

## Notice of Additional Hours

**Secure Scheduling Requirements:**

Under Seattle’s Secure Scheduling ordinance (SMC 14.22), employers must offer additional hours of work to current, qualified employees before hiring new employees. Employers must follow these requirements:

- Post notice of additional hours at the workplace for three days.
  - Provide all information that is on this form.
  - Provide all information in English and the primary language(s) of all employees at the workplace.
- Offer the additional hours to current, qualified employees.
- Provide qualified employees with two days to accept the offer.

<b>Date of Notice:</b>	<b>Due Date for Responding:</b>																								
___ / ___ / 20__	___ / ___ / 20__																								
<b>Position Title:</b>																									
<b>Position Description/Duties:</b>																									
<b>Required Qualifications:</b>																									
<b>Expected Duration of Position:</b>																									
<input type="checkbox"/> Temporary: Start Date: _____ End Date: _____ <input type="checkbox"/> Ongoing: Start Date: _____																									
<b>Total Number of Hours Offered:</b>	<b>Hours Occur at the Same Time Each Week:</b>																								
_____ Hours per Week	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
<b>Schedule:</b>																									
<input type="checkbox"/> Schedule depends on employee availability; or <input type="checkbox"/> Schedule is listed below:																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 14.28%;"></th> <th style="width: 14.28%;">Sunday</th> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Saturday</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; padding-right: 5px;"><b>Start time:</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;"><b>End time:</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>Start time:</b>								<b>End time:</b>							
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**EMPLOYERS MUST KEEP RECORD OF THIS NOTICE FOR THREE YEARS**



