



# SECURE SCHEDULING

Adding Stability & Predictability to Workers' Schedules & Incomes

 Councilmembers Lisa Herbold and M. Lorena González with Mayor Ed Murray

## Problem

Retail and food services employees currently bear a significant burden of unpredictability in the workplace: last minute schedule changes, inadequate hours, back-to-back shifts that prevent a good night's sleep, and being on call without being paid.

## Solution

Secure Scheduling will give employees more stability in their schedules as well as opportunities to earn additional, predictable income if desired.

## Who

Hourly Seattle employees working at:

- Retail, food services or drinking establishments with 500+ employees worldwide
- Full-service restaurants with 500+ worldwide employees and 40+ full service locations worldwide

## How It Works



### Schedule Set 14 Days in Advance

Employers must give employees their schedules 14 days in advance.

-  When the employer subtracts hours, the employee is paid for half of the hours not worked.
-  When the employer adds hours, the employee is paid for one additional hour.
-  When an employer doesn't ask an on-call employee to report for duty, the employee is paid half the hours not worked.

Protecting Workers' Flexibility - Predictability pay doesn't apply:

-  When an employee requests changes to a schedule.
-  When employee finds replacement coverage for hours through an employee-to-employee shift swap.
-  When an employer provides notice of additional hours through mass communication and receives a volunteer to cover hours.



### Maintain Workers' Flexibility

The City understands the flexible benefits of working in the retail and food services industries. Employees will continue to enjoy their current flexibility; they can swap shifts and pick-up new shifts.



### Access to Full-Time Hours

Before hiring new employees, employers must offer additional hours to qualified internal candidates. Part-time unpredictable pay isn't enough to make ends meet in an increasingly expensive city.



### Right to Rest

Employees have a right to decline closing and opening shifts that are separated by less than 10 hours.

-  If the gap between the closing and opening is less than 10 hours, time-and-half kicks in for the difference.  
e.g. 8 hour gap = 2 hours of time-and-a-half.



### Worker Schedule Input

To help balance their other commitments, like caring for a family member, working another job and attending school, employees may request preferences on their schedule.

### Questions?

**Councilmember Lisa Herbold**  
Lisa.Herbold@seattle.gov  
(206) 684-8803

**Councilmember M. Lorena González**  
Lorena.Gonzalez@seattle.gov  
(206) 684-8802