

ARKANSAS DIVISION OF WORKFORCE SERVICES

# SHARED WORK UNEMPLOYMENT COMPENSATION

INFORMATION AND APPLICATION  
FOR EMPLOYERS



This booklet contains information and instructions for completion of the Shared Work Plan Application and the weekly certification, which you give to your employees. Please read the booklet carefully and retain it in your files for future reference. If you have questions, please contact the Division of Workforce Services Local Office in your area.

## General Information:

The Shared Work Unemployment Compensation Program provides an alternative for employers faced with a reduction in work force. It allows an employer to divide available work or hours of work among a specific group(s) of employees in lieu of a layoff, and it allows the employees to receive a portion of their unemployment benefits while working reduced hours.

To qualify for benefits under the Shared Work (SW) Program, employees must be regularly employed by an employer whose plan to stabilize the work force has been approved by the Director of the Division of Workforce Services or his duly authorized representative. During the period for which benefits are payable, the following conditions must be met:

1. The employee's normal weekly hours of work are reduced at least 10%.
2. The employee must be monetarily eligible for regular unemployment insurance benefits and must not have exhausted the entitlement to regular UI benefits.
3. The employee must file a claim and meet the eligibility requirements for regular UI Benefits. The employee need not:
  - a. Be available for work other than with the Shared Work Employer.
  - b. Conduct an active search for work, or
  - c. Apply for or accept work other than from the Shared Work Employer.
4. The employee must be able and available for the normal hours of work of the Shared Work Employer: However, an otherwise eligible individual shall not be denied benefits with respect to any week in which he or she is in training to enhance job skills, including employer-sponsored training and worker training funded under Arkansas Workforce Investment Act, § 15-4-2201 et seq., if the training has been approved by the director.

### Example:

The employee's hours of work are reduced twenty (20) percent. The employer schedules a four (4) day work week, eight (8) hours a day, Monday through Thursday. An employee requests and is granted permission to be off Tuesday. If the Shared Work Employer schedules the claimant / employee to work eight (8) hours on Friday, the claimant / employee must be able and available to work the scheduled hours.

Employees included in an approved plan may not receive Shared Work Benefits for any week for which he receive regular benefits, nor may an employee participate concurrently in two or more Shared Work Plans.

Employees involved in an employer's approved SW program, if otherwise eligible, will receive that percentage of their weekly unemployment insurance benefit amount which equals the percentage of reduction in normal hours for that week due to Shared Work. If additional hours are worked during the week in the employment of another employer(s), the combined hours of work for both employers will be used to determine the percentage of reduction of their weekly unemployment insurance benefit amount. However, if the combined hours are equal to or greater than 90% of the normal weekly hours of work with the Shared Work Employer, the claimant shall not be entitled to SW benefits.

**NOTE:** All claimants/employees must serve or have served a one-week waiting period. The waiting period is the first week claimed in which the claimant/employee is otherwise eligible for benefits after establishing a claim. No benefits are payable for the waiting week.

A Shared Work Plan becomes effective on the date the plan is approved or on a date mutually agreed upon by the employer and the Director of the Division of Workforce Services, but no earlier than the date of approval of the plan by the Director. It shall expire at the end of the 12th full calendar month after the effective date or on the date specified whichever date is earlier. If a plan is revoked by the Director, it shall terminate on the date specified in the Director's written order of revocation.

**NOTE:** An employer's plan may be revoked before the expiration date if the plan is not carried out according to its terms and intent.

Claimants/Employees can receive up to 25 weeks of Shared Work Benefits.

## Definitions

### Shared Work Plan

An employer's plan under which there is a reduction in the number of hours worked by employees rather than temporary layoffs.

### Normal Weekly Hours of Work

The normal hours of work for full-time and permanent part-time employees in the affected group when their employing unit is operating on its normal, full-time basis, not to exceed forty hours and not including overtime.

### Affected Group(s)

At least two or more employees designated by an employer to participate in a Shared Work Plan.

### Hours Worked

All hours worked by a Shared Work Claimant/Employee during the week.

### Shared Work Benefits

The unemployment compensation benefits payable to employees in an affected group under an approved Shared Work Compensation Plan as distinguished from the benefits otherwise payable under the Arkansas Division of Workforce Services Law.

### Subgroup

A group of employees constituting at least ten percent of the employees in an affected group.

### Section 11-10-507(5) of the Arkansas Division of Workforce Services Law

- (A) To qualify for benefits for any benefit year, an individual has during his base period been paid wages in at least two quarters of his base period for insured work; and such total wages paid during his base period equal not less than thirty-five (35) times his weekly benefit amount.
- (B) To requalify for benefits for all benefits years, no individual may requalify on a succeeding benefit year claim unless he had been paid wages for insured work equal to not less than thirty-five (35) times his weekly benefit amount and has wages paid for insured work in at least two (2) calendar quarters of his base period, and subsequent to filing the claim which

established this previous benefit year, he has had insured work and was paid wages for such work equal to ten (10) times his weekly benefit amount.

### Base Period

The first four (4) of the last five (5) completed calendar quarters immediately preceding the first day of the quarter in which the claim is filed.

### Employer Charges

Any employer who elects to participate in the Shared Work Program must have a positive reserve account. Thus, his account would be charged in the usual manner. A reimbursable employer will be required to reimburse the Unemployment Insurance Fund for the cost of benefits paid based on wages paid by him. Please contact the Employer Charge Unit at (501) 682-1181, if you have any further questions regarding employer charges.

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## Advantages:

- Production and quality levels are maintained.
- Rapid recovery to full capacity is possible because of the retention of an experienced work force.
- When the economic climate improves, administrative and training costs of hiring new employees are minimized.
- Affirmative action gains are protected.
- Employee morale remains high.
- Employees retain their skills and advancement opportunities.
- Consumer's spending patterns remain more stable.
- Public assistance expenditures may be lessened.

## Disadvantages:

- Employees who are able to locate full employment elsewhere may be lost.
- Work scheduling may be more difficult.
- Senior employees suffer a reduction in hours and income.

### How To Apply for a Shared Work Plan

Interested employers must submit an affected Group Pre Check List attached on page 7 for each affected group. The Division of Workforce Services Local Office Manager designee shall pre check the list, and return it to the Employer before application is submitted.

**The Director shall approve a Shared Work Unemployment Compensation Plan only if the following criteria are met:**

- (1) The plan:
  - (A) Applies to and identifies the specified affected group; and
  - (B) Includes an estimate of the number of layoffs that might occur absent participation in the shared work program.
- (2) The employees in the affected group or groups are identified by name, social security number, normal weekly hours of work, percentage of reduction and whether or not the affected employees are under a collective bargaining agreement or if such certification of a collective bargaining agent is on appeal.
- (3) The usual weekly hours of work for employees in the affected group or groups are reduced by not less than ten (10) percent and not more than forty (40) percent.
- (4)
  - (A) Health benefits and retirement benefits under defined benefit pension plans (as defined in Section 3(35) of the Employee Retirement Income Security Act of 1974), and other fringe benefits will continue to be provided to employees in the affected group or groups as though their work weeks had not been reduced.
  - (B) However, if the employer reduces the level of benefits under subdivision (4)(A) of this section for its employees who are not in the shared work group, the level of benefits may be reduced by a like amount for the employer's Shared Work Employees.
- (5) The plan certifies that the aggregate reduction in work is in lieu of all layoffs that would have affected at least ten percent (10%) of the employees in the affected group or groups to which the plan applies and that would have resulted in an equivalent reduction in work hours.
- (6) During the previous four (4) months the work force in the affected group has not been reduced by temporary layoffs of more than ten percent (10%) of the workers.
- (7)
  - (A) The plan applies to at least ten (10) percent of the employees in the affected group.
  - (B)
    - (i) If the plan applies to all employees in the affected group, the plan provides equal treatment to all employees of the group.
    - (ii) If the affected group is divided into subgroups, the plan provides equal treatment to all employees within each subgroup.
- (8)
  - (A)
    - (i) In the case of employees represented by an exclusive bargaining representative, the plan is approved in writing by the collective bargaining agent.
    - (ii) If the certification of an exclusive bargaining representative has been appealed, the bargaining representative shall be considered to be the exclusive bargaining representative for work sharing plan purposes.
  - (B)
    - (i) The plan shall contain a certification by the employer that the employer has made the proposed plan available to:
      - (a) Each employee in the affected group for inspection; or
      - (b) If applicable, to the exclusive bargaining representative.
    - (ii) The plan shall include:
      - (a) A description of how the plan was made available; and
      - (b) If notice of the plan was not feasible, an explanation of why advance notice was not feasible.

- (9) (A) The plan includes a certified statement by the employer that the terms and implementation of the Shared Work Plan are consistent with any obligation the employer has under federal and state laws.
- (B) An employee who joins an affected group after the approval of the Shared Work Plan is automatically covered under the previously approved plan, effective the week that the director receives written notice from the Shared Work Employer that the employee has joined.
- (10) On the most recent computation date preceding the date of the submission of the Shared Work Plan for approval, the total of all contributions paid on the employing unit's own behalf and credited to its account for all previous periods equaled or exceeded the regular benefits charged to its account for all previous periods.
- (11) The plan shall not serve as a subsidy of seasonal employment during the off-season nor as a subsidy of temporary part-time employment or intermittent employment.
- (12) The employer agrees to:
  - (A) Furnish reports relating to proper conduct of the plan;
  - (B) Allow the Director or his or her authorized representatives access to all records necessary to verify the plan before approval;
  - (C) Allow the Director to monitor and evaluate application of the plan after approval.

## **Instructions For Completing the Affected Group Pre check List**

Items are self-explanatory. Complete all information for each employee in the affected group either alphabetically by last name or numerically by social security number. The form may be duplicated if necessary. Please insure that the form contains the information requested, is readable for keypunching, and is printed in the format shown.

## **Instructions for submitting a Shared Work Plan Application for Approval**

Complete the application form and the affected employee listing. To insure employee's forms are processed for Shared Work Benefits for each week following a reduction in hours, submission of these items at least 30 days in advance of the effective date is advisable. You will be notified by mail of the approval or disapproval of your plan. Please contact the Division of Workforce Services Local Office if you have questions.

Upon completion of the form(s) you should submit it to the local Division of Workforce Services office nearest your place of business.

Explanation of Items on the application forms. Complete Items 1-14, sign, and date the certification statement.

### **Section A: Employer Information**

- Item - 1** Self-explanatory.
- Item - 2** Complete only if the name of the company/subsidiary is different than listed in Item 1.
- Item - 3** Self-explanatory.
- Item - 4** Enter the complete mailing address.
- Item - 5** Enter the date you wish your Shared Work Plan to begin. Shared Work Plans begin on a Sunday and may begin no earlier than the Sunday immediately following the date the plan was approved by the Division of Workforce Services. Your plan may begin on any future Sunday. Enter the month, date and year.
- Item - 6** Enter a Saturday date (Month, date, and year). If approved, your plan will expire at the end of the 12th full calendar month after the effective date of the plan or on the date specified in the plan if such date is earlier; provided, that the plan is not previously revoked by the Director.
- Item - 7** Enter the number of employees to be included in the plan as listed on the Shared Work Plan Affected Employees Listing.
- Item - 8** Self-explanatory.
- Item - 9** Self-explanatory.
- Item - 10** Self-explanatory.
- Item - 11** Enter the percentage that you expect to reduce the normal weekly hours of work of the affected employees.
- Item - 12** Specify the type of business you operate (e.g. manufacturing boats, manufacturing tractor parts, engineering-civil, engineering- structural, etc.).
- Item - 13** Describe how the plan was made available to each employee in the affected group.
- Item - 14** Complete this Item if any employee included in the plan is represented by a collective bargaining agent. Indicate the group(s) that are affected by your plan (e.g., clerical, assembly, serving, transportation, sales, etc.). If the affected group is covered by a collective bargaining agreement, enter the union name in the appropriate space. Enter the total number of employees in each affected group, if appropriate, and the number of employees sharing work.

**NOTE:** The application for the Shared Work Program must be signed by the collective bargaining representative(s), if Item 14 is completed.

*(Continued on Reverse Side)*

**Section B Statements are Self-Explanatory.** If there is more than one owner, prepare an attachment which provides the same signature information in a similar format.

**Section C For DWS Use Only.**

### **Instructions for Completion of the SW-Affected Employees Listing**

Items are self-explanatory. Complete all information for each affected employee either alphabetically by last name or numerically by Social Security Number. The form may be duplicated if necessary. Please ensure that the form contains the information requested, is readable for keypunching and is printed in the format shown. (This form must accompany the Shared Work Plan Application.)

### **Instructions For Completion of Weekly Certification For Shared Work Unemployment Compensation (Form SWC-2)**

Complete a Shared Work Weekly Certification only for your employees who are included in your approved Shared Work Plan.

Issue a SWC-2 for the seven consecutive day period that corresponds to the Saturday week-ending date. If the company's payroll period is other than weekly, the employer must report the percent of reduced hours on a calendar week beginning Sunday and ending Saturday.

**Section A** - shall be completed, signed and dated by the Employer.  
(Items 1 through 7, self-explanatory.)

**Section B** - shall be completed, signed and dated by the claimant/employee.  
(Items 1 through 3, self-explanatory.)

The Weekly Certification Claims Forms must be returned to the Division of Workforce Services local office no later than 7 days after the week-ending date (Saturday's date) on the form.

\*Failure to submit the SWC-2 Forms as directed could result in a delay or denial of benefits.

An example of a Weekly Certification Form is on page ten (10). Please read and follow instructions as outlined on the form. The Shared Work Program will function more effectively if both you and your employees carefully review the explanations and follow the instructions.

\*\*Complete a separate "Shared Work Plan Application" for each subgroup, and annotate "Subgroup" on the application.

Please Type or Print in Black Ink		For DWS Use Only	
Employer (Company) Name		Section 11-10-507 Requirements Met	
Employee Name (Last Name, First Name)	Employee Social Security Number	Yes	No
1.			
2.			
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**SHARED WORK PLAN  
APPLICATION**

**For DWS Use Only**

Plan No. \_\_\_\_\_

**Section A. Employer Information**

**Please Type or Print in Black Ink**

1. Enter Company Name as shown on most recent Quarterly Report _____	U.I. Employer Acct. No. _____
2. Business Name (Enter "Same" if same as #1) _____	3. Business Phone No. _____
4. Mailing Address (No., Street or P.O. Box, City, State , ZIP) _____	

5. Plan Start Date: On what date (must be a Sunday date) do you want this plan to become effective? \_\_\_\_\_
6. Plan End Date: On what date (must be a Saturday date) do you want this plan to end? \_\_\_\_\_
7. Number of employees to be covered by the plan as listed on the attached Affected Employee Listing. \_\_\_\_\_
8. Estimate of the number of layoffs that might occur absent participation in the shared work program. \_\_\_\_\_
9. The main work location of employees listed on this plan is *(Complete only if different than Item 4)*:  
 (Street Address) \_\_\_\_\_  
 (Complete only if different than Item 4)  
 (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip) \_\_\_\_\_ (Phone No.) \_\_\_\_\_
10. Since the work hours of employees listed on this application are reduced to less than their normal weekly hours will their fringe benefits be affected?  Yes  No If Yes, how? *(Please be specific)*  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Expected weekly reduction in hours \_\_\_\_\_ %
12. Specific type of business \_\_\_\_\_
13. How was the plan made available to each employee in the affected group? \_\_\_\_\_  
 \_\_\_\_\_
14. List collective bargaining representative(s) for any employee(s) covered by this plan, even if such certification of the collective bargaining agent is on appeal:

Affected Group	Bargaining Agent	No. of Employees in Group
<b>A.</b>		
<b>B.</b>		
<b>C.</b>		

**I approve of this Shared Work Plan:**

Signature, Official A.	Date	Union Name	Local No.
Signature, Official B.	Date	Union Name	Local No.
Signature, Official C.	Date	Union Name	Local No.

## Section B. Employer Certification

### 13. Employer Certification:

- a. The aggregate reduction in work hours is in lieu of all layoffs which would have affected at least ten (10) percent of employees in the affected group or groups to which the plan applies and that would have resulted in an equivalent reduction in work hours.
- b. The hours of work for each affected employee will be reduced by not less than ten (10) percent and not more than forty (40) percent.
- c. During the previous four (4) months the workforce of the affected group has not been reduced by temporary layoffs of more than ten (10) percent of the workers.
- d. I have made the proposed plan or a summary thereof available, to each affected employee or if applicable to the exclusive collective bargaining representative for inspection. A description of how the plan was made available has been provided or if notice of the plan was not feasible, an explanation of why advance notice was not feasible has been provided.
- e. I agree to furnish reports relating to proper conduct of the plan and agree to allow the Director or his authorized representative access to all records necessary to verify the plan prior to approval and after approval, to monitor and evaluate application of the plan.
- f. I understand that the plan may be revoked, if the hours of work are "increased" or "decreased" substantially beyond the level in the plan.
- g. I am aware of the potential effects on my Unemployment Insurance Account (experience rated or reimbursable) if Shared Work benefits are paid to my employees.
- h. I also understand that any substantial change in the plan must be approved by the Director of the Division of Workforce Services.
- i. I understand that the fringe benefits of the affected employees will continue to be provided as though their work weeks had not been reduced. However, if the level of benefits for employees who are not in the Shared Work Group are reduced then the level of benefits for Shared Work Employees may be reduced by a like amount.
- j. I agree that the terms and implementation of the Shared Work Plan are consistent with any obligation I have under federal and state laws.
- k. I have read and understand the Shared Work Information and Application Instructions.

Owner, Partner or Corporate Officer (Type or Print)	Contact Person	Telephone Number
Owner, Partner or Corporate Officer Signature	Title	Date Submitted

## Section C: Plan Disposition

### For DWS Use Only - Do Not Complete Below This Line

14. Plan Disposition: I recommend  Approval  Disapproval

Reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Division of Workforce Services Representative	Date
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15. Determination: The plan is  Approved  Disapproved for reasons cited in Item 14.

Approved By:	Title	Date
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**SHARED WORK PLAN  
AFFECTED EMPLOYEE LISTING**

Please Type or Print in Black Ink					For DWS Use Only	
Employer (Company) Name			U.I. Employer Acct. No.		Plan No.	
Employee Name (Last Name, Initials)	Employee Social Security No.	Normal Weekly Hours of Work (Max. of 40 Hrs)	Percentage of Reduction	Under Collective Bargaining Agreement		
				Yes	No	
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**WEEKLY CERTIFICATION FOR SHARED WORK  
UNEMPLOYMENT COMPENSATION**

**Section A: Employer Statement**

Name of Employer	Employer Plan No.	Week Ending (Saturday Date)
<p>1. Normal weekly hrs. _____ Number hrs. work week reduced _____ Number hrs. worked _____</p> <p>2. Was the reduction in hours worked by this employee the same as was agreed upon in the Shared Work Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," what percentage of reduction _____ %</p> <p>3. Was employee absent from work for reasons other than Shared Work? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," was absence with your approval? _____ If "No," give date(s) and reason: _____</p> <p>4. Did employee refuse any work you made available to him during the above? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes," please attach a note of explanation with this claim form.)</p> <p>5. Other pay to be received for this week: Bonus pay, Holiday pay, Sick pay. (Circle that which applies) Amount \$ _____</p> <p>6. Were you closed for Vacation or Holiday purposes during any part of the above week? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><b>Employer's Certification:</b> I certify that the above information concerning the status of this company and the status/hours of this employee for the purpose of participating in the Shared Work Program is true and correct to the best of my knowledge.</p>		
Employer's Signature	Title	Date

**Section B: Employee / Claimant Statement**

Employer Claimant Name	Social Security Number	Week Ending (Saturday Date)
<p>The following questions are for the seven-day period that ends on the Saturday date above. Answer each question.</p> <p>1. During the above week, were you able and available for all the hours of work made available to you by your Shared Work Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," please attach a note of explanation with this claim form.)</p> <p>a. Total hours worked for your Shared Work Employer _____</p> <p>b. Gross earnings for the above week from your Shared Work Employer: \$ _____</p> <p>2. Did you work for anyone other than your Shared Work Employer on any day in the week covered by this claim? (This includes, but is not limited to, self-employment and National Guard or Reserve duty.) <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," provide the following information: Employer Name (or Self-employed) and Address: _____ Number of hours worked: _____ Gross Amount Earned: \$ _____</p> <p>3. Will you receive or have you received any pension, annuity or retirement pay including Social Security? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Type: _____ Amount Received: \$ _____</p>		
<p><b>Employee/Claimant Certification:</b> I claim Shared Work Benefits under the Arkansas Division of Workforce Services Law. I certify that the above statements are true and complete, that I was partially unemployed, able to work, available for work with my shared work employer and that my loss of hours in work was due to no fault of mine. I have not claimed unemployment benefits for this period under any other State or Federal system. I realize the Law prescribes penalties for false statements.</p>		
Signature	Date	Address (Complete only if changed)
<b>For DWS Use Only</b>	DWS Representative	Date Processed

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### **Instructions To Employer - Section A**

**Explanation:** The purpose of this Form is to confirm the status of employees which you have listed in your Shared Work Plan during a week for which he is claiming Shared Work Benefits.

**Procedure:** Complete Section A, "Employer Statement." Be sure to show the Saturday date for the week the employee / claimant wishes to claim in the space provided at the top of the Form. Return the Form to your employee /claimant who will complete Section B and return it to the Division of Workforce Services, for processing.

If a worker's hours are reduced for any reason other than lack of work (illness, vacation, personal reason, etc.), include an explanation as part of your statement. If the employee completes Section B and wishes to claim the week, even though you do not agree that this person should be paid for the week, attach a statement setting forth your reason(s) for believing this person should not receive benefits for this week.

**NOTE:** Complete the information in Section A only for the seven consecutive-day period that corresponds to the above Saturday week ending date. If your payroll period is other than weekly, you must report the percentage of reduced hours on a calendar week beginning Sunday and ending Saturday.

### **Instructions To Employee / Claimant - Section B**

**Explanation:** This Form is used to claim Shared Work Benefits during a week in which your normal work hours of work have been reduced under an approved Shared Work Plan agreed to by your employer.

**Procedure:** Complete Section B, "Employee / Claimant Statement." Use a calendar week (Sunday through Saturday) for the week you claim (a calendar week begins Sunday and ends at midnight Saturday). Be sure to show the Saturday date for the Week you wish to claim in the space designated "Week Ending (Saturday Date)." You must wait until after the calendar week ends before you complete and mail a claim for that week, for example, you must wait until the 8th to claim a week that ends the 7th. After you complete the Form, return it to your local Division of Workforce Services, within seven (7) days of the weekending date shown on the Form.

### **Important!**

Review the completed Form to be sure that it is correct. Any errors or omissions may cause a delay in payment of benefits!

Any time there is a question about your eligibility for benefits, you will be asked to give a statement regarding the fact. If benefits are denied, you will receive a notice which explains the reason. You have a right to appeal this notice.

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### **Shared Work Responsibilities**

After your plan has been approved, "THE PACKAGE," which includes an information sheet, Initial Claims Forms and Weekly Certifications, will be mailed to you for distribution to the affected employees. Each employee must complete an Arkansas Initial Claim for unemployment insurance form, which must be completed and submitted by each affected employee to the Division of Workforce Services Local Office that is handling your Shared Work Plan. Every week during the time the plan is in effect, to claim benefits each affected employee will be responsible for completing a Weekly Certification Form; this Form constitutes their claim for Shared Work Benefits.

### **Modification of an Approved Plan**

An operational Shared Work Plan may be modified by the employer with the acquiescence of the employee representative or collective bargaining agent if the modification is reported promptly to the Director. If the hours of work are increased or decreased substantially beyond the level in the original plan, or any other conditions are changed substantially, the Director shall approve or disapprove such modification, without changing the expiration date of the original plan. If the substantial modifications do not meet the requirements for approval, the Director shall disallow that portion of the plan in writing.

**NOTE:** To modify an approved plan an employer shall submit written notification to the Director of Division of Workforce Services. The request must be certified by the employee representative(s) or collective bargaining agent, if appropriate.

### **Addition to an Approved Plan**

To add an employee to an affected group of an existing Shared Work Plan, the employer must submit written notification to the Director of the Division of Workforce Services.

The written notification must include the Shared Work Plan number, employee name, social security number, and percentage of reduction.