

# Mass Communication to Work Scheduled Hours

## Fair Workweek Requirement:

Under Chapter 9-4600 of the "Philadelphia Code" the Fair Workweek Employment Standards, employers may use a mass written communication when additional hours become available due to an employee initiated change when the employee is unable to work scheduled hours. The mass communication must include the following:

- Accepting available hours is voluntary and the employee has the right to decline the hours
- The mass written communication can be electronic or on paper, whichever is standard in the workplace, as long as it is genuinely and readily available to all qualified employees

Employers are not required to pay predictability pay when an employee volunteers to work a shift in response to a mass written communication.

The information on this document can be used as a mass written communication in order to be in compliance with 9-4603 (2)(e) described above. This notice does not fulfill Offer of Work shifts to existing employee requirements in 9-4605. Employers are prohibited from retaliating against employees for exercising their rights under this law.

## Mass Communication to Work Scheduled Hours:

### RE: Notice to all qualified employees of available shift

The following *\_\_(Job class, For example: server)\_\_\_* shift is available for *\_\_(Date/Time)\_\_\_*.

Accepting this shift is voluntary and employees have the right to decline. Employees interested in accepting this shift can do so by contacting *\_\_(Name of Supervisor/ Contact of Supervisor)\_\_\_*.

*(Employer may list criteria for how shifts will be awarded. For example: if two or more employees respond)*

**Employers must keep record of this notice for two years.**