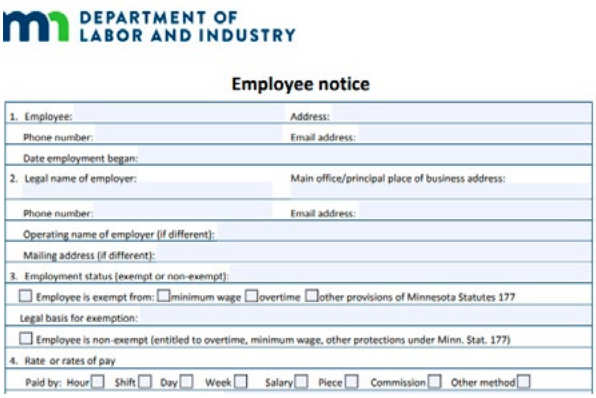
Minnesota's employee notice law

Minnesota labor standards law requires employers to provide each employee with a written notice detailing important terms of employment, including how much the employee will earn, when they will be paid and who owns the company they will be working for.

The notice must be issued at the start of employment. Employers are also required to provide employees in writing any changes to the information in the notice before the date the changes take effect. For those employees hired before the notice requirement was established (before July 1, 2019), a notice should be issued the first time any of the terms covered by the notice change, such as a pay-rate change. Employers are required to keep a signed copy of the notice for each employee.



DEPARTMENT OF LABOR AND INDUSTRY

Employee notice

1. Employee:	Address:
Phone number:	Email address:
Date employment began:	
2. Legal name of employer:	Main office/principal place of business address:
Phone number:	Email address:
Operating name of employer (if different):	
Mailing address (if different):	
3. Employment status (exempt or non-exempt):	
☐ Employee is exempt from: ☐minimum wage ☐overtime ☐other provisions of Minnesota Statutes 177	
Legal basis for exemption:	
☐ Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177)	
4. Rate or rates of pay	
Paid by: Hour☐ Shift☐ Day☐ Week☐ Salary☐ Piece☐ Commission☐ Other method☐	

Information required for employee notice

- Employee's employment status (whether the employee is exempt from minimum wage, overtime and other state wage and hour laws, and on what basis; see Minnesota Statutes 177).
- Number of days in the employee's pay period and the regularly scheduled payday.
- Date the employee will receive the first payment of wages.
- Employee's rate or rates of pay, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method, and when and how these rates apply.
- Allowances that may be claimed for meals and lodging (see Minnesota Rules 5200).
- Provision of paid vacation, sick time or other paid time off (PTO), how the paid time off will accrue and terms for its use.
- List of deductions that may be made from the employee's pay.
- Employer's legal name and the operating name, if different.
- Address of employer's main office or principal place of business and a mailing address, if different.
- Employer's telephone number.
- Employee's signature acknowledging receipt of the notice.

Notice language availability

All employers must provide the notice to employees in English. The notice must include a statement, in multiple languages, that informs employees they may request the notice be provided to them in another language. If requested by an employee, the employer must provide the notice in another language.

For English and translated example notices, plus additional employee notice information, visit dli.mn.gov/employee-notice.

DEPARTMENT OF LABOR AND INDUSTRY

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Notice: This flyer is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding employee notice laws.

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