



Bluffview Montessori School

Bluffview Montessori School ISD 4001-07
1321 Gilmore Avenue
Winona, MN 55987
(507) 452-2807
office@bluffviewmontessori.org

Wage Notice

This wage notice complies with Minn. Stat. 181.032

Employee Name:
Address:
Phone Number:
Email Address

☐ New Hire, Start Date:	☐ Current Employee-Status Change, Date:
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Position Title:

☐ Exempt Position (exempt from minimum wage, overtime and other protections under Minn. Stat.177) Legal basis for exemption:	
☐ Executive ☐ Administrative ☐ Professional ☐ Computer	☐ Outside Sales ☐ Highly Compensated ☐ Higher Education Special Provisions for Teachers ☐ Other:
☐ Non-Exempt Position (entitled to minimum wage, overtime and other protections under Minn. Stat. 177) Overtime is owed after: ☐ 40 hours worked per week (or) ☐ 8 hours worked per day	

☐ Full-Time (hours per day or week) ☐ Part-Time (hours per day or week) ☐ Temporary/Seasonal/Other: (Define)

Rate: \$		Additional Rates (if applicable):		How Applied:
Paid by:	Hour ☐	Shift ☐	Day ☐	Week ☐
	Salary ☐	Piece ☐	Commission ☐	Other Method ☐

Allowances Claimed:

\$	per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal)
\$	per day for lodging allowance (max = 75% of one hour of adult minimum wage per day)
	(or fair market value)



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Leave Benefits Available:

☐ Sick leave ☐ Paid Vacation ☐ PTO ☐ Other Paid Time Off ☐ None Available
How benefits are accrued: Number of hours _____ or days _____
☐ per year ☐ per month ☐ per pay period ☐ per hours worked
Terms of use: (Insert Paid Time Off Policies here)

Number of days in the pay period:	Regularly scheduled payday:	Payday on which the employee will receive the first payment of wages earned:
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Other information relevant to this position:
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Deductions that may be made from the employee's pay and amounts (refer to your paystub for detailed deductions based on your eligibility and elections):

Deduction	Amount	Deduction	Amount
Federal, State and Local Tax Withholdings	As Required	401K/Retirement Savings Plan	
Garnishment (Court Ordered)	As Required	Profit Sharing	
Child Support Payments	As Required	Pension	
Health Insurance		Roth IRA	
Dental Insurance		Union Dues	
Life Insurance (Supplemental, Dependent)		Union Fringe Deductions	
Short Term Disability		Uniform	
Long Term Disability		Other	
Accidental Death & Dismemberment		Other	
Voluntary Benefits (based on elections)		Other	

I, the employee, have received a copy of this notice: ☐ Yes ☐ No

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

A copy of this wage notice will be retained by the employer.

An updated wage notice is provided to the employee whenever any information on the original notice changes, with a copy retained by the employer. Because the statute provides that an updated notice must be provided whenever any information on the original notice changes, employers must ensure they are providing wage notices not only when employee-specific information changes but also when employer information—such as the legal name of the employer or the employer's address—changes.



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Note: The following statement is being translated and will be provided in the languages below: "This document contains important information about your employment agreement. Check the box at left to receive this information in this language."

Spanish / Español	Este documento contiene información importante sobre su acuerdo de empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong / Hmoob	Daim ntawv no muaj cov xov tseem ceeb txog koj txoj cog lus ua hauj lwm. Khij lub npauv ntawm sab laug kom tau txais cov xov tseem ceeb no yam siv hom lus no.
Vietnamese / Việt ngữ	Tài liệu này chứa thông tin quan trọng về thỏa thuận việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese / 简体中文	本文件包含与您的雇用协议相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian / русский	Данный документ содержит важную информацию о вашем трудовом договоре. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali / Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan heshiiska shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian / ພາສາລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບສັນຍາການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean / 한국어	이 문서에는 귀하의 고용 계약 조건에 대한 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog / Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa kasaunduan sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo / Oromoo	Waraqaan kun waayee waliigaltee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/ አማርኛ	ይህ ደብዳቤ የሚያስተላልፍበት ስለተደረገው ስምምነት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳፕን ውስጥ ምልክት ያድርጉ።
Karen / unDusdm	vHmwDvHmrDwcgtHRymCkmw>*h>w>usdRvXt&h'd.b.C;ew>zH;w>rRtw>tX.vDRtDvDRM.vDRI wdReD.w>'XzdvXttd.vXtph.vXw>u'd;M> w>*h>w>usdRvXusdmwcgtHRt*D>M. wuh l

Translation providers approved by the Minnesota Department of Administration

The Bridge World Language Center, Inc.
110 Second Street S., #213
Waite Park, MN 56387
320-259-9239
mini@bridgelanguage.com

Betmar Languages, Inc.
6260 Hwy. 65 N.E., #308
Minneapolis, MN 55432
763-572-9711
best@betmar.com

Fox Translation Services
1152 Mae Street, #122
Hummelstown, PA 17033
866-369-1646 or 407-733-3720
dina@foxfoxcasemanagement.com

Global Translation and Interpreter
913 E. Franklin Ave., #206
Minneapolis, MN 55404
612-722-1244
sandor@globaltranslations.com

Latin American Translators Network, Inc.
1720 Peachtree Street N.W., #532
Atlanta, GA 30309
800-943-5286, ext. 8641 translations@latn.com
800-943-5286, ext. 8620 idenis@latn.com

Lingualinx Language Solutions, Inc.
433 River Street, #6001
Troy, NY 12180
518-388-9000
abartlett@lingualinx.com

Prisma International, Inc.
1128 Harmon Place, #310
Minneapolis, MN 55403
612-349-3111
jromano@prisma.com

Swits, LTD
110 S. Third Street
Delavan, WI 53115
262-740-2590
translations@swits.us

Latitude Prime, LLC.
80 S. Eighth Street, #900
Minneapolis, MN 55402
888-341-9080, ext. 501
elle@latitude.com