

SALARY REDUCTION NOTICE REQUIREMENTS

State	Advance Warning Requirements	Additional Material Requirements Beyond Time and Notice in Writing
California	<p><u>Non-exempt employees:</u> Other than employees covered by a CBA, notice is required to be signed by the employee at the time of hire and upon any change, providing the employee with various information and the applicable rates of pay. If a change in the rate of pay is reflected on the next payroll period wage statement, then no additional notice or form needs to be provided or signed by the employee.</p> <p><u>Exempt Employees:</u> Changes in salary need to be communicated prospectively.</p>	<p>Issue a new wage theft notice using either applicable model form or an employer-created form containing the required information. Sample notices available here: https://www.dir.ca.gov/dlse/lc_2810.5_notice.pdf</p>
District of Columbia	<p>Notice any time prior to the change becoming effective.</p>	<p>New wage theft notice should be issued reflecting updated rate of pay and overtime rate of pay for all employees. Issue a new wage theft notice using applicable model form. Notices available here: https://does.dc.gov/page/wage-theft-prevention-amendment-act-2014</p>
Illinois	<p>Notice at any time prior to the change becoming effective. 820 ILCS 115/10.</p>	<p>All changes must be presented to an employee in writing at the time of the change.</p>
Maine	<p>Notice <u>1 working day</u> prior to change becoming effective.</p>	<p>None.</p>
Maryland	<p>Notice <u>1 pay period</u> prior to change becoming effective.</p>	<p>None.</p>
Minnesota	<p>Minnesota Wage Theft Law requires advanced notices of changes to pay. Employee signature to acknowledge receipt of written notice.</p>	<p>Issue a new wage theft notice using either applicable model form or an employer-created form containing the required information. Sample notices available here: https://www.dli.mn.gov/sites/default/files/doc/employee_notice_form.docx</p>
Missouri	<p>Written notice <u>30 days</u> prior to change becoming effective. This notice requirement does not apply if an employee is asked to work fewer hours or changes to a different position with different duties. (Note: Penalty is \$50 per employee). MRS § 290.100.</p>	<p>None.</p>
Nevada	<p>Written notice <u>7 days</u> prior to change becoming effective or compliance with the requirements relating to the decrease that are imposed on the employer pursuant to the provisions of any collective bargaining agreement or any contract between the employer and the employee. NRS 608.100.</p>	<p>None.</p>

New York	Written notice <u>7 days</u> prior to change becoming effective. Must be acknowledged in writing by employee. N.Y. Labor Law § 195.	Issue a new wage theft notice using either applicable model NYS form or an employer-created form containing the required information. Sample notices available here: https://labor.ny.gov/formsdocs/wp/ellsformsandpublications.shtm
North Carolina	Written notice <u>24 hours</u> prior to change becoming effective. N.C.G.S. § 95-25.13(3).	None.
South Carolina	Written notice <u>7 days</u> prior to change becoming effective. S. Carolina Code 41-10-30.	Issue a new wage theft notice using either applicable model form or an employer-created form containing the required information. Sample notices available here: http://www.charleston.va.gov/documents/research/cri/cri-toeformandlaw.pdf
West Virginia	Written notice <u>1 pay period</u> prior to change becoming effective. W. Va. § 42 CSR 5-4.3	None.