

City of Portland and the Oregon Work Share Program

Please note the City is not authorized to determine eligibility for this program. Eligibility is determined solely by the Oregon Employment Department (OED). Any information provided by the City in the following examples and elsewhere is general only, and individual eligibility questions should be directed exclusively to the Oregon Employment Department.

1. What is the Work Share Program?

The Work Share Program provides Oregon businesses an alternative to layoffs. This program allows employers to leverage unemployment insurance to subsidize a portion of lost wages for employees whose work time is reduced due to market downturns or other business stressors. It is a short-term compensation program from the Oregon Employment Department (OED) that may provide an avenue and simplified process for certain employees who have furloughed or reduced their schedules to obtain partial unemployment insurance benefits.

2. How does the program work?

Eligible employees on the plan receive a portion of their traditional unemployment insurance benefits corresponding to the percentage of their work time lost through furloughs or reduced workweek. Employees indicate their intent to participate in the City's Work Share plan by completing the Initial Claim application available on the BHR website ([here](#)). In order to be eligible for Work Share benefits, an employee must furlough or reduce their schedule by at least 20% and no more than 40%. For example, if an employee's normal work hours equal 40, they cannot work more than 32 hours or less than 24 hours, during the week in which they take their furlough or reduce their schedule to be eligible for Work Share benefits. Note: The workweek for the Work Share program is Sunday through Saturday.

3. How does Work Share differ from traditional unemployment?

Work Share differs from traditional unemployment in that the employer files weekly claims for benefits on behalf of its employees, whereas traditional unemployment insurance requires the employee to file their own claims. Another

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difference between Work Share and traditional unemployment is that, since the employee is still employed, they are not required to look for work while participating in the Work Share program.

4. What is the funding source of Work Share?

The program is funded the same way that traditional unemployment insurance is – through payroll taxes paid by employers. Through December 31, 2020, funding for Work Share was provided through the CARES Act, the federal stimulus package. OED has been tasked with developing policies and procedures for implementing federal funding.

5. When did the City apply for the Work Share program, and how long will the City continue to participate?

The City originally applied, and our application was approved, in May 2020. The start date for the first year of the City's Work Share program was May 31, 2020, and it continued through May 29, 2021. The City has renewed the plan for a second year, which is valid from May 30, 2021 to May 28, 2022. The City anticipates applying to renew the plan for a third year to cover furloughs and reduced schedules under the Safety Net program through June 30, 2022.

6. Are employees who choose to voluntarily furlough or reduce their schedules under the City's Safety Net program eligible to participate in the City's Work Share plan?

The Safety Net Program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Bureau directors will determine which options are available to their teams, with a goal of providing as much flexibility as possible to employees.

Taking a reduced schedule or voluntary furlough days are two of the options that may be allowed by bureau directors under the City's Safety Net Program. Employees who are approved for one of these options may participate in the City's Work Share plan, provided they meet other eligibility requirements as defined below.

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If you are interested in or have questions about the Safety Net program, please speak to your manager/supervisor and/or Human Resources Business Partner. For additional information about the City's Safety Net Program, visit <https://www.portlandoregon.gov/bhr/81209>.

It is important to note that to be eligible for Work Share, employees need to be on the City's Work Share participant list and submit an initial claim form prior to furloughing or reducing their schedule under the Safety Net program. If you did not submit an initial claim form as part of the process for renewing the City's Work Share plan for a second year, then you are not on the City's current Work Share participant list. See below for information about how to submit the required documents for participating in the City's Work Share plan between May 30, 2021 and May 28, 2022.

7. How does an employee apply to participate in the City's Work Share plan between May 30, 2021 and May 28, 2022?

Employees who furloughed or reduced their schedules after January 1, 2021 were contacted in April 2021 by the Work Share team and provided with details about how to continue to participate in Work Share after May 29, 2021. They were asked to submit a new Work Share Initial Claim form by April 23, 2021. These materials were submitted to OED as part of the application to renew the City's Work Share plan for a second year.

An employee who did not submit a Work Share initial claim form to the Work Share team in April 2021 who wishes to voluntarily furlough or reduce their schedule and participate in the City's Work Share plan between May 30, 2021 and May 28, 2022 must submit the following documents:

- A Work Share Initial Claim Form ([here](#)), and a Report of Additional Income ([here](#)) to report income from an additional employer, pensions, annuities or retirement.
- A Work Share Electronic Deposit form ([here](#)) – if you wish to have benefits directly deposited to your bank account

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Contact the Work Share team at inboxworkshare@portlandoregon.gov to request a secure link to upload your forms.

Upon receiving your Work Share documents, we will submit them to OED for processing.

8. Is there a deadline for employees to submit their application to participate in the City's Work Share plan for the current year, between May 30, 2021 and May 28, 2022?

Employees who did not submit an initial claim form in April as part of the renewal process for the City's Work Share plan need to submit their Work Share initial claim forms by 5:00 p.m. on Monday of the week they plan to furlough or reduce their schedule to be eligible for Work Share benefits for that week. E.g., if an employee who has not previously participated in Work Share has a furlough day scheduled on Friday, June 11, their initial claim form, Report of Additional Income, and electronic deposit form (optional) need to be submitted by 5:00 p.m. on Monday, June 7.

9. If an employee took furlough days or reduced their schedule on some weeks prior to submitting their Work Share initial claim form, will they be eligible for Work Share for those weeks?

No. Claims can only be submitted for weeks where the furlough or reduced schedule takes place after the initial claim form is received.

10. How long is an employee's application to participate in the City's Work Share plan valid?

An employee's claim is valid for one year after their initial claim form is processed and approved by OED.

Employees who participated in the first year of the City's Work Share plan will have different expiration dates for their claims. For example, the claim for an employee who submitted their initial claim form in January 2021 will expire in January 2022. This is true even if the employee submitted a new initial claim form as part of the City's renewal process.

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OED will notify the employee or the City's Work Share team when an employee's claim is about to expire. At that time, the employee will be asked to submit a new initial claim form to the Work Share team.

11. Who is eligible to participate in the City's Work Share plan?

- In order to be eligible to receive benefits under the City's Work Share plan, prior to the week in which the employee will be taking a furlough or reduced schedule, they must have worked for the City continuously for
 - Six months, for full time employees, or
 - One year, for part time employees.
- Regular, limited duration and temporary employees are eligible for the Work Share Program. Seasonal, casual employees and working retirees are not eligible to participate in the Work Share Program.

12. Are there any employees who are not eligible for Work Share?

Seasonal, casual, and working retirees are not eligible to participate in Work Share. Regular, limited duration and temporary employees are eligible for the Work Share program.

13. If an employee is a regular status employee currently in a temporary assignment, are they eligible for Work Share?

Yes, they would be eligible for Work Share benefits.

14. Is the requirement that an employee must have worked at least 6 months for the City for full-time employees, or 12 months for part-time employees a City of Portland stipulation or is that part of the Work Share requirement?

It is a Work Share requirement based on the statute, ORS 657.370(1).

15. Are there any specifics on how Work Share defines the qualifying 6 months of employment?

The statute states that the employee must be *continuously employed for 6 months on a full-time basis or for 12 months on a part-time basis, but not on a seasonal, temporary or intermittent basis, immediately preceding the submission*

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by the employer of the shared work plan. Because the City's Work Share application was submitted on May 4, 2020, the list of employees originally submitted for participation in the City's plan included those full-time employees whose most recent start date was on or before November 4, 2019 and those part-time employees whose most recent start date was on or before May 4, 2019. It is possible, however, to add additional participants to the City's Work Share plan when they have been employed with the City for the required length of time.

16. If an employee does not currently meet the requirement of having worked with the City for the preceding 6 months for full-time employees or 12 months for part-time employees, once they've reached those requirements, can they apply for Work Share benefits?

Yes. Once an employee has met the requirements for length of time working with the City, they can complete the Work Share Initial Claim Form ([here](#)) and the Report of Additional Income ([here](#)). There is one optional form that may be completed:

- Work Share Electronic Deposit form ([here](#))

The Work Share team can provide you with a secure link to upload your Work Share documents. Email inboxworkshare@portlandoregon.gov to request a link. Employees who cannot access or submit forms electronically should speak to their supervisor or Human Resources Business Partner for assistance.

17. Can an employee who lives in Washington apply for Work Share or traditional unemployment?

Yes. City employees who live in Washington can participate in Work Share or apply for traditional unemployment benefits in Oregon.

18. Is there any guidance for employees when filling out their Work Share initial claim form?

Employees should be sure to fill in all information in every section of the Work Share initial claim form, answer all yes/no questions, check the certification checkbox, and sign and date the form. (One exception to filling out all sections pertains to the work history for the past two years if the employee has worked only for the City of Portland for two or more years. See below.)

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[Here](#) are some examples of common mistakes to avoid when filling out and submitting the initial claim form and other documents.

19. The Work Share Initial Claim form asks whether the employee is a U.S. citizen. If an employee answers No to this question, does OED require proof that the employee is authorized to work in the United States?

Yes, an employee who is not a U.S. citizen should submit a copy of their work authorization document(s), front and back, at the same time as they submit their Initial Claim form. A Permanent Resident Card (also known as a Green Card) is a document commonly used to demonstrate authorization to work in the U.S.

20. What phone number should be entered on the Initial Claim form for the employer phone number?

The Human Resources general phone number (503-823-3572) should be used for the employer phone number. This allows OED Adjudicators to contact Human Resources if they have any questions about an employee's wages or hours. Employees should be sure to enter their personal address and phone number in the first two lines of the application so that OED can contact them directly if they have questions about the information on the claim form or any other issues.

21. Page 2 of the Initial Claim form asks the employee to list all their employers for the past 2 years. If an employee has worked for the City for more than 2 years, do they need to fill out this section of the form?

Employees who have only worked for the City (and no other employers) for the past 2 years or more do not need to list all their employers on page 2. It will be clear from the employment start date they entered on page 1 how long they have worked for the City. They would only need to complete the signature and date on the second page. However, if the employee has another employer for whom they have worked in the past two years, information about that employer needs to be entered on page 2. If an employee has worked for the City for less than 2 years, they do need to list all previous employers, including the City, for the past 2 years on page 2 of the form.

22. When an employee is required to complete page 2 of the Initial Claim form and they enter the City as their current employer, when asked to “check one” for employment status, would “still working” be the most appropriate response for employees who are furloughing or reducing their schedule?

Yes.

23. Are employees required to provide gross earnings for the 2 years of employment or their current total work period at the City?

Based on information provided on the first page, if an employee has worked only for the City for the past 2 years, they would only need to complete the signature and date on the second page. If an employee has worked for the City for less than 2 years, or has had other employers in the past two years, they should enter the total gross earnings for the period they have worked for the City and for periods of time worked for other employers.

24. Should the gross earnings entered on page 2 be an annualized calculation of the employee’s rate of pay or the actual earnings taken from a W-2 or paystub?

The gross earnings should be based on the employee’s rate of pay. Gross earnings can be calculated by multiplying the number of weeks worked times the number of hours typically worked per week times the hourly rate of pay.

25. Why do employees have to report their wages from another job with an employer other than the City of Portland?

The City is required to report an employee’s wages from another job as part of their Work Share claim.

26. How do employees report their wages from another job?

Employees must report their wages from another job using the Report of Additional Income form. How this is handled depends on the following:

- If the wages are the same from one week to the next (i.e., the employee works the same number of hours each week): The Report of Additional Income only needs to be submitted one time, at the same time as the employee submits their Work Share initial claim form. The wages reported

on the form should be the earnings for one workweek from Sunday through Saturday.

- If the wages are different from one week to the next (i.e., the employee does not always work the same number of hours each week): The Report of Additional Income needs to be submitted for every week that the employee takes a furlough or has a reduction in their schedule. It should be submitted using the same secure link used to submit the initial claim form, and must be submitted by 5:00 p.m. on Monday, the week after the furlough or schedule reduction occurred. The wages reported on the form should be the earnings for the Sunday through Saturday workweek in which the employee furloughed or reduced their schedule.

27. How do my earnings from another job affect my Work Share benefits?

There is an example of how earnings from a second job may impact Work Share benefits on page 4 of the Oregon Work Share Handbook [here](#).

28. Do employees need to report income they receive from a pension, annuity or retirement?

Yes. Employees should report this type of income using the Report of Additional Income form. Note that you do not have to report Social Security benefits. The City is required to report an employee's income from a pension, annuity or retirement as part of their Work Share claim.

Whether it will impact your Work Share benefits depends on when you first started to receive the pension, annuity or retirement income. OED will make the determination based on the information you provided on your Work Share initial claim form about when you last worked with the employer from which you receive the income.

29. What happens after OED processes my Work Share initial claim form?

OED will send employees a Wage and Potential Benefit Report in the mail. This report includes the wages reported by your base year employer(s) and the weekly benefit amount you may receive if you are eligible. Note that the weekly benefit

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amount is the amount of benefits that you would receive if you were fully unemployed.

30. How is an employee's weekly benefit amount determined?

The weekly benefit amount is determined by OED. Generally, it is based on an employee's one-year earning history prior to applying for benefits. Please see the OED website for the formula used to determine this amount.

31. How does the City know to submit a claim for an employee?

We will submit a claim each week for all employees who have previously submitted a Work Share initial claim form who have recorded and saved a furlough or reduced schedule on their timesheet using the appropriate time codes by the required deadline. The time code for furloughs is FRUP, and the time code for reduced schedules is RSUP.

32. What if an employee is continuing to furlough or reduce their schedule but no longer want to have the City submit a Work Share claim on their behalf?

Send an email to the Work Share team at inboxworkshare@portlandoregon.gov to request that the City no longer file claims for you. If in the future, you decide you would like to be included on the City's claims again, just contact the Work Share team again with the request to be included.

33. What is the deadline for employees to enter their furlough or reduced schedule in their timesheets to be included on the weekly claim?

Employees must enter and save their furlough or reduction in schedule on their time sheet in SAP by 5:00 p.m. on the Monday after the Sunday through Saturday workweek in which they furloughed or reduced their schedule. If the employee does not enter their own time into SAP, their timekeeper must enter and save it for them by this deadline. E.g., if an employee has a furlough day on Friday, May 7, their time entry needs to be entered and saved in SAP by the employee or their timekeeper by 5:00 p.m. on Monday, May 10.

34. What else needs to be entered on an employee's timesheet besides their furlough or schedule reduction?

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- Negative pay employees (no time is entered for regular workdays): All exceptions to your timesheet must be entered and saved by 5:00 p.m. on Mondays. This includes all additional hours (overtime, worked holiday, etc.) as well as all absences (sick, vacation, furlough, reduced schedule, etc.)
- Positive pay employees (all hours are entered for workdays): All entries to your timesheet must be entered and saved by 5:00 p.m. on Mondays. This includes all worked hours (regular hours, overtime, worked holiday, etc.) as well as all absences (sick, vacation, furlough, reduced schedule, etc.)

35. Will using the REPP code be a disqualifier for Work Share?

No, time coded using REPP code will be reported as hours worked.

36. What if an employee did not have their furlough or reduced schedule hours recorded on their timesheet or they made a change to the hours recorded in their timesheet after 5:00 p.m. on Monday of the week after they furloughed or reduced their schedule?

For furloughs or schedule reductions that took place between May 31, 2020 and February 27, 2021, OED permitted the City to file corrected claims for employees who were not included on the original weekly claim or who had changes to the hours recorded on their timesheets after the original claim was submitted. This was allowed by OED as an exception to the State's administrative rules due to COVID-19.

This exception is no longer being allowed, so the City will not be able to submit corrected claims for weeks after February 27. **Therefore, it is extremely important for employees who would like to receive Work Share benefits to ensure that their timesheets are fully accurate by 5:00 p.m. on Monday of the week after they furloughed or reduced their schedule.**

If corrections are made to an employee's timesheet after 5:00 p.m. on Monday but before 9:00 a.m. on Friday of the same week, the employee or their timekeeper should contact the Work Share team at inboxworkshare@portlandoregon.gov as soon as possible. The Work Share team

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will make every effort to include those corrections in the weekly claim. After that time, we will not be able to make any corrections to the claim for that week.

37. What is the amount of the Work Share benefit employees will be receiving?

Under the Work Share program, you will receive a percentage of your weekly benefit amount that corresponds to the percentage of your work time lost through furloughing or reducing your schedule. If you reduce your schedule by 20% in a week, your Work Share benefit for that week will be 20% of your weekly benefit amount.

38. Are employees who receive a Work Share benefit eligible to receive other federal benefits designated for pandemic unemployment assistance?

Prior to July 25, 2020, employees who received a Work Share benefit received the Cares Act \$600 per week benefit. From July 26 to September 5, 2020, employees who received a Work Share benefit received the Lost Wages Assistance program \$300 per week benefit. From December 27, 2020 to March 13, 2021, an extension of the CARES Act will provide a supplemental weekly benefit of \$300 per week to employees who are eligible for Work Share benefits. **The latest COVID stimulus bill extends the supplemental weekly benefit of \$300 per week through September 4, 2021.**

39. Is there a waiting period for Work Share?

In the past, there has been a one week waiting period for which unemployment benefits are not paid, however Governor Brown's emergency declaration waived the waiting period for unemployment benefits, including Work Share, for claims for weeks between March 8, 2020 and **September 4, 2021**. Waiting week benefits for weeks prior to the end of November 2020 should have been paid retroactively to all City employees. **Waiting week benefits should be processed and paid promptly by OED from now through September 4, 2021.**

40. When should employees expect to receive their benefits from OED?

The length of time may vary from two to four weeks, but it could possibly take longer depending on backlogs at OED or unresolved issues on an employee's

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claim. The City has no control over the length of time it takes to receive benefits, as Work Share is a state program.

41. How will employees receive Work Share benefit payments from OED?

According to OED, the first Work Share benefit payment will typically be a paper check sent to the employee's mailing address.

Every employee who participates in the City's Work Share plan will get a ReliaCard, regardless of the payment option they have selected. Typically, this should arrive in the mail within 10 days after you receive a check for your first week of benefits. It is recommended that you activate the ReliaCard and keep it in a safe place for the duration of the City's plan.

Employees who did not submit an electronic deposit form will typically receive subsequent benefits loaded onto the ReliaCard. Employees who did submit an electronic deposit form may still receive benefits on the ReliaCard until the electronic deposit form is processed.

You can create a user account on the [ReliaCard website](#) that will enable you to see the payments that have been loaded onto your card. You can also sign up for text and email alerts to let you know when new funds have been deposited.

More information about the Work Share US Bank ReliaCard can be found [here](#). For questions and issues related to ReliaCard, please call ReliaCard Customer Service at 855-282-6161 or 855-279-1270, or visit www.usbankreliacard.com.

42. What should an employee do if they have not received a ReliaCard?

If an employee has not received a ReliaCard and believe that it may have been lost in the mail or inadvertently discarded, they can call OED at 503-947-1800 to find out the card number of the original ReliaCard that was issued to them. They should then call ReliaCard Customer Service at 855-282-6161 or 855-279-1270 to ask them to issue a replacement card with the same number so they can access their benefits.

43. How can an employee determine whether they have received all the weeks of Work Share benefits for which they were eligible?

When benefit payments are made by check, the date of the week being paid is indicated on the check stub. When payments are made on the ReliaCard or by electronic deposit, it can be more difficult to tell which week the benefits are for. We recommend that the employee compare the number of weeks of benefits they have received to the number of weeks they furloughed or reduced their schedule. If they believe that they are missing any weeks of benefits, they should contact the Work Share team at inboxworkshare@portlandoregon.gov.

When you email the Work Share Inbox regarding missing payments, please include the dates you furloughed or reduced your schedule, the number and amounts of payments you have received, and the weeks listed on any paper checks. This information will help us to assess which payments have been processed and determine any that might be missing.

44. How can an employee get help with understanding letters from OED that indicate that they are not eligible for benefits for a particular week.

If you receive a letter from OED that indicates that you are not eligible for benefits for a particular week, and you are not sure why you were not eligible, contact the Work Share team at inboxworkshare@portlandoregon.gov. Please provide information about the specific week for which benefits were denied and the reason given. If possible, please attach a copy of the letter you received. We can look at the claim we submitted for you for that week and provide you with more information about why you may have been ineligible. If it seems that you should have been eligible for benefits for that week, we can contact OED for you and ask them to investigate the issue.

45. What should employees consider when scheduling their furlough days if they want to be eligible for Work Share?

The scheduling of furlough days or schedule reductions requires discussion and approval of your supervisor/manager. The following is a summary of some important considerations if you want to ensure that your furlough or schedule reduction meets eligibility requirements for Work Share. More detailed

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information on each of these topics is provided in separate questions elsewhere in this document.

- Keep in mind that the Work Share workweek is Sunday through Saturday.
- To be eligible for Work Share, your normal weekly hours of work between Sunday and Saturday must be reduced by at least 20%, but no more than 40%. E.g., if your normal weekly hours between Sunday and Saturday are 40 hours, you cannot work more than 32 hours or less than 24 hours during the week in which you take their furlough or reduce your schedule in order to be eligible Work Share.
- OED does not recognize schedules above 40 hours per week for purposes of calculating Work Share eligibility. If you normally work more than 40 hours per Sunday through Saturday workweek, you must use a 40-hour workweek to figure your reduced work schedule.
- If you work overtime or are on-call during the same week as you furlough or reduce your schedule, this may have an impact on your Work Share eligibility.
- Taking leave during weeks where you reduce your schedule may have an impact on your eligibility for benefits.
- If you have income from a second job or from a pension, annuity or retirement, the amount of that income may have an effect on your eligibility for benefits.

46. How does the difference between OED’s workweek and the City’s workweek impact how furloughs or reduced schedules are reported?

It may be helpful to understand the difference using an example. An employee who works 8 hours per day, 40 hours per week, Monday through Friday, chooses furlough days on Friday, December 11 and Monday December 14. Assuming that the employee works all of their other scheduled workdays, for the purpose of

reporting the employee's work hours for those weeks to OED, the City would report the following:

Week 1 (includes 12/11): 32 hours worked

Week 2 (includes 12/14): 32 hours worked

The employee should keep in mind that because of the FLSA workweek (Thursday-Wednesday), they are required to work only their scheduled hours of 8 hours per day for Thursday 12/10, Tuesday 12/15, and Wednesday 12/16. The new FLSA workweek begins Thursday 12/17.

47. How does taking leave during weeks with furloughs or schedule reductions impact eligibility?

In order to be eligible for Work Share, an employee must work all their regularly scheduled hours during the Sunday through Saturday workweek. Taking some types of leaves are considered to be missing an opportunity to work, which makes an employee ineligible for Work Share benefits.

Effective August 2, 2020, OED adopted a temporary rule which allows Work Share participants to use approved, accrued leave when sick, taking care of someone who is sick, for COVID-related reasons, **for funeral/bereavement**, or for jury duty without having those hours considered to be a missed opportunity to work. Under this rule, those leave hours will count as hours worked during that week for purposes of determining eligibility for Work Share.

This temporary rule is effective as of August 2, 2020, until further notice. It is not retroactive for claims prior to August 2. We do not know how long this temporary rule will be in place.

Use of other types of leave that have nothing to do with the employee being sick, caring for a sick person, taking time off for a COVID-related reason, **funeral/bereavement**, or jury duty are not covered by the temporary rule. Vacation leave, management leave, deferred holidays and comp time are examples of leave types that still count as missed opportunities to work that will make the employee ineligible for Work Share for that week.

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48. How would an employee on a 9/80 schedule who alternates between a 44-hour workweek and a 36-hour workweek take furloughs or reduce their schedule to meet the Work Share requirement that their work schedule and wages are reduced by at least 20% but no more than 40%?

OED does not recognize workweeks above 40 hours, which means the reduction in hours worked and wages earned must be based on a 40-hour workweek. In order to meet the Work Share requirement of a 20%-40% reduction in their schedule and wages, the employee has the following options:

- During a 44-hour workweek, reduce your schedule by 12 hours (20%) or up to 20 hours (40%)
- During a 36-hour workweek, reduce your schedule by one 9-hour day (25%), or one 9-hour day plus up to 5 hours on another day (up to 40%).
- Reduce your schedule only during 36-hour workweeks
- Request to temporarily change to a standard schedule of five 8-hour days for all weeks with furloughs or reduced schedules in order to meet OED's eligibility guidelines. The request must be approved by a supervisor. *The employee should be guaranteed that they can return to their 9/80 schedule.*

49. Could on-call shifts impact Work Share eligibility?

Yes, depending on the impact to the employee's total hours worked. E.g., if an employee is scheduled for an on-call shift but does not get called in during that shift, they will be paid for being on call, but they won't have any additional worked hours recorded on their timesheet. Their additional earnings will be reported on their claim for that workweek, but no additional hours as they were not called in. If they meet all other eligibility requirements, they would qualify for Work Share for that workweek. The same can be said if they are called in to work but the additional hours worked are still within the required 20-40% reduction. E.g., if an employee who is scheduled for 40 hours furloughs 16 hours and is called in to work 4 additional hours, their total hours worked is 28 hours, which is a 30% reduction in their schedule. They will qualify for Work Share for that week. If an employee who is scheduled for 40 hours furloughs 8 hours and is called in to work 4 additional hours, their total hours worked is 36 hours, which is only a 10%

reduction in their schedule. In that case, they would not qualify for Work Share for that week. Eligibility is determined by OED.

50. Could working overtime impact Work Share eligibility?

Yes, depending on the impact to the employee's total hours worked. E.g., if an employee who is scheduled for five 8-hour shifts is asked to work 2 hours of overtime during the same week that they furlough one 8-hour day, their total hours worked will be 34 hours for that workweek, which is only a 15% reduction in their schedule. Since that reduction does not fall within the required 20-40% reduction to their regular hours, they will not qualify for Work Share for that week. If the employee furloughed two 8-hour days that week, and worked 2 hours of overtime, their total hours worked would be 26 hours, which would fall within the required 20-40% reduction to their regular hours. Eligibility is determined by OED.

51. What if an employee works overtime but takes it as comp time rather than being paid for those hours?

If an employee's hours of overtime are not paid but will be taken as comp time later, the hours were still worked during the workweek and will be reported on their Work Share claim as worked hours, which may impact eligibility for benefits for that week. Note that taking comp time in a later week is considered a missed opportunity to work, which will result in ineligibility for Work Share in the week that it is taken.

52. What is the unemployment benefit option for employees taking full weeks of furloughs?

If an employee is participating in the City's Work Share plan and furloughs for a full week, we will still file a Work Share claim for them for that week. Although the employee will not qualify for Work Share because the percentage of time furloughed is more than 40% of their regular schedule, OED has advised that they will automatically key the claim for traditional unemployment. Employees may apply directly for traditional unemployment benefits with OED, however if they have an open Work Share claim, it may result in confusion and possibly delay the receipt of benefits. Eligibility and the amount of benefits is determined by OED.

Please note: The City is not authorized to determine eligibility for Work Share or other unemployment benefits. Unemployment insurance is determined solely by the State of Oregon. Any information provided by the City is general only. Individual eligibility questions should be directed exclusively to the State unemployment office.

53. Can an employee receive Work Share benefits for every week where they take a 20%-40% reduction in their schedule, regardless of whether those weeks are consecutive?

Yes. Claims will be filed for employees participating in the City's Work Share plan for any week in which they have a furlough or reduce their schedule. Employees are required to work with their manager/supervisor to gain approval for their furlough schedule.

54. Does taking less than a 20% reduction or more than a 40% reduction in one workweek impact eligibility for Work Share in other weeks?

No. Work Share operates on a weekly basis. The employee would be eligible for Work Share on any week where they reduce their schedule by 20 to 40%, as long as other eligibility criteria are met.

55. Does a holiday count as a workday toward Work Share eligibility requirements for hours worked during a week with a furlough or reduced schedule?

Yes, if it is a paid holiday and the employee normally would have been scheduled to work on that day, it is counted as a workday. Even though the employee did not actually work on that day, based on guidance provided by OED, the hours are reported on the employee's claim as hours worked and as part of the employee's regularly scheduled hours for that week. It is not counted as a missed opportunity because no work was offered to the employee on that day.

56. If an employee is scheduled and required to work on a paid holiday during a week where they take a furlough or reduce their schedule, will that affect their Work Share eligibility?

If an employee is required to work on a paid holiday that is on one of their regularly scheduled workdays, and they defer their holiday until a later date, as long as they still reduce their schedule by 20-40% that week, and meet other Work Share requirements, they will be eligible for Work Share. Note that taking a deferred holiday in a later week is considered to be a missed opportunity to work, which will result in ineligibility for Work Share in the week that it is taken.

57. If a paid holiday falls on one of an employee's regular workdays, can they furlough or take a reduced schedule on the holiday?

Yes. If a paid holiday falls on an employee's regular workday, with approval from their supervisor/manager, they may choose to furlough or reduce their schedule on that day instead of taking the holiday pay. The paid holiday time code must be removed from the employee's timesheet and replaced with the furlough or reduced schedule time code. The employee will not be paid for the holiday, and they will not receive a deferred holiday to use later.

58. If a paid holiday falls on a day when an employee is not scheduled to work, how does that impact their eligibility for Work Share that week? This may be best illustrated with an example. If an employee is scheduled to work four 9-hour days on Monday through Thursday, and Friday is a paid holiday, if the employee works Monday through Wednesday, and furloughs on Thursday, we will report in their Work Share claim that the employee worked 27 hours and furloughed 9 hours, a 25% reduction in the 36 hours they were scheduled for that week. They will be eligible for Work Share. In this case, the holiday does not factor into the employee's Work Share claim, since they were not scheduled to work on that day. The employee will accrue a deferred holiday that they can use later. Note that taking a deferred holiday in a later week is considered to be a missed opportunity to work, which will result in ineligibility for Work Share in the week that it is taken.

59. What kind of documentation will employees receive from OED about their benefits for tax purposes?

All employees who received Work Share benefits in a particular tax year should receive tax form 1099-G, which reports the gross amount of benefits paid and the amount of taxes withheld (if any). OED will mail 1099-G forms by January 31 for the previous tax year. Employees should allow several weeks for delivery. If you have not received your 1099-G for the previous tax year by mid-February, you can call the main Work Share line at 503-947-1800. When you call, OED can look up your individual tax information and provide it over the phone. A copy of your 1099-G can be sent after speaking with an OED representative.

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60. If an employee receives an Overpayment letter in the mail from OED, what does that mean, and what action should the employee take?

The City files its weekly claim based on the hours recorded in employees' timesheets as of 5:00 p.m. on Monday the week after they furloughed or reduced their schedule. An overpayment can happen if, based on the hours recorded in an employee's timesheet on Monday, they qualified for Work Share and received benefits, but then later, they changed their timesheet so that they were no longer eligible for benefits or were eligible for a lower amount of benefits. The City filed corrected claims for each week from May 31, 2020 through February 27, 2021 to report the update to the employee's hours.

If you receive an Overpayment letter from OED and you are unsure why, contact the Work Share team at inboxworkshare@portlandoregon.gov. We can help you determine the change to your hours that resulted in an overpayment.

If you will be furloughing or reducing your schedule in future weeks, your overpayment may be deducted from your future benefits.

If you have no plans to continue to furlough or reduce your schedule in the future, you can call OED's Recovery Department at 503-947-1710 to discuss payment options or make a payment. Prompt repayment is necessary to avoid garnishment and the accrual of interest on your balance.