

Predictive Work Scheduling Law_Design Document

<i>Business Purpose</i>	<p>The state of Oregon has passed Predictive Work Scheduling laws (ORS 653.412-653.490) that require 14-day advanced notice of schedule changes and affects other employee scheduling requirements for retail, hospitality, and food services establishments that employ 500 or more employees worldwide.</p> <p>XYZ Hotels includes multiple properties and employs more than 500 workers worldwide; multiple properties are located in the state of Oregon. This training will ensure that all managers/supervisors with employee scheduling responsibilities in Oregon are compliant with this labor law and avoid penalties and fines.</p> <p>This eLearning course is designed to make sure that scheduling managers know and understand key aspects of Oregon's Predictive Work Scheduling laws:</p> <ul style="list-style-type: none"> • employer responsibilities, requirements • penalties of non-compliance • employee rights
<i>Target Audience</i>	<p>General managers, assistant general managers, and department managers/supervisors who are responsible for hiring and scheduling non-exempt employees in the state of Oregon.</p>
<i>Training Time</i>	<p>20 minutes</p>
<i>Training Recommendation</i>	<p>All current employees responsible for hiring and scheduling non-exempt employees in the state of Oregon will complete a self-paced eLearning course.</p> <p>Any new hires responsible for hiring and scheduling employees will also be required to complete this eLearning course as part of their onboarding process.</p>
<i>Deliverables</i>	<p>Articulate Rise eLearning course (4 lessons plus a 7-question summative assessment at the end)</p>
<i>Learning Objectives</i>	<p>By the end of this training, managers will be able to</p> <ul style="list-style-type: none"> • Identify employer requirements to comply with Oregon's Predictive Work Scheduling laws. • List penalties for failure to comply with Oregon's Predictive Work Scheduling laws. • Identify employee rights under Oregon's Predictive Work Scheduling laws.
<i>Training Outline</i>	<ol style="list-style-type: none"> 1. Lesson 1: Introduction to the course <ol style="list-style-type: none"> a. Intro info b. Why is this course important? c. Learning outcomes d. Precheck question (check all that apply) 2. Lesson 2: Required information for new hires.

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	<ul style="list-style-type: none">a. Written estimate of work schedule.b. Check for understanding. <p>3. Lesson 3: Scheduling Rules and Regulations for non-exempt employees</p> <ul style="list-style-type: none">a. Timeline for posting the work schedule.b. Rules/Penalties for Rest between Shift requirements.c. Rules/Penalties for changing an employee's schedule.d. Rules/Penalties for scheduling standby or on-call employees.e. Check for understanding: Scheduling Do's and Don'ts <p>4. Lesson 4: Employee Rights</p> <ul style="list-style-type: none">a. Voluntary Standby listb. Voluntary change of schedulec. Check for Understanding. <p>5. Summative Assessment: 7-question quiz w/ results</p>
<i>Evaluation Plan</i>	Quiz at end of module; learners need to score 85% (6 out of 7) to pass and complete the course.