

# TOP 10 QUESTIONS ABOUT STAFF FURLOUGHS

Below is a quick guide to the most commonly asked questions. For more detailed responses please review the complete [Q&A on Inside Licensing](#). If after reading both and you still have questions, please contact Human Resources for assistance.

## 1 WHAT ARE THE FURLOUGH DAYS AT DOL?

WEEKLY FURLOUGHS: THU 7/2 | FRI 7/10 | FRI 7/17 | FRI 7/24

MONTHLY FURLOUGHS: AUG | SEP | OCT | NOV - *one day in each month (day TBD)*

You may not select your furlough days for the month of July. This may change for the one furlough day from Aug to Nov.

## 2 WILL MY SCHEDULE CHANGE?

For the month of July, all DOL employees will be placed on a five-day, 8 hour per day schedule between June 28 and July 31, 2020. You may continue to have **flexible hours** for the 8 hour days as long as business needs are met. Work with your supervisor to flex your daily schedule.

## 3 WHO STILL GETS A 3% RAISE ON JULY 1?

All classified employees will get their raises as scheduled. All employees that are Washington Management Service (WMS) or in Exempt positions will not receive a raise on July 1. Exempt in this case means exempt from civil service. It does not mean employees that are overtime exempt.

## 4 HOW WILL FURLOUGH DAYS IMPACT MY PAY?

You will see a 20% reduction in pay which will first appear on the July 24 earning statement. You can receive offsets from the Employment Security Dept (ESD) **Shared Work Program** and an additional \$600 weekly benefit from the federal **CARES Act** through July 25, 2020. **All permanent employees are eligible for both programs.** HR will work directly with non-perm employees.

It is important to know that the ESD Shared Work benefit is a portion of your regular wages, it will not fully replace the 20% salary reduction from the furlough. You may want to plan ahead for furlough reduced pay checks in upcoming months.

## 5 IS SHARED WORK AND CARES ACT DIFFERENT?

**Shared Work** is a program offered by ESD to employers who do not have full-time work for their employees, but they likely will in the future. Workers stay employees of the agency, and they do not need to look for other work opportunities.

**CARES Act** is a federal benefit in response to COVID-19. The CARES Act offers a \$600 weekly benefit through July 25, 2020. In Washington State, CARES is administered through a Shared Work eligible employer. When you apply for Shared Work benefits through ESD, you are automatically applying for the CARES Act benefit as well. You do not need to apply separately.

Please note, you may only receive one CARES benefit. If you have multiple employers, you will only receive the the weekly CARES benefit through one of them.

## 6 WHAT IS THE DEADLINE TO APPLY FOR SHARED WORK?

The employer has a deadline to apply for the Shared Work Program. DOL applied to use the Shared Work Program and ESD has given us an effective date as of June 28. The agency met the deadline so our employees will be eligible to receive the benefit. Most employees will be able, and should, put in their initial ESD application for benefits on June 29. You can file your first weekly claim after July 5.

## 7 HOW DO I APPLY FOR UNEMPLOYMENT?

ESD has excellent online instructions and support. Start with these resources – they will give you the information you need to apply. Human Resources will provide your hourly rate, which you will need to file your claim, by June 30.

You cannot submit your request for unemployment benefits until AFTER the first furlough week, but you can sign up for **Secure Access Washington (SAW)** and create a profile. The first day you can file an unemployment claim is Sunday, July 5. However, ESD would like everyone to submit their unemployment claims on the following Monday of each week.

## 8 WHAT HAPPENS AFTER THE CARES ACT EXPIRES?

You will still be eligible to file for Shared Work benefits with ESD for the one furlough day per month in August, September, October, and November. The extra \$600 weekly amount from the Federal CARES Act will no longer be available.

## 9 WHAT IF I WAS A VICTIM OF A FRAUDULENT CLAIM?

ESD is preparing for victims of employment fraud to submit their applications after June 29. Victims of employment fraud should use their DOL e-mail address to submit their unemployment claim. Refer to ESD resources and webinars for additional information.

## 10 HOW DO I GET HELP WITH UNEMPLOYMENT ISSUES?

We know this is a difficult and confusing time. Always refer to FAQ and ESD instructions first – you'll likely find an answer to your question there. Human Resources will have a team available to help as you apply for unemployment benefits, although some questions will only be able to be answered by ESD. We're here to help however we can.