

POLICY

SCHEDULING (San Jose, CA)

All locations in San Jose, CA are required to comply with the **San Jose Opportunity to Work Ordinance**. This ordinance applies to all part time Associates working within the city of San Jose, CA and requires that Managers offer any additional available shifts on posted schedules to existing eligible part time, casual part time and seasonal Associates. Eligible Associates must be qualified to perform the work being offered. Additional hours **DO NOT** have to be awarded to an Associate if it will result in daily or weekly overtime.

Managers must print and complete the form titled "**Offer of Additional Hours Form**" in Hot Spot and post the form in a noticeable place for 3 days for all Associates to see. Associates should accept or decline the additional hours and complete the Offer of Additional Hours form in Hot Spot. Completed forms must be printed prior to submitting and provided to the Manager. If multiple associates accept the offer the Manager can divide the hours between the Associates or provide all hours to one Associate. Hours should be awarded based on the productivity of the Associate.

PROCESS

Offer of Additional Hours Form (Manager)

1. Log into Hot Spot
2. Press Hot Spot History
3. Log into Hot Spot (Old Version)
4. Press **Action items**
5. Press **Submit Form**
6. Locate the Offer of Additional Hours Form the press **Create**
7. Press **Print** in upper right hand corner
8. Complete the form and post for Associates to complete.
 - Ensure associates provide the completed forms and keep them in the Associate file.

Offer of Additional Hours Form (Associate)

1. Log into Hot Spot
2. Press Hot Spot History
3. Log into Hot Spot (Old Version)
4. Press **Action items**
5. Press **Submit Form**
6. Locate the Offer of Additional Hours Form the press **Create**
7. Complete the form with all information on the form
 - Ensure you select if you are approving or declining the hours
8. Press **Print** in the upper right hand corner and provide the completed for to the Manager

9. Press **Submit**