



# FAIR WORK WEEK

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## OFFICIAL NOTICE



Employers of retail businesses with 300+ employees globally are required to provide fair work week employment standards for workers according to the City of Los Angeles Fair Work Week Ordinance. These requirements apply to Employees who work at least two hours in a particular week for a covered Employer in the City of Los Angeles.

The Fair Work Week Ordinance is effective April 1, 2023. For complete requirements of the Fair Work Week Ordinance, please refer to Los Angeles Municipal Code Chapter XVIII Art. 5 Sec. 185 and Art. 8 Sec. 188.

### EMPLOYEE RIGHTS



#### GOOD FAITH ESTIMATE

Employer shall provide each new Employee with a written Good Faith Estimate of Employee's Work Schedule before hiring. For existing Employees, the estimate must be provided within ten (10) days of an Employee's request.



#### REST BETWEEN SHIFTS

Employee is not required to work a Shift that starts less than 10 hours from their last Shift without their written consent. Employee receives premium pay of time-and-a-half for the Shift following the insufficient rest period.



#### SHIFT COVERAGE

Employee is not required to find coverage for missing a Shift or partial Shift for reasons protected by law.



#### ADVANCE NOTICE

Employee must receive written notice of Work Schedule at least 14 calendar days before the start of the work period.

Employee may decline any hours, Shifts or work location changes made after the advance notice deadline.



#### REQUEST PREFERENCES

Employee may request a preference for hours, times, or work locations. Employer may accept or decline the request, with written notification of the reason for denial.



#### SHIFT PRIORITY

Additional work hours must be offered to current Employees before Employer can hire new workers.



#### PREDICTABILITY PAY

Employee is entitled to Predictability Pay for Employer-initiated changes to Work Schedules made less than 14 days before the start of the work period. Subject to certain exceptions, Employees do not give up their right to Predictability Pay when they voluntarily agree to such changes.

Employer-initiated Change	Predictability Pay
Increase in hours that exceed 15 minutes	One (1) hour at the Employee's regular rate of pay
Change to the date, time, or location (but no change in hours)	One (1) hour at the Employee's regular rate of pay
Reduction of hours by at least 15 minutes	Hours not worked at one-half the Employee's regular rate of pay
On-call shift, when the employer does not call the employee to perform work	Hours not worked at one-half the Employee's regular rate of pay

The Los Angeles Office of Wage Standards Ordinance grants authority to the Bureau of Contract Administration, Office of Wage Standards to conduct investigations and impose penalties and administrative fines for violations of the Fair Work Week Ordinance.



Los Angeles Municipal Code Ch. XVII Art. 5 Sec. 185.12 and Art. 8 Sec. 188.04 protect Employees from any discrimination or retaliation for exercising their rights to receive a fair work week.



For more information, please contact the Office of Wage Standards at 1-844-WAGESLA (924-3752) or email [wagesla@lacity.org](mailto:wagesla@lacity.org) or visit <http://wagesla.lacity.org/>.