

Good Faith Estimate of Work

This a template from the Office of Benefits and Wage Compliance. Employers are required to provide a written good faith estimate of the average workweek to each employee. The employer is required to revise the good faith estimate when there is a significant change due to employee's availability or employer needs as promptly as possible. Good faith estimates shall not be required during an Employee's regular training period.

This document is compliant with Philadelphia Code Chapter 9-4600, Fair Workweek. This document alone does not demonstrate compliance. This is not a contractual offer.

Employee Information

Employee name: _____

Effective date of this notice: _____ Upon Hire Existing Employee

Is this a seasonal or term limited estimate? Yes No

If yes, what is the end date? _____

Employee position: _____

Good Faith Estimate

The good faith estimate must include an average number of hours an employee can expect to work each week, any call shifts, and a subset of days, times or shifts an employee can expect to work.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							
Total							

Average number of hours each week: _____

Any on call shifts? Yes No

Supervising Manager: _____ Date: _____

Employee: _____ Date: _____

Retaliation by employers is illegal.

Employers are prohibited from retaliating against employees from exercising their rights, including protection from termination, threatening, demoting or any other action that would discourage participation.