

What We Now Know: An Update on the Oregon Work Share Program

May 27 & 28, 2020

We are Oregon Tech Together

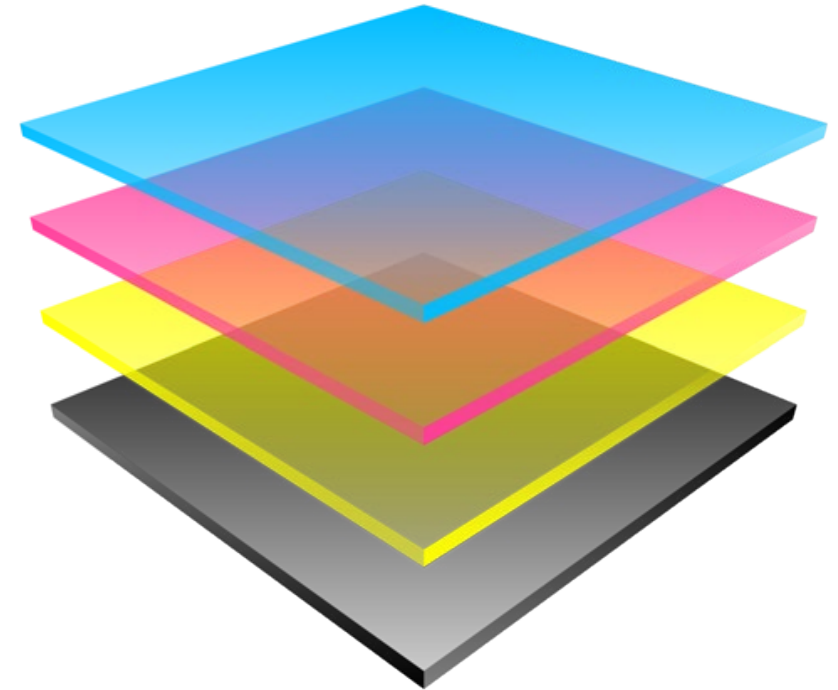
Work Share Update

- What We Now Know
- Hot Tips
- Oregon Tech's First Weekly Claims File
- Q&A



What We Now Know

- To address the budgetary shortfall in FY 21 (FY 22 and beyond) a phased and layered approach is needed
- Furloughs are more of a short-term stop gap, than a long term fix
- We have to be pursuing short, medium, and long term solutions
- In the works: ERIP
- Coming soon: PREC



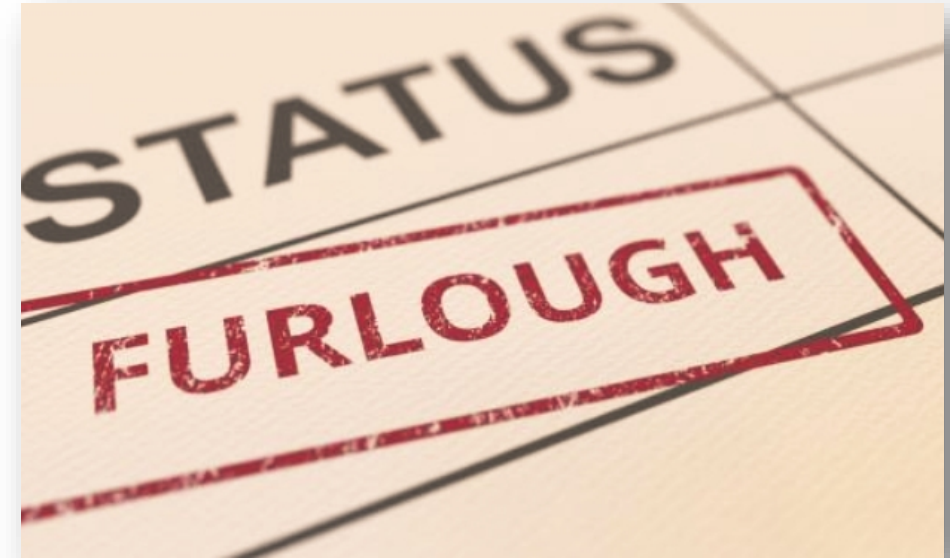
What We Now Know

- Sandi & Maureen attended an OED hosted webinar last week:
 - Higher education is new to them
 - They are currently @5 weeks behind in getting payments processed
 - Hoping to waive waiting week
 - Hoping to get caught up; reduce lag time



What We Now Know

- Work Share furlough range is 20-40% (1-2 days) = OED rule
- Still want all classified and unclassified staff to furloughs on average 20% (1 day) per week*
- Full days, not partial days
- After a few weeks, departments will better manage around productivity losses/delays due to furloughs



Hot Tips

- **Reminder: If an employee uses accrued leave in a work week (sick, vaca, etc.), they cannot claim furlough***
 - **Example: Sonya takes a furlough on Monday and gets sick on Friday. How should we handle?**
 - **Example: Sam wants to take a little time off but doesn't want to lose out on the CARES Act supplement (good thru July 25). How could he leverage furloughs (with supervisor approval)?**
 - **Leave questions – contact OHR!**

Hot Tips

- Departments to plan out furloughs but remain flexible
- Add second furlough day in a week when possible
- OHR still expecting weekly reports from supervisors by the end of the day each Thursday
- If there are any corrections, those must be submitted first thing Monday
- We want to get our weekly reports out early Monday to help expedite payments


Hot Tips

- Employees to weekly input and save (NOT submit) time
- Still complete and submit at the end of every month

Main Menu Employee Finance Personal Information

SITE MAP HELP

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Date:

Shift:

Hours:

AVP Human Resources -- H99513-00

Office of Business Affairs -- 005105



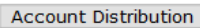
May 01, 2020 to May 31, 2020

Jun 10, 2020 by 11:59 PM

Furlough Taken

May 04, 2020

1

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday May 01, 2020	Saturday May 02, 2020	Sunday May 03, 2020	Monday May 04, 2020	Tuesday May 05, 2020	Wednesday May 06, 2020	Thursday May 07, 2020
Furlough Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Time Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Day Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
COVID-19 Related Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
COVID 19 Two Thirds Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Hot Tips

- CARES Act subsidy still set to expire July 25. We want employees to benefit from this subsidy while it lasts**
- Where did the \$600 come from?
 - \$15 per hour x 40 hours per week = \$600
 - Intended for people out of work *on a full time basis*
 - US Dept. of Labor opted not to pro-rate for partial lay offs and furloughs
 - i.e., Oregon Tech employees who furlough 1-2 days per week are getting a great deal through July 25

Our First Weekly Claims Report

Week 1, May 17-23

- Weekly Certification Total employees: 235 (out of 266 people who submitted Initial Claims Forms)*
- Work Hours: 1963.56 (most at 8 hours, but a few at 16)
- Weekly Amount: \$57,317.55*
- *Remember short-term stop gap, not long term solution*



Pending Questions

- Work Share looking to waive waiting week = **likely**
- HECC and others pursuing COVID exception for sick and vacation leave usage = **maybe**
- Vacation cap adjustments = **unknown***
- Extension of CARES Act subsidy = **unlikely**

Resources to Learn More

- Oregon Tech COVID-19 website now features a Work Share Toolkit:
 - Frequently Asked Questions (FAQs)*
 - At a glance overview
 - Process Map
 - State resources & information
 - Helpful links (at the end of the FAQs)

Work Share Information Handbook

For use with the Claimant Handbook



State of Oregon
Employment
Department

Work Share Q&A

