

SHARED WORK UNEMPLOYMENT INSURANCE PROGRAM

Employee Frequently Asked Questions

What is the Shared Work Unemployment Insurance (Shared Work) Program?

Shared Work arises out of a recognized need in the District of Columbia to provide employers, impacted by an economic decline, the voluntary opportunity to avert temporary and/or permanent layoffs by reducing the hours of affected units and allowing the employees to share the reduced hours. Employees in affected units, that voluntarily participate in the Shared Work Plan, may be eligible for Shared Work benefits, and are required to apply to determine their eligibility.

How are my health and retirement benefits affected by my employer's participation in the Shared Work Program?

If your employer provides you with health and retirement benefits under a defined benefit plan, or contributions under a defined contribution plan, the employer must continue to provide you with those benefits. The benefits must be provided under the same terms and conditions as though the hours of work had not been reduced, or provide you with the same benefits as other employees not participating in the Shared Work plan.

How much will I receive in Shared Work benefits?

You will receive the percentage of your weekly benefit amount (WBA)* equal to the percentage of your reduction in hours per week.

For example, if your WBA is \$400 and the employer reduces your hours by 20 percent under the Shared Work plan, you would receive 20 percent of \$400 or \$80 in Shared Work benefits. Note: The amount you actually receive may be less due to deductions for recoupment of overpayments, federal tax withholding, child support intercepts or an established benefit reduction. (Refer to the Claimant's Rights and Responsibilities Handbook for information regarding benefit reduction.)

*WBA -This amount is listed on the Monetary Determination you received, or will receive, when your new Shared Work benefits claim was/is established.

Under a Shared Work plan, am I required to serve an unpaid "waiting week" before receiving benefits?

Effective March 15, 2020, the waiting period week in the District of Columbia has been temporarily suspended. All claims filed after March 15, 2020 will no longer serve a waiting period week.

I currently have an unemployment insurance claim in which the benefit year has not yet expired. Do I have to apply under Shared Work?

No. You do not have to apply for another unemployment insurance claim. The Department of Employment Services will convert your current claim when your employer confirms your participation in an approved Shared Work plan.

Can I work part-time for another employer while participating in my employer's Shared Work plan?

Yes. Your entitlement to weekly shared work benefits may be affected if you are a participating employee and perform services for another employer during weeks covered by a Shared Work plan. All earnings from work, including self-employment, must be reported on your weekly claim for shared work benefits. You must report gross earnings (before any deductions for taxes, health benefits, etc.). You must report earnings for the week in which the work was actually performed, regardless of when you are paid.

Must I actively seek other work or accept other work while participating in a Shared Work plan?

No, you are not required to actively seek work. You are required to be available for your normal weekly hours of work with the participating employer, if offered additional hours.

If an employer applies for a Shared Work plan and any of the employees in the affected unit are union-covered employees, must the union approve the Shared Work plan?

Yes. If any employee in the affected unit is covered by a collective bargaining agreement, a collective bargaining representative must approve the Shared Work plan in writing before the Department of Employment Services can approve the plan.

Can a Shared Work plan have an "affected unit" with union and non-union employees?

Yes.

Can the union modify or terminate an active Shared Work plan?

No. The union cannot unilaterally modify or terminate an active Shared Work plan.