

## Work Share webinar – Q&A 6-23-20Chat Log

**What happens with police? If they are off their workshare date, but then work overtime on another day. So, they don't follow the plan. This is one of the items that is confusing about the program and is holding us back from participating.**

For a department where employees are on call, those people who work full time for a week, we don't certify them for work share. DPW here made a schedule where on call 40-hour work week are not certified. When you create the plan, you don't have to certify every individual every week. But, keep good records.

You could do a rotating schedule where groups of employees are on work share 3 out of 4 weeks.

**Does this end July 25th, 2020?**

July 31<sup>st</sup> is the statutory date for Michigan. The extra \$600 (unemployment) goes away on that date, but the work share program does not go away.

**At 10% do you still qualify for work share?**

It's a 10–60 % reduction. So, yes, 10 % does qualify. Some employees with nearing retirement dates did not want to participate. They were allowed to bypass the furlough and work share in Muskegon. Department heads are on a 15% work share and receiving \$600 unemployment benefit.

**How does it work when an employee takes a week of vacation?**

If an employee takes vacation, then they do not get certified for the week.

**How can you correct an employee's information that was entered into the plan incorrectly and accepted?**

Muskegon was able to get the state to fix an error. The user cannot fix it themselves. Someone from UIA has to fix it for you.

**We have two employees that received their debit card and have not yet received UIA or Cares Act \$600, tomorrow they should be receiving the second payment - and we are hoping they get both payments tomorrow (?). The plan has 4 employees on it (police) and two employees received, two didn't. They received no \$\$ in any accounts - no previous unemployment.**

Ask those employees if they have collected unemployment within the last 10 years. If the system has a bank account established in the system, it probably went there. If an employee has never received unemployment, then there is some other problem. You would have to contact the State or Bank of America for assistance.

You as the employer have to certify the employees' payroll every week or bi-weekly.

**Michigan Municipal League: Work Share Resources: Setting Up Your Account:**

**<https://bit.ly/2V6MmhW> Work Share Directions: <https://bit.ly/2V7D8BV> Work Share Excel**

**Template: <https://bit.ly/31lgw5d> UIA/LEO Work Share Program PowerPoint:**

**<https://bit.ly/2Z5r85a>**

**How soon after certification can our employees expect to receive their UIA and PUA benefits? I certified for everyone this past Sunday, 6/21 for the previous two weeks...The certification still shows as 'processing.' I am just wondering--how quickly should they expect to see their benefits?**

It usually takes 2-3 days. In Muskegon, certification on Monday results in money on the debit card on Wednesday or Thursday.

**So, if it ends on the 31st, this is a Friday, certification says it should always be a Saturday, for that one would we put in August 1st?**

Muskegon ended all work share plans for August 1.

**I was waiting for over 5 hours waiting to speak with a Mi-Wam rep yesterday and got disconnected. Who from the MML can I contact for assistance?**

MML will pull the phone numbers and send it in the follow-up email.

**Can you please repeat the information about employees taking vacation time? Do they not get certified the week they take vacation?**

Employees should use vacation leave time and are subsequently not certified. They are not eligible for the \$600 unemployment during the vacation time. You have to be available for work to get work share and unemployment payment.

**Is there a cost to the municipality from UIA?**

No. It is not being charged back to the employer. The work share program is a federal program.

**Are part time employees eligible for work share?**

Yes. There are part-time employees in Muskegon that are on work share, reduced hours (not seasonal – seasonal employees not eligible for work share).

**How are cities treating pension and other retirement accounts with the money received from this program?**

It depends on if you use MERS or not. You have to check with them if you are. They still count months toward service credit. If you're still working, you are probably still accruing credit.

**We have an employee with a similar situation who started earlier this year and did not qualify for any benefits from the state...does he need to do anything further to receive the PUA or will that come automatically?**

He would have to sign up through reg UIA for PUA. He would certify himself bi-weekly through PUA.