**Notice of Additional Hours**

**Secure Scheduling Requirements:**

Under Seattle’s Secure Scheduling ordinance (SMC 14.22), employers must offer additional hours of work to current, qualified employees before hiring new employees. Employers must follow these requirements:

* Post notice of additional hours at the workplace for three days.
  + Provide all information that is on this form.
  + Provide all information in English and the primary language(s) of all employees at the workplace.
* Offer the additional hours to current, qualified employees.
* Provide qualified employees with two days to accept the offer.

|  |  |
| --- | --- |
| **Date of Notice:** | **Due Date for Responding:** |
| \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ | \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ |
| **Position Title:** | |
|  | |
| **Position Description/Duties:** | |
|  | |
| **Required Qualifications:** | |
|  | |
| **Expected Duration of Position:** | |
| □ Temporary: Start Date: \_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_  □ Ongoing: Start Date: \_\_\_\_\_\_\_\_ | |
| **Total Number of Hours Offered:** | **Hours Occur at the Same Time Each Week:** |
| \_\_\_\_\_\_ Hours per Week | □ Yes □ No |
| **Schedule:** | |
| □ Schedule depends on employee availability; or  □Scheduleis listed below:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | | **Start time:** |  |  |  |  |  |  |  | | **End time:** |  |  |  |  |  |  |  |   . | |

**EMPLOYERS MUST KEEP RECORD OF THIS NOTICE FOR THREE YEARS**

*[Optional Employee Signup]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | **Available Work Shift(s) Employee is Interested in Working** | **Employee Signature** | **Date** |
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