



# SECURE SCHEDULING ORDINANCE

SMC 14.22

**Covers hourly employees at retail and food services establishments with 500+ employees worldwide**  
*Full service restaurants also must have 40+ full-service locations worldwide*

**EFFECTIVE JULY 1, 2017**



## Good faith estimate.

For the upcoming year, employer must provide a written forecast of employee's median hours per work week and whether to expect on-call shifts.



## Right to request input into work schedule.

Before the work schedule is posted, employer must grant schedule requests related to a **major life event** (employee's transportation, housing, other job(s), education, caregiving, and self-care for serious health condition) unless the employer identifies a **bona fide business reason** (significant cost or disruption).



## Advance notice of work schedule.

Employer must post work schedules 14 days in advance.



## Right to rest between work shifts.

Employer must pay time-and-a-half for any hours worked between closing and opening (**clopening**) shifts that are separated by less than 10 hours.



## Access to hours for current employees.

Before hiring new employees, employer must post notice of available hours for 3 days and offer the job to qualified, current employee(s), subject to exceptions.

## Premium pay for work schedule changes after schedule is posted.



- ▶ **Additional hours:** Employer must provide an additional hour of pay, plus wages earned.
- ▶ **Subtracted hours:** Employer must pay for half of the hours not worked, plus wages earned, for regular and on-call shifts.

### ▶ Exceptions to premium pay requirements:

- » Grace period for additions or subtractions of 15 minutes or less.
- » Employee requests for schedule changes and/or shift swaps with another employee.
- » Employer reduction of hours due to disciplinary reasons.
- » Employer inability to begin or continue operations due to events such as a public utilities failure, a natural disaster, or inclement weather.
- » Employee acceptance of additional hours in response to employer
  - ▶ **Mass communication** about additional hours due to scheduled employee not being able to work; or
  - ▶ **In-person group communication** about additional hours that are due to unanticipated customer needs and are consecutive to employee's current shift.

*This law applies to employees regardless of immigration status.*

*Employers must comply with this law. Employers are not allowed to engage in pattern or practice of underscheduling. Retaliation is illegal. The Seattle Office of Labor Standards provides language translations, interpretations, and accommodations for people with disabilities upon request.*

## Employers

Private and free services, including technical assistance and training.

## Employees

Private and free services, including training, intake, and investigation –or– file a lawsuit in court.

## Contact Us

206-684-4500  
www.seattle.gov/laborstandards

✓ CHECK HERE FOR YOUR LANGUAGE ○ Amharic/ አማርኛ ○ Arabic/ عربي ○ Chinese/ 中文 ○ Khmer/ ភាសាខ្មែរ ○ Korean/ 한국어 ○ Oromo/ Oromiffa ○ Somali/ af Soomaali ○ Spanish/ Español ○ Tagalog ○ Thai/ ไทย ○ Tigrinya/ ትግርኛ ○ Vietnamese/ Tiếng Việt and more.

*Poster created by the Seattle Office of Labor Standards; some graphics courtesy of the Seattle City Council*