

## Philadelphia Fair Workweek Ordinance

### Communication to Field and Store Managers

#### Action Requested of All Philadelphia Field and Store Managers:

Philadelphia recently passed legislation impacting the way that retail businesses schedule their employees. As a result, EssilorLuxottica must implement changes to some of its current policies and practices. Please familiarize yourself with the enclosed FAQ and information below, detailing required updates to our pre-employment processes and scheduling practices. All changes are effective **April 1, 2020**.

1. **Pre-Employment:** Managers must now 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, 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 EssilorLuxottica Recruiting and provide it to each new employee before their first day of work.
    - The form is located within Talent EssilorLuxottica Recruiting as a required offer letter to be completed and sent when extending the offer (see **FAQ** and enclosed **Job Aid** 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.
  - **Request for Flexible Schedules** - Employees can request schedule preferences or changes at the time of hire and during employment to balance other work and life commitments. Employers should discuss the request with the employee and respond with a decision in writing.
  
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** - Managers must provide work schedules to employees at least 14 days in advance.
  - **Predictability Pay** - If any changes are made to an employee's schedule after a schedule is posted 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 now provide a 9 hour break between scheduled shifts.
    - If the 9 hour break is not followed, even if the employee agrees to work, the manager must provide \$40 Predictability Pay (use pay code "Predictability Pay PA" in your timekeeping system and enter 1 hour to trigger the \$40 predictability payment due). Employees have the right to decline shifts that does not allow for the 9 hour break.

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- 3. Offering Additional Work to Employees** – Managers must now 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 until a permanent poster can be provided from our labor poster vendor.

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 submit an E-Service Consultation Request via the **Employee Relations** icon on [HR Central](#).