



Intelligently Automate Compliance Management

Reduce risk and simplify compliance
management with Legion WFM



Keeping pace with rapidly evolving changes in labor laws and maintaining compliance is a significant challenge,

particularly for retail, hospitality, and food service companies operating in states like California, Oregon, Chicago, and New York, with hundreds or thousands of store locations.

Many companies are still trying to manage labor compliance complexities using legacy technology that requires manual interventions or disparate systems, making enforcing rules consistently and accurately across geographies and locations challenging.



Legion WFM enables intelligent automation to manage compliance across all jurisdictions.

Labor laws are automatically applied to the schedule, and managers receive automated prompts to ensure their manual edits do not introduce risk or violate rules. Time and attendance tracking automatically incorporates compliance rules while computing premium pay.



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Key Features

✓ Fully integrated Schedule, Timesheet, and Employee Self-Service (ESS) all in a single platform. A complete history of every shift — from creation to time clocks is tracked and shown.

✓ Compliance templates for all states are pre-loaded and automatically applied to new locations/stores.

✓ AI-driven schedule optimizer automatically factors in compliance regulations during schedule generation.

✓ Intelligent matching/reconciliations of time clocks to schedules, highlighting detailed compliance violations.

✓ Legion WFM automatically keeps a complete record of scheduling changes to report multi-year compliance.

✓ Employees can consent to schedule change premiums and clopening during clock-in and attest to meals and breaks.

✓ Full support for managing compliance for split shifts, the spread of hours, clopening, meal and rest breaks, overtime, and more.

✓ Smart alerts and insights provided to managers during schedule edits notify them instantly when they increase compliance risk. All employee self-service actions (e.g., swaps, covers) are automatically validated against compliance regulations.

Key Benefits



Reduce the risk of manual errors

Auto-generated schedules are free of compliance errors.



Confidently manage schedules

Automatically factor in local compliance laws for scheduling and meal/rest break regulations, eliminating the burden of manually tracking schedule changes.



Improve hourly employee satisfaction

Automated scheduling ensures predictable schedules, accurate meal and rest breaks, minors schedules, and OT and premium pay.



Automatically calculate premiums

Legion Time and Attendance automatically integrates schedules, flags unplanned clock activity, and calculates premiums to maintain compliance.



Ensure schedule predictability

Receive automatic prompts for schedule creation at least two weeks before and auto-publish schedules to employees' phones in seconds.

The Challenge

Fair Workweek and Predictive Scheduling Laws

Predictable scheduling laws ensure employees' rights to predictable hours and pay. Unpredictable schedules mean volatile incomes and increase working families' strain when planning child care, juggling schedules, and trying to make ends meet. As a result, several state and local governments have enacted "fair workweek" laws to alleviate these pressures.

Sometimes referred to as "fair scheduling laws," predictive scheduling mandates forbid employers from adjusting an employee's schedule within a set time (often as early as two weeks) ahead of the assigned shift. If the employer changes the schedule, they must pay additional wages for canceled or reduced shifts or face other financial penalties.

Increasingly, predictable scheduling laws are requiring many businesses to adjust existing processes and adopt new technology that minimizes manual or semi-automated processes to ensure managers can:

- ✓ **Publish schedules on time**
- ✓ **Effectively factor in employee skills and preferences**
- ✓ **Track penalties such as schedule change premiums**



The Legion WFM Solution

KEY COMPLIANCE FEATURES

- ✓ Split shift
- ✓ Spread of hours
- ✓ Reporting employee pay and premiums
- ✓ Overtime
- ✓ Schedule change
- ✓ Clopening
- ✓ Support for minors scheduling times, including school calendars and required clock-out times.

PRODUCTS



Time and
Attendance



Automated
Scheduling



Labor
Optimization

Leveraging the power of intelligent automation, Legion Automated Scheduling instantly generates complaints schedules and prompts managers to publish schedules at least two weeks in advance. Managers can auto-publish schedules, and employees can view their schedules and estimated pay on their mobile devices within seconds.

Managing premiums is complex and time-consuming for managers. Legion automatically computes premiums, and managers receive alerts when schedule changes may result in premiums. Schedule change premiums and exemption rules are easily configurable by location. Premiums for schedule changes and clopening assessments are applied automatically for employees across city/state borders.

Employees can easily consent to schedule changes and clopening on the Legion Time Clock, opt into voluntary standby lists, and automatically access their schedules from their phones. Good faith estimates can be easily sent to new hires, and employees can attest to meals and breaks via their mobile devices.

- ▶ **Legion automatically computes premiums, and managers receive alerts when schedule changes may result in premiums.**

Predictable Scheduling	New York City	Oregon	Philadelphia	Chicago	Seattle	San Francisco	Emeryville	San Jose	Los Angeles
Advance Notice of Work Schedule	✓	✓	✓	✓	✓	✓	✓		✓
Compensation for Work Schedule Change	✓	✓	✓	✓	✓	✓	✓		✓
Voluntary Standby List		✓							
Right to Rest Between Shifts (clopening)	✓	✓	✓	✓	✓		✓		✓
Right to Input into Work Schedule	✓	✓	✓	✓	✓	✓	✓	✓	✓
Access to Hours for Current Employees	✓		✓		✓	✓	✓	✓	
Good Faith Estimate of Work Schedule	✓	✓	✓	✓	✓	✓	✓		✓
Legion Supported	✓	✓	✓	✓	✓	✓	✓	✓	✓

- ▶ Legion maintains a library of compliance templates on a city-by-city basis.



The Challenge

Fair Labor Standards Act and State Overtime Regulations

With class action lawsuits around overtime and minimum wage rising, there is more at stake than ever to get it right. According to the Department of Labor, [in 2022, more than \\$7.4M in back wages was collected in the retail industry, with another \\$27.1M in food service](#). Investigations by the [Wage and Hour Division \(WHD\)](#) in fiscal year 2022 found that, on average, employers owe \$1,393 for each employee due back wages. For retail cashiers, that means more than three times what they would earn in a typical workweek.

The Fair Labor Standards Act (FLSA) is a federal law in the United States that establishes minimum wage, overtime pay, recordkeeping, and child labor standards for employees in the private and public sectors. Under the FLSA, covered nonexempt employees are entitled to at least the federal minimum wage for all hours worked and overtime pay at one and a half times their regular pay rate for hours worked beyond 40 in a workweek.

In addition to the FLSA, each state in the U.S. may have its own overtime regulations that provide additional employee protections. These state laws can vary regarding overtime thresholds, rates, and exemptions. Some states may have higher minimum wage rates or stricter overtime rules than the federal requirements, so employers must be aware of and comply with federal and state overtime regulations.

Cities like San Francisco and New York City have added additional rules, further increasing the challenge. For retailers with employees working in multiple locations, this can be complex and time-consuming to manage.

Ensuring compliance often conflicts with other priorities, such as matching employees' skills and preferences with business needs. Today's employees expect schedule flexibility, ownership, and more control and transparency with their pay. Companies using legacy solutions are often left with manual interventions or disparate systems and trying to juggle employee preferences while ensuring rules are consistent and accurate across geographies and locations. Beyond costly fines, getting it wrong can result in inaccurate pay and attrition.

- ▶ **Today's employees expect schedule flexibility, ownership, and more control and transparency with their pay.**

The Legion WFM Solution

KEY COMPLIANCE FEATURES

- ✓ Overtime/double-time threshold can be configured by location for daily, weekly, and 7th-day overtime.
- ✓ Schedule cost to determine the entire schedule's cost, including overtime.
- ✓ Configurability in whether employee self-service (swaps/covers) can claim at the overtime rate.
- ✓ Real-Time Attendance dashboard provides visibility to project overtime throughout the workweek.

PRODUCTS



[Time and Attendance](#)



[Automated Scheduling](#)



[Labor Optimization](#)



[Legion InstantPay](#)



[Real-Time Attendance](#)

Legion WFM ensures you comply with all wage and hour laws across all jurisdictions. For managing overtime and double-time, you can configure thresholds by location for daily, weekly, and 7th-day overtime.

Managers are automatically notified when scheduling employees in non-home stores if the minimum wage exceeds their hourly rate.

For visibility and proactive compliance management, Legion provides a Real-Time Attendance dashboard that provides visibility into projected overtime, approaching minor thresholds, and meals and breaks. And, because compliance is constantly evolving, Legion helps you stay ahead of the curve with our quarterly Compliance Watch notifying you of upcoming changes in the law.

▶ **With class action lawsuits around overtime and minimum wage rising, there is more at stake than ever to get it right.**



*“Every organization has their own definition of what compliance is and what those rules are, such as ‘I only want to use 10 percent of overtime’ or something like that. **Legion allows us to lock in all those rules within the system, which constantly keeps us in compliance.**”*

- Executive Director of Information Systems, Retail

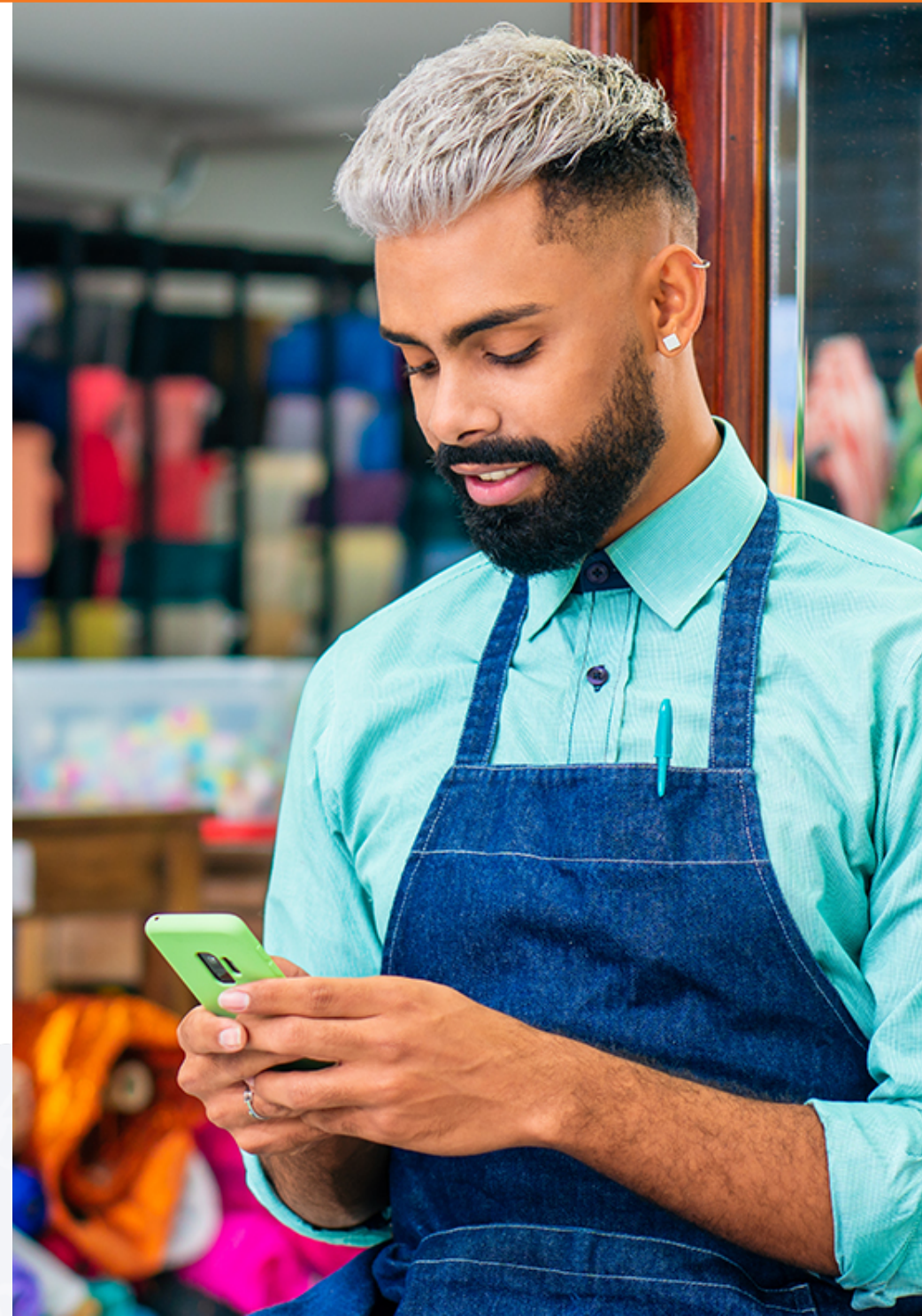
The Challenge

Meal and Rest Breaks

Meal and break laws establish employee meal and rest periods. Typically meal breaks are unpaid but must relieve employees from their job duties. Rest breaks, on the other hand, are usually paid and considered working time. Regulations vary by jurisdiction. Employers must be familiar with the specific regulations in the jurisdictions where employees work, establish clear policies, keep accurate records, and train supervisors to ensure compliance with meal and break laws.

Many states have enacted additional laws requiring meals and breaks to be scheduled and recorded accurately. Having proof that meals and breaks were taken as scheduled is critical. Failing to comply with meal and rest break laws can result in Department of Labor or State audits, significant fines, and expensive lawsuits.

- **Employers must be familiar with the specific regulations in the jurisdictions where employees work, establish clear policies, keep accurate records, and train supervisors to ensure compliance with meal and break laws.**



The Legion WFM Solution

KEY COMPLIANCE FEATURES

- ✓ Automatically calculate premiums
- ✓ Employee attestation for meals and breaks
- ✓ Ability to configure which break types are paid
- ✓ Ability to auto-compute meal and rest break premiums based on state rules
- ✓ Ability to waive meals for appropriate shifts in CA, either at shift level or meal waiver form
- ✓ Ability to block employees from clocking in from breaks early in jurisdictions where a break may be required

PRODUCTS



Time and
Attendance



Automated
Scheduling



Labor
Optimization

Legion WFM eliminates the burden of manually tracking schedule changes by factoring in local compliance laws for scheduling and meal/rest break regulations. Meal and rest breaks are automatically scheduled based on the shift length, and managers can manually enter break times. Intelligent automation, powered by Legion Automated Scheduling, ensures employees are scheduled for breaks at the most optimal times in the schedule.

Employees can be blocked from clocking in from breaks early in jurisdictions where those restrictions are required, and employees can easily attest to breaks taken via their mobile devices.

Legion Time and Attendance automatically integrates schedules, ensures unplanned clock activity is flagged for managers, and premiums are automatically calculated to stay in compliance.

- ▶ **Intelligent automation, powered by Legion Automated Scheduling, ensures employees are scheduled for breaks at the most optimal times in the schedule.**

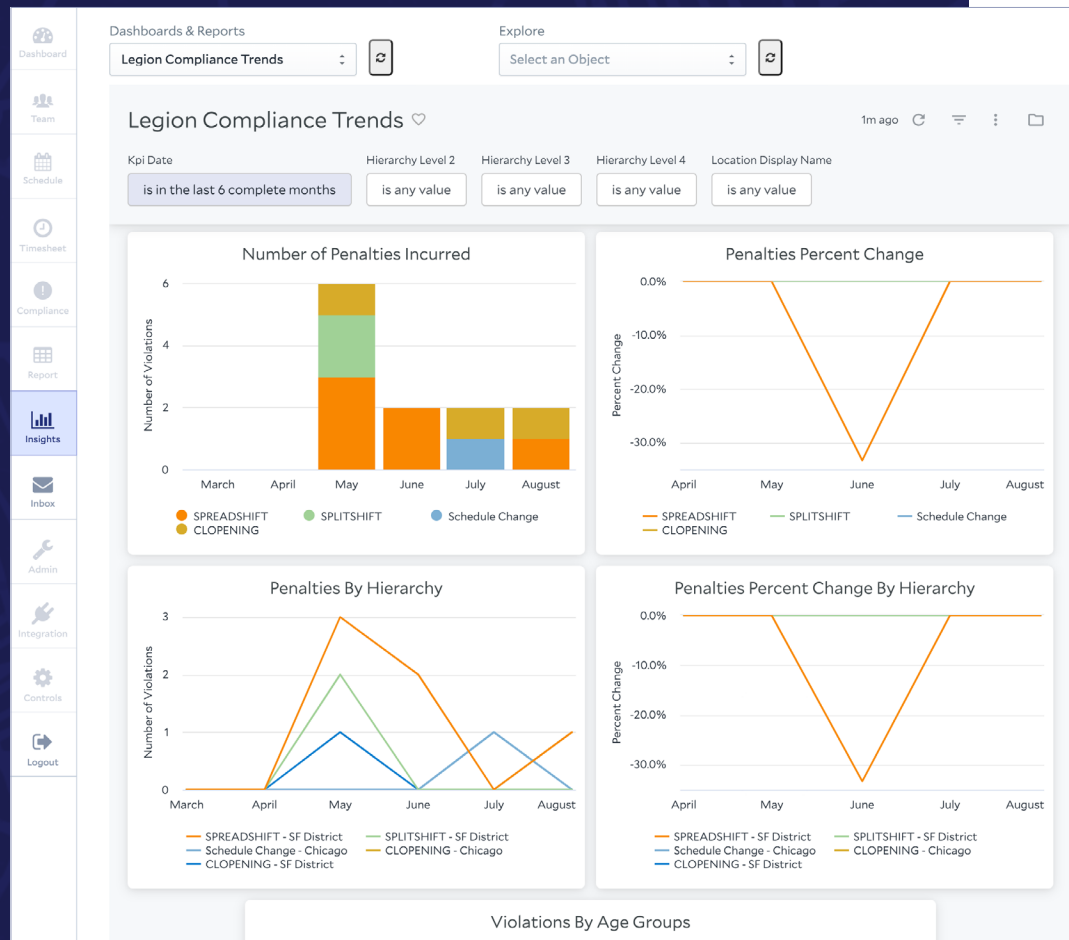


Increase Visibility and Proactively Manage Compliance

With Legion Strategic Insights, managers have visibility into key compliance trends. The compliance dashboards alert managers to any trends within the business concerning penalties, violations, overtime hours, and schedule warnings. Managers can leverage insights across the business to identify trends early to implement fixes and reduce further costs to the business.

- ▶ **Legion's Compliance Watch Bulletin is released quarterly notifying you of upcoming changes in the law.**

- ▶ **With Legion Strategic Insights, managers have visibility into key compliance trends.**



Premiums

Having visibility to prevent and monitor penalties is critical for businesses that operate across states and jurisdictions. With Strategic Insights, businesses can see locations where a penalty occurred, the timesheet, the number of violations, and the percent of change over a defined period.

- ▶ **Managing overtime is critical to staying within the labor budget and compliance rules.**

Overtime

Managing overtime is critical to staying within the labor budget and compliance rules. Overtime, extra pay from penalties, or meal/rest violations can be a substantial additional expense for employers. Legion helps you understand which locations are experiencing the highest volume of these overages by locations, job titles, or drilling down to evaluate trends at the employee level. With Strategic Insights, you can see scheduled overtime, published overtime, clocked overtime, and drill down into the detail level by district, location, and employees.

Legion WFM enables intelligent automation to manage compliance across all jurisdictions. Businesses of all sizes rely on Legion to automatically ease burdens associated with the evolving compliance landscape.

- ▶ **Learn more about how Legion WFM enables intelligent automation to help you confidently navigate compliance challenges.**
- ▶ **Request a demo to see Legion in action.**

LEARN MORE

REQUEST A DEMO

**2-5
hours per
day saved**

through automated
compliance management

Portillo's

**79%
reduction in
premium pay**

with Legion WFM

LEADING QSR

**0
compliance
violations**

using Legion WFM

SMCP

sandro • maje • claudie pierlot • de fursac

**10%
reduction in
OT pay**

across customers
interviewed

FORRESTER®

Intelligent Automation Powered by Legion WFM

Legion Technologies delivers the industry's most innovative workforce management platform. It enables businesses to maximize labor efficiency and employee engagement simultaneously. The Legion WFM platform is intelligent, automated, and employee-centric. It's proven to deliver 13x ROI through schedule optimization, reduced attrition, increased productivity, and increased operational efficiency. Legion delivers cutting-edge technology in an easy-to-use platform and mobile app that employees love. For more information, visit <https://legion.co> and follow us on [LinkedIn](#).

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