Employer Q&A

BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN *with* SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

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SharedWork - A proven business solution!

SharedWorkWA.com

What is SharedWork?

SharedWork is a voluntary assistance program that has stabilized Washington businesses and employees during temporary economic setbacks.

- Employers reduce worker hours to save payroll costs, instead of cutting jobs.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.

"During slowdowns in supplier production, **the SharedWork program provides critical support to our entire ecosystem**, by enabling workers to receive partial unemployment benefits when hours are reduced."

Robin Toth
Director of Aerospace for the Washington State Department of Commerce and the Office of Economic Development & Competitiveness (OEDC)

The SharedWork Program

A proven and credible business solution helping employers:

- Save their business
- Retain their skilled workforce
- Continue serving customers
- Attract talent

SharedWork in Washington state

Watch the SharedWork industry panel "fast play".

YouTube

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 downtown
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

CHICAGO TITLE INSURANCE COMPANY

"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

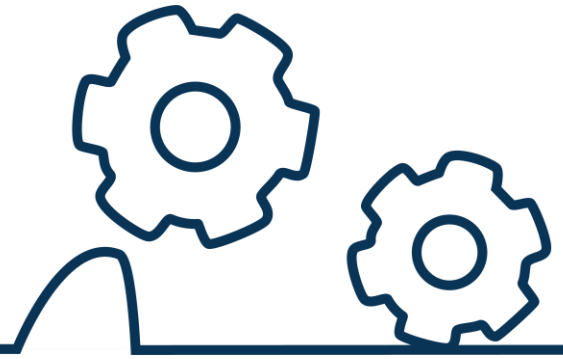
Prestige ESCROW

"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

NorthWest Granite & Flooring LLC

"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

SharedWork in Washington



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

- **97%** SharedWork improved employee morale.
- **98%** The program helped retain skilled workers.
- **99%** 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.

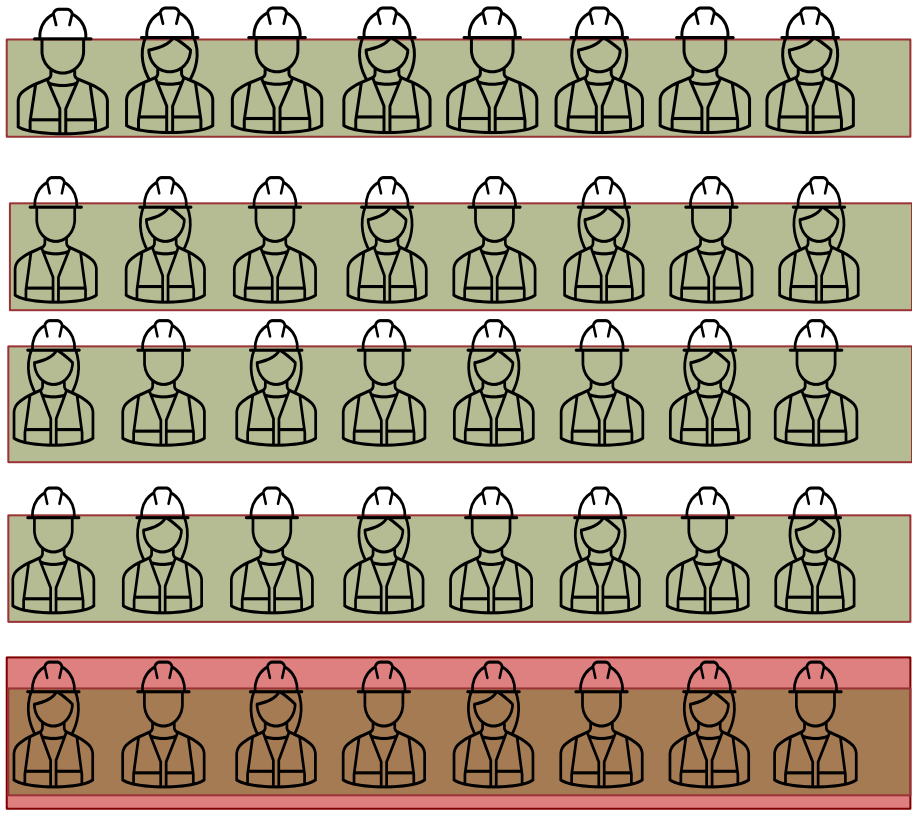
A temporary workforce reduction example

Ryna's remodeling company is experiencing supply delays, and it's impacting a few jobsites. She employs 40 individuals.

In lieu of layoffs. Ryna has enough work for 32 full-time employees. The employer can avert the continued layoff of 8 full-time employees by keeping all 40 employees and reducing the workweek.

Reduced workweek. The employer reduced the workweek from 40 hours to 32 hours, which is a reduction of 20 percent and permissible under state law, anywhere from 10-50% is an acceptable reduction each week with SharedWork.

Summary. The 40 returning employees would each receive 80 percent of their wages from their employer, while also remaining eligible for 20 percent of their respective weekly benefit amount under SharedWork.



Washington Administrative Code (WAC): Chapter 192-250 Shared Work Program

How It Works

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

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

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

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

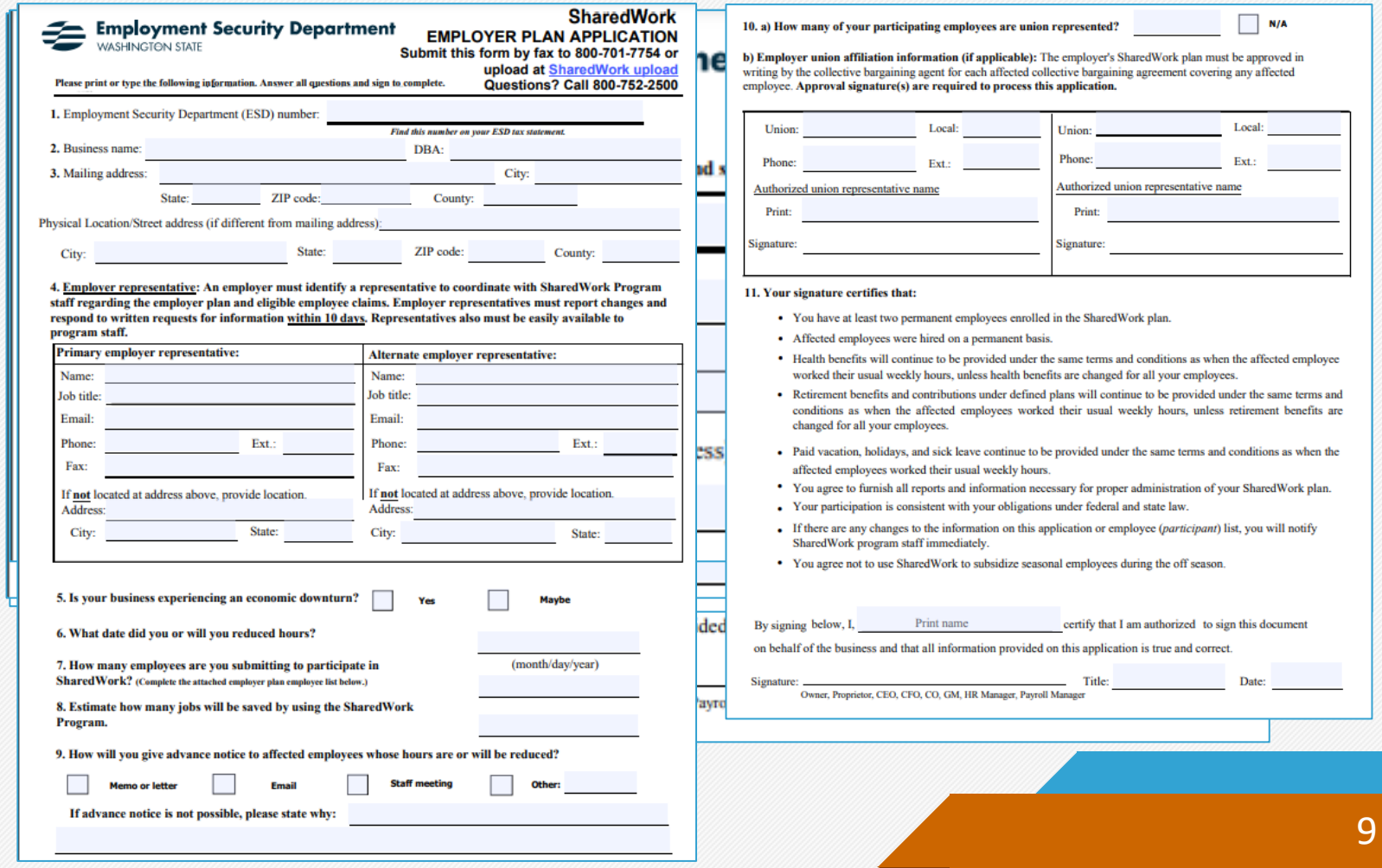
5. The employer representative checks the weekly **SharedWork Payments Report** for accuracy.

Two EASY ways to apply

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: _____
Find this number on your ESD tax statement.

2. Business name: _____ DBA: _____

3. Mailing address: _____ City: _____
State: _____ ZIP code: _____ County: _____

Physical Location/Street address (if different from mailing address): _____
City: _____ State: _____ ZIP code: _____ County: _____

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:	Alternate employer representative:
Name:	Name:
Job title:	Job title:
Email:	Email:
Phone: Ext.:	Phone: Ext.:
Fax:	Fax:
If not located at address above, provide location. Address:	If not located at address above, provide location. Address:
City: State:	City: State:

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

6. **What date did you or will you reduced hours?** _____ (month/day/year)

7. **How many employees are you submitting to participate in SharedWork?** (Complete the attached employer plan employee list below.) _____

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?**
☐ Memo or letter ☐ Email ☐ Staff meeting ☐ Other: _____

If advance notice is not possible, please state why: _____

10. a) **How many of your participating employees 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: _____	Union: _____ Local: _____
Phone: _____ Ext.: _____	Phone: _____ Ext.: _____
Authorized union representative name	Authorized union representative name
Print: _____	Print: _____
Signature: _____	Signature: _____

11. **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 business and that all information provided on this application is true and correct.

Signature: _____ Title: _____ Date: _____
Owner, Proprietor, CEO, CFO, CO, GM, HR Manager, Payroll Manager

Apply online – quick and easy

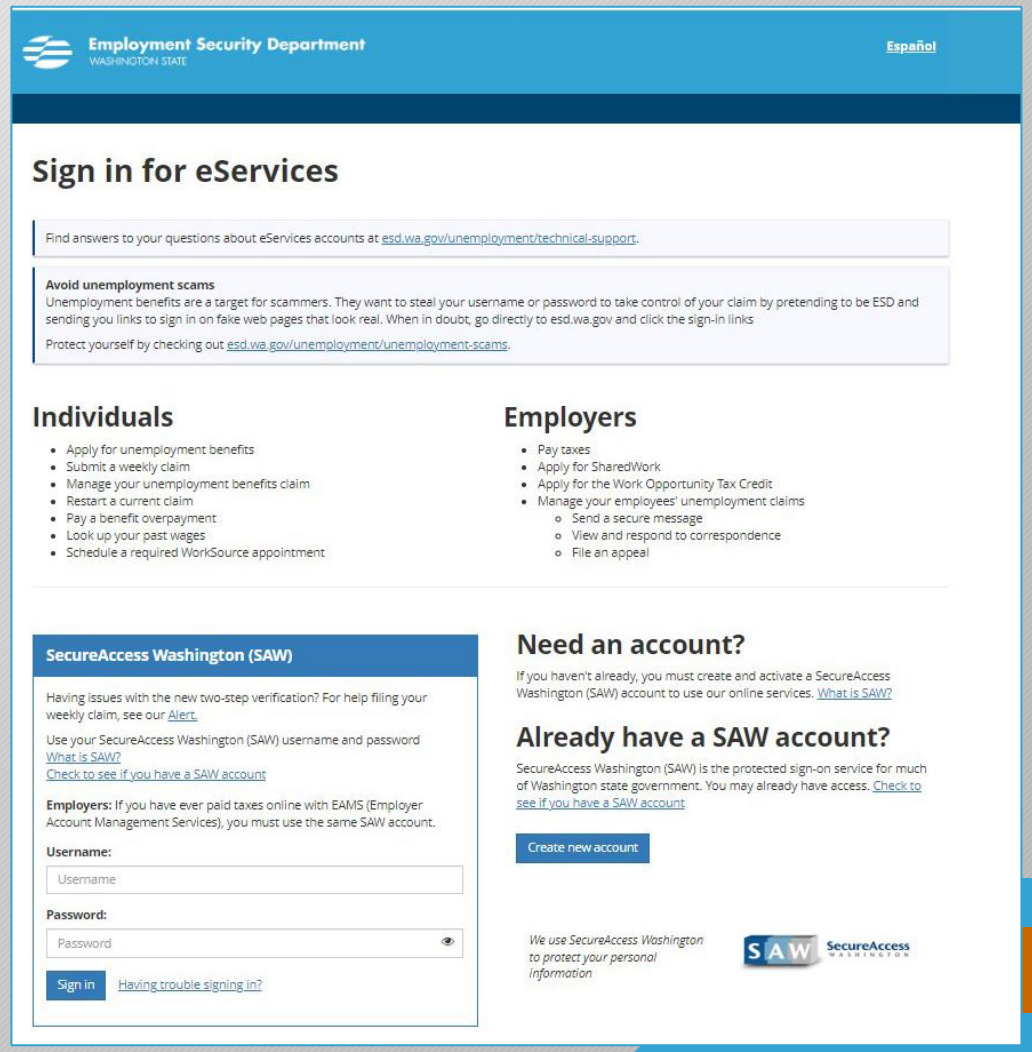
Apply through eServices

If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

secure.esd.wa.gov - Link to site

Questions?
For help signing into eServices, see https://esd.wa.gov/unemployment/technical-support.

SAW Help Desk 855-682-0785 -



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

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**
- 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.**

Next webinar

Resources for Washington businesses

Gain important insights about SharedWork, the Work Opportunity Tax Credit and Federal Bonding programs.

Tuesday, March 28
11:55 a.m. - 1 p.m.
SharedWork, WOTC and Federal Bonding programs

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Q&A

Thank you for joining us today

Winning with SharedWork

"SharedWork is a great signal to your people: come back to work, get back to work, and sign up for SharedWork! It could be a great tool in building up your team and moving forward as you try to figure out the next few years of being short workers and how to retain the great ones you have."

Washington Hospitality Association

"Client care has ebbed and flowed based on the pandemic, and SharedWork has given us the flexibility to take care of our staff, while saving payroll when there isn't enough work – (as a non-profit, this is especially important!)"

Pushing Boundaries
Bellevue, WA

"Our employees are thankful we used it and happy they do not have to draw full unemployment. There are so many advantages to SharedWork. We do not know what the future will bring. Get approved for SharedWork!"

Spokane Galvanizing
Airway Heights, WA

"What felt like the right thing for our employees was not just to pick five or ten of our newest employees and let them go because of the pandemic … and so SharedWork saved us!"

Kulshan Brewing
Bellingham, WA