

YOU HAVE A RIGHT TO A PREDICTABLE WORK SCHEDULE

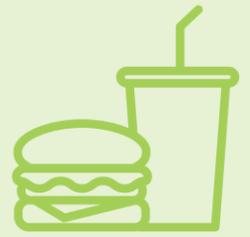
Under NYC's Fair Workweek Law, fast food employers must give their workers predictable work schedules. Employers must post this notice where employees can easily see it at each NYC workplace.*

Fast Food Workers Covered by the Law

Employees who perform at least one of the following tasks at a fast food establishment in NYC:

- customer service
- cooking
- food or drink preparation
- off-site delivery
- security
- stocking supplies or equipment
- cleaning
- routine maintenance duties

The law applies regardless of immigration status.



Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.

Your Rights



Estimated Schedule and First Work Schedule

On or before your first day of work, your employer must give you:

- *Written schedules for first 2 weeks of work* with hours, dates, start and end times, and locations of shifts.
- *Written "Good Faith Estimate"* (days, times, hours, locations you can expect to work during your employment). Your employer must provide an updated Estimate if the Estimate changes.



Priority to Work Open Shifts

Before hiring a new employee when new shifts become available, your employer must:

- *Advertise shifts to existing workers in NYC first* by posting information at your worksite and directly providing information to you electronically, which may include text or email.
- *Give priority to work open shifts to workers at the worksite where shifts are available.*
- *Give shifts to interested workers from other worksites only when no or not enough workers from the worksite accept.*

Your employer may only hire new workers if no current NYC workers accept the shifts by the posted deadline.



2 Weeks' Advance Notice of Work Schedule

Your employer must give you your written work schedule at least 14 days before your first shift in the schedule. Schedules must include at least 7 calendar days with dates, shift start and end times, and location(s) of all shifts. If the schedule changes, your employer must contact all affected workers within 24 hours, or as soon as possible.



Consent Plus \$100 for "Clopening" Shifts

Your employer cannot schedule you to work 2 shifts over 2 days when the first shift ends a day and there are less than 11 hours between shifts (a "clopening") UNLESS you consent in writing AND you are paid a \$100 premium to work the shift.



Consent and Premium Pay for Last-Minute Schedule Changes

Your employer cannot make changes to your schedule less than 14 days before the change is effective without your written consent and without paying the following premiums:

Amount of notice	Additional work time or shifts	Change to shifts but no change to total work time	Reduced work time or shifts
Less than 14 days' notice	\$10 per change	\$10 per change	\$20 per change
Less than 7 days' notice	\$15 per change	\$15 per change	\$45 per change
Less than 24 hours' notice	\$15 per change	\$15 per change	\$75 per change

Premium pay is not required when:

1. Your employer closes due to: threats to worker safety or employer property; public utility failure; shutdown of public transportation; fire, flood, or other natural disaster; government-declared state of emergency.
2. You request a schedule change to a specific shift.
3. You trade shifts with another employee.
4. Your employer must pay overtime for a changed shift.

File a Complaint

The Department of Consumer Affairs (DCA) Office of Labor Policy & Standards (OLPS) enforces the Fair Workweek Law and other NYC labor laws.

To file a complaint with OLPS, go to nyc.gov/dca or contact 311 (212-NEW-YORK outside NYC) and ask for "Fair Workweek Law." OLPS will conduct an investigation and try to resolve your complaint. **OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.**

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

Contact OLPS

Visit nyc.gov/dca, email FWW@dca.nyc.gov, or contact 311 and ask for "Fair Workweek Law."