

WORK SHARE PROGRAM

Frequently Asked Questions

Q What are the eligibility requirements?

A To participate in the Work Share program, employers must meet and maintain the following requirements:

- Unemployment taxes must be current;
- Experience account balance must have “positive” reserve;
- Must have paid wages for at least the previous 12 quarters;
- Must not hire new employees into the affected work unit nor transfer employees into the unit during a plan, nor reduce hours of work below the number allowed under a plan;
- Must certify that participation in a plan is in lieu of a layoff which reduces employees’ normal work hours by at least 15 percent but not more than 45 percent.

Q How does the Work Share program differ from regular Unemployment Insurance?

A Under the Work Share program, an employee is not required to:

- Be available for other work;
- Conduct an active search for work;
- Apply for or accept work other than for the Work Share employer;
- Certify for unemployment benefits.

Q If an employer chooses Work Share, must it apply to the whole business or company?

A Employers may have one or more plans covering separate work units. All employees in the affected unit must participate in the plan. A plan must include a minimum of two employees.

Q Can I lay off some of the workers under the Work Share plan and continue with the plan with the remaining employees?

A No. You may not lay off any workers in a Work Share plan during the duration of the plan. You may not hire workers into a unit participating in a Work Share plan.

Q Does the employer need to specify which employees will take part in the Work Share program?

A Yes. Your plan must include the following information for all participating employees:

- Names
- Social Security Numbers
- Normal work hours per week

Q Is an employer required to file reports while the Work Share Plan is in effect?

A Yes. Employers must submit online bi-weekly certifications for affected employees. This is to make sure that each employee is paid the proper Work Share benefit amount.

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Frequently Asked Questions *cont'd*

Q As an employer, how will the Work Share Program affect my UI Tax Account? Who gets charged for Work Share benefits?

A Through August 22, 2015, approved Work Share plans are 92.8 percent federally funded and 7.2 percent charged to the employer's experience rating account. Effective with the week ending August 29, 2015, 100 percent of Work Share benefits are charged to the employer's experience rating account. For reimbursing employers, reimbursements are in lieu of contributions.

Q How long is a Work Share agreement in effect?

A Plans may be approved for a period of up to 52 consecutive weeks.

Q How will existing employee health care and pension benefits be affected by participating in Work Share?

A Employees participating in Work Share will continue to be eligible for health care benefits and pension plans to the same extent as if they were not participating in Work Share.

Q How do I apply for Work Share?

A Employers must file an online application through the Michigan Web Account Manager (MiWAM). The UIA will approve or deny an application no later than 15 days after the date the Agency receives it. The application must meet the Work Share program requirements.

Q Once a Work Share plan has been approved, can the employer change it?

A An employer must request a modification to an approved plan by applying online using their MiWAM account.

Q If the employer's Work Share plan expires but the employees still work a reduced work schedule, can they still receive Work Share benefits?

A An employer must request that the expiration date of an approved Work Share plan be extended by requesting a plan modification online using their MiWAM account.

Q Are Work Share benefits taxable?

A Work Share benefits are taxable to the worker in the same manner as are other unemployment insurance benefits.

For more information about Work Share, visit the UIA website at michigan.gov/ui or call 1-844-WORKSHR (967-5747).