EMPLOYMENT

FACT SHEET

The Schedules That Work Act: Giving Workers the Tools They Need to Succeed

June 2015

The demographics and needs of the American workforce have changed. Working mothers are primary breadwinners in 41 percent of families with children, and they are co-breadwinners—bringing in between 25 percent and 50 percent of family earnings—in another 22 percent of these families.¹ Sixteen percent of the population is providing elder care to a relative or friend; and more than half of these caregivers are in the labor force.² Nearly one in two people in the United States have a chronic medical condition that requires regular care.³ But most workplaces have not caught up with these realities.

Workers across the income spectrum report very little ability to make even minor adjustments to their schedules in order to meet their responsibilities outside of work. And for the over 23 million workers in low-wage jobs (paying $10.50 per hour or less) scheduling challenges are especially acute.⁴ Unpredictable and unstable work schedules have been particularly well documented in retail sales, food preparation and serving, and building cleaning occupations, with increasing evidence that this problem is widespread across the hourly workforce.⁵

The fallout from scheduling practices that do not take workers’ needs into account can be devastating.⁶ Difficult scheduling practices undermine workers’ efforts to fulfill their caregiving responsibilities and make maintaining stable child care nearly impossible.⁷ They also make it tougher to pursue education or training while holding down a job, as many workers want to do to make a better life for themselves and their families.⁸ For workers who need a second part-time job to make ends meet because they cannot get enough hours at their primary job, unpredictable scheduling practices can make juggling two jobs very difficult.⁹ And workers managing serious medical conditions are often denied the control over their schedules that they need to both manage their conditions and hold down their jobs.¹⁰

Often Difficult, and Sometimes Abusive, Scheduling Practices Are Common

Little Say in Work Schedules

Workers report having very few opportunities for meaningful input into the timing of the hours that they work, and some are unable to request even minor changes to their work schedules without suffering a penalty.¹¹ Overall, less than half of workers have flexibility in the scheduling of their work hours.¹² More than a third of parents believe they’ve been “passed over” for a promotion, raise, or a new job due to a need for a flexible work schedule.¹³ Among early career employees (ages 26-32), about 44 percent of workers overall and half of hourly workers say that they do not have any input into when they start and finish work.¹⁴ Workers in low-wage jobs often have the least say in their work schedules. About half of low-wage workers report having limited control over the timing of their work hours and between two-thirds and three-quarters of full-time, low-wage workers report that they are unable to alter when their work day starts and ends.¹⁵ Some employers have policies requiring employees to have completely open availability in order to qualify for full-time hours, making it extremely difficult for workers with significant responsibilities outside of work to get full-time hours.¹⁶
And workers who request a schedule that allows them to attend school, take a child to a regular medical appointment, or address their own health needs too often find that their employers retaliate by cutting their hours sharply. Unpredictable Schedules

Providing notice of work schedules a week or less in advance is common in many industries. Sixty-six percent of food service workers, 52 percent of retail workers, and 40 percent of janitors and housekeepers know their schedule only a week or less in advance. According to a survey of workers in the retail industry by the Retail Action Project, about a fifth of workers received their schedules only three days beforehand. And between 19 and 31 percent of low-wage workers are often asked to work extra hours with little or no notice. Among early career employees (ages 26-32), 38 percent overall know their work schedule 7 days or less in advance and, of these workers, 41 percent of hourly workers and 48 percent of part-time workers receive their schedules with such little notice. Some retail workers are routinely required to work call-in shifts, which means they must call their employers to find out whether they need to report to work that same day. In a study of retail workers in New York City, 20 percent of workers surveyed reported that they always or often must be available for call-in shifts. When workers get schedules with very little notice it can be extremely difficult to arrange child care or transportation to get to work. These practices can also undermine workers’ efforts to attend education and workforce training. Indeed, one of the most commonly cited challenges to completing a college degree is the inability to balance work and school. Unstable Schedules

Many workers in low-wage jobs experience unstable schedules that vary from week to week or month to month, or periodic reductions in work hours when work is slow. Three quarters of early-career adults (ages 26-32) in hourly jobs reported at least some fluctuations in the numbers of hours they worked per week; for these workers, in an average month, weekly work hours fluctuate by more than an eight-hour day of work and pay. A study analyzing the General Social Survey which is conducted by the University of Chicago found 83 percent of hourly part-time workers work unstable work shift schedules. The problem of schedule instability has been especially well-documented in the retail industry. For example, 59 percent of retail employees employed by one major retailer reported that either the shifts or the days they worked change each week. For workers whose schedules fluctuate, hours and income can swing wildly from month to month. The average variation in work hours in a single month is 70 percent for food service workers, 50 percent for retail workers, and 40 percent for janitors and housekeepers. Between 20 and 30 percent of low-wage workers experience a reduction in hours or a layoff when work is slow. Workers also report being sent home early from their scheduled shifts. Work hours that vary can make it extremely difficult for workers to maintain eligibility for child care subsidies that are tied to work hours or simply to meet basic expenses, like food, rent, and utilities. And even in months when workers are scheduled for sufficient hours to meet their expenses, workers experience the incredible stress and uncertainty that comes with not knowing how much income they will be bringing home. Involuntary Part-time Work

In 2014, one in five (20.7 percent) part-time workers worked part-time involuntarily. Half (50.9 percent) of workers who worked part-time involuntarily were women. And in 2013, more than one-third (37.2 percent) of workers who worked part-time involuntarily worked in low-wage occupations. Also in 2013, one quarter (25.1 percent) of women working part-time involuntarily were poor, compared to 11.1 percent of women who work part-time for other reasons and 5 percent of women who work full time. All too often, workers are hired expecting full-time hours only to find that they are not put on the schedule at all for weeks and months at a time. This particular practice of hiring workers and then giving them very few or no hours of work is especially well-documented in the retail industry. The Domino Effect of Abusive Scheduling Practices

My name is Melody Pabon. I’ve been working at Zara, a women’s clothing store in Manhattan as a cashier and on the sales floor for about four years. I also just started school to become a medical assistant. I used to be scheduled to close the store a lot. On those nights I got home to Brooklyn after Mason, my four-year old, was already asleep. I wanted to be able to spend time with him in the evening, so I asked for an earlier shift.
But at my job, anyone who is not available 24/7 always seems to get their hours cut. And that is what happened to me. I went from working 35 hours to 25 over the course of a few weeks. That’s almost a third of my paycheck. Mason was in a day care center that we both loved. He got so much attention from the teachers there. And he had friends. But with so few hours, I couldn’t afford it any more. I had to pull him out. Right now I’m getting most of my shifts with only one or two days’ notice – sometimes even the same day. And then I check with my family or my boyfriend to see who can watch Mason. My boyfriend wants to help out as much as he can, but his schedule is unpredictable too so that makes it hard. I’m sad for Mason that he’s always bouncing around and that he doesn’t get to be with his day care buddies and teachers any more. Mason deserves better and so do I.

Melanie Pabon is a member of the Retail Action Project (www.retailactionproject.org), which is an initiative of the Retail, Wholesale and Department Store Union (www.rwdsu.info).

### Why Women Need Schedules That Work

Women are disproportionately affected by this problem because women hold two-thirds of low-wage jobs, and still shoulder the majority of caregiving responsibilities. Nearly one in five families with children was headed by a single working mother in 2013, a group for whom scheduling challenges pose particularly acute problems. Many of these families struggle financially as well: single mothers make up nearly two-thirds of breadwinning moms, but in 2013 working single mother families had a median income of less than $31,500.

Half of the workers in involuntary part-time jobs are women. And women make up more than half of cashiers, restaurant and fast food workers, and cleaning workers to whom the Schedules That Work Act’s baseline labor protections of advance notice, reporting time, and split shift pay apply.

When women have schedules that allow them to meet their family responsibilities, they are less likely to be absent due to caregiving responsibilities, and more likely to stay in their jobs. Fair work schedules also make it possible for women to stay in degree or certificate programs that provide opportunities for advancement. And education is critically important for women—since women must be more educated than men to receive the same pay as they do.

### The Schedules That Work Act Responds to Employees’ Needs For:

**A voice in their work schedules.** By creating a right for all employees to make scheduling requests and protecting employees who make requests from retaliation, the Schedules That Work Act would give employees a say in their work schedules. Employers would be required to consider scheduling requests from all employees and provide a response. For employees who need a schedule change to fulfill caregiving responsibilities, (for part-time workers) to work a second job, to pursue education and workforce training, or for the employee’s own serious health condition, the employer would be required to grant the requested schedule change, unless there is a bona fide business reason not to do so—i.e., an inability to reorganize work among existing staff or the insufficiency of work during the periods the employee proposes to work. Requests made for these reasons would be prioritized because fulfilling these obligations is especially critical to the financial, emotional and physical well-being of workers and their families. The right to request provision in the Schedules That Work Act is based on similar laws recently enacted in Vermont and San Francisco, which have been in place for more than a decade in the United Kingdom and elsewhere.

**More predictable and stable schedules.** For shift workers in certain jobs where abusive scheduling practices are especially well-documented—restaurant, retail, and building cleaning—the bill would provide additional baseline workplace protections. These jobs are among the lowest paid in the economy, accounting for nearly 18 percent of workers in the economy, which is more than 24 million workers. To address the problems of unpredictable and unstable schedules that are characteristic of these jobs, the Schedules That Work Act would require employers to provide restaurant, retail, and building cleaning employees with reporting time pay, split shift pay and advance notification of work schedules.

**• Reporting time pay.** When an employee is sent home from work early without being permitted to work his or her scheduled shift, the bill would require the employee to be paid for a minimum of four hours of work or the hours in the scheduled shift, whichever is less. In addition, if an employee is required to call in less than 24 hours before the start of a potential shift to learn whether he or she is scheduled to work,
bill would require the employee be paid a premium equivalent to one hour of pay. This provision is modeled on reporting time pay requirements in eight states and the District of Columbia.\(^4\)

- **Split shift pay.** If an employee is required to work a shift with nonconsecutive hours with a break of more than one hour between work periods, the bill would require the employer to pay a premium for that shift equivalent to one hour of pay. This provision is modeled on similar split shift requirements in the District of Columbia and California.\(^4\)

- **Advance notice of schedules.** When an employee is hired, the bill would require an employer to disclose the minimum number of hours an employee will be scheduled to work. If that minimum number changes, the bill would require the employer to give two weeks’ notice of the new minimum hours before the change goes into effect. In addition, the bill would require an employer to provide an employee with his or her work schedule two weeks in advance. If an employer makes changes to this work schedule with notice of only 24 hours or less, the bill would require the employee to be paid a premium equivalent to one hour of pay. In 2014, San Francisco enacted the Retail Workers’ Bill of Rights, which requires that employers provide two weeks’ advance notice of schedules to employees of certain large retail and food service establishments.\(^5\)

The legislation that will be reintroduced in this Congress includes a new provision authorizing the Department of Labor to evaluate the extent of unpredictable and unstable scheduling practices in other low-wage jobs, and designate additional occupations to be covered by the reporting time pay, split shift pay, and advance notice provisions. It will also include a pay stub transparency provision, which requires an employer to specify in an employee’s pay stub whether any pay is required under the reporting time pay, split shift pay, and advance notice provisions, and to identify the total number of hours of each type of additional pay provided.

**The Schedules That Work Act Provides Predictability and Stability to Employers and Employees**

Scheduling practices that fail to take workers’ needs into account result in higher rates of turnover and absenteeism, and lower employee engagement.\(^6\) In contrast, schedules that work for workers and their families lead to more productive and committed employees and lower workforce turnover.\(^7\) It is not surprising that over half of Americans believe that they could do their jobs better if they had a more flexible schedule.\(^8\) The Schedules That Work Act will promote the health and well-being of America’s working families and help build a sustainable economy.

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1. The share of mothers who are breadwinners or co-breadwinners has increased from 27.5 percent in 1967 to 63.3 percent in 2012. SARAH JANE GLYNN, CENTER FOR AMERICAN PROGRESS, BREADWINNING MOTHERS, THEN AND NOW 6 (June 2014), available at http://cdn.americanprogress.org/wp-content/uploads/2014/06/Glynn-Breadwinners-report-FINAL.pdf.


10 Id.


13 Id. at 14.


15 WATSON & SWANBERG, supra note 11, at 19-20 at 19-21.

16 See, e.g., Liza Feathersone, Starbucks Blues: Lean Times and Labor Pains are Tamishing the Coffee Giant’s Image (Oct. 2014) (describing Starbucks’ requirement that any worker who wants full-time hours be available 70 percent of the hours the store is open, or 80.5 hours per week), available at http://www.thebigmoney.com/articles/sagaa/2008/10/29/starbucks-blues.

17 See OXFAM, supra note 8, at 4.

18 Schedules That Work Act, H.R. .113th Cong. (2014) (from Sec. 1 Short Title & Findings, based on an analysis of the National Longitudinal Survey of Youth by Susan Lambert).


21 LUCE & FUJITA, supra note 19, at 13.

22 Id.

23 COUNCIL OF ECONOMIC ADVISERS, WORK-LIFE BALANCE AND THE ECONOMICS OF WORKPLACE FLEXIBILITY 3 (Mar. 2010); OXFAM AMERICA, supra note 8, at 4.


27 Schedules That Work Act, supra note 18.


29 Id.

30 WATSON & SWANBERG, supra note 11, at 21.


32 LUCE & FUJITA, supra note 19, at 15.

33 Id.

34 COUNCIL OF ECONOMIC ADVISERS, WORK-LIFE BALANCE AND THE ECONOMICS OF WORKPLACE FLEXIBILITY 3 (Mar. 2010); OXFAM AMERICA, supra note 8, at 4.

35 NWLC calculations based on Bureau of Labor Statistics (BLS) Current Population Survey (CPS) Annual Table 20: Persons at work 1 to 34 hours in all and in nonagricultural industries by reason for working less than 35 hours and usual full- or part-time status available at http://www.bls.gov/cps/cpsaat10.htm (Last visited May 28, 2015). Note that this figure is for people at work part time during the reference week, rather than those who usually work part time. The annual average for people at work 1 to 34 hours during the reference week was 34.9m, compared to the 27.6m who usually work part time (see Table 8). Data on involuntary part-time workers also includes workers who usually work full time but worked between 1-34 hours during the reference week of the survey. These differences mean the numbers of voluntary and involuntary part-time workers do not add to the total (which is reported here as people who usually work part time). However, including data on those who usually work full time but are not working full time during the reference week for noneconomic reasons captures many people who are on vacation or otherwise missed a day of work.


38 Id.


40 NWLC calculations based on King, supra note 33.

41 KENNETH MATOS & ELLEN GALINSKY, WHEN WORK WORKS: WORKPLACE FLEXIBILITY IN THE UNITED STATES, A STATUS REPORT 1 (Families and Work Institute 2011) (“Mothers spend the same number of weekday hours with their children (3.8) in 2008 as they did in 1977 and the majority of married/ partnered women report doing most of the cooking (70%) and cleaning (73%) in their households.”), available at http://familiesandwork.org/downloads/WorkplaceFlexibilityinUS.pdf.


45 NWLC calculations based on King, supra note 33.

46 NWLC calculations based on BLS CPS Table 11: Employed persons by details occupation, sex, race and Hispanic or Latino ethnicity available at http://www.bls.gov/cps/cpsaat11.htm. Figures are for 2014.

47 A BETTER BALANCE (ABB), FACT SHEET: THE BUSINESS CASE FOR WORKPLACE FLEXIBILITY 2-3 (Nov. 2010), available at http://www.abbetterbalance.org/wp-im-
45 21 V.S.A. § 309.
46 Family Friendly Workplace Ordinance, No. 209-13 (Sept. 2013). The bill also draws heavily on a previous version of the right to request introduced in the United States, the Flexibility for Working Families Act.
49 See 8 C.C.R. § 11040; 7 D.C. Mun. Reg. Tit. 7 § 906.
52 Id.