

# EVANSTON'S FAIR WORKWEEK ORDINANCE

*Fair workweek ordinances give workers more predictability in their schedules to be able to accommodate everyday needs.*

**Evanston's Fair Workweek ordinance requires certain employers to:**

- Provide workers with 14 days' notice of their work schedules;
- Compensate workers for changes or cancellations to their scheduled shifts that occur with less than 14 days' notice;
- Offer additional hours to existing workers before hiring new part-time employees; and
- Provide additional pay for workers who agree to "clopening" shifts that start less than 11 hours after the last shift ends.

**Advance Notice of Schedule & Pay for Schedule Changes**

Employers must give workers a written schedule 14 days in advance and must pay a worker for changes to the schedule if the change occurs within 14 days of the shift.



Type of Schedule Change or "Clopening" Shifts	Compensation Owed
Increase or reduction of hours	1 additional hour of pay
Change of start or end time or day	1 additional hour of pay
Reduction of hours if the change is within 24 hours of the start of the shift	Half of the hours not worked or 4 hours, whichever is less
On-call hours, when the employer does not call the employee in and the employee isn't being compensated at a regular rate of pay	Half of the hours not worked or 4 hours, whichever is less
For every hour worked less than 11 hours since the previous shift the day before	1.5 additional hours of pay
Grace period: No predictability pay is owed to employees logging in or out for a total of under 20 minutes per shift.	

**More information: [cityofevanston.org/business/fair-workweek](http://cityofevanston.org/business/fair-workweek)**

If you believe your employer has violated Evanston's Fair Workweek Ordinance, you can contact the City of Evanston by dialing 311 (within Evanston City limits) or file a private cause of action.