

Seattle Office of Labor Standards

Hiring Program Pre-Approval Application for Secure Scheduling Access to Hours Exception

In September of 2016, Seattle City Council passed the Secure Scheduling Ordinance (SMC 14.22) establishing new scheduling requirements for large food service and retail employers. The ordinance is in effect as of July 1st, 2017. The Seattle Office of Labor Standards has provided additional administrative guidelines ([SHRR 120-340](#)) which include the approval process for hiring programs to be used by employers as an exception to the access to hours requirements of the ordinance.

Government and non-profit hiring programs. Government and non-profit organizations shall apply to be placed on an approved list of hiring programs prior to partnering with specific employers. The legislation extends to retail and food service establishments with more than 500 employees worldwide and full-service restaurants with more than 500 employees and 40 full-service restaurant locations worldwide. Employers can bypass access to hours requirements for additional hours of work that the employer has designated for hiring programs, including but not limited to diversity, supported employment hiring programs or young adult hiring programs affiliated with a government entity or non-profit organization that has been approved subject to the rules of the Director.

About the Commission

The **Labor Standards Advisory Commission** is charged with advising the [Office of Labor Standards](#), Mayor, City Council and other City departments on labor standards, including wages, working conditions, safety, and the health of workers. The Commission also provides input and feedback to the Office of Labor Standards on the implementation of labor standards ordinances.

Contact Information

Name of Organization	
Representative Name	
Street Address	
City ST ZIP Code	
Primary Phone	
Work Phone	
E-Mail Address	
Website	

Mission Statement

Please provide your organization's mission statement.

Please provide a description of the hiring program(s) within your organization.

Please provide a description of the specific need the program(s) seeks to address.

Please provide a description of history and/or qualifications to implement the hiring program.

Board Members/Governance

Please provide a list of all board members, positions and governance.

Industries in which you would like to seek job placements

___ Retail

___ Food Service

Diversity Placement Groups

Please list which group(s) you anticipate working with, and why.

Employee Placement

Given the diverse hiring initiatives, over the next calendar year, how many employees does your organization anticipate placing? List the positions that these employees will be filling.

Compliance

Has your organization ever been cited for failure to comply with municipal, state, or federal regulations?

yes no

If yes, please explain-

References

Please list 3 references that can speak to your organization's diverse hiring practices.

Full Name		Relationship	
Organization		Phone	
Address			
Full Name		Relationship	
Organization		Phone	
Address			
Full Name		Relationship	
Organization		Phone	
Address			

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete to the best of my knowledge. I understand LSAC has the right to contact the representative of my organization to follow up which may include discussions, site visits, oral presentations, and/or meetings. I understand that if my organization is accepted I will remain compliant with all federal, state, and municipal regulations. Any false statements, omissions, or other misrepresentations made on behalf of the organization on this application may result in immediate dismissal.

Name (printed)	
Signature	
Date	

Thank you for completing this application and for your interest in working with us.

Please submit your completed form to Office of Labor Standards Commission Liaison Megan Jackson at megan.jackson@seattle.gov or mail a hard copy to

**Attn: Megan Jackson
Seattle Office of Labor Standards
810 3rd Ave Suite 375
Seattle, WA 98104**

Our Policy

It is the policy of the Labor Standards Advisory Commission to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability or any other protected class under the law. Conditions. Approval is conditioned upon agreement that the Office of Labor Standards and the Office of City Auditor may use information about the hiring program for outreach, research, and monitoring purposes. All approvals are valid for up to three-years, at which time LSAC will review compliance and issue a re-approval within 30 business days.

Types of hiring programs invited to apply:

- a. Diversity. Diversity includes individuals and groups protected by federal, state and local antidiscrimination laws, and characteristics associated with historically disenfranchised communities including but not limited to conviction and arrest records, survival of domestic violence, homelessness, foster youth emancipating from the child welfare system, and receipt of public subsidies (e.g. TANF, SSI).
- b. Supported employment. Supported employment refers to service provisions wherein people with disabilities are assisted with obtaining and maintaining employment.
- c. Young adult. There is no specific age range for young adults; the age range of young adults maybe reasonably defined by specific hiring program.