

Video Title: Fair Workweek

Target Audience: Managers and shift supervisors at El Sol, a popular coffee shop (part of a chain)

Learning Objectives:

1. Managers at El Sol will generate a schedule and post it for employees 10 days before the schedule starts to be in compliance with the new Fair Workweek laws.
2. Managers at El Sol will not propose changes to the posted schedule within 10 days of the schedule starting through to the end unless changes fall within the guidance of Fair Workweek laws.
3. Managers at El Sol will evaluate if a situation classifies as an emergency before requiring employees to work unscheduled hours.

Outline:

- Cold Open
 - We establish Dave is a father trying to take care of his daughter
 - Dave's boss, Linda, wants him to come in on short notice, ends up vaguely threatening his recent promotion
- Quick establishing shot
 - Dave runs into El Sol (no words)
- Establish the problem
 - Dave and his coworker, Barb, complain about how many changes happen to the schedule after it's been posted and how hard it make their lives as they're trying to interact with family and friends
 - Introduce the narrator (shows up inside a circle) who addresses the audience, points out that happier employees make for a better work environment
- Exposition of Fair Workweek
 - The narrator and Linda sit down in El Sol so the narrator can explain what Fair Workweek laws are to Linda, allowing Linda to ask questions as needed
 - The narrator explains scheduling in detail, making sure to explain
 - New schedules needs to be posted 10 days before the schedule starts
 - Employees can decline changes made by manager with no penalties to employees
 - If employees agree to changes, keep a record of that
 - How manager edits impact pay for shifts that are added or removed from someone
 - What happens if employees decide to swap shifts
 - What defines an emergency and how pay is affected
- Closing
 - We're back with Dave, he gets another call from Linda, asking if he can work that afternoon
 - Dave says no since he and his daughter are going to the aquarium
 - Linda thanks Dave and hangs up to call someone else

Characters:

- Dave - worker at El Sol
- Barb - Dave's coworker at El Sol
- Linda - his manager
- Narrator
- Also seen (but no spoken lines):
 - Dave's daughter, Kylie
 - Customers at El Sol
 - lawmakers

Color Palette:



Seat Time:


Directions for Reviewer(s):


Please review all fields. To leave feedback, please add a comment or track suggestions within the document text. Please ensure that your comments provide actionable feedback that can be implemented, aiming to ensure that the video is comprehensive and accurate.

Ex. Instead of writing "This is confusing," please write, "This would be clearer if it said ____" (and suggest language that works better).


Global Comments:


- There will be very little pre-planned text on screen. If you find places to include text on screen, go for it, but make sure it sounds natural


Scene # 1	Title: Cold Open
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Kylie is playing with her teddy bear on the floor</p> <p>Dave is working on his laptop when he gets a call and answers the phone</p> <p>Have a speech bubble coming out of Dave's phone, Linda shows in the speech bubble</p>
On Screen Text (OST)	Script / Audio
What is a Fair Workweek?	<p>Dave: Hello?</p> <p>Linda: Hi Dave, I wanted to see if you can come into work this afternoon?</p> <p>Dave: I've got my daughter today, and there's no one who can stay with her.</p> <p>Linda: Dave, I really need you to be a team player. We need coverage this afternoon. We need you here.</p> <p>Dave: I've got plans with my daughter this afternoon and she's really been looking forward to it.</p> <p>Linda: You were just promoted to shift lead. You agreed to more responsibility. Should we have looked at someone else?</p> <p>Dave: No, I'll be there. Give me some time to find someone to help out with Kylie.</p>

Scene # 2	Title: Establishing shot (exterior of El Sol)
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Dave runs into El Sol</p> <p>Outdoor noises - traffic, people talking, birds, etc. plays</p>

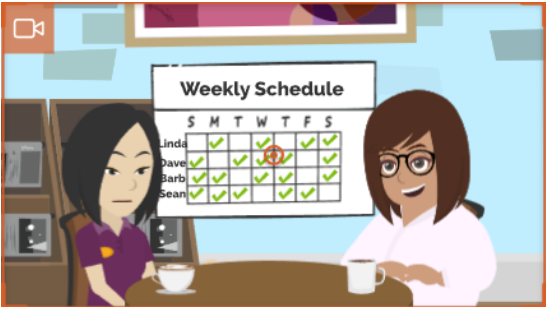
On Screen Text (OST)	Script / Audio

Scene # 3	Title: Establish the problem
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>2 customers at the table are just doing their thing, any sitting animation that's appropriate for the scene</p> <p>Cafe noises (coffee machine, glasses clinking, chatter) in the background</p> <p>Dave runs up to the counter and starts talking with Barb</p> <p>Narrator pops in when she starts talking</p>
On Screen Text (OST)	Script / Audio
	<p>Barb: What are you doing here, Dave? I thought you had Kylie today.</p> <p>Dave: I do, Linda called me a couple hours ago, implying that if I didn't pick up Sean's shift today, I might not stay shift lead.</p> <p>Barb: What!? That's terrible!</p> <p>Dave: I fought long and hard for that promotion. Thankfully Kylie's mom was able to come early to get her, so she's taken care of. I'll make it up to her next time.</p> <p>Barb: It's so hard to try and plan things with how much the schedule changes!</p> <p>Narrator: It's time for things to change. Let's provide our employees a better work-life balance by giving them the finalized schedule well before it starts. That's where the Fair Workweek laws come into play.</p>

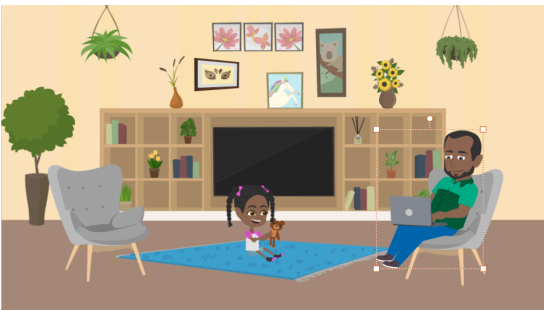
Scene # 4	Title:
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Fade to black and then come into this scene</p> <p>The customers are replaced with manager (Linda) and the narrator at the table</p> <p>Barb and Dave are still at the counter, talking inaudibly</p> <p>Camera zooms in on the two at the table before any talking happens</p> <p>Same background noises from previous scene when this starts, but it fades out as we zoom in on the table with the two ladies</p> <p>When the narrator starts talking about the weekly schedule, have weekly schedule pop in behind them, in between their heads</p>
On Screen Text (OST)	Script / Audio
	<p>Narrator: Thanks to Fair Workweek laws, you can now start providing your employees with a more set schedule.</p> <p>Linda: What are Fair Workweek laws?</p> <p>Narrator: They're new to this area, but will allow employees to have better work-life balance and be happier at work.</p> <p>Linda: Ok, great, I'm ready to hear more!</p> <p>Narrator: As a manager at El Sol, you'll need to write out the weekly employee schedule and post it where all employees have easy access to it at least 10 days before the schedule starts.</p>

Scene # 5	Title:
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Fade to white then open on the calendar</p> <p>El Sol background without characters (props only) is in the background</p> <p>There's a big calendar that takes up most of the screen</p> <p>Linda and the narrator walk in from the sides before they start talking</p> <p>Highlight the dates mentioned in the dialogue as they are talked about</p>

On Screen Text (OST)	Script / Audio
	<p>Narrator: Since our schedules start on Sunday and end on Saturday. With a Sunday start day, that means you'll need to post the schedule two Thursdays before. For example: for a schedule starting on Sunday the 19th, you'll need to post it by Thursday the 9th. Also, within that mandatory posting period, lasting to the end of the schedule, managers are not allowed to freely change the schedule.</p> <p>Linda: So I won't be able to switch shifts for employees anytime from the 9th to the 25th?</p> <p>Narrator: That's right. You aren't allowed to add shifts to employees, change their start or end time, or cancel their shifts. Our employees deserve to be able to count on their schedule hours.</p> <p>Linda: What happens if I post the schedule a full two weeks before the start day, say I post it on the 5th?</p> <p>Narrator: Then you can change the schedules from the 5th until the 8th, but on the 9th, the schedule is locked.</p>

Scene # 6	Title:
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Fade into Linda and the narrator being back at the table, talking about the details of Fair Workweek laws</p> <p>For each point they make, have icons on screen reinforcing the ideas they're talking about</p> <p>When they talk about switching shifts, show Barb and Dave in the space between them (maybe in a thought bubble) shaking hands about switching shifts</p>
On Screen Text (OST)	Script / Audio
	<p>Linda: What if I need someone to come in early or stay late within that time period?</p> <p>Narrator: You can ask the employee if they are willing/able to work the extra hours, but they can choose if they agree to the extra hours. If they say no, you can always ask someone else or work the extra time yourself if you are able.</p> <p>Linda: What happens if an employee doesn't agree to work the extra time?</p> <p>Narrator: According to the Fair Workweek laws, you are not allowed to single them out, demote them, or write them up. The employee will not receive repercussions for declining the extra time or shifts.</p> <p>Linda: What happens if the employee agrees to the changes in the schedule?</p>

	<p>Narrator: Then you'll need to note their agreement in the system and keep it on file for one year.</p> <p>The employee will be compensated for agreeing to work the extra time with predictability pay.</p> <p>Linda: What if, say, Dave and Barb decide to switch shifts within that time period?</p> <p>Narrator: Since the employees decided and agreed to the change on their own, nothing happens on your end, not predictability pay. Only manager-instigated changes factor into the Fair Workweek laws.</p> <p>Linda: What if we're really slow and I need to cancel shifts?</p> <p>Narrator: Then the employee that was canceled will still get paid for half of the hours they were scheduled for. Our employees need to pay rent and bills, and they were counting on those hours, so they still need some compensation.</p> <p>Linda: What if there's an emergency, like during the pandemic, when people were getting sick and I needed to find coverage for those shifts? Can people decline extra shifts in an emergency?</p> <p>Narrator: If there is an emergency, you can call people into work, but they must be paid at three times their hourly rate for unexpected shifts. According to the Fair Workweek laws, an emergency includes: natural disasters (fire/flood), severe weather that threatens employee or public safety, threats to an employer or employee's property, if a State of Emergency is called by the state governor, or a significant disruption or risk of significant disruption to passenger air travel.</p> <p>Linda: Thank you for explaining all this, and answering my questions. I know it will be a challenge to follow these new guidelines and get used to them, but I'm excited to see how it will help morale here.</p>
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Scene # 7	Title:
Thumbnail	FX / Action / Animation / Media / B-Roll
	<p>Back to Dave's house</p> <p>Kylie is playing on the floor, Dave is on his computer before his phone rings, then he picks it up</p>
On Screen Text (OST)	Script / Audio
	<p>Dave: Hello?</p> <p>Linda: Hi Dave, it's Linda. I wanted to see if you're available to cover a shift this afternoon? Barb got</p>

	<p>sick. Remember, you'll get predictability pay if you're able to cover it</p> <p>Dave: I'm sorry, Linda. I've got Kylie today and we're going to the aquarium this afternoon.</p> <p>Linda: Ok, thanks, Dave. I'll check with Sean, see if he's free. Enjoy your afternoon.</p> <p>Dave: Thanks, we will.</p> <p><i>Hangs up</i></p> <p>Dave: Ok, Kylie, time to get ready for the aquarium!</p> <p><i>Kylie cheers</i></p>
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