

Additional Guidance for Employee Participation in Oregon Work Share Program

As initially discussed in the guidance document [Cost Saving Measures -- Furlough FAQ](#), the City's application for participation in Oregon's Work Share program is currently pending. We provide you with the following discussion and guidelines to ensure that you will be in the best position to take advantage of the program should the Oregon Employment Department (OED) approve the City's application.

What is Work Share?

Work Share is a short-term compensation program from the OED that may provide an avenue and simplified process for certain furloughed employees to obtain partial unemployment insurance benefits.

Temporary, seasonal, casual, limited-duration staff and working retirees are not eligible to participate in this program.

What are the employer's obligations under Work Share?

- Meet certain eligibility requirements as established by the State of Oregon Employment Department.
- File weekly claims for benefits on behalf of employees, where general unemployment insurance requires the employee to file claims.

What are the employees' obligations under Work Share?

- Fill out the [Work Share Initial Claim Form](#) and return the form to your supervisor or HRBP as soon as possible.
- Prior to the City entering into the Work Share program, work for the City continuously for
 - Six months, for full time employees; or
 - One year, for part time employees.
- Temporary, seasonal, casual, limited-duration staff, and working retirees are not eligible to participate in Work Share.
- Your normal weekly hours of work and wages must be reduced by *at least 20 percent, but no more than 40 percent*. For example, if your normal

weekly work hours are 40 hours, you cannot work more than 32 hours for or less than 24 hours for the week during your furlough in order to take part in Work Share.

- ❑ After approval from your supervisor/manager, provide your bureau timekeeper with your expected furlough schedule, and immediately advise your bureau timekeeper of any changes to your furlough schedule. A form will be available through your supervisor, HRBP, or bureau timekeeper to facilitate this process.

If the OED approves the City's application, we anticipate the start date of Work Share to be **on or around May 26, 2020**. We will send out an updated notice to let you know of the OED's decision regarding the City's application. In the interim, please keep the above guidance in mind when scheduling your furlough days.