving TX 75039</u> Phone: <u>972-819-8979</u>

Acknowledgement of Receipt:

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

(SIGNATURE of Employer representative)

(SIGNATURE of Employee)

(Date provided to employee & signed by representative)

(Date received by employee & signed by employee)

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes. The full text of Labor Code section 2810.5 may be found at www.leginfo.ca.gov/calaw.html. Check "Labor Code" and search for "2810.5" in quotes.

The employee's signature on this notice merely constitutes acknowledgement of receipt. In accordance with an employer's general recordkeeping requirements under the law, it is the employer's obligation to ensure that the employment and wage-related information provided on this notice is accurate and complete. Furthermore, the employee's signature acknowledging receipt of this notice does not constitute a voluntary written agreement as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.

This form is an adaptation of the template notice issued by CA DLSE on December 29, 2011 which may be found www.dir.ca.gov/DLSE. This form is intended solely for purposes of compliance with CA Labor Code Sec. 2810.5, is not a contract and does not change the "at will" status of any "at will" employee recipient. This form is made available as an aid to compliance with CA Labor Code Sec. 2810.5. It is not intended as legal advice, nor as a substitute for review by legal counsel.

Duplicate signed copies to be provided to the employee and payroll service. Original should be retained by the Employer/Production Co.