

Work Share Information Handbook

For use with the Claimant Handbook



**Your Rights &
Responsibilities**



Using this Handbook

This handbook contains general instructions and basic information about Work Share Unemployment Insurance benefits.

This handbook supplements the Claimant Handbook which has information about traditional Unemployment Insurance benefits.

To protect your rights, it is important you read and understand the information in both handbooks.

These handbooks do not cover all laws and rules that affect Unemployment Insurance benefits. The applicable laws are identified under ORS 657.370 to 657.390.

You can find additional information, including the laws and rules associated with Work Share on our website:

www.oregonworkshare.com.

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Work Share Program Information

What is Work Share?

Work Share is a program that offers employers an alternative to laying off their employees. Instead, the employer reduces the hours of work for the employee. The employer reduces its payroll expenses, while workers may receive partial Unemployment Insurance benefits to partially offset their reduced wages.

This handbook covers the difference between a Work Share claim and a regular Unemployment Insurance benefit claim including:

- How to file a Work Share initial claim application
- How to claim weekly benefits within the Work Share program
- Taking time off work
- Actively seeking work
- Calculating Work Share benefit payments

Filing for Work Share Benefits

Work Share Initial Claim Application

When your employer applies to participate in the Work Share program, they send a written plan to the Oregon Employment Department. The plan lists the employees selected to participate in the Work Share program and certifies the hours of their regular work week, that they have worked full time for the last six months, or part

time for the last 12 months, and that they are not seasonal, temporary or intermittent workers.

Your employer lists you as an employee whose hours will be reduced by at least 20%, but no more than 40% per week. This means that you may receive Work Share benefits.

You will receive a Work Share Initial Claim Application (Form 1697) from your employer. Complete your application and return it to your employer as soon as possible. Your employer will submit it to the Oregon Employment Department.

Please respond immediately to forms, questionnaires, emails or phone calls from the Oregon Employment Department. We request information to process your claim and ensure proper payment of benefits.

Filing Weekly Claims for Work Share

When do I file a weekly Work Share claim?

You can claim Work Share benefits over the 52 week life of your claim. This is called your benefit year.

Your employer will provide a Work Share report form to the Oregon Employment Department for each week you wish to claim Work Share benefits.

Unlike traditional Unemployment Insurance, this process is completed by your employer. To check the status of any week that you want to claim, you can call the Unemployment Insurance Special Programs Center.

Work Share benefits are deducted from your available maximum benefit amount during your benefit year. You may receive total benefits of up to 26 times your weekly benefit amount during this time.

You cannot receive Work Share benefits if you have a current Unemployment Insurance claim for which benefits are exhausted or if your only valid claim is in another state. You cannot receive Work Share benefits for a week if, during that week:

- Your weekly hours were reduced by more than 40% or less than 20% (you may be eligible for regular Unemployment Insurance benefits in this situation);
- You were not available for additional work that your Work Share employer might have available;
- You did not remain in contact with your Work Share employer; or
- You miss any work with your Work Share employer for any reason.

The first week you file a weekly claim is your waiting week. Oregon law requires a waiting week. **You will only serve one waiting week** per benefit year and you will **NEVER** receive payment for that week. We use this week to gather information we need to properly pay benefits. It does NOT mean you should wait a week before filing your first weekly claim.

To qualify for waiting week credit under the Work Share program you must:

- Have a valid claim; claim the week; AND meet all eligibility requirements of the Work Share program

You will NOT qualify for waiting week credit if:

- You didn't claim the week; the week was denied by the Employment Department; you did not meet all eligibility requirements of the Work Share program

How is my Work Share benefit amount calculated?

Your Work Share benefit amount is calculated by multiplying your regular weekly benefit amount by the percentage of your reduced weekly hours of work.

For example: If your regular weekly benefit amount is \$270 and the employer's plan calls for a 20% reduction in your work hours, your weekly Work Share benefits would be $\$270 \times 20\% = \54 .

Earnings must also be reported for any other work you have performed.

For example: You have a second job and you performed some work for that employer during a week that you are going to claim Work Share benefits.

If your earnings from a non-Work Share employer exceed either 10 times the state hourly minimum wage or 1/3 of your weekly benefit amount (whichever is more), the

excess amount is deducted dollar for dollar from your Work Share benefit.

For example: Your regular weekly benefit amount is \$500. Your employer's Work Share plan outlines a 20% reduction in your work hours for which you receive a potential Work Share benefit payment of \$100. If you earn \$175 from a second employer, we disregard the first \$166 (1/3 of your regular weekly benefit amount) then we deduct the remaining \$9 from your \$100 Work Share benefit, so you would receive a net payment of \$91 for the week.

Maintaining Eligibility

What must I do to be eligible for the Work Share program each week?

You may not be eligible for Work Share benefits in a week if, during that week:

- Your weekly hours were reduced by more than 40% or less than 20% (you may be eligible for regular Unemployment Insurance benefits in this situation);
- You were not available for additional work that your Work Share employer might have available;
- You did not remain in contact with your Work Share employer; or
- You miss any work with your Work Share employer for any reason.

Work Share claimants are only required to accept work with their Work Share employer. You do not have to actively seek or accept work with employers other than your designated Work Share employer. Also, while participating in the Work Share program, you are not required to

register with iMatch Skills, the state's job seeker network.

Layoff during a Work Share claim

Layoffs of a brief, temporary nature are coordinated between your employer and the Unemployment Insurance Special Programs Center of the Oregon Employment Department.

If an indefinite layoff or permanent separation occurs, you are no longer in the Work Share program. Call the Unemployment Insurance Center at 1-877-345-3484 (1-877-File 4 UI), and ask to transfer your claim from Work Share to regular Unemployment Insurance.

If you have a remaining balance available after your Work Share eligibility ends, and your benefit year hasn't ended, you can continue to claim regular Unemployment Insurance benefits on a weekly basis. The Work Share benefits that you received will not impact your weekly benefit amount, but it will reduce the maximum benefit amount for that particular claim.

Meeting eligibility requirements for regular Unemployment Insurance

Work Share claimants must meet all other eligibility requirements for regular Unemployment Insurance. Refer to your Claimant Handbook for information about:

- What is unemployment?
- How to qualify for a claim including weekly and maximum benefit amounts;
- Customer Identification Number;
- Waiting Week;

- Maintaining Unemployment Insurance benefit eligibility;
- Reporting work and earnings;
- Payment of benefits;
- Tax Withholding;
- Denial of benefits;
- Appeal rights and hearings;
- Fraud;
- Overpayments and underpayments;
- Stopping and restarting claims; and
- Employment services and resources.



Authorization for Electronic Deposit

Start Terminate

Name: (please print)		Social Security Number:		BYE: (office use)	
Financial Institution:		Branch Telephone Number:			
Branch Address:		City, State:		Zip:	
<p>I authorize the State of Oregon Employment Department to electronically deposit weekly payments in the above named financial institution. I authorize the above named institution to accept and distribute said funds in the manner designated by me.</p>					
<input type="checkbox"/> Checking (please attach a voided check)		Bank Routing Number:			
<input type="checkbox"/> Savings (please attach a voided deposit slip)		Personal Account Number:			
<p>I understand that this authorization overrides any previous authorization, and remains in effect until the Employment Department receives written notification from me to terminate, or one year has passed since I last claimed. If I am receiving benefits when my claim expires, and file a new claim or extension effective the next week, this authorization continues until the subsequent claim or extension expires.</p>					
Signature: (required)				Date: (required)	

Please print clearly and use regular blue or black ink

Did you remember to:

- Sign and date the form?

Please mail or fax this form with a voided check or deposit slip to:

When the Employment Department discontinues the use of paper checks, payments will be issued by ReliaCard® Visa until the account is verified.

**Employment Department
Records & Redeterminations – Rm 105
875 Union Street NE
Salem, OR 97311
Fax: (503) 947-1335**

Equal Opportunity is the Law

The Oregon Employment Department is an equal opportunity program and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability, political affiliation or belief, or veteran status. The following services are available free of cost, upon request: Auxiliary aids or services, alternate formats, such as Braille, large print, audio CD or tape, oral presentation, and electronic format to individuals with disabilities, and language assistance to individuals with limited English proficiency.

La Igualdad de Oportunidades es La Ley

El Departamento de Empleo de Oregon es un programa que respeta la igualdad de oportunidades y provee empleo y servicios al público sin discriminar en base a raza, color, religión, sexo, orientación sexual, nacionalidad, estado de ciudadanía, edad, discapacidad, filiación o creencia política, o estado de veterano. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para las personas con conocimiento limitado del inglés.

What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination you may file a complaint within 180 days from the date of the alleged violation with either the Oregon Employment Department's Universal Access Coordinator (OED_Equal_Opportunity@oregon.gov or 503-947-1794) or in writing to the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210.

Que' hacer si cree que ha experimentado discriminación

Si usted cree que ha sido discriminado puede presentar una queja dentro de los 180 días a partir de la fecha de la alegada violación al Coordinador de Acceso Universal del Departamento de Empleo de Oregon (OED_Equal_Opportunity@oregon.gov o 503-947-1794) o por escrito al Director del Centro de Derechos Civiles (Civil Rights Center (CRC), del Departamento de Trabajo de Estados Unidos (U.S. Department of Labor), 200 Constitution Avenue.

Questions about your Work Share Claim

Contact Us:

State of Oregon Employment
Department

Attn: UI Special Programs Center

In Salem: (503) 947-1800

Toll-Free: 1 (800) 436-6191

Fax: (503) 947-1833

TDD: 711

Main Office Address:

875 Union St. NE
Salem, OR 97311



Oregon Employment Department
www.Employment.Oregon.gov
UI PUB 350-WS (0316)