Resources for Washington businesses

Gain important insights about SharedWork and the business services of the Office of Regulatory Innovation and Assistance (ORIA) for a competitive workforce advantage!

Tuesday, April 25 11:50 a.m. - 1:00 p.m. SharedWork & ORIA





Welcome

Today's timeline of events



Topic	Welcome and Overview	BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES with SharedWork SharedWork SharedWorkWA.com Employment Security Department NUCLECTOR STORE	PORIA State of Washington	Live Q & A
	11:50 a.m. – 11:55 a.m.	11:55 a.m. – 12:10 p.m.	12:15 – 12:35 p.m.	12:35 – 12:58 p.m.
Presented by	Stephen Brediger Plan Specialist ESD/SharedWork	Leigh Rowley Program Coordinator ESD/SharedWork	Hugo Nicolas Small Business Consultant ORIA	Stephen, Leigh and Hugo

For a PDF of the PowerPoint slides and a copy of the webinar recording, visit the SharedWork events webpage.





SharedWork - A proven business solution!

What is it?

<u>SharedWork</u> is a voluntary program and excellent business resource to help stabilize the operations of most businesses during temporary economic setbacks.

- Employers keep their workforce intact (preserving jobs) by temporarily reducing hours to save payroll costs and keep the business operating.
- > SharedWork pays employees a prorated percentage of unemployment insurance benefits.
- > Eligibility is open to most business and industries to use when needed.

The SharedWork Program

A 40 year proven program that helps employers:

- Stabilize their business
- Retain their skilled workforce
- Continue serving customers
- Avoid layoffs and attract talent



Why are you waiting? SharedWork usage by county

The table below shows active SharedWork plans in the state of Washington August 2021 through March 2023.

County	Businesses eligible for SharedWork in this county (estimated)	Businesses currently participating in SharedWork	Employees participating in SharedWork (enrolled by their employer)	County	Businesses eligible for SharedWork in this county (estimated)	Businesses currently participating in SharedWork	Employees participating in SharedWork (enrolled by their employer)
Adams	285	-	-	Jefferson	430	6	69
Asotin	229	-	-	King	34,121	261	5,337
Benton	2,255	23	511	Kitsap	2,653	16	272
Chelan	1,453	21	512	Kittitas	617	1	3
Clallam	925	6	95	Klickitat	305	5	65
Clark	6,011	57	562	Lewis	914	16	374
Columbia	83	-	-	Lincoln	110	-	-
Cowlitz	1,137	7	442	Mason	509	5	56
Douglas	393	3	110	Okanogan	624	3	12
Ferry	86	1	17	Pacific	325	-	-
Franklin	1,0125	1	2	Pend Oreille	132	1	2
Garfield	19	-	-	Pierce	8,379	108	3,084
Grant	1,202	11	155	San Juan	471	3	8
Grays Harbor	844	10	343	Skagit	1,676	17	255
Island	841	7	187	Skamania	93	2	15

County	Businesses eligible for SharedWork in this county (estimated)	Businesses currently participating in SharedWork	Employees participating in SharedWork (enrolled by their employer)
Snohomish	8,184	84	2,122
Spokane	6,245	57	1,963
Stevens	400	3	7
Thurston	3,424	37	693
Wahkiakum	45	-	-
Walla Walla	777	10	91
Whatcom	3,118	40	765
Whitman	452	3	26
Yakima	2,556	21	577
Other	9,630	164	5,991
Total	103,4117	1,012	24,874

SharedWork in Washington state

Watch the
SharedWork
industry panel
"fast play".



Top 5 reasons employers sign up for the SharedWork program:

- Loss of contracts or reduction in work
- 2. Maintain employee morale
- 3. In response to an economic downtown
- 4. Reduce payroll costs
- Reduce cost of hiring and training new employees

Sources: <u>IMPAQ International</u>, <u>U.S.</u>
<u>Department of Labor Employment</u>
<u>and Training Administration</u>



"It has allowed us to maintain our staff count and service levels, while lowering our overhead during the temporary housing shift. Staff is appreciative of the plan option and receiving partial payment with a day out of the office."

~ Erin Crain, AVP/office administrator, Chicago Title of Washington, Everett



"SharedWork has given us a great amount of balance and flexibility to pivot and budget our expenses wisely. It's given the employees a sense of security. They know that we're doing this so that we don't have to take more dramatic measures, so there's massive relief of anxiety in that sense as well."

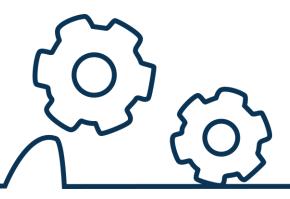
~ Jen Post, owner, Prestige Escrow, Woodinville



"It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver."

~ Suzette Jackson, VP/owner, NorthWest Granite & Flooring LLC, Whidbey Island

SharedWork in Washington



In a survey of past employers who enrolled in Washington's SharedWork program:



SharedWork improved employee morale.



The program helped retain skilled workers.



Would recommend SharedWork to another employer.

Employer Requirements for SharedWork:

- 1. Must be a legally registered business in Washington state.
- 2. Must have an Employment Security Department (ESD) number.
- 3. Must have at least two permanent employees, who are not corporate officers, affected by a reduction in hours and wages.
- 4. Continue to provide same benefits to employees.

Employee Requirements for SharedWork:

- All permanent (part-time and full-time) employees may participate in SharedWork.
- 2. Employee must have a valid UI claim worked at least 680 hours during their <u>base year</u> (includes all employment)
- Must be able and available for all scheduled hours by SharedWork employer.

A temporary workforce reduction example

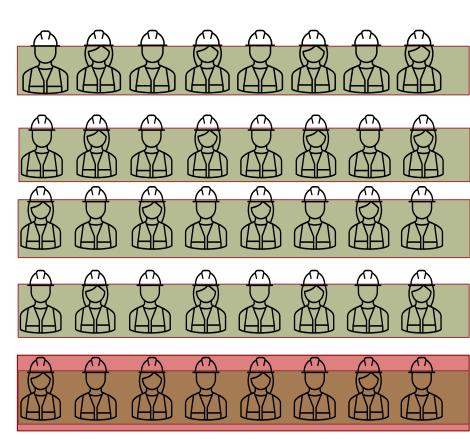


Ryna's remodeling company is experiencing supply delays, and it's impacting a few jobsites. She employs 40 individuals.

In lieu of layoffs. Ryna has enough work for 32 full-time employees. The employer can avert the continued layoff of 8 full-time employees by keeping all 40 employees and reducing the workweek.

Reduced workweek. The employer reduced the workweek from 40 hours to 32 hours, which is a reduction of 20 percent and permissible under state law, anywhere from 10-50% is an acceptable reduction each week with SharedWork.

Summary. The 40 returning employees would each receive 80 percent of their wages from their employer, while also remaining eligible for 20 percent of their respective weekly benefit amount under SharedWork.



Why does it matter?

- For Washington businesses:
 - Tested, proven, flexible and credible business focused program.
 - Reliable and practical business solution.
 - Economic empowerment to adjust to unstable conditions.
 - Payroll savings while making survival decisions.
 - Flexible to remain operational week by week for a year.
 - Renew again and again.
 - A competitive advantage for recruitment and retention.
 - Proactive business readiness strategy to avoid the possible wait in line hassle.

How It Works



The employer calls
SharedWork at
800-752-2500 option 3
to check business
eligibility.

The employer assigns
a SharedWork
representative (or
two) and submits an
Employer Plan
Application and a
Participant List.

Once the employer plan is approved, each participant submits an **Employee Application** and can <u>file weekly claims</u>.

The employee receives
earned wages and a
share of
unemployment
insurance benefits
when hours are
reduced.

The employer representative checks the weekly

SharedWork Payments

Report for accuracy.

Two EASY ways to apply

Apply by eServices, electronic upload or fax

- Download the <u>Employer plan application</u> (pdf). If you need more space to add employee names, download the <u>Participant list</u> (Excel)
- 2. Here you can <u>Upload all documents</u> directly to the SharedWork Unit, or Fax to 800-701-7754

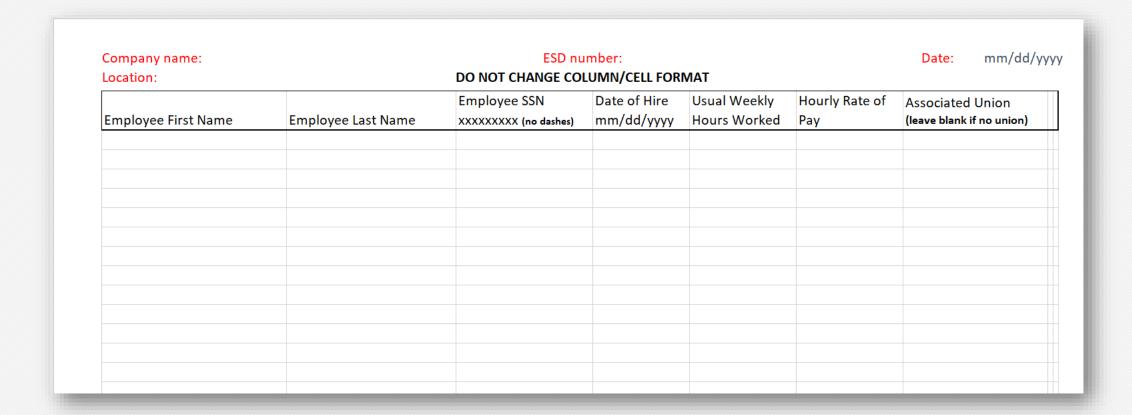
Remember to:

- Include your company's name in the file name
- Sign and date all forms
- Obtain the signature for the collective bargaining agent, if applicable.

Employment SWASHINGTON STATE Please print or type the following info	Security Departr	Submit this	SharedWork DYER PLAN APPLICATION form by fax to 800-701-7754 or upload at SharedWork upload Questions? Call 800-752-2500	1e	10. a) How many of your p b) Employer union affiliati writing by the collective bar employee. Approval signat	ion informati
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Mailing address:		DDA.	Cite	nd s	Phone:	Ext
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espond to written requests for rogram staff.	r information <u>within 10 day</u>	vs. Representatives als			You have at least Affected employe	two permaner
Primary employer representa		Alternate employer	representative:		 Health benefits w 	
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10. a) How many of your participating employees are union represented? b) Employer union affiliation information (if applicable): The employer's SharedWork plan must be approved in writing by the collective bargaining agent for each affected collective bargaining agreement covering any affected employee. Approval signature(s) are required to process this application.					
Union:		Local:	Union:	Local:	
Phone:		Ext.:	Phone:	Ext.:	
Authorize	d union representative	name	Authorized union repres	sentative name	
Print:			Print:		
Signature:			Signature:		
A He We Re cc ch	ffected employees wer ealth benefits will cont orked their usual week etirement benefits and nditions as when the anged for all your emp	e hired on a perman inue to be provided ly hours, unless heal contributions under affected employees ployees.	under the same terms and condition th benefits are changed for all you defined plans will continue to be p s worked their usual weekly hou	ons as when the affected employee ar employees. provided under the same terms and ars, unless retirement benefits are eterms and conditions as when the	
affected employees worked their usual weekly hours. You agree to furnish all reports and information necessary for proper administration of your SharedWork plan. Your participation is consistent with your obligations under federal and state law.					
• If		to the information o	n this application or employee (pa		
 You agree not to use SharedWork to subsidize seasonal employees during the off season. 					
By signing	below, I,	Print name	certify that I am author	rized to sign this document	
on behalf of the business and that all information provided on this application is true and correct.					
Signature:	Owner, Proprietor, CEO, CF	O, CO, GM, HR Manag	Title:er, Payroll Manager	Date:	

SharedWork Participant List



Apply online – quick and easy

Apply through eServices

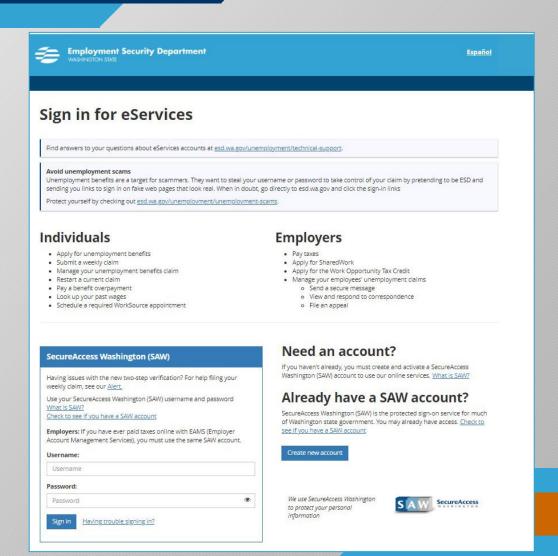
If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

secure.esd.wa.gov - Link to site

Questions?

For help signing into eServices, see https://esd.wa.gov/unemployment/technical-support.

SAW Help Desk 855-682-0785 -



Contact SharedWork

Employers can verify their eligibility in minutes and get answers by calling 800-752-2500 and choosing Option 3.

800-752-2500

8am to 4pm, Monday through Friday

Option 1 – Claims

Option 2 – Existing Plans

Option 3 – New Plan Inquiry

Option 4 – I was asked to call

sharedworkplansect@esd.wa.gov

More ways to learn about SharedWork

- Watch our commercial on Youtube.
- The SharedWork program will be hosting many regional and statewide free virtual events for employers in Washington.

esd.wa.gov/SharedWork/events

- The SharedWork program will be hosting weekly webinars through the year end to help businesses get informed.
- Wednesdays 10:45 a.m. | <u>SharedWork</u>
 <u>Q&A for businesses webinar</u>.
- Download the SharedWork info card.



Call now while the wait time is minimal.





SharedWork Program Support

800-752-2500 option 3, 8am to 4pm, Monday through Friday sharedworkplansect@esd.wa.gov | SharedWorkWA.com

ORIA

By Hugo Nicolas,

Small Business Consultant





The Governor's Office for Regulatory Innovation and Assistance (ORIA)

- ORIA helps people navigate
 Washington's environmental and
 business regulatory systems. We
 assist citizens and businesses with
 information and understanding about
 local, state, and federal regulatory
 requirements.
- Small Business Liaison Team
- Information Center
- Environmental Permit Assistance
- Regulatory Fairness Act
- Permit Timeliness

Our mission

The Governor's Office for Regulatory Innovation and Assistance (ORIA) helps people navigate Washington's environmental and business regulatory systems and collaborates for innovative process improvements.

Our vision

All required information is easily accessible and government is experienced as helpful, reasonable and responsive.

Our culture

We are public servants that embrace and encourage innovative approaches to foster collaboration and teamwork. Everyone contributes to the discovery of solutions. We continually learn and value honesty, respect and credibility.

Small Business Liaison Team

EXECUTIVE ORDER 12-01 REGULATORY REFORM AND ASSISTANCE TO HELP SMALL BUSINESSES SUCCEED AND GROW

WHEREAS, with 95 percent of Washington employers having fewer than 50 workers, these small businesses are one of the main drivers in our state's economy; and

WHEREAS, small business success and growth are critical to the overall economic health of our state and nation; and

WHEREAS, regulatory red tape reduction across state agencies and access to more consistent and coordinated online resources are especially critical in tough economic times so small businesses can focus on sales and operations;

Executive Order 12-01 (wa.gov)

Small Business Liaison Team

How can we assist you?

- Regulations and License requirements
- Quick responses
- Feedback

- > Small Business Guide
- Small Business Requirements & Resources Workshop
- Resources for business owners in regards to <u>audits</u> and <u>taxes</u>
- Gathering feedback from businesses owners working with state agencies.
- Business.wa.gov

WA Small Business Guide



- > Plan Your Business,
- Start Your Business,
- Payroll –what you need to know and do to pay employees,
- Open Your Business for out of state employers opening operations in WA,
- Run Your Business –which covers ongoing activities for business operations – including recurring reporting and tax requirements,
- ➤ Grow Your business —which includes a variety of resources to facilitate business growth, and finally
- Close Your business for when you're ready to transition

SBLT



WASHINGTON STATE SMALL BUSINESS LIAISON TEAM

AGENCY	Services	Liaison
Governor's Office For Regulatory Innovation & Assistance	Assistance with local, state, and federal business licensing regulations and environmental permitting.	GOVERNORS GFRICE FOR REGULATORY INNOVATION & ASSISTANCE Hugo Nicolas 360-584-9698 Hugo.Nicolas@gov.wa.gov
DEPT. OF LABOR & INDUSTRIES	Regulate Workers Compensation; employment standards & policies; workplace safety & health, and Contractor registration.	Celia Nightingale 360-902-4865 Andrew Bryan 360-902-4730 Andrea Muñoz 360-902-6035 smallbusiness@lni.wa.gov
DEPT. OF REVENUE – BUSINESS LICENSING SERVICE	One-stop state and city business licensing services.	Kim Johnson 360-705-6615 kimberlyj@dor.wa.gov
DEPT. OF REVENUE – OTHER	Tax account registration, state business excise taxes, reseller permits, and tax incentives/credits.	Tom Wieland 360-705-6603 tomw@dor.wa.gov
EMPLOYMENT SECURITY DEPT.	Regulate Unemployment Insurance, Paid Family Medical Leave, Labor Market Information, and Work-Source program.	Rafael Colon 360-878-4088 smallbusiness@esd.wa.gov
SECRETARY OF STATE	Register Corporate Business Entities,	WASHINGTON 360-725-0377

https://www.oria.wa.gov/portals/ oria/VersionedDocuments/Business Publicat ions/sbl flyer.pdf

ORIA INFORMATION CENTER

The IC Team is experienced, knowledgeable and ready to answer questions, guide you through the regulatory process and connect you with small business resources.

business.wa.gov

- Planning a Business
- Business Licensing & Registration
- Permitting Requirements
- local, state, and federal environmental regulatory requirements.
- Hiring Employees
- Payroll Reporting

- Small Business Guide (English, Spanish, Russian, Korean, Vietnamese, and Chinese)
- Regulatory Handbook
- Small Business Requirements & Resources Workshops
- Small Business Liaison Team (SBLT)
- Economic Business Resilience Newsletter

ORIA INFORMATION CENTER

The ORIA Information Center is open weekdays from 8:00 a.m. to 4:30 p.m. to answer your questions about local, state, and federal regulatory requirements.

Our services are free and are available by Phone, Chat, Text, and Email.

business.wa.gov

800-917-0043

help@oria.wa.gov

Customer Care Lead: Sonya Moore

Sonya.moore@gov.wa.gov

360-688-4777





ENVIRONMENTAL PERMITTING

ORIA.WA.GOV

RCW 43.42

- We provide regulatory advice and guidance. We also work with agencies to help identify environmental permits and approvals for projects.
- We partner with regulatory agencies on strategic initiatives related to permitting, such as joint applications, timeliness, and significant new legislative rules.
- As requested we identify environmental critical issues for proposed projects and lead multi-agency permitting teams.



Who Do We Help

- > Citizens who have questions or concerns about environmental permitting
- > Business or industry that want to expand operations
- > Developers who are proposing new projects
- ➤ Local government with questions on environmental permitting or seeking assistance



Reminders

- We are not a regulatory agency
- We can't direct agencies to take a specific course of action
- We can't lobby for or against a project
- We provide advice and guidance
- Examples of our assistance:
 - I am opening a new business what license, permits do I need?
 - I don't have a social security number how can start my businesses?
 - How can I get become a contractor tor the state?
 - I need help with understanding labor laws?

Small Business Requirements & Resources Workshops in Spanish

Hugo Nicolas

Cell Phone: 360-584-3698

Email: hugo.nicolas@gov.wa.gov

Jim Thornton

Cell Phone: 360-890-2273

Email: jim.thornton@gov.wa.gov

2023 Live Webinars - Sign up today

The next scheduled webinars:

Small Business Requirements and Resources (SBRR) - Start a Business in WA

Tuesday, February 07, 2023 9:00 AM - Register Wednesday, May 10, 2023 2:00 PM - Register Tuesday, June 6, 2023 9:00 AM - Register Tuesday, August 8, 2023 2:00 PM - Register Wednesday, October 11, 2023 9:00 AM - Register Thursday, December 14, 2023 2:00 PM - Register Medistary, December 14, 2023 2:00 PM - Register Med

Access all upcoming events .

Coming soon: in-person sessions

Upcoming Start a Business in WA Workshops in 2023:

Conferencias para negocios sobre recursos y servicios para Dueños de Negocios.

Conferencia para Negocios Latinos en **Tacoma**Jueves 11 de mayo, 2023. 5:30 pm – 8:00 pm
Ubicación: on: 1208 S 10th St 1208 South 10th Street, Tacoma, WA, 98405

Conferencia para Negocios Latinos en Tri-Cities

Jueves 1 de junio, 2023.

Ubicación y Tiempo: será anunciado en dos semanas.

Conferencia para Negocios Latinos en Wenatchee

Miércoles 28 de junio, 2023.

Ubicación: 10 South Columbia Street Wenatchee, WA 98801. 6:00 pm - 8:30 pm

Para registrarse por teléfono o más información puede marcar a nuestras oficinas 360-705-6706.

Prese





Resources for Washington businesses

Gain important insights about SharedWork, WOTC and Federal Bonding programs for a competitive workforce advantage!



Thursday, May 4
1:00 p.m. - 2:00 p.m.
SharedWork and Work Opportunity
Tax Credit (WOTC)





Resources for Washington businesses

Gain important insights about SharedWork and the Paid Family and Medical Leave programs for a competitive workforce advantage!



Tuesday, May 9
10:30 a.m. English | 2:00 p.m. Spanish
SharedWork and Paid Family and
Medical Leave





Recursos para empresas de Washington

¡Obtenga información importante sobre SharedWork, y del Permiso de Cuidado Pagado para obtener una ventaja competitive en la fuerza laboral!



Martes, 9 de mayo 2:00 a 3:00 p.m. SharedWork y del Permiso de Cuidado Pagado





Resources for Washington businesses

Gain important insights about SharedWork, Work Opportunity Tax Credit and federal bonding programs, and also how the local WorkSource office can help your business succeed!

Tuesday, May 30
11:50 a.m. - 1:00 p.m.

SharedWork, WorkSource and the
Work Opportunity Tax (WOTC)











Thank you for joining us today