

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Exempt Employees

1. Employer Information:

Name: LHM Management

Doing Business As (DBA) Name(s): LHM Management

Physical Address: 116 John St, Suite 602 New York, NY 10038

Mailing Address: 116 John St, Suite 602 New York, NY 10038

Phone: 212-566-7600

2. Notice given:

At hiring

On or before February 1

Before a change in pay rate(s), allowances claimed, or payday

3. Employee's pay rate(s):

State if pay is based on an hourly, salary, day rate, piece rate, or other basis.

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

4. Allowances taken:

None

Tips _____ per hour

Meals _____ per meal

Lodging

Other _____

5. Regular payday: Thursday via direct deposit

6. Pay is:

- Weekly
- Bi-weekly
- Other _____

7. Overtime Pay Rate:

Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all.

This employee is exempt from overtime under the following exemption (optional): Employee is using judgment in a specialized field of expertise.

8. Employee Acknowledgement:

On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday. I told my employer what my primary language is.

Check one:

- I have been given this pay notice in English because it is my primary language.
My primary language is _____ . I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Print Employee Name _____

Employee Signature _____

Date _____

Preparer Name and Title: Heather Eidlen, Vice President

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.