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MEMORANDUM

CONFIDENTIAL

DATE: January 9, 2013

TO: Hotel Association of New York City, Inc.
Labor Relations Members
General Managers, Human Resource Directors and Controllers

FROM: Kane Kessler, P.C.
Labor & Employment Dept.

RE: Wage Theft Protection Act Notices for Employees in New York State

This Memorandum is a reminder to all New York employers that the annual wage statements required by the Wage Theft Prevention Act must be distributed to all your employees by February 1, 2013. Forms for the wage statements can be obtained on-line at www.labor.ny.gov/workerprotection/laborstandards/employer/wage-theft.

This requirement applies to all employees, even those who recently received the form upon hire or because of a wage increase or promotion.

If you have any questions about the WTPA forms, please do not hesitate to call David R. Rothfeld, Judith A. Stoll, Stephen Steinbrecher, Robert Sacks, Niki Franzitta, Lois M. Traub or Alexander Soric.

cc: Joseph E. Spinnato, Esq.
Geoffrey A. Mills, Chairman