

THE SASKATCHEWAN TRUCKING ASSOCIATION		
STA Documents	Date Created: 21/04/2009	Date Revised:
<i>Work-Sharing</i>	V.: 1.0	Date Printed: 21/04/2009

Work Share Program

Although Saskatchewan remains a “have” province in these tough economic times, the trucking industry largely depends on the rest of the country and North America to remain viable. As a result, some trucking firms may face the reality of having to scale back its operations in the form of temporary layoffs.

Before considering temporary layoffs, employers should be examining other avenues that will help retain their experienced, trained and valuable employees. One option that is not widely known is the Federal Work Share program. This program is designed to help employers retain their good employees through the tough times and to help employees stay with their employer of choice.

The following information about the Work Share Program can be found on the Service Canada website:

www.servicecanada.gc.ca/eng/work_sharing/index.shtml

Eligibility Criteria:

1. Eligible employers must:

- Have been in year-round business in Canada for at least two (2) years;
- Show that the need for reduced hours is unavoidable;
- Show that the work shortage is temporary and unexpected;
- Demonstrate (through a recover plan) how the business will be maintained for the duration of the agreement and return to normal working hours as the economy strengthens;
- Not be undergoing a labour dispute; and
- Have the agreement of the union (if applicable) and employees

2. Eligible employees must:

- Be “core staff” (year-round permanent full-time or part-time employees who are required to carry out the functions that will lead to recovery);
- Be eligible to receive regular Employment Insurance Benefits; and
- Not be participating in a labour dispute

* A minimum of two (2) employees is required for a Work-Sharing Agreement.

** The work shortage must be significant enough to warrant support of the program i.e. a demonstrated decrease in sales/orders of at least 10%.

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Duration

Work-Sharing Agreements have a minimum duration of six (6) weeks.

Expected Work Reduction and Utilization Report

Work-Sharing Agreements must include a reduction in work activity between a minimum of 20% of the employees' regular work schedule and a maximum of 60% (i.e. one to three days).

Employers who enter into a Work-Sharing Agreement are expected to complete a Utilization Report every two (2) weeks detailing the number of hours worked by each employee participating in Work-Sharing.

How to Apply for Work-Sharing

Employers should read the Work-Sharing Applicant Guide before filling out the Work-Sharing Application form. The completed application, along with the "Attachment A" listing the employees involved and a recovery plan, can be submitted in person at the local Service Canada Center.

Work-Sharing Applicant Guide:

http://www.servicecanada.gc.ca/eng/work_sharing/applicantguide/index.shtml

Work-Sharing Application Form:

<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=emp5100&ln=eng>

Attachment A:

<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=emp5101&ln=eng>

Work-Sharing Brochure:

http://www.servicecanada.gc.ca/eng/work_sharing/brochure.shtml

* Applications must be submitted at least one month prior to the anticipated start date. All agreements start on a Sunday.

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Valuable Points Worth Mentioning:

1. Employees must mutually agree with the employer's strategy to share available work over a reduced workweek.
2. Employees are eligible to receive Employment Insurance (EI) benefits for the days they are not working.
3. Employees do not have to serve a two-week waiting period for Work-Sharing Benefits.
4. The basic benefit rate is 55% of the employee's average insured earnings up to a yearly maximum insurable amount of \$42,300. This means employee's can receive a maximum payment of \$447 per week or \$89.40 per day.
5. Your EI payment is a taxable income, meaning federal and provincial taxes will be deducted.
6. Employer is responsible for setting up a schedule of work hours
7. Work-Sharing Agreements do not affect workers rights to regular EI Benefits if they happen to be laid off after the agreement ends.
8. Statutory holidays occurring within a Work-Sharing period are not compensated by EI Benefits and are the responsibility of the employer.
9. During the Work-Sharing Agreement, as work becomes available, the employer may request an employee to work on a Work-Sharing day and the employee is required to report to work.
10. Employers must include a recovery plan including:
 - Description of the business
 - Description of the employees
 - Description of plan of recovery – the expected duration and the actual cause for the work shortage
 - An outline of steps that will be taken to generate business and thus alleviate work shortage. Include objectives, activities, realistic timeframes, milestones and expected outcomes
 - A description of measures taken to overcome the downturn in business before applying for the Work Share Program
 - Any work force adjustments to be made before of after that period of time for which you require the use of a Work-Sharing Agreement (i.e. layoffs, reducing hours to part time from full time)
 - Any other information you may find useful