

New York State Department of Labor Division of Labor Standards

Pay Notice and Work Agreement for Farm Workers

This notice, when properly completed, satisfies the:

- Pay notice provisions of Section 195 of the NYS Labor Law
- Written work agreement provisions of Part 190, the Farm Minimum Wage Order

loyer Information:	
F	Phone
usiness As (DBA) Name(s)	
Address	
ptional)	
ce given: At hiring Before a change in pay rates, allowances cla	aimed, or payday
sific Location Where Workers Will Work:	
s of Work to Be Performed:	
s for Standard Work Day: Hours for Standard Work V	Veek:
cribe Housing Arrangements, If Any, Including Number of Rooms and Co	ooking Facilities:
loyee's Rate(s) of Pay. Indicate Basis (Per Hour, Shift, Day, Week, or Per Unit). Give capacity of unit.	Payday For Week Ending
vances, If Any, To Be Credited Towards Minimum Wage: Meals # ging \$ Payments in Kind (specify)	\$ \$
	usiness As (DBA) Name(s)

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11.	Approximate Period of Employment: From	To	
	Non-Economic Terms and Conditions of Employment (e.g., Transpld Care, Schooling, etc.):	portation Availability, Medical Service,	
	Will Overtime Be Paid at a Higher Rate? ☐No ☐Yes If "Yes," arding overtime:	" specify agreement with worker	
14. Employee Acknowledgment: On this day, I have been notified of my pay rate, overtime rate (if any), 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, or 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, which is			
	Print Employee Name		•
	Signature		
15.	Preparer's Name & TitleSig	nature	_
T	he employee must receive a signed copy of this form. The emp	ployer must keep a copy for 6 years.	

Benefits to Be Provided By Employer (Sick Leave, Vacation, Personal Leave, Holidays, Other)

Instructions and additional information:

Section 195 requires that the information on this notice be provided in writing to all employees at the time of hiring.

Section 195 also requires employers to notify employees in writing of any changes to the information at least seven calendar days prior to the time of such changes, unless such changes are reflected on the employee's wage statement. However, even if the change will be reflected on the employee's wage statement, employers may not lower an employee's rate(s) of pay without notifying the employee before the work is performed.

Section 195 also requires that the information on this notice be provided in English and in the employee's primary language, if other than English, if the NYS Department of Labor provides a template in that language. If the NYS Department of Labor does not provide a template in that other language on its website, then the notice may be provided in English only.

Section 195 also requires that employers notify their employees in writing or by publicly posting their policy on sick leave, vacation, personal leave, holidays and hours.

Section 195 also requires that employers preserve their payroll records for 6 years.

The Minimum Wage Order for Farm Workers requires that employers post, in a conspicuous place on the farm, a copy of any generally applicable work agreement and a posting issued by the NYS Department of Labor summarizing the Farm Minimum Wage provisions.

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