

# Oregon Work Share Town Hall

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Lewis & Clark



# Oregon Work Share Town Hall

## Agenda

- President Wiewel: Introductory Remarks
- Presentation Regarding Work Share Plan
- Questions

To ask a question, click on the Q&A button at the bottom of the Zoom screen. We will try to answer as many questions as possible and will try to organize the questions in a logical manner.

If we do not get to your question, or if your question is about your particular circumstances, we will reach out to you directly after this session.

Because of the number of participants, the Q&A button is the only way to submit a question. All participants will be muted.

# Our Planning at Lewis and Clark

- Temporary furloughs are preferable to layoffs. Spreading impacts over a large number of people helps retain jobs for the greatest number.
- Maintaining health, dental, tuition and other benefits is very important to us.
- We want to take full advantage of federal and state benefits.
- We are committed to openness.

# The Fine Print (a few caveats)

- Oregon Work Share is a state-run program. Lewis and Clark must be approved to be a participating employer. Our application is currently pending. This presentation presumes we are approved in time.
- Our estimates about unemployment benefit eligibility and payments are estimates, based on the best available information.

# Who will be impacted at Lewis & Clark?

Each vice president and dean is working on plan for each unit.

Every unit will not be impacted the same. Some units cannot reasonably reduce work hours during this period.

There have been—or will be—individual conversations with impacted employees.

We expected ~250-300 employees to be impacted, including all institutional leadership.

# What will be my new work hours?

That will be determined individually within your unit.

Hourly employees will have a reduced number of scheduled hours, will work those hours on a revised schedule as determined in their unit, and will enter their time in Workday.

Salaried employees will work a reduced schedule as determined in their unit.

# How long will this last?

Current planning is through July.

Individual circumstances may vary. Some staff members will only be impacted for a portion of this three-month period.

# How will this impact overall compensation?

Three elements of pay for impacted employees:

- 1.Reduced Lewis and Clark compensation
- 2.Weekly Oregon Work Share unemployment compensation
- 3.Weekly federal Pandemic Unemployment Compensation (\$600/week), through end of July



# 1. Reduced Lewis & Clark Compensation

Hourly employees will be paid their standard hourly rate, but on a reduced number of weekly hours.

Salaried employees will be paid their salary, but at a reduced FTE.

Lewis & Clark wages will be paid on typical payroll cycles.

## 2. Oregon Work Share



Helping you strategize instead of downsize.  
*Your workforce. Your future. Your business.*

When times are tough, Work Share provides Oregon businesses an alternative to layoffs. This newly streamlined program allows employers to leverage unemployment insurance (UI) to subsidize a portion of lost wages for employees whose work time is reduced due to market downturns or other business stressors.

## WHAT IS WORK SHARE?

When times are tough, Work Share provides Oregon businesses an alternative to layoffs. This newly streamlined 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.



Work Share allows employers to keep skilled employees during slow times by reducing work hours as part of a Work Share plan.

## HOW DOES THE PROGRAM WORK?

Eligible staff on the plan receive a portion of their regular unemployment insurance benefits corresponding to their work week reduction.

Employees develop a Work Share plan by completing the PDF application available online. This plan reduces the normal weekly hours of work and wages of three or more employees by at least 20% and not more than 40%.

In most cases, employees must wait for a short period before receiving unemployment insurance benefits.

Employees must be available to their Work Share employer for full-time hours, even when on the reduced-hours plan.

Seasonal declines in business do not make employers eligible for Work Share.

## What are the benefits to being on a Work Share Plan?



### EMPLOYER BENEFITS

- Offers staffing options when times are tough
- Provides a way to keep valued employees during slow times
- Helps you avoid expensive re-training
- Rewards staff loyalty
- Keeps your quality and efficiency high, even when times are slow
- Enables you to be better prepared to ramp up when the market does
- Provides confidential and discreet support for your business and your employees

### EMPLOYEE BENEFITS

- Helps avoid hardships usually associated with layoffs
- Unemployment insurance benefits reduce the impact of lost wages
- No job-hunting requirements as with traditional unemployment insurance claims
- Benefits stay intact, despite not being employed full-time
- Reduction in hours, while they need to be available to work for their employer at all times, gives schedule flexibility

## CAN ANYONE PARTICIPATE?

To participate in the Work Share Program, you must have three (3) or more employees who have worked for you at least part-time for one (1) year, or full-time for six (6) months. Those who have an unemployment insurance claim against another state or have previously exhausted their unemployment insurance benefits may not be eligible to participate in your plan.



## HOW DO I APPLY?

Employers apply to the Work Share Program on behalf of their employees by submitting a Work Share Plan Application to the Oregon Employment Department. Once your plan is approved, you will submit weekly one-page certifications regarding your enrolled staff's hours to the Employment Department. Your staff are then paid a portion of the unemployment insurance benefit corresponding to the reduction in their work hours.

CHECK OUT ALL OF THE PROGRAM FORMS ONLINE:  
**OregonWorkShare.org**

Do you have **QUESTIONS** about the Work Share program?  
Do you want to see if it's a **GOOD FIT** for you and your team?  
**REACH OUT** to a program specialist to learn more.

**CALL: 503.947.1800**  
**TOLL FREE: 1.800.436.6191**

All inquiries are confidential, so contact a specialist today to find out if Work Share is right for your business, now or down the road.

## HOW MUCH CAN EMPLOYEES EARN THROUGH THE PROGRAM?

The weekly benefit amount depends on the income of the employee and the number of hours that are reduced. If an employee's hours are reduced by 20%, they would receive 20% of the unemployment insurance benefits they would have received if they had been laid off.



**FOR EXAMPLE:** If Jim usually works five days a week and earns \$500, he would now work four days per week and earn \$400 from his employer. If Jim would be eligible for \$275 a week in unemployment insurance benefits, he would now receive both the \$400 in wages from his employer and \$55 in Work Share benefits for the week (20% of his \$275 weekly benefit) for a total of \$455.

You can use our online benefit estimator to find out how much you are eligible to earn through Work Share located here: [secure.emp.state.or.us/ocs/estimator/](https://secure.emp.state.or.us/ocs/estimator/)

Paid weekly directly to claimants  
by Oregon Employment Department

# 3. CARES Act

## Federal Pandemic Unemployment Compensation



### **CARES Act**

The CARES act was signed into law on March 27, 2020 and will expand Unemployment Insurance benefits. We are working to incorporate the new programs into our systems, and will issue a news release and additional online announcements about pandemic unemployment assistance and unemployment benefit extensions as they become available.

In the near future, we will provide guidance to our customers on the:

- Federal Pandemic Unemployment Compensation weekly benefit of \$600
- Benefits for self-employed individuals, including those working in the "gig" economy
- Expansion of unemployment benefits for individuals whose benefits will soon expire
- Benefits for individuals unable to start new work because of the pandemic

Paid weekly directly to claimants  
by Oregon Employment Department

<https://govstatus.egov.com/ui-benefits/CARES>

# How will this impact my benefits?

Lewis & Clark employee benefits continued to be provided on the same terms and conditions.

- Medical and dental insurance unchanged.
- Retirement contributions paid at same 9% rate.
- Leave accruals continue at same rate.
- Tuition benefits, including eligibility, unchanged.
- EAP, optional benefits, etc. unchanged.

# Example 1

- Jack is a 1.0 FTE employee. He works 37.5 hours per week. He earns \$500 per week.
- Jack's FTE is reduced to 0.8 FTE. Jack now works 30 hours per week.
- Jack's pay is now:
  - \$400 per week from the College.
  - \$55 per week from Oregon Work Share.\*
  - \$600 per week from FPUC.\*
- **\$1055**
- Jack's Lewis & Clark benefits remain in place.

\*Reminder: Unemployment benefits are calculated and paid by the Oregon Employment Department and are not controlled by Lewis and Clark College. This example is provided for illustration purposes only.

## Example 2

- Jill is a 1.0 FTE employee. She works 37.5 hours per week. She earns \$1000 per week.
- Jill's FTE is reduced to 0.8 FTE. Jill now works 30 hours per week.
- Jill's pay is now:
  - \$800 per week from the College.
  - \$129 per week from Oregon Work Share.\*
  - \$600 per week from FPUC.\*
- **\$1529**
- Jill's Lewis & Clark benefits remain in place.

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# Example 3

- Jane is a 1.0 FTE employee. She works 37.5 hours per week. She earns \$1000 per week.
  - Jane's FTE is reduced to 0.6 FTE. Jill now works 22.5 hours per week.
  - Jane's pay is now:
    - \$600 per week from the College.
    - \$259 per week from Oregon Work Share.
    - \$600 per week from FPUC.
- \$1459
- Jane's Lewis & Clark benefits remain in place.

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# Can I still use vacation and sick time?

Yes, but....

- An employee on the Oregon Work Share program will not receive unemployment benefits in a week if the employee does not work the full number of scheduled hours that week, unless the absence is for a COVID-19-related reason. This includes both Work Share benefits and the FPUC \$600 payment.
- If your vacation plans change, please update Workday.
- Impacted represented employees will accrue vacation time in May-July, even if at the cap. Unrepresented employees will be allowed to roll over more vacation time than usually permitted.