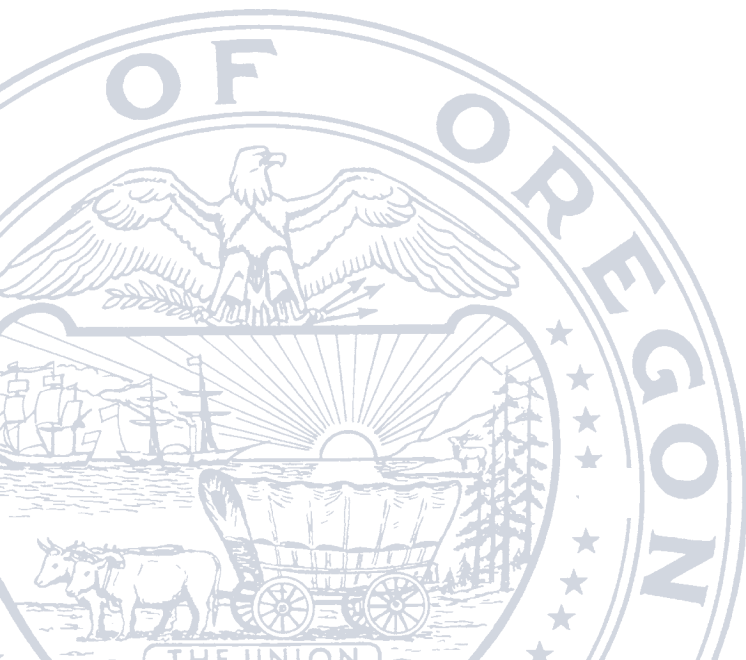


# WORK SHARE CLAIMANT HANDBOOK



Helping employers strategize, not downsize

## A guide to your benefits



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，請訪問 [unemployment.oregon.gov](https://unemployment.oregon.gov)，並點擊 [聯繫我們](#)，或者致電 877-345-3484 聯繫我們。TTY 用戶請撥打 711。



# About the Work Share Claimant Handbook

## Purpose of this handbook

This handbook is a supplement to the Unemployment Insurance Claimant Handbook and provides important information about benefits from the Work Share program. You must read and understand the information in this handbook. If you do not understand or if you have questions, please contact our agency for help.

## Contact information

There are many ways to contact us:



*Go to our website:*

Visit **unemployment.oregon.gov** and click the “Contact Us” button in the upper right-hand corner.



*Call us:*

Salem, Oregon: 503-947-1800, option 4

Toll free: 800-436-6191, option 4

## Language assistance

Free services are available to assist you if you do not speak English.

We have bilingual staff who speak Spanish. If another language is needed, call and ask for an interpreter.

You may also email us at **language@employ.oregon.gov**. Please give your name, phone number, and preferred language. We will call you back with an interpreter. **DO NOT** provide your Social Security Number (SSN) in the email.

TTY Relay Service – 711 or **sprintip.com**

# Overview of benefits

## Benefits from the Work Share program

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

Work Share does not replace lost wages but instead provides a percentage of Unemployment Insurance benefits that match the reduction percentage in the worker's hours.

Benefits may not be available to all workers. Workers who have insufficient work history, who are paid out-of-state wages, or who have an active unemployment claim in another state may or may not qualify for benefits. We review claims on a case-by-case basis.

## We are here to help you

The Oregon Employment Department Special Programs Center (SPC) is here to help you while you are on Work Share. To make sure you are paid benefits in a timely manner, please:

- Send us accurate information.
- Respond to requests for information right away.
- Complete all requirements to maintain unemployment benefit eligibility as outlined in this handbook.
- Keep your contact information up to date.

### Change of address or phone number

If you move or change your phone number, let us know as soon as possible. If you do not notify us of your current contact information, your payment may be delayed and your benefits denied.

The easiest way to update your address is to call us directly or submit a request through the "Contact Us" portal.

## Work Share program basics

To participate in the Work Share program, an employer must submit a Work Share application to the Oregon Employment Department that demonstrates they meet the basic program requirements and lists the time period they intend to participate in. In addition, the employer provides a list of employees who may qualify for benefits and may be subject to a 10%-50% reduction in their work hours and wages. The employees must be able to qualify for an Oregon Unemployment Insurance claim and are not seasonal, temporary, or intermittent workers. When approved, a Work Share plan is established for the employer and is valid for 52 weeks.

When a Work Share plan is established, the individual employees who participate in Work Share must establish an unemployment claim by completing an Initial claim on Frances Online. If the employee already has a valid claim established, there is no need to submit the Initial Claim as the existing claim will be used while on Work Share.

Initial claims are valid for the week they are submitted and cannot be backdated to claim previous weeks. The claim will be set up the same as a regular unemployment claim and is valid for 52 weeks. Refer to the Unemployment Insurance Claimant Handbook for details on eligibility and benefit amount determination information.

Once employee claims are established, employees will submit weekly claims for themselves. The weekly claim submissions will look very similar to regular unemployment claims, but there will be a few questions specific to Work Share. Employees report any secondary income they earn each week and must explain why they missed any days during that week.

When employee hours are reduced and a weekly claim is submitted, claims will be processed according to whichever program applies. For employees who have their hours reduced by 10%-50%, the claim is processed using Work Share determinations. For employees whose hours have been reduced, either less than 10% or more than 50%, the claim is processed using regular unemployment determinations. Please refer to the Unemployment Insurance Claimant Handbook for details on regular unemployment determinations.

Please refer to *How Work Share benefits are calculated* to learn how benefits are determined.

## How Work Share benefits are calculated

Work Share benefit amounts are calculated based on the claimant's weekly benefit amount.

Each week that a Work Share claimant files for a week of benefits, regular unemployment insurance calculations are figured out, no matter how many hours or how much pay was reduced. Following is more information on how these calculations are done:

**If total weekly earnings are greater than or equal to their weekly benefit amount (WBA), no benefits are paid. If total weekly earnings are less than their WBA, 1/3 of the WBA is subtracted from total earnings and the result is subtracted from the WBA.**

Example:

- Lee has a WBA of \$375. He earned \$400 during the week. Because his earnings were greater than his WBA, he is not eligible for benefits this week.
- Molly has a WBA of \$375. She earned \$300 during the week.  
$$\text{WBA} - (\text{total earnings} - \text{WBA}/3) = \text{Benefit: } \$375 - [\$300 - (\$375/3)] = \text{\$200 (benefit payment)}.$$
  
Molly is eligible for partial benefits this week.

**If a claimant is on Work Share, and their hours are reduced by 10%-50%, a second calculation is done which depends on whether the claimant has any additional (secondary) earnings.**

If the claimant does not have secondary earnings, the following calculations apply:

- If total earnings are greater than or equal to the WBA, the WBA is multiplied by the Percent reduction in hours paid.
- If total earnings are less than the WBA, then the regular unemployment calculation is used.
- If total earnings are less than 1/3 of the WBA (rare), then the full WBA is paid.

Example:

- Elijah is a full-time employee with a WBA of \$375. They worked 32/40 hours (20% reduction) and were paid \$480. Because their earnings (\$480) are **greater than** their WBA (\$375), their benefits are calculated as:  
$$\text{WBA} * \% \text{ reduction: } \$375 * 20\% = \text{\$75 (benefit payment)}.$$
- The following week, Elijah worked 20/40 hours (50% reduction) and was paid \$300. Because their earnings (\$300) were **less than** their WBA (\$375), but greater than 1/3 of their WBA (\$125), regular unemployment calculations are done.  
$$\text{WBA} - (\text{total earnings} - \text{WBA}/3) = \$375 - [\$300 - (\$375/3)] = \text{\$200 (benefit payment)}.$$

**If the claimant has secondary earnings and their Work Share reduction in hours is between 10% - 50%, a different set of calculations is used.**

If the combined hours worked for the Work Share employer and the secondary employer equal 40 hours or more, no benefit is paid. If the combined hours worked are less than 40:

- Any secondary earnings are added to the Work Share earnings to determine the claimant's



total earnings. The total earnings are then compared to the WBA + 1/3 of the WBA.

- If total earnings are more than the WBA + 1/3 of the WBA, no benefit is paid.
- If total earnings are less than the WBA + 1/3 of the WBA, the total earnings are subtracted from the WBA + 1/3 of the WBA. This total is the benefit payment amount.

#### Example:

- Sasha has a WBA of \$750; she worked 32/40 hours (20% reduction) and earned \$800 from her Work Share employer. She also has secondary employment that earned \$300/wk.

Sasha's total earnings for the week are  $\$800 + \$300 = \$1,100$ .

WBA (\$750) + 1/3 of the WBA (\$250) is \$1,000.

Sasha is not eligible for benefits this week because her total earnings (\$1,100) are greater than WBA + 1/3 of the WBA (\$1,000).

- Sasha has a WBA of \$750, she worked 24/40 hours (40% reduction) and earned \$500 from her Work Share employer. She also has secondary employment that earned \$300/wk. Sasha's total earnings for the week are  $\$500 + \$300 = \$800$ .

WBA (\$750) + 1/3 WBA (\$250) is \$1,000.

The total earnings (\$800) are subtracted from the WBA + 1/3 of the WBA (\$1,000) which results in a benefit payment amount of \$200.

After the regular unemployment and the applicable Work Share calculations are done the results are compared. The regular UI and Work Share benefit amount that is more advantageous to the claimant is used.

## Waiting week

Regardless of the program, all Oregon claims must serve a waiting week. The waiting week is the first week you are eligible for benefits. You are not paid for the waiting week. The waiting week applies once through the 52-week life of an individual's unemployment claim.

Even though a payment is not issued, to qualify for the waiting week credit you must:

- Have a valid claim,
- Claim that week,
- AND meet all eligibility requirements.

You will NOT qualify for waiting week credit if:

- You did not file a claim for the week, or

- The week was denied by the Employment Department.

The waiting week applies at the individual claim level and is separate from the employer's Work Share plan.

## Benefit payment options

Once you have established your claim, you have two options to receive benefit payments:

**Electronic Deposit:** Sign up to have your benefits deposited directly to your bank account with this option. This is the quickest way to receive payment. You will be able to sign up for electronic deposit using Frances Online.

**U.S. Bank ReliaCard®:** The Employment Department pays benefits electronically through a U.S. Bank ReliaCard® Visa debit card. If you don't apply for direct deposit, you will be sent a ReliaCard®. You can find more information by visiting [employment.oregon.gov](http://employment.oregon.gov) or by visiting the ReliaCard® Visa website for important disclosure information.

## Maintaining eligibility for Work Share benefits

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

- Your weekly hours were reduced by more than 50% or less than 10%.  
(You may be eligible for regular Unemployment Insurance benefits in this situation.)
- You were not available for additional work that your Work Share employer had available.
- You did not remain in contact with your Work Share employer.
- You missed any work with your Work Share employer for any reason.

## Work search requirements

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 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.

## Layoffs

Brief or temporary layoffs are coordinated between your employer and the Oregon Employment Department's Unemployment Insurance Special Programs Center.

If a temporary layoff exceeds four consecutive weeks, the layoff will not be considered temporary and you will be removed from the Work Share program. If you separate from your Work Share employer, please call the Special Programs Center at 1-800-436-6191, option 4, 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 has not ended, you can continue to claim regular weekly Unemployment Insurance benefits as long as you qualify under regular Unemployment Insurance law and rule. The Work Share benefits that you receive will not affect your weekly benefit amount, but will reduce the maximum total benefit amount for that particular claim.

## Use of leave in the case of an absence

Accrued leave hours may be used and count as hours worked in the following cases:

- The employee is serving jury duty
- The employee is taking bereavement leave
- The employee is sick, caring for a member of the employee's immediate family who is sick, or out in response to a declared emergency as defined in OAR 471-030-0071.

However, this does not apply when the employee misses an opportunity to work for other reasons or when they miss an entire week of work. This rule only applies to claimants within the 10-50% Work Share hours reduction range.

## Use of leave to supplement hours worked

If an employee's work schedule is reduced by more than 50% in a week covered by a Work Share plan, the employee may use hours from other paid time, such as vacation time, to bring the work hour reduction within the 10% to 50% range required to receive Work Share benefits. This rule does not apply when an entire week of work is missed for the Work Share employer.

## Accessing your claim information

All claim information will be available through Frances Online. If you have questions about your claim, please contact us by calling the Special Programs Center at 1-800-436-6191, option 4.

## Meeting eligibility requirements for regular Unemployment Insurance

Work Share claimants must meet all eligibility requirements for regular Unemployment Insurance. Refer to the Unemployment Insurance 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
- Employment services and resources