

EssilorLuxottica

Chicago Fair Workweek Ordinance

Communication to Field and Store Managers

Action Requested of All Chicago Field and Store Managers:

In July 2020, Chicago passed legislation impacting the way that retail businesses schedule their employees. As a result, Luxottica implemented changes to some of its scheduling policies and practices. As of **July 1, 2022**, Chicago updated some of these requirements. Please familiarize yourself with the enclosed FAQ and information below, detailing the required updates, as well as existing pre-employment processes and scheduling practices that remain in place. This legislation applies to all employees who work in Chicago who are paid less than **\$56,381.85** salary or less than **\$29.35** hourly (updated as of July 1, 2022).

1. **Pre-Employment:** Managers must provide specific scheduling information to employees prior to their first date of employment:
 - **Initial Estimate of Minimum Hours** – Provide each new employee with an initial estimate of hours that includes the expected minimum number of scheduled shifts per month, the days and hours of those shifts (specify start and end times where possible), the average number of hours per week for each quarter of the year, and if the employee will be required to work on-call shifts.
 - Complete the **Initial Estimate of Minimum Hours Offer Letter Template** in Talent Luxottica Recruiting and provide it to each new employee before their first day of work.
 - The form is located within Talent Luxottica Recruiting as a required offer letter to be completed and sent when extending the offer (see FAQ for instructions).
 - **Initial Work Schedule** – Provide each new employee with an initial work schedule that runs through the last date of the currently posted schedule.

2. **Scheduling Requirements and Compensation for Scheduling Changes:** Managers must provide advance notice of schedules and any scheduling changes to employees. Scheduling changes after the schedule has been posted may require additional compensation be paid to the impacted employee(s).
 - **Advance Notice of Schedules (UPDATED 7/1/22)**- Managers must now provide work schedules to employees at least **14 days** (increased from 10 days) in advance. If any changes are made to the work schedule after the initial 14 days, the revised schedule must be re-posted within 24 hours.
 - **Right to Decline Unscheduled Hours** – Employees can decline to work unscheduled hours that are added within 10 days of the beginning of the Work Schedule for which those additional hours are proposed.
 - **Predictability Pay (UPDATED 7/1/22)** - If any changes are made to an employee's schedule less than **14 days** (increased from 10 days) before the beginning of the work schedule, and the employee agrees, the manager must pay the employee varying hours of Predictability Pay. See FAQ for additional details and exceptions.
 - **Entering Predictability Pay:** Enter the appropriate number of hours using the pay code "Predictability Pay" in your timekeeping system.
 - **Rest Period Between Shifts** – Managers must provide a 10-hour break between scheduled shifts.
 - If the 10 hour break is not followed, even if the employee agrees to work, the employee must be paid at 1.25 times their hourly rate for the entire shift. See FAQ for additional details. Employees have the right to decline a shift that does not allow for the 10 hour break.

3. Offering Additional Work to Employees – Managers must offer additional hours to existing employees before hiring a new employee (e.g., hours are available because an employee leaves the company or hours are increased for holiday selling).

- Additional hours must be posted and accepted within 3 days (unless a shorter period is necessary to perform the work). Please see FAQ for additional details.

Please print and post the enclosed Notice for all employees to see if you do not currently have notice posted.

Check out the enclosed FAQ for common questions and answers. A copy of the FAQ can also be found on [HR Solutions](#), located in HR Central. **Additional Questions?** Please speak with your HRBP or manager.