

## WorkSource Information Notice (WIN)

Workforce & Career Development Division

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Number: WIN - 0043

Date: June 20, 2013

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Amy L. Smith, Director of Policy, Program Administration & Technical Assistance

**SUBJECT:** Benefits of the Shared-Work Program for Workforce Development Councils

### **Purpose:**

To provide Workforce Development Councils (WDCs) with information on Washington's Shared-Work Program in an effort to help WDCs maintain their current workforce in light of funding reductions due to sequestration.

### **Action Required:**

WDCs should evaluate whether or not it is advantageous for their local areas to submit an application for the Shared-Work program based on the guidance and instructions contained in this document.

### **Content:**

#### **a. How the program may benefit WDCs**

The Shared-Work program is a voluntary program that offers Washington employers, including WDCs, an alternative to laying off skilled employees during periods of general economic downturn ([Chapter 192-250 WAC](#)). In light of sequestration reductions, the Shared-Work program may be beneficial to WDCs.

The program allows organizations to reduce the work hours of permanent, non-seasonal employees by 10 to 50 percent. The workers collect partial unemployment benefits to replace a portion of their lost wages. This translates into immediate payroll savings and prevents the loss of skilled employees.

Shared-Work benefits normally affect an employer's costs the same as other unemployment benefits. But between July 2012 and June 2015, the federal government will partially pay for Shared-Work benefits, potentially reducing costs and/or tax rates for all employers using SharedWork.

A 2012 Shared-Work program [survey](#) shows extensive positive feedback from participating employers with 99.2% indicating they would recommend the program to other employers.

## **b. Guidelines for the program**

### Participation

Any organization/business can participate as long as they are registered as an employer with employment security and have a unified business identifier (UBI) number in Washington for at least six months prior to applying for the program. The employer must also have a satisfactory standing on any unemployment insurance taxes due, and employers in Tax Rate Class 40 are not eligible for Shared Work.

Participating WDCs must:

- Continue to provide benefits at the existing levels;
- Delegate a liaison to work with Shared-Work staff; and
- Consult Shared-Work staff as appropriate, including any potential modifications to Shared-Work plans.

To qualify, participating employees must:

- Be permanent and paid an hourly pay rate;
- Be otherwise eligible for regular unemployment benefits; and
- Be able and available to work all hours offered by the Shared-Work employer.

NOTE: The Shared-Work program is not intended to support seasonal businesses during the off season for slowdowns that are an expected part of an industry or business.

### Length of the plan

A Shared-Work plan can last up to one year. If the request is for less than a year, it still counts as the one plan for the year. In most instances, it is best to open a plan for the full year so it will be available if needed. Employees can receive Shared-Work benefits any time during the one-year plan as long as there is a balance of benefits available. The weeks do not need to be consecutive.

## **c. Instructions for applying for Shared Work**

1. Save the [Shared-Work application packet](#) (Excel version). Include the organization/company name in the file name when saving. NOTE: A [PDF version](#) is also available.
2. After completing the forms, please sign and date them. A signature for the collective bargaining agent is necessary, if applicable.
3. Scan or copy the original with signatures before selecting [upload Shared-Work form](#).
4. Select the "Browse" button to choose the completed document files to upload.
5. When the correct document for uploading purposes appears in the text box, select the "Upload" button to send the document to the Shared-Work Unit.

NOTE: If the above process is not convenient, the completed forms (with signatures) can be faxed to the Shared-Work Unit at 800-701-7754.

**References:**

- [Chapter 192-250 WAC, Shared Work Program](#)
- [Chapter 50.60 RCW, Shared Work Compensation Plan Benefits](#)
- [ESD's Shared-Work Program Webpage](#)
- [WIN 0037, Revised Local WIA Allotments - Estimates Based on Preliminary Sequestration Information](#)
- [2012 Shared-Work Program Employer Survey](#)
- [Engrossed House Bill 1396](#)

**Website:**

<http://wpc.wa.gov/adm/policy>

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