

WorkShare Units

Why is Unit setup important?

Part of your WorkShare application is to create “Units” for your employees participating in the program. To be eligible for WorkShare benefits, **all employees in a defined unit must be working the same reduction in hours**. This is based on % reduction, and not number of hours, as “normal full-time” hours may vary between employees.

Example: Unit has a 20% reduction in hours:

- Normal hours 32/week- Working 25.6 hours under WorkShare
- Normal hours 40/week- Working 32 hours under Workshare

The intent of the program is for employees to equally share the burden of the reduction in hours. **Reduction in hours needs to be consistent, week to week, for all employees in the affected unit.**

What is a Unit and how to define them?

“Affected Unit” is defined as a specified plant, department, shift, or other definable unit consisting of 2 or more eligible employees to which a work-sharing plan applies.

A WorkShare plan may have one unit or multiple units based on your company’s needs. Employees that have the same job title/job function must be in the same unit with the same reduction in hours.

- Example: You have employees who run the cash registers and employees that stock shelves. Cashiers are needed more hours than the stockers. Each of those groups would be considered a separate unit.
 - Cashier Unit- 15% reduction
 - Stocking Unit- 40% reduction
- Exceptions: There is a specific job function or shift that may need hours reduced/increased differently from others with the same job title. You need to put them in their own unit so that changes can easily be made if needed.
 - Example 1: You have 6 machinists, but 2 operate a specific milling machine that you may need to run longer when a job comes in. Create two units:
 - Milling Machinist- 20% reduction
 - Two weeks later, a specific job comes in and now you need to increase their hours. You can easily modify just this unit to a 10% reduction.
 - Drill press Machinist- 20% reduction
 - Stays at a 20% reduction

- Example 2: You have Customer Service Representatives that work different shifts. Day shift is busier, so those employees need to work more hours than the night shift. Create two units:
 - Day shift CSR- 20% reduction
 - Night shift CSR- 30% reduction

Unit Setup- What you need to provide:

- Unit Name (example- Admin, Manufacturing, Augusta Store, Night shift, etc.)
- Unit Start Date (needs to be on or after the plan start date)
- Unit End Date (needs to be the same or before the plan end date)
- Physical location (physical location of WorkShare workers)
- % reduction (percent reduction in hours)
- Participant List (list of employees within each unit)

Participant List Setup- What you need to provide:

- Employee Name
- SSN
- Normal hours
- Hire Date
- Collective bargaining unit member?