

### Eligibility and Participation

1. Submit a written signed program application;
2. Affected employees on the plan are hired on a permanent basis;
3. You have no corporate officers applying to participate in the program;
4. The plan identifies participating employees with names, Social Security numbers and other information required by Employment Security;
5. The usual work hours for each participating employee are reduced by not less than 10 or more than 50 percent;
6. You certify that you will pay participating employees health benefits, retirement benefits and vacation, holiday and sick leave under the same terms and conditions as before their hours were reduced. The same conditions for these benefits (including possible reductions) will apply to employees in the plan and not in the plan;
7. You certify that the total work hours reduced for each participating employee are in lieu of layoffs, which would have resulted in the same number of work hours reduced;
8. The collective bargaining agent for each participating employee covered by a collective bargaining agreement has approved the plan in writing;
9. You agree not to subsidize seasonal employees during the off season;
10. You agree to furnish Employment Security with any necessary reports and requested information before and during the application of the plan and throughout the duration of the plan to maintain program compliance;
11. The plan includes an estimate of the number of employees who would have been laid off if your company did not participate in the SharedWork Program;
12. The plan includes a strategy to give advance notice – when feasible – to employees prior to reducing their usual work hours. If it's not feasible, the plan must explain why not; and
13. You must attest that participation in the program is consistent with your obligations under federal and state law.

**Attesting that participation in the SharedWork Program is consistent with employer obligations under federal and state law means:**

1. You must be a legally registered business in Washington;
2. You must have an ESD (Employment Security) number;
3. You must have a minimum of at least two permanent employees who are enrolled in the SharedWork Plan;
4. Your affected employees are paid in a way that can be converted to hourly wages.