

Project Name: Predictive Work Scheduling Law

Project Type: Rise eLearning course

Course Settings:

Theme: Include company logo [redacted].

Include Cover photo and include in sidebar. Text contrast 30%

Navigation: Free

Sidebar Closed initially

Theme hex colors: #285F9F (dark blue); use as secondary #FF631E (dark orange), background color #FFFFFF (white, unless otherwise specified)

Headings Font: Lora

Body Font: Lato

Font side: Default

Font color: Default

**Cover Photo:** Image of door opening a hotel room

**Title:** Predictive Work Scheduling Law

**Description:** This course will introduce you to Oregon's Predictive Work Scheduling law.

Please click the **Start Course** button to begin.

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Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	Image
Block #	1	Title:	Introduction to Oregon's Predictive Work Scheduling Law	Style	
Text: What is the Predictive Work Scheduling Law?				Centered	
Opacity 20%				Full width	
				Image and text	
				Text on image	x
				Two column grid	
				Three column grid	
				Four column grid	
Image 1	Woman manager in hotel / restaurant setting			Settings	
Caption 1				Padding top	0px
Image 2				Padding bottom	30px
Caption 2				Background color hex	
Image 3				Enable Zoom	Yes / No
Caption 3				Image position	Left / Right
Image 4				Image size %	
Caption 4					

Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	Text
Block #	2	Title:	Oregon's Predictive Work Scheduling Law	Style	
Content:				Paragraph	
The state of Oregon passed a Predictive Work Scheduling law (ORS 653.412-653.490) that requires 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.				Paragraph with heading	x
This law is designed to address unpredictable work schedules that cause disruptions to workers' lives that make it difficult for employees to make childcare arrangements, schedule second jobs, schedule doctor appointments, and even pay bills due to unpredictable income.				Heading	
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.				Subheading	
				Two column	
				Table	
				Settings	
				Padding top	30px
				Padding bottom	30px
				Background color hex	FFFFFF
				Font size	
				Font color	

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Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	Text
Block #	3	Title:	By the end of this course, you will be able to	Style	
Content: n/a heading only				Paragraph	
				Paragraph with subheading	
				Heading	
				<b>Subheading</b>	x
				Two column	
				Table	
				Settings	
				Padding top	30px
				Padding bottom	0px
				Background color hex	
				Font size	
				Font color	

Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	List
Block #	4	Title:		Style	
Content:				Numbered List	
<ul style="list-style-type: none"> <li>Identify employer requirements to comply with Oregon's Predictive Work Scheduling law.</li> <li>Identify employee rights under Oregon's Predictive Work Scheduling law.</li> <li>Apply the law to scheduling scenarios.</li> </ul>				Checkbox List	
				<b>Bulleted List</b>	x
				Settings	
				Padding top	20 px
				Padding bottom	50 px
				Background color hex	
				Font size	
				Font color	

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Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	<b>Storyline</b>
Block #	5	Title:		Settings	
URL:				Padding top	30px
Notes: Include storyline block for self-reflection questions				Padding bottom	30px
Image of woman manager. Multiple select question type.				Background color hex	FF631E
Check each statement that is true for how you schedule employees. I post shift schedules less than 14 days in advance. I update shift schedules as needed during the work week. I schedule employees to close one night and then work the opening shift the next day. I ask employees to stay late and work hours beyond their shift, if needed. I send employees home before their shift ends if business is slow. I do not do any of these.				Storyline width	Small
					Medium
“Incorrect” feedback (anything other than “I do not do any of these” Based on the statements you selected, the Predictive Work Scheduling Act will impact your scheduling practices.					Full
“Correct” feedback (select only “I do not do any of these”: With your current scheduling practices, you are on the right track to comply with the Predictive Work Scheduling Act.					

Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	<b>Text</b>
Block #	6	Title:	There are five main components to this law you will learn about:	Style	
Content:				Paragraph	
				Paragraph with subheading	
				Heading	
				<b>Subheading</b>	x
				Two column	
				Table	
				Settings	
				Padding top	30px
				Padding bottom	0px
				Background color hex	
				Font size	
				Font color	

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Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	<b>List</b>
Block #	7	Title:		Style	
Content: 1. advance notice of work schedule 2. changes in work schedules 3. rest between shifts 4. good faith estimates of work schedule 5. employee rights under this law				Numbered List	<input checked="" type="checkbox"/>
				Checkbox List	
				Bulleted List	
				Settings	
				Padding top	20 px
				Padding bottom	50 px
				Background color hex	
				Font size	
				Font color	

Lesson	Lesson 1: Predictive Work Scheduling Requirements			Block Type:	<b>Statement</b>
Block #	8	Title:	Exceptions	Style	
Content: This law only applies to non-exempt (hourly or shift) employees; it does not apply to salaried or exempt employees.  This law only applies to direct hotel employees. This law does not apply to workers who are employed by a worker leasing agency or any outside business that provides service to the hotel.				A	
				B	
				C	
				D	
				Note	<input checked="" type="checkbox"/>
				Settings	
				Padding top	30px
				Padding bottom	30px
				Background color hex	FFFFFF
				Font size	
Font color					

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Lesson	Lesson 1: Predictive Work Scheduling Requirements		Block Type:	Statement
Block #	9	Title:	Style	
Content:			A	
In the next section, we'll learn about different requirements under this law and how it impacts how you schedule employee shifts.			B	X
			C	
			D	
			Note	
			Settings	
Padding top		30px		
Padding bottom		30px		
Background color hex				
Font size				
Font color				

Lesson	Lesson 1: Predictive Work Scheduling Requirements		Block Type:	Continue
Block #	10	Title:	Settings	
Label:	Continue		Padding top	0px
Completion Type:	None (Always show button) x		Padding bottom	0px
	Complete block directly above		Background color hex	
	Complete all blocks above			

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Lesson	Lesson 2: How to Make, Post, and Change Work Schedules			Block Type:	Image
Block #	1	Title:	How to Make, Post, and Change Work Schedules	Style	
Ask yourself: Does the way you schedule shifts make it easy for your employees to plan personal schedules in advance? This law is intended to allow them to do so.				Centered	
				Full width	
				Image and text	
				Text on image	x
				Two column grid	
				Three column grid	
				Four column grid	
Image 1	Hotel employee: housekeeping, spa, or room service			Settings	
Caption 1				Padding top	0px
Image 2				Padding bottom	30px
Caption 2				Background color hex	
Image 3				Enable Zoom	Yes / No
Caption 3				Image position	Left / Right
Image 4				Image size %	
Caption 4					

Lesson	Lesson 2: How to Make, Post, and Change Work Schedules			Block Type:	Text
Block #	2	Title:		Style	
Content: In this lesson, you will learn how the law impacts how you make work schedules, when and where you post them, and penalties for changing them.				Paragraph	x
				Paragraph with subheading	
				Heading	
				Subheading	
				Two column	
				Table	
				Settings	
				Padding top	30px
				Padding bottom	0px
				Background color hex	
				Font size	
				Font color	

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Lesson	Lesson 2: How to Make, Post, and Change Work Schedules			Block Type:	<b>Divider</b>
Block #	3			Settings	
Divider type	Divider			Padding top	30px
	Numbered divider	1		Padding bottom	30px
	Spacer			Background color hex	

Lesson	Lesson 2: How to Make, Post, and Change Work Schedules			Block Type:	<b>Text</b>
Block #	4	Title:	The law requires an advanced notice of work schedule. What does that include?	Style	
Content: Click each of the six cards below to learn how to provide notice of the work schedule.				Paragraph	
				<b>Paragraph with subheading</b>	<b>x</b>
				Heading	
				Subheading	
				Two column	
				Table	
				Settings	
				Padding top	30px
				Padding bottom	30px
				Background color hex	
				Font size	
				Font color	



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Lesson	Lesson 2: How to Make, Post, and Change Work Schedules		Block Type:	Flashcard
Block #	5	Title:	Settings	
Card 1 Front			Padding top	
Full card image	How should the schedule be posted? (text on orange gradient background)		Other settings	
Card 1 Back			Flashcard grid	x
Text:	A written schedule needs to be posted in a conspicuous and accessible location and it needs to be in English or the language used to communicate with the employee. The schedule may also be provided electronically through email.		Flashcard stack	
Card 2 Front				
Full card image	When should the work schedule be posted? (text on orange gradient background)			
Card 2 Back				
Text:	The work schedule must be posted at least 14 calendar days before the first day of the work schedule.			
Card 3 Front				
Full card image	What needs to be included in the work schedule? (text on orange gradient background)			
Card 3 Back				
Text:	The written work schedule must include all work shifts and on-call shifts for the work period.			
Card 4 Front				
Full card image	What if I need to change a work schedule after it is posted? (text on orange gradient background)			
Card 4 Back				
Text:	1) You need to provide the employee with timely notice of the change (in-person conversation, telephone call, electronic mail, text message, or another written format).  and  2) The employee has a right to decline any work shifts not included in the posted work schedule.			
Card 5 Front				
Full card image	What if my employee requests additional work or on-call shifts? (text on orange gradient background)			
Card 5 Back				

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Text:	You are allowed to make employee-requested schedule changes without advance notice.		
Card 6 Front			
Full card image	What are the penalties if I break the law? (text on orange gradient background)		
Card 6 Back			
Text:	Each violation could result in a fine up to \$1,000.		

Lesson	Lesson 2: How to Make, Post, and Change Work Schedules			Block Type:		Text
Block #	6	Title:	What does 14 day advanced notice mean?	Style		
<p>Content: The work schedule must be posted in writing at least 14 calendar days before the first day of the work schedule.</p> <p>Example: The work week starts on Monday March 1, 2021. That means the work schedule must be posted no later than Sunday two weeks prior (February 14, 2021).</p>				Paragraph		
				Paragraph with subheading		x
				Heading		
				Subheading		
				Two column		
				Table		
				Settings		
Padding top			30px			
Padding bottom			30px			
Background color hex						
Font size						
Font color						

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Lesson	Lesson 2: How to Make, Post, and Change Work Schedules		Block Type:	MCQ / MRQ
Block #	7	Title:	Style	
Question text: Your weekly schedule begins on Monday and ends on Sunday. Under the new law, which weekly work schedules should employees see if today was Wednesday, April 21?			Multiple choice question	
			Multiple response question	x
Option 1:	April 12-18	Incorrect	Feedback	
Option 2:	April 19-25	Correct	Any response	
Option 3:	April 26-May 2	Correct	Correct/Incorrect	
Option 4:	May 3-9	Correct	x	
Option 5:	May 10-16	Incorrect		
Multimedia link:	Include an image of a calendar showing April and May 2021, with April 21 highlighted.			
Feedback			By choice	
Correct:	You are correct! Schedules for the three weeks from April 19-May 9 should be posted.		Settings	
Incorrect:	Schedules for three weeks should be posted: - the week starting April 19 (current week); - the week starting April 26 (next week); - the week starting May 3 (2 weeks or 14-days in advance)		Padding top	30px
Feedback option 1 :			Padding bottom	30px
Feedback option 2 :			Background color hex	
Feedback option 3 :				
Feedback option 4 :				

Lesson	Lesson 2: How to Make, Post, and Change Work Schedules		Block Type:	Continue
Block #	8	Title:	Settings	
Label:	I understand this part of the law and am ready to continue.		Padding top	30px
Completion Type:	Complete block directly above		Padding bottom	30px
Hint text:			Background color hex	