

April 5, 2011

**UPDATE REGARDING NOTIFICATION TEMPLATES:
*The New York State Wage Theft Prevention Act***

The New York State Department of Labor has now published the templates for the Notice & Acknowledgment form in compliance with the New York State Wage Theft Prevention Act. The templates are posted in English, Spanish, Chinese, and Korean, and conform to various wage arrangements (e.g. hourly, multiple hourly rates, weekly rate or salary etc.) Please click on the following links to access the relevant forms:

<http://www.labor.ny.gov/workerprotection/laborstandards/workprot/lshmpg.shtm>

<http://www.labor.ny.gov/formsdocs/wp/ellsformsandpublications.shtm>

Additionally, the NYS Department of Labor has also published a Frequently Asked Questions memo on its website. The memo clarifies that notice is not required where there is an increase in a rate *and* the new rate is shown on the employee's next wage statement. However, for any reduction of a wage rate, an employee must be notified *in writing* 7 days before the change is implemented. (Note that the Hospitality Industry currently needs to give a new notice every time a wage rate changes.)

If you have any questions about the content of this advisory, please contact Tonianne Florentino or Rebecca Fischer at (212) 758-7600.

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