

POLICY

SCHEDULING (San Francisco, CA)

All hourly Employees that work in the city of San Francisco, CA are covered by the **San Francisco Formula Retail Employee Rights Ordinances**. These ordinances require that Managers must provide all new Employees with an initial estimate of minimum hours they will be scheduled. All current Employees must receive two weeks' notice of work schedules, notices of changes to work schedules, compensation for schedule changes made with less than 7 days' notice (Predictability Pay), and Equal Treatment. Finally Managers are required to offer any/all additional hours to qualified part-time Employees prior to hiring new Employees.

Initial Estimate of Hours

All new Employees must be provided with an **Initial Estimate of Hours Form** along with their offer letter prior to their first day of employment. This form must be completed through the Talent EssilorLuxottica Recruiting portal. The form must include the following:

- Expected minimum number of scheduled shifts per month
- Days and hours of shifts
- Average number of hours per week for each quarter of the year
- If the Employee is required to work on-call shifts

PLEASE NOTE: The hours provided on the Initial Estimate of Hours form are only an estimate and EssilorLuxottica is not obligated to provide any specific shifts/hours listed.

Schedules

All new Employees must be provided with an initial work schedule that runs through the date in which the next biweekly schedule is to be posted. Current Employees must be provided with schedules 14 days prior to the first day of the work schedule.

Predictability Pay

Hourly Employees are eligible for Predictability Pay if a schedule change occurs after a schedule has been posted. All hours paid out for eligible reasons must be entered into Kronos Timekeeping using the "**Predictability Pay**" pay code. Use the following chart to determine when and how much Predictability Pay must be issued.

Advance Notice	Length of Shift (added, extended or cancelled)	Hours of Predictability Pay (issued at the Employee's base rate)
Less than 7 days, but more than 24 hours.	Any length	1 Hour
Less than 24 hours	4 Hours or less	2 Hours
Less than 24 hours	More than 4 Hours	4 Hours

Predictability Pay **DOES NOT** need to be given if one of the following exceptions applies:

- Operations cannot begin or continue due to threats to Employees or property
- Operations cannot begin or continue because public utilities fail
- Operations cannot begin or continue due to an act of God (i.e. earthquake)
- Another Employee previously scheduled to work that shift is unable to work and did not provide at least seven days' notice
- Another Employee failed to report to work or was sent home
- Employees are required to work overtime

- Employees trades shifts with another Employee or requests a change in shifts

Predictability Pay Examples

- A Manager is notified that the store will hold a special one-day sale in three days. The Manager posts a sign in the break room more than 24 hours in advance asking Associates to volunteer to sign up to work additional shifts on that day. The Manager would owe 1 hour of Predictability Pay to any Employee who volunteers because the schedule change was proposed by the Manager and at least 24 hours' notice was provided.
- An Employee is scheduled to work an 8 hour shift. Less than 24 hours before the shift begins, the manager cancels the shift. The manager owes 4 hours of Predictability Pay to the Employee.
- An Employee is scheduled to work a 4 hour shift from 12:00 p.m. to 4:00 p.m. Less than 24 hours before the shift begins, the manager informs the Employee that the shift will be extended to 12:00 p.m. to 5:00 p.m. The manager owes the Employee **2 hours** of Predictability Pay because 4 hours or less was added to the shift.

Additional Hours to Qualified Employees

Managers are required to offer any additional available hours to any part-time Employees that are qualified and their availability can be accommodated for any/all hours prior to hiring a new Employee. Additional hours **DO NOT** have to be offered 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 it must be posted in a conspicuous place within the store. Employees should accept or decline the additional hours within 72 hours and complete the Offer of Additional Hours form in Hot Spot. If multiple Employees accept the offer the Manager can divide the hours between the Employees or provide all hours to one Employee. Hours should be awarded based on the productivity of the Employee. If no qualified Employees accept the additional hours the Manager may proceed with hiring a new Employee.

Equal Treatment for Part-Time Employees

All part-time Employees must be provided with the same access to Paid Time Off (PTO) on a pro-rated basis, as full-time Employees working the same job. Employees are allowed to use any accrued PTO balances, provided the hours are approved by the Manager.

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 Employees to complete.

Offer of Additional Hours Form (Employee)

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**