

Tukwila, WA Scheduling Ordinance

Communication to Field and Store Managers

Action Requested of All City of Tukwila Managers:

In November 2022, City of Tukwila passed legislation impacting the way that businesses schedule their employees. As a result, EssilorLuxottica implemented changes to some of its scheduling policies and practices. Please familiarize yourself with the information below, detailing the required updates. This legislation applies to all nonexempt/hourly part-time employees who work in City of Tukwila as of **July 1, 2023**.

Audience: All nonexempt/hourly Part-Time employees working in City of Tukwila (within the geographic boundaries of the City of Tukwila)

- **Timing:** Please share by **June 30, 2023**
- **City of Tukwila Field Managers Action Requested:**
 - Read the Communication immediately.
 - Ensure all store managers review the communication and share with part-time employees.
 - Ensure all managers have a copy of the **Notice to Employees: Minimum Wage and Fair Access to Additional Work Hours**
- **City of Tukwila Store/Operations Manager Action Requested:**
 - Read the Communication immediately.
 - Provide each employee a copy of the **Notice to Employees: Minimum Wage and Fair Access to Additional Work Hours** and record the date when the notice was provided to each employee and send the documentation to jhancox@luxotticaretail.com and ldebilius@oakley.com by Friday, July 7, 2023
 - Post a copy of the **Tukwila Labor Standards** where it is easily accessible to all nonexempt/hourly part-time employees (GovDocs is shipping the poster to the location)
- **Employee Action Requested:**
 - Read the Communication and the **Notice to Employees: Minimum Wage and Fair Access to Additional Work Hours**.

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Offering Additional Work to Part-Time Employees - Managers must offer additional hours to existing nonexempt/hourly part-time employees before hiring new employees or subcontractors, including hiring through the use of temporary services or staffing agencies (e.g., hours are available because an employee leaves the company or hours are increased for holiday selling).

- Managers must use a reasonable, transparent and nondiscriminatory process to distribute the hours of work among qualified part-time employees (the employee has the skills and experience to perform the work).
 - The additional hours must be posted for all part-time employees to receive notification of the availability of additional hours (may notify the employees by physically posting the hours or using a method which provided documentation of the notice sent to all part-time employees).
 - Managers must obtain in writing the acceptance of the employee or employees willing to work the additional hours
 - Managers must obtain in writing the denial of a qualified part-time employee to work the additional hours
1. Managers must now offer additional hours to existing part-time 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.

When Offers of Additional Hours are Not Required - In some circumstances, the manager is not required to offer additional hours to employees when:

- The position the employer seeks to fill is not a covered position (position that is not covered by the minimum wage laws - usually exempt/salaried positions);
- An existing employee fills the position;
- Additional work hours are distributed to existing employees;
- Available part-time employees do not have the skills and experience to perform the work;
- The additional hours are for work that is outside the geographic boundaries of the City of Tukwila;
- The employer rehires an employee after a seasonal interruption of work; or
- Offering the additional hours of work to an existing qualified part-time employee would conflict with federal or state law.
- If offering the additional hours will result in the employer compensating the employee at time-and-a-half time or other premium rate under any law or collective bargaining agreement.

Manager Action Required:

- Please print, provide each employee a copy of the **Notice to Employees: Minimum Wage and Fair Access to Additional Work Hours**
- Record the following:
 - Date
 - Name of employee that received the Notice
 - Note the method of how the Notice was provided to employee(s)
- Send documentation of the above to jhancox@luxotticaretail.com and ldebelius@oakley.com by Friday, July 7, 2023
- Post the enclosed **Tukwila Labor Standards** for all employees to see, only if the poster from GovDocs has not arrived at your location.

Documents can be found on **HR Solutions>Attendance& Scheduling Guidelines>Scheduling & Best Practices** (via [My Personal Desk](#)). For all other questions, please contact your HR Business Partner.