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## S.F. No. 919 – Employee Notice Requirements Modifications

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**Section 1. Required Statement of Earnings by Employer; Notice to Employee. Paragraph (d)** modifies requirements for the notice to be given to employees at the beginning of employment as follows:

- allows the notice to be provided on or before the date an employer provides an employee with the employee's first earnings statement;
- allows the notice to be either in writing or delivered electronically, instead of only in writing as is required under current law;
- requires the notice to include any pay schedule or range of pay for an employee who is reasonably expected to move between job duties, classifications, and pay or benefit structures in their day-to-day duties; and
- requires the notice to contain a checkbox to indicate whether a hiring employer is a staffing agency and space for a staffing agency to indicate the initial entity for which the employee will perform work.

**Paragraph (e)** provides that an employee's signature (written or electronic) on the notice constitutes acknowledgment of receipt of the notice and does not create a contract.

**Paragraph (f)** provides that the notice requirement is satisfied if the employee receives the required information through a collective bargaining agreement, employee handbook, offer letter, or a combination of those documents.

**Paragraph (g)** requires an employer to provide employees any changes to the information contained in the notice (in writing or electronically) by the date of the employee's next earnings statement following the date the changes take effect. The notice of changes does not require a signature by the employee and is satisfied if the changes to information are contained on the employee's next earnings statement.

**Paragraph (h)** provides that notice of changes is not required to an employee for discretionary pay.

**Paragraph (i)** provides that notice of changes is not required to an employee employed by a staffing agency for subsequent job placements.

**Paragraph (j)** requires the commissioner of labor and industry to issue a written warning to an employer upon the first finding of a violation or violations of the notice requirements.

**Section 2. Wages; How Often Paid.** Caps the penalty amount at 15 days for purposes of both unpaid wages and unpaid commissions.