

Advance Notice of Work Schedules

CITY OF EMERYVILLE FAIR WORK WEEK ORDINANCE Emeryville Municipal Code, Chapter 39 of Title 5

Advance Notice of Work Schedule • before a new employee starts their employment, the employer provides good faith estimate of work schedule in writing. • Employer must provide work schedules at least two weeks in advance by posting in conspicuous place or transmitting by electronic means

Notice, Right to Decline, and Compensation for Schedule Changes • Employer must provide notice of any changes to schedules which are employer initiated. • Employee has right to decline any previously unscheduled hours if given less than 14 days' notice. •

Date of Notice:	Due Date for Responding:																								
____ / ____ / 20____	____ / ____ / 20____																								
Position Title:																									
Position Description/Duties:																									
Required Qualifications:																									
Expected Duration of Position:																									
<input type="checkbox"/> Temporary: Start Date: _____ End Date: _____ <input type="checkbox"/> Ongoing: Start Date: _____																									
Total Number of Hours Offered:	Hours Occur at the Same Time Each Week:																								
_____ Hours per Week	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
Schedule:																									
<input type="checkbox"/> Schedule depends on employee availability; or <input type="checkbox"/> Schedule is listed below:																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 14.28%;"></th> <th style="width: 14.28%;">Sunday</th> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Saturday</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; vertical-align: top;">Start time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right; vertical-align: top;">End time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Start time:								End time:							
	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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