



Draft: Fair Workweek Notice to Employees

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

Evanston’s Fair Workweek ordinance requires certain employers to:

- a. Provide employees with 14 days’ notice of their work schedules;
- b. Compensate employees for changes or cancellations to their scheduled shifts that occur with less than 14 days’ notice;
- c. Offer additional hours to existing employees before hiring new part-time employees; and
- d. Provide additional pay for employees who agree to work “clopening” shifts that start less than 11 hours after the last shift ended.

The ordinance also protects employees against retaliation for exercising their rights.

Advance Notice of Schedule & Pay for Schedule Changes

Employers must give employees a written schedule 14 days in advance. With some exceptions, employers must pay an employee for changes to the employee’s schedule if the change occurs within 14 days of the changed 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: Employees who log in or log out a total of under 20 minutes per shift are not owed predictability pay.	

Where to get more information: <https://www.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.