

# Notice of Assignment

## For Construction Workers in New York City

This notice informs you about the job assignment, any equipment or protective clothing you need for the assignment, and wages and benefits. A Construction Labor Provider, licensed by the NYC Department of Consumer and Worker Protection, must complete this form and give it to you in English and in your primary language.

### Job Client / Worksite Supervisor

Name of Job Client:	Business Address:
Name of Worksite Supervisor <i>(if different from Job Client)</i> :	Business Address:

### Worksite Address

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### Job Details

Work you will do:	    	
Equipment you will need:	    	
Protective clothing you will need:	    	
Hours you can expect to work:	For job longer than a week: _____ hours per week	For job less than a week: _____ hours per day
How long job is expected to last:	  	

## Wages and Benefits

<b>Wages</b>	
Amount:	\$
This amount reflects prevailing wages, <sup>1</sup> which you are owed for the work you are doing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supplemental Benefits / Workers' Compensation Coverage</b>	
Covered benefits include:	<input type="checkbox"/> Health Insurance <input type="checkbox"/> Retirement Funds <input type="checkbox"/> Insurance Premiums <input type="checkbox"/> Workers' Compensation Coverage <input type="checkbox"/> Other; explain: _____
Responsible party to provide benefits/workers' compensation coverage:	<input type="checkbox"/> Construction Labor Provider <input type="checkbox"/> Job Client <input type="checkbox"/> Another entity, or more than one party, is responsible for any covered benefit; explain: _____
Insurance policy number:	
<b>Meal or Equipment</b>	
The following will be provided to you:	<input type="checkbox"/> Meal <input type="checkbox"/> Equipment <input type="checkbox"/> Both
Responsible party:	<input type="checkbox"/> Construction Labor Provider <input type="checkbox"/> Job Client
Expected cost to you, if any:	Meal <span style="float: right;">\$</span>
	Equipment <span style="float: right;">\$</span>

<b>Construction Labor Provider that completed Notice of Assignment:</b>	
Business Name:	
Address:	
Department of Consumer and Worker Protection License Number:	

### Signed Statement of Worker:

I, \_\_\_\_\_ [print name], received this Notice of Assignment in English and, if applicable, in my primary language of \_\_\_\_\_ [print language]. I have read and understand this notice.

\_\_\_\_\_  
Date Notice Given to Worker

\_\_\_\_\_  
Worker Signature

**Important: You are entitled to receive this notice in your primary language.**

<sup>1</sup> Prevailing wage is the wage and benefit rate set annually by the NYC Comptroller for construction work on NYC public works projects. See [comptroller.nyc.gov](http://comptroller.nyc.gov)