

Memo

To: All Employers

From: Counsel, Joint Industry Board of the Electrical Industry

Date: January 11, 2012

Re: Wage Theft Prevention Act Compliance

New York Labor Law §195.1 has been revised. Employers must provide all employees with an annual notice of their pay rates. New hires must receive an expanded version of the new-hire notice.

The annual notice must be provided in the month of January, beginning in January 2012. The annual notice must be provided even if no information has changed.

The notice must be in English and the primary language of the employee if other than English, but only if the Dept. of Labor makes available to employers a notice template in that particular language. Currently, Chinese, Korean, and Spanish are available. Haitian-Creole, Polish, and Russian will soon be available.

Employees must sign the form and must receive a copy of their signed form. Employers must keep the original for six years.

Employers must notify employees in writing of any changes to the information required under Labor Law §195.1 within seven calendar days prior to the time of such change.

Further information and model notices can be found at: <http://www.labor.ny.gov/workerprotection/laborstandards/employer/wage-theft-prevention-act.shtm>

A Dept. of Labor model notice is attached to this memo. We strongly suggest that you consult with your attorney regarding your obligations under the revised New York Labor Law §195.1.