

# Resources for Washington businesses

SharedWork is a program that helps businesses with employees through an economic downturn. This webinar about SharedWork and the labor market trends in your local and state economy, plus more resources and tools to help your business.

## SharedWork & Labor Market Info

Tuesday, Nov.28  
11:50 a.m. - 1:00 p.m.



# SharedWork and LMI

# SharedWork

SharedWork was enacted into law in 1983, establishing a voluntary short time compensation business program. Intended to be an excellent resource to help stabilize business operations during periods of lower economic activity.

- Allows employers to preserve their workforce by reducing employee hours to save payroll costs and keep the business operating.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.
- Eligibility is open to most business and industries to use when needed.

# The SharedWork Program

A proven program that helps employers:

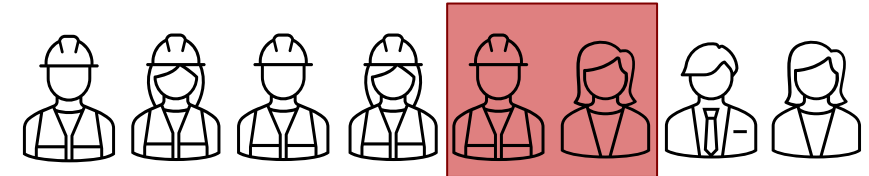
- Stabilize their business
- Retain their skilled workforce
- Continue serving customers
- Avoid layoffs and attract talent



# A temporary workforce reduction example



“We are a residential and commercial inspection company. There are less buyers that qualify, and, as a result, less inspections are being scheduled. Business goes down 18% and halts growth in all departments.”



Ana’s business is experiencing a temporary economic downturn. She employs 8 individuals. Instead of letting go of employees, she enrolls in the SharedWork program and reduces the workweek.

***In lieu of layoffs.*** Ana gets her SharedWork plan approved for fifty-two weeks. There is no cost to enroll, and plans can be renewed year after year.

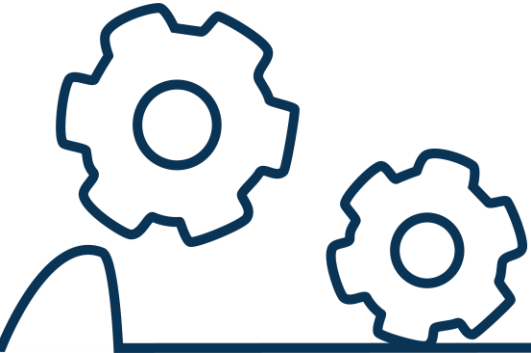
***Reduced workweek.*** An employer may reduce an employee's usual weekly hours of work from ten to fifty percent and the employee can receive the same percentage of unemployment benefits.

***Summary.*** The 8 employees would each receive wages from their employer, while also remaining eligible for up to 50 percent of their respective weekly benefit amount under SharedWork.

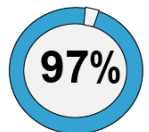


[Washington Administrative Code \(WAC\): Chapter 192-250 Shared Work Program](#)

# SharedWork in Washington



In a survey of past employers who enrolled in Washington's **SharedWork** program:



SharedWork improved employee morale.



The program helped retain skilled workers.



Would recommend SharedWork to another employer.

## Employer Requirements for SharedWork:

1. Must be a legally registered business in Washington state.
2. Must have an Employment Security Department (ESD) number.
3. Must have at least two permanent employees, who are not corporate officers, affected by a reduction in hours and wages.
4. Continue to provide same benefits to employees.

## Employee Requirements for SharedWork:

1. All permanent (part-time and full-time) employees may participate in SharedWork.
2. Employee must have a valid UI claim - worked at least 680 hours during their base year (includes all employment)
3. Must be able and available for all scheduled hours by SharedWork employer.

# SharedWork in Washington state

## Top 5 reasons employers sign up for the SharedWork program:

1. Loss of contracts or reduction in work
2. Maintain employee morale
3. In response to an economic downturn
4. Reduce payroll costs
5. Reduce cost of hiring and training new employees

Sources: [IMPAQ International](#), [U.S. Department of Labor Employment and Training Administration](#)



"It has allowed us to maintain our staff count and service levels, while lowering our overhead during the temporary housing shift. Staff is appreciative of the plan option and receiving partial payment with a day out of the office."

~ Erin Crain, AVP/office administrator, [Chicago Title of Washington](#), Everett



"SharedWork has given us a great amount of balance and flexibility to pivot and budget our expenses wisely. It's given the employees a sense of security. They know that we're doing this so that we don't have to take more dramatic measures, so there's massive relief of anxiety in that sense as well."

~ Jen Post, owner, [Prestige Escrow](#), Woodinville



"It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver."

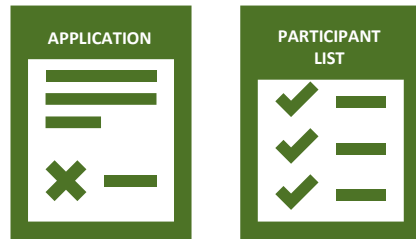
~ Suzette Jackson, VP/owner, [NorthWest Granite & Flooring LLC](#), Whidbey Island



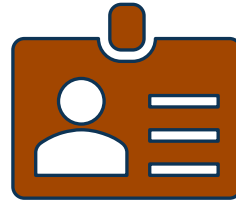
# Enrolling is fast and easy!



1



2



3



4



5

The employer calls SharedWork at **800-752-2500** option 3 to check business eligibility.

The employer assigns a **SharedWork representative** (or two) and submits an **Employer Plan Application** and a **Participant List**.

Once the employer plan is approved, each participant submits an **Employee Application** and can file weekly claims.

The employee receives **earned wages** and a share of **unemployment insurance benefits** when hours are reduced.

The employer representative checks the weekly **SharedWork Payments Report** for accuracy.


# Applying for SharedWork paper application.

## Apply by eServices, electronic upload or fax

1. Download the [Employer plan application](#) (pdf). If you need more space to add employee names, download the [Participant list](#) (Excel)
2. Here you can [Upload all documents](#) directly to the SharedWork Unit, or Fax to 800-701-7754

Remember to:

- Include your company's name in the file name
- Sign and date all forms
- Obtain the signature for the collective bargaining agent, if applicable.



**Employment Security Department**  
WASHINGTON STATE

**SharedWork**  
**EMPLOYER PLAN APPLICATION**  
Submit this form by fax to 800-701-7754  
or upload at [SharedWork upload](#)  
Questions? Call 800-752-2500

Please print or type the following information.  
Answer all questions and sign to complete.

1. Employment Security Department (ESD) number: \_\_\_\_\_  
Had this number on your ESD tax statement

2. Employer Name: \_\_\_\_\_ DBA: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_  
Physical Location/Street Address (if different from mailing): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_

4. **Employer representative.** An employer must identify a representative to coordinate with SharedWork Program staff regarding the employer plan and eligible employee claims. Employer representatives must report changes and respond to written requests for information within 10 days. Representatives also must be easily available to program staff.

Primary employer representative:	Alternative employer representative:
Name: _____	Name: _____
Job title: _____	Job title: _____
Email: _____	Email: _____
Phone: _____ Ext.: _____	Phone: _____ Ext.: _____
Fax: _____	Fax: _____

5. Is your business experiencing an economic downturn?  Yes  Maybe

6. What date did you or will you reduce hours? \_\_\_\_\_

7. How many employees are you submitting to participate in SharedWork?  
(Complete the REQUIRED employer plan employee list.) \_\_\_\_\_

8. Estimate how many jobs will be saved by using the SharedWork Program? \_\_\_\_\_

9. How will you give advance notice to affected employees whose hours are or will be reduced?  
 Email  Memo or letter  Staff meeting  Other: \_\_\_\_\_

If advance notice is not possible, please state why: \_\_\_\_\_

10. How did you hear about the SharedWork Program?  Association  Chamber of Commerce  
 Conference  Email Outreach  Webinar  local WorkSource business services team  
 Other: \_\_\_\_\_

11. a) How many of your participating employee are union represented? \_\_\_\_\_  N/A

b) Employer union affiliation information (if applicable): The employer's SharedWork plan must be approved in writing by the collective bargaining agent for each affected collective bargaining agreement covering any affected employee. Approval signature(s) are required to process this application.

Union: _____ Local: _____ Phone: _____ Ext.: _____ Authorized union representative name Print: _____ Signature: _____	Union: _____ Local: _____ Phone: _____ Ext.: _____ Authorized union representative name Print: _____ Signature: _____
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12. Your signature certifies that:

- You have at least two permanent employees enrolled in the SharedWork plan.
- Affected employees were hired on a permanent basis.
- Health benefits will continue to be provided under the same terms and conditions as when the affected employee worked their usual weekly hours, unless health benefits are changed for all your employees.
- Retirement benefits and contributions under defined plans will continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours, unless retirement benefits are changed for all your employees.
- Paid vacation, holidays, and sick leave continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours.
- You agree to furnish all reports and information necessary for proper administration of your SharedWork plan.
- Your participation is consistent with your obligations under federal and state law.
- If there are any changes to the information on this application or employee (*participant*) list, you will notify SharedWork program staff immediately.
- You agree not to use SharedWork to subsidize seasonal employees during the off season.

By signing below, I, \_\_\_\_\_ certify that I am authorized to sign this document on behalf of the employer and that all information provided on this application is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner, Proprietor, CEO, CFO, COO, GM, HR Manager, Payroll Manager



# Contact SharedWork

Employers can verify their eligibility in minutes and get answers by calling 800-752-2500 and choosing Option 3.

## 800-752-2500

8am to 4pm, Monday through Friday

Option 1 – Claims

Option 2 – Existing Plans

**Option 3 – New Plan Inquiry**

Option 4 – I was asked to call

[sharedworkplansect@esd.wa.gov](mailto:sharedworkplansect@esd.wa.gov)

### More ways to learn about SharedWork

- Watch our commercial on [Youtube](#).
- The SharedWork program will be hosting many regional and statewide **free virtual events** for employers in Washington.  
[esd.wa.gov/SharedWork/events](https://esd.wa.gov/SharedWork/events)
- The SharedWork program will be hosting weekly webinars through the year end to help businesses get informed.
- **Wednesdays 10:45 a.m. | [SharedWork Q&A for businesses webinar](#)**.
- Download the [SharedWork info card](#).

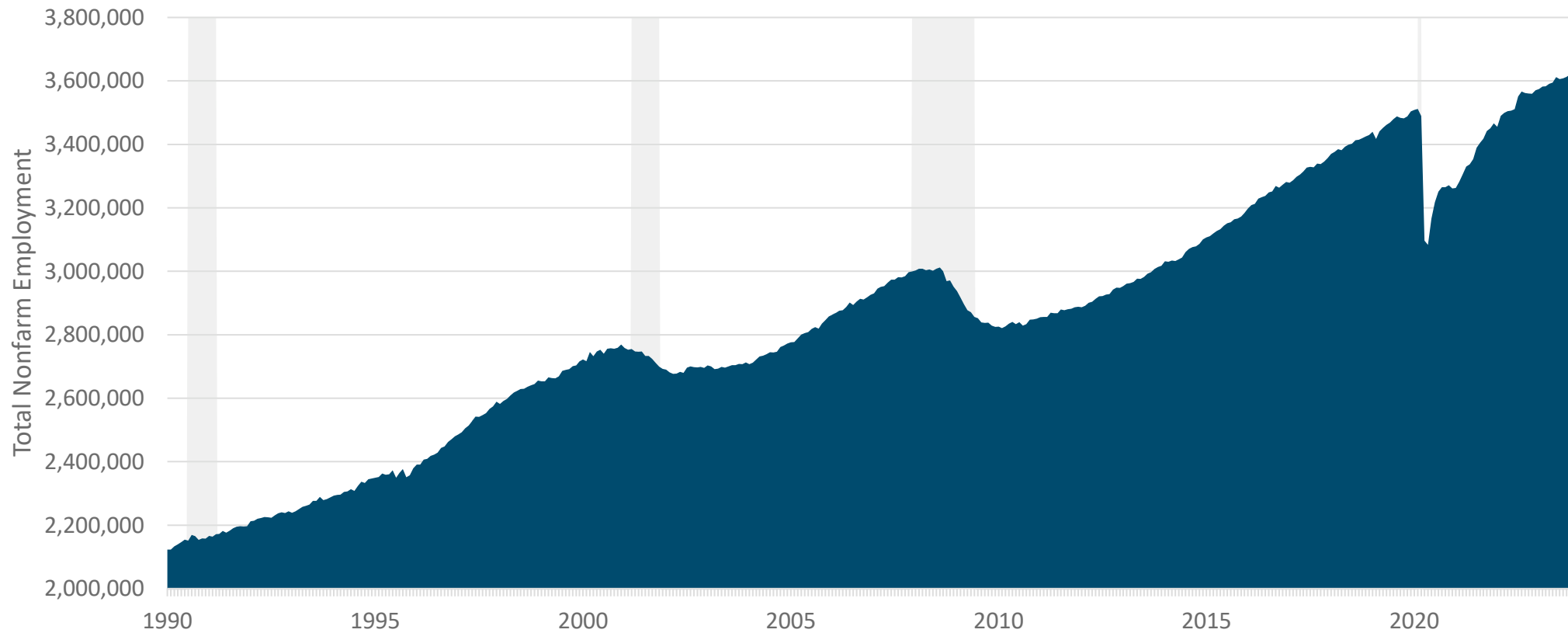


# Washington State Employment Update

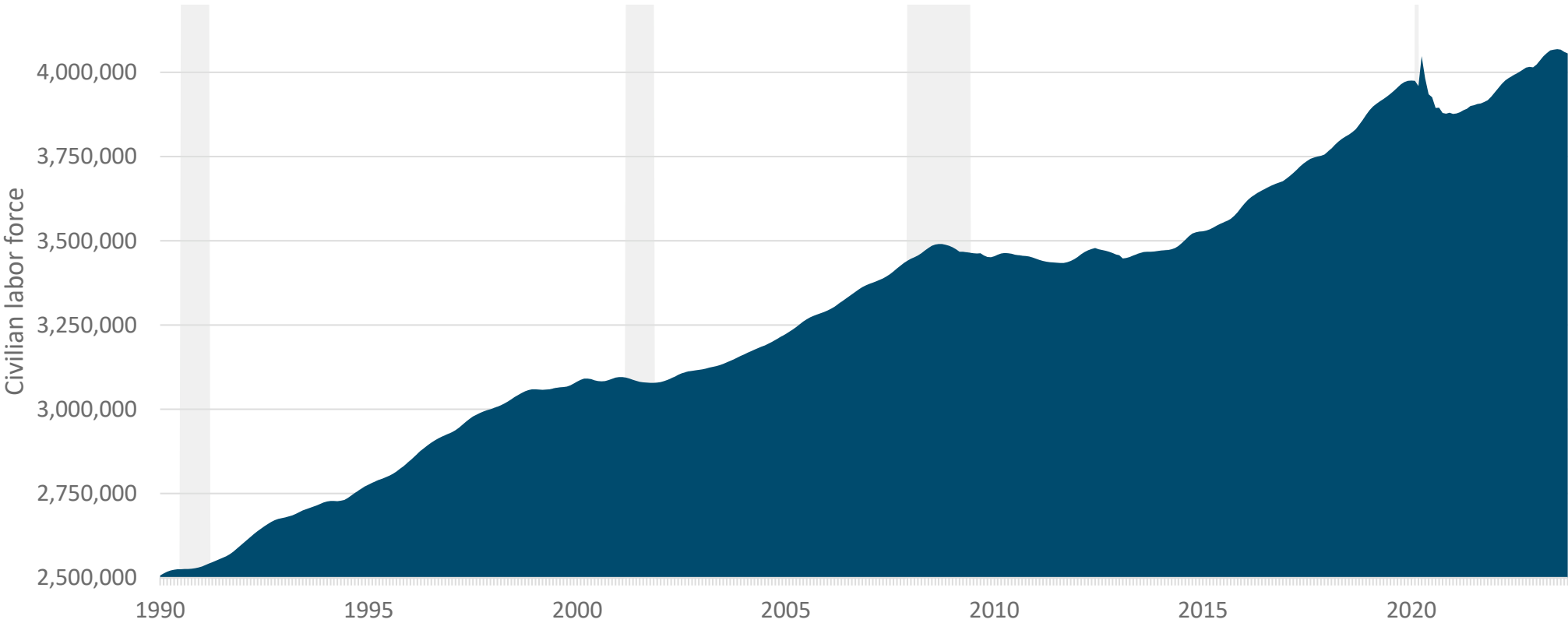
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ANNELIESE VANCE-SHERMAN PH.D.  
CHIEF LABOR ECONOMIST  
EMPLOYMENT SECURITY DEPARTMENT

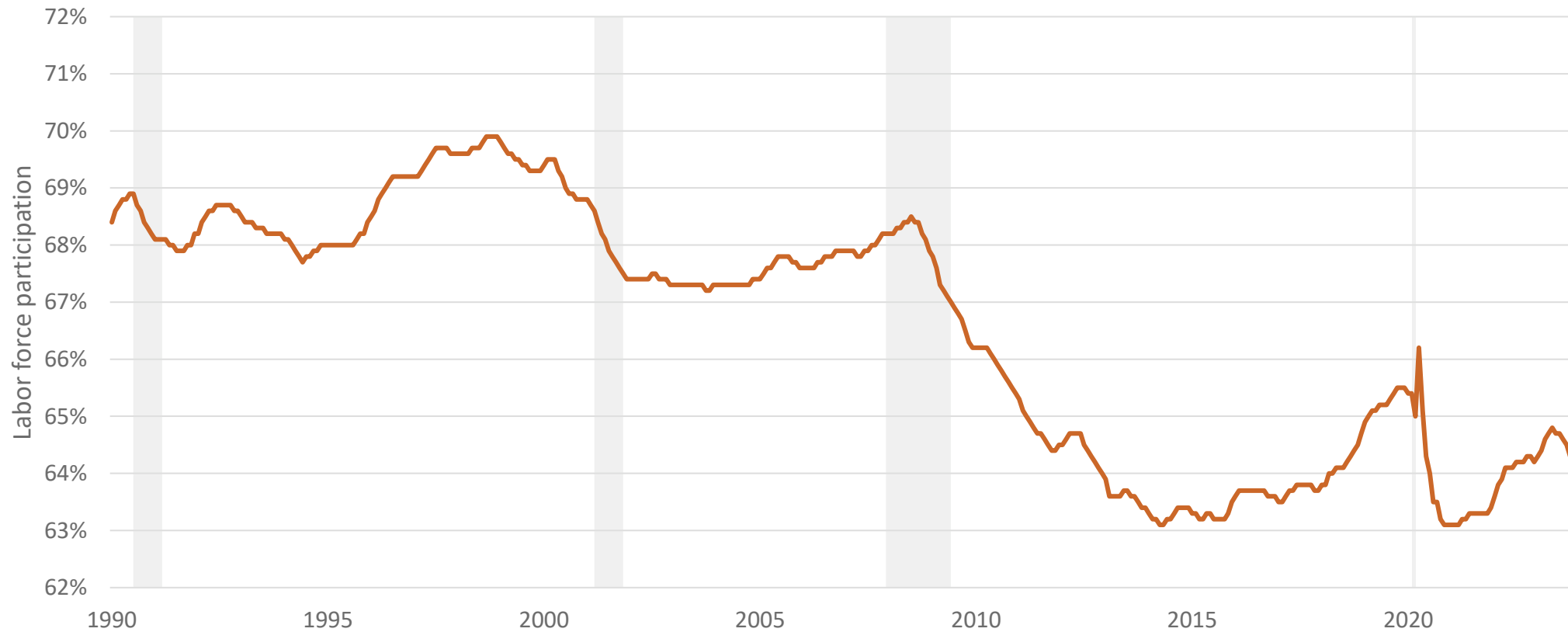
# Job recovery was relatively swift



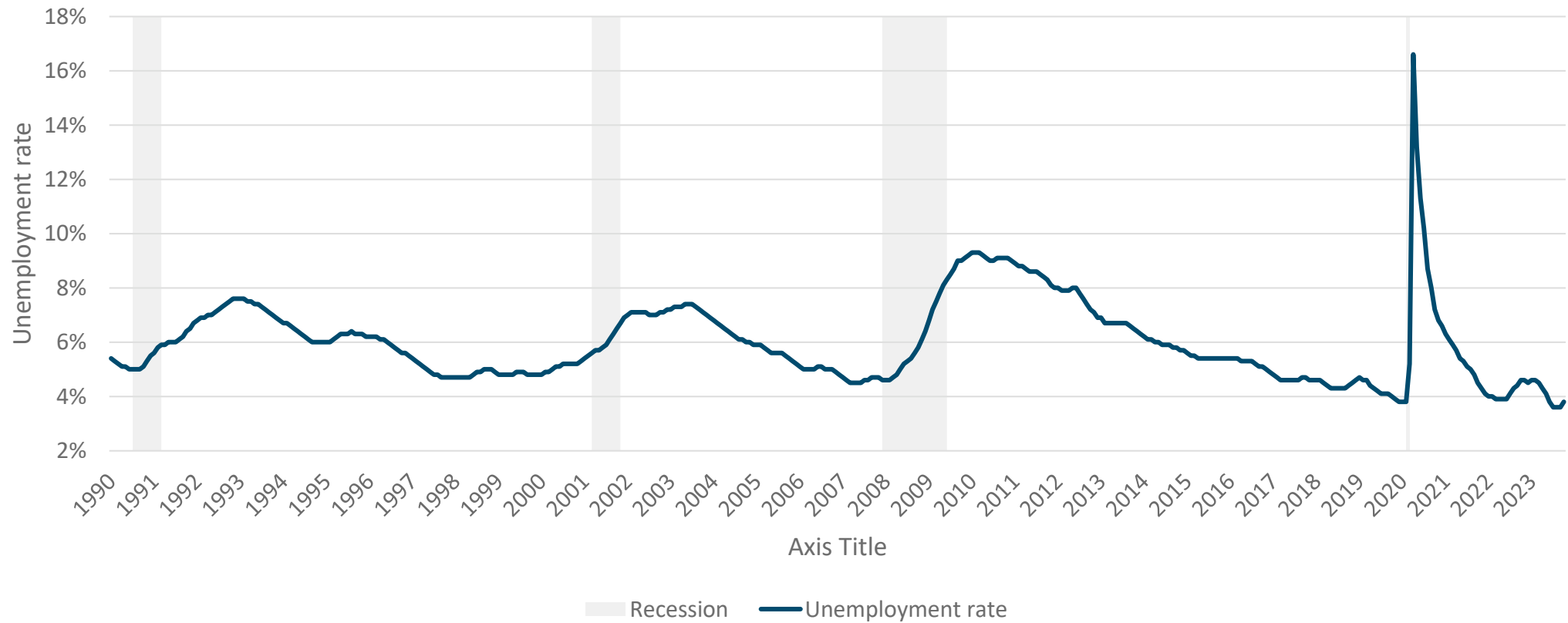
# Labor force recovery took a bit longer



# Labor force participation is recovering somewhat, but part of a long-term trend

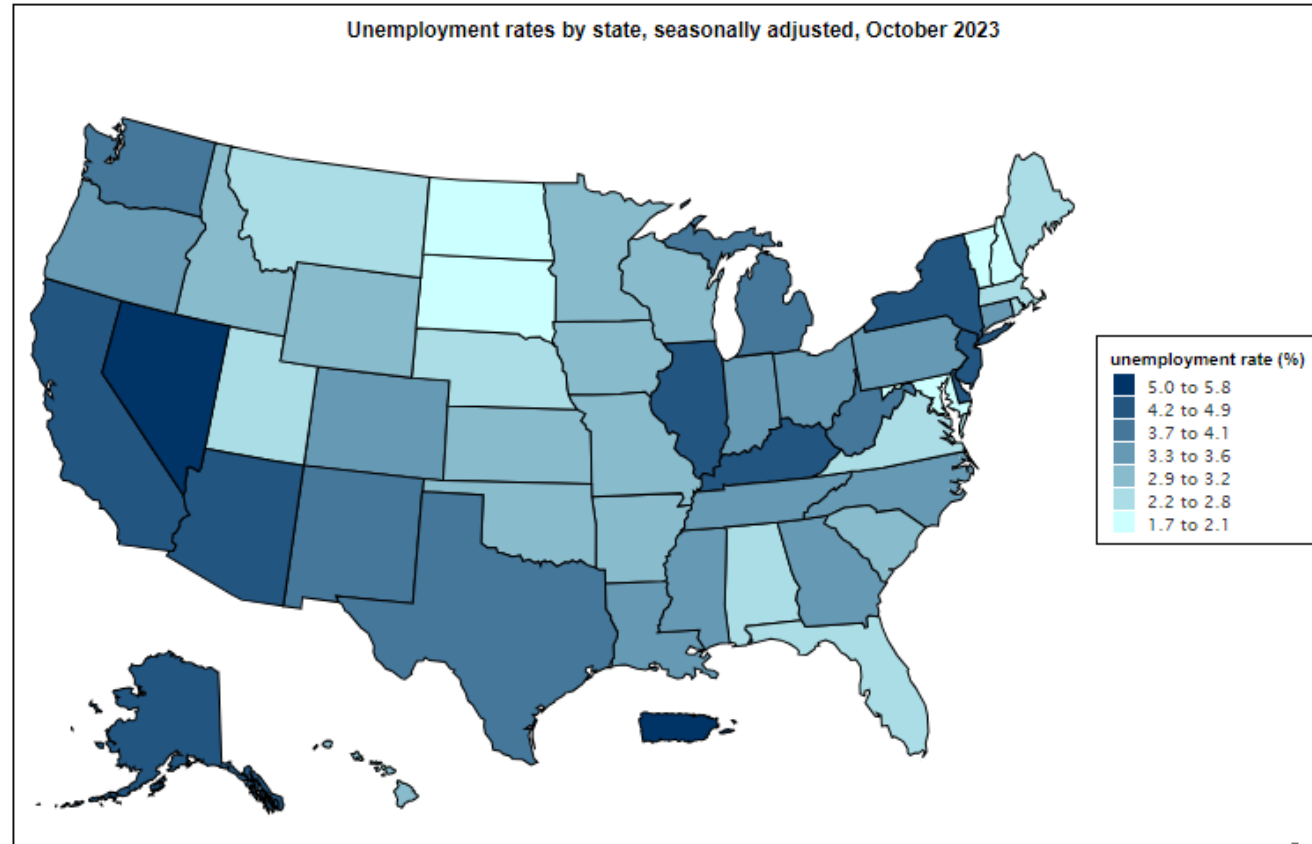


# The unemployment rate was 3.6% in August

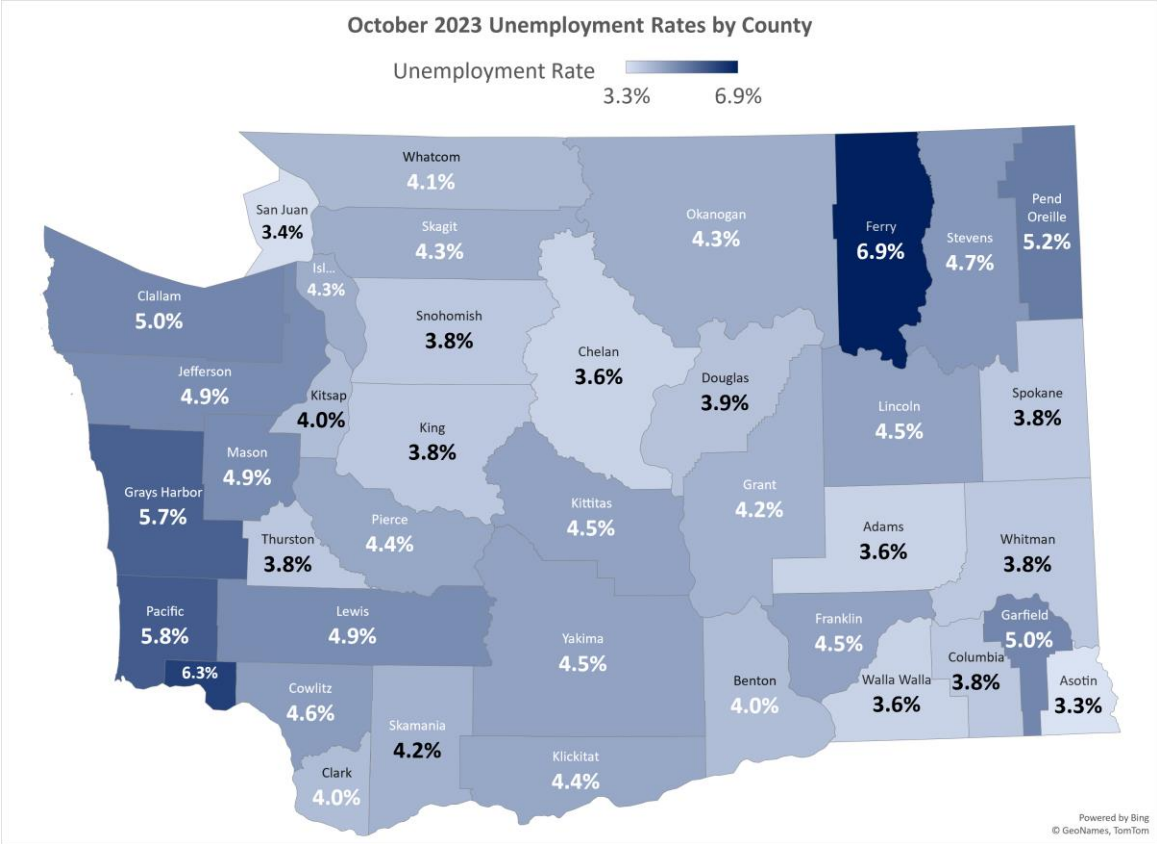




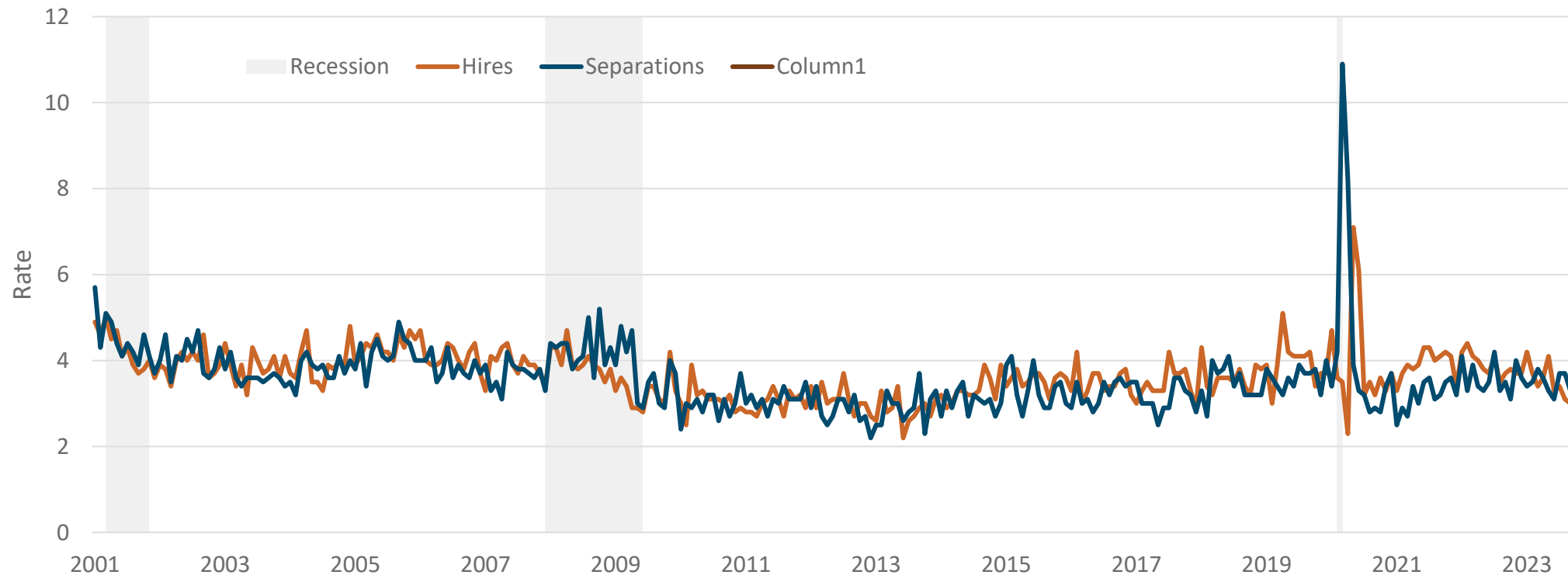
# Washington's unemployment rate is close to the national rate of 3.9%



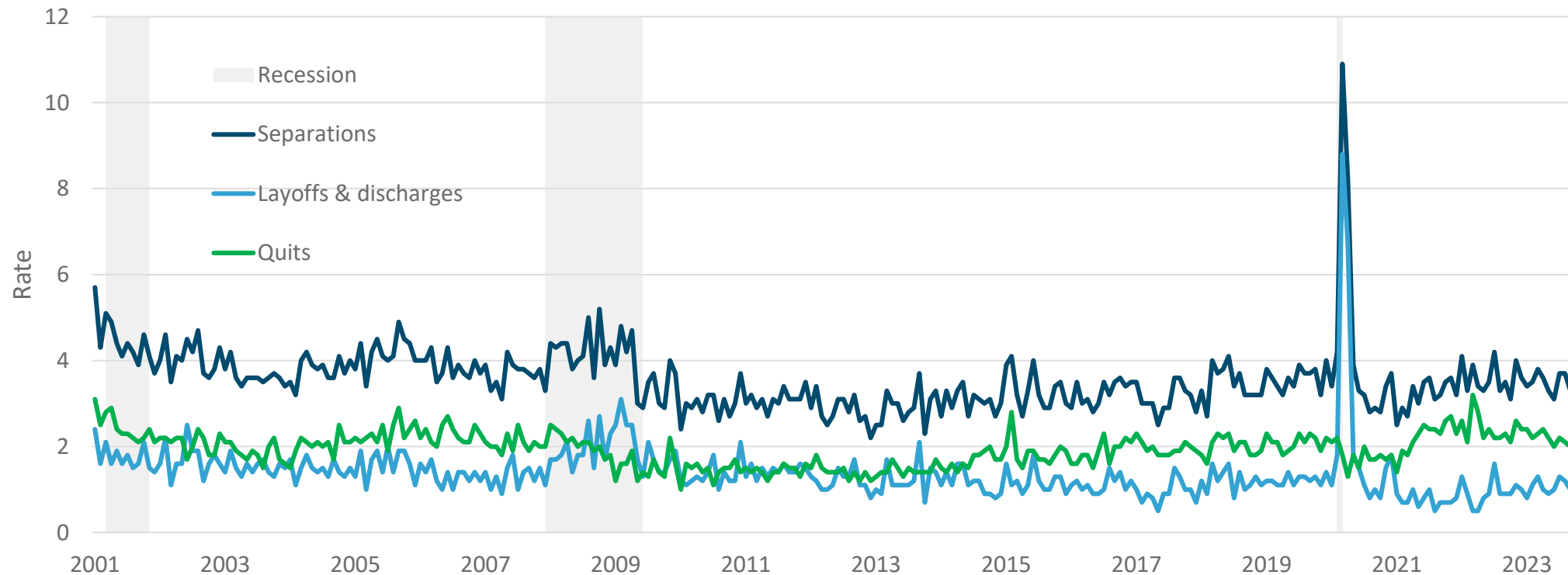
# Unemployment varies by location



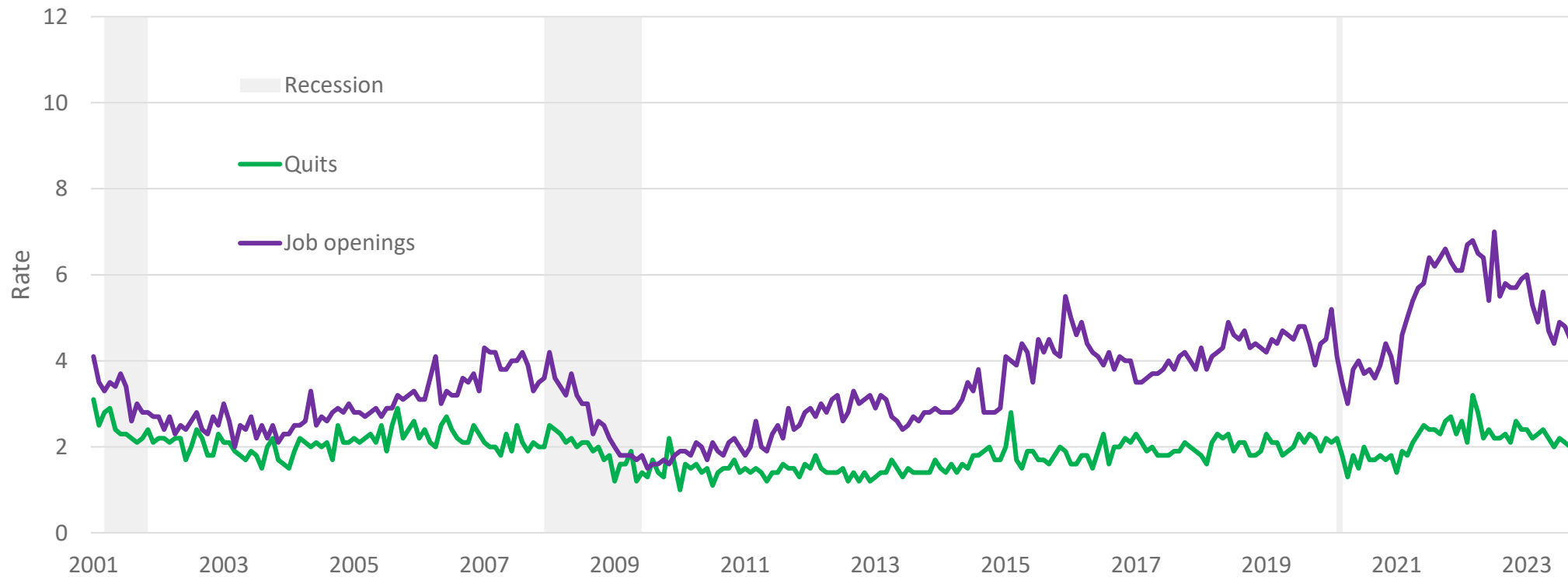
# JOLTS: Hires & Separations (labor turnover)



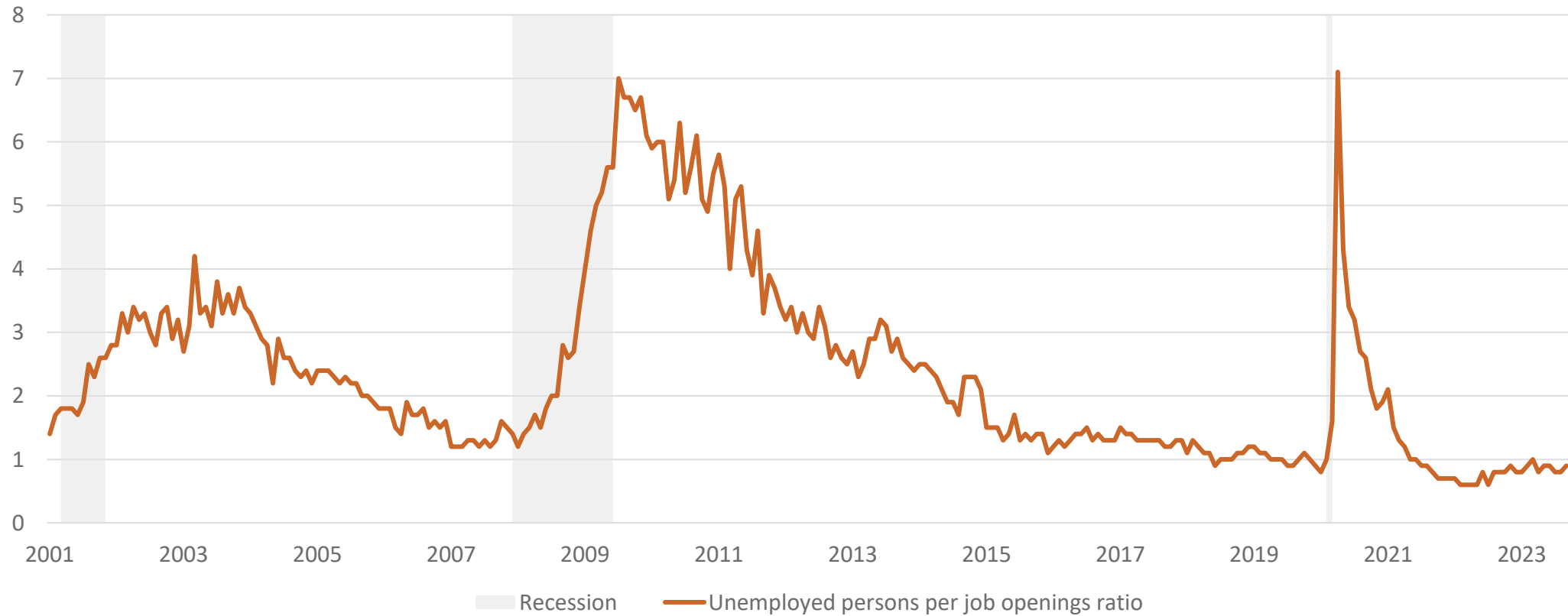
# JOLTS: Voluntary & involuntary separations



# JOLTS: Job openings & quit rates are related

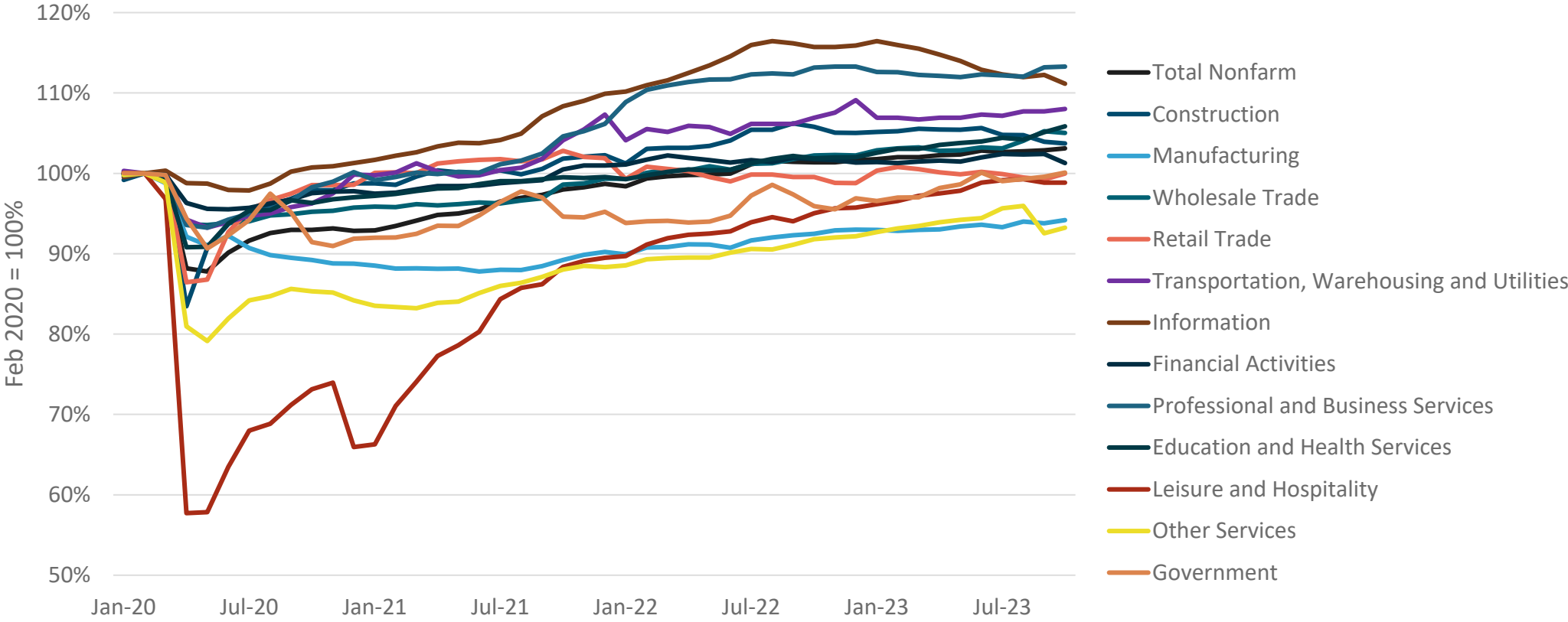


# Unemployed persons per job opening:

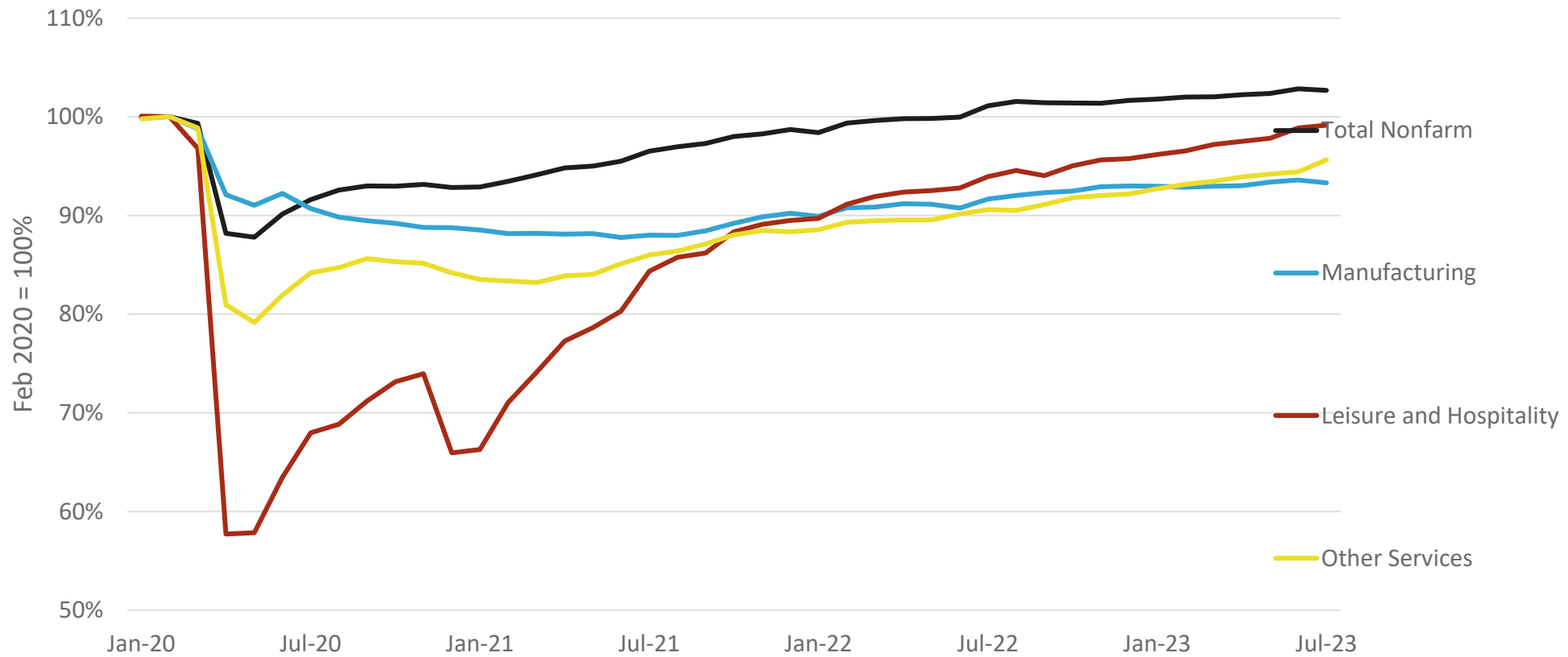




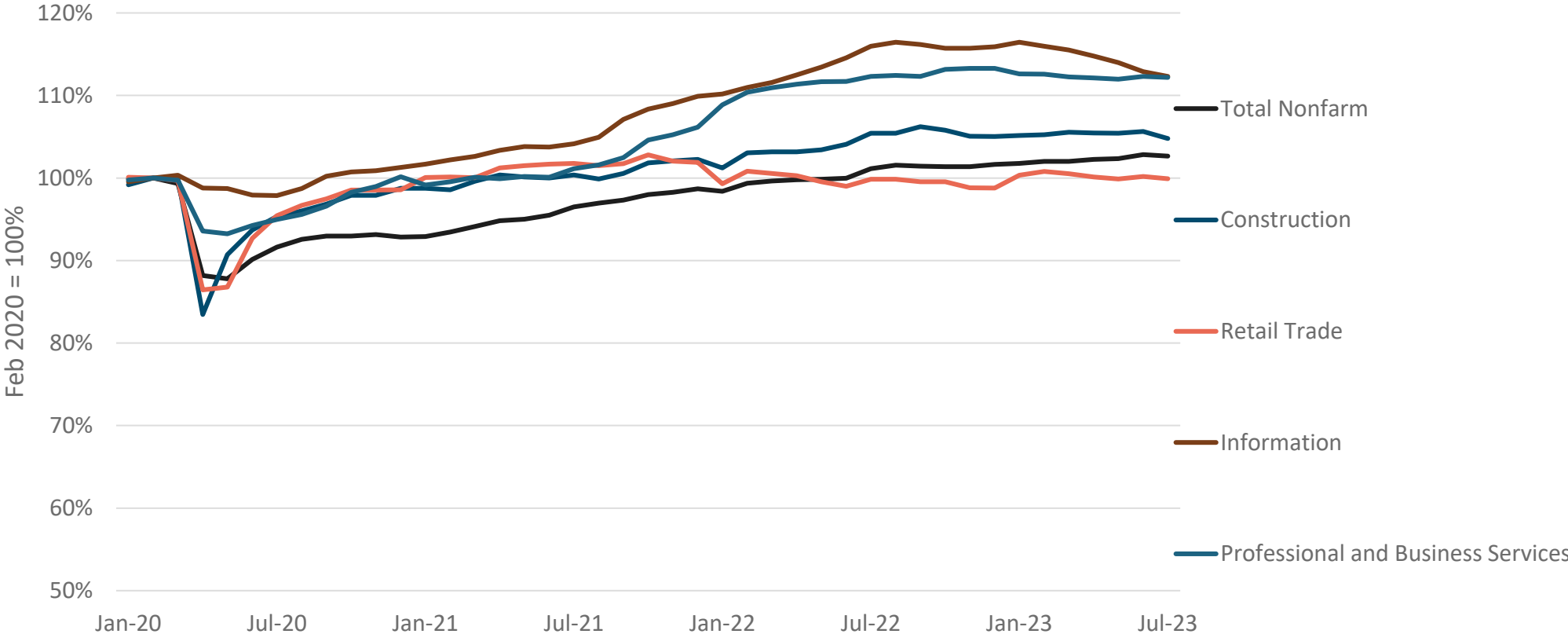
# Industries were impacted differently:



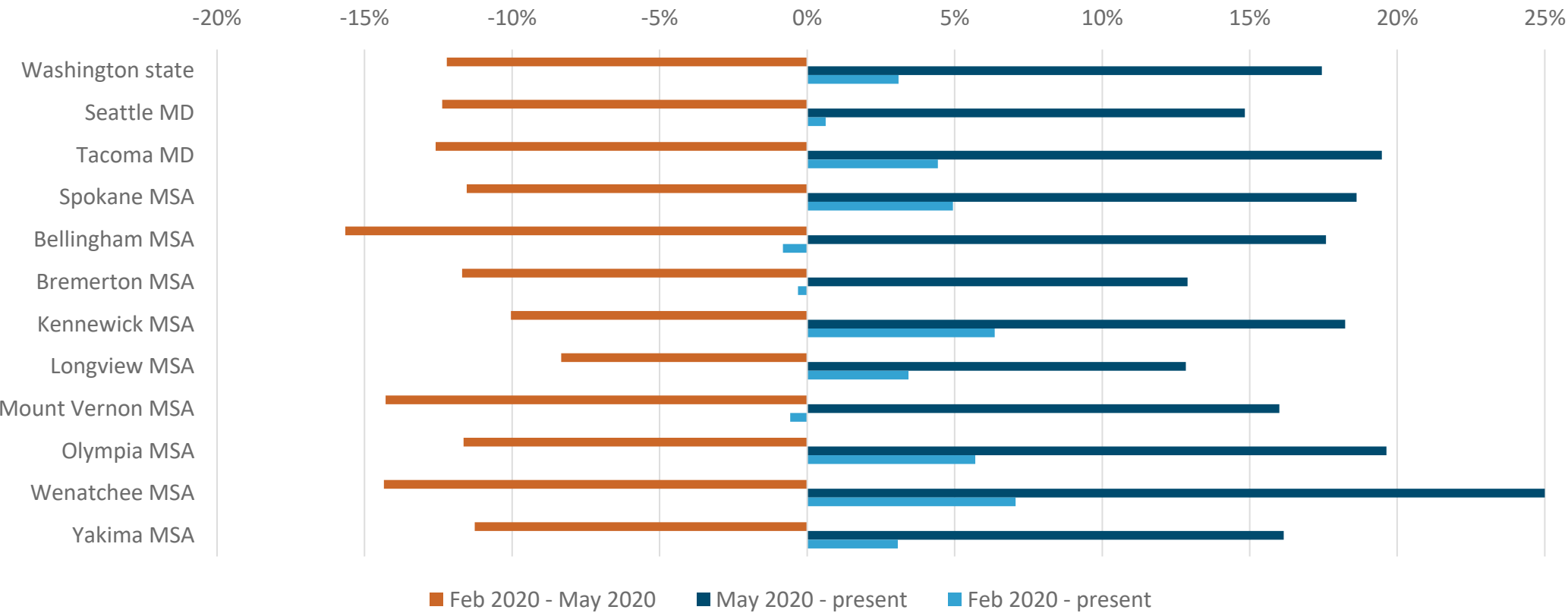
# Some sectors have yet to recover:



# Some sectors bounced back quickly:



# Pandemic job losses and recovery varied by location as well





# Open Mic – Q&A

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BUSINESSES, EMPLOYEES  
FAMILIES & COMMUNITIES

**WIN**

*with*

**SharedWork**

[SharedWorkWA.com](http://SharedWorkWA.com)



**Employment  
Security  
Department**  
WASHINGTON STATE







# Thank you!

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