



Alameda County Workforce Development Board *Resource Toolkit for Businesses, Workers, and Job Seekers Impacted by COVID-19*



The Alameda County Workforce Development Board (ACWDB) is here to help point employers, self-employed individuals, contractors, workers, and job seekers in the right direction amidst the COVID-19 pandemic. This toolkit is intended to provide relevant, and up-to-date resources to employers, workers, and job seekers impacted by COVID-19.

Please note that we will attempt to update this toolkit as information is released or point clients and stakeholders in the right direction for finding up-to-date information via our social media platforms.



For information or questions, please contact ACWDB staff members:

Business Services: [Samantha Miller](#) and [Javier Contreras](#)

Career Center Services: [David Dias](#)

Youth and Young Adult Services: [Deidra Perry](#)

ACWDB SERVICES TO BUSINESSES/EMPLOYERS

The ACWDB is under the shelter in-place order in Alameda County in alignment with the Alameda County Social Services Agency. Therefore, staff will not carry-out in-person services. Please contact us to see what virtual services below:

- **Layoffs/Closure:** Please contact ACWDB's Rapid Response Coordinator, Javier Contreras at Javier.Contreras@acgov.org or (510) 259-3831 if your company is facing a closure or layoff. Rapid Response teams will meet with you (telephonically) to discuss your needs and provide services to assist impacted workers. Employers of all sizes considering layoffs are encouraged to contact Javier as collecting data on the economic impact of the pandemic is important to inform future relief programs.
- **Laid off workers**, or those looking for full-time or interim work, please connect directly with our Career Services Providers that offer remote services and are located throughout Alameda County:
 - **Eden Area Comprehensive America's Job Center of California**
website: www.edenareaonestop.org
website: edenareaajcc@rubiconprograms.org
phone: (510) 672-4150 or (925) 914-7675
 - **Tri-Cities Career Center**
website: www.ohlone.edu/careercenter
email: careercenter@ohlone.edu
phone: (510) 742-2323
 - **North Cities Career Center**
email: coa-ncitiescc@peralta.edu
phone: (510) 748-2208
 - **Tri-Valley Career Center**
website: www.trivalleyonestop.org
email: employerservices@clpccd.org
phone: (925) 560-9431

STATE AND COUNTY RESOURCES

- The [East Bay Economic Development Alliance](#) has a growing and current list of resources to assist businesses in Alameda and Contra Costa counties.
- The [State Labor and Workforce Development Agency](#) has a host of resources on their website to assist employers and workers regarding reducing hours, the [Work Sharing Program](#) (fact sheet is attached on pages 5-6), protecting workers, and more.

- COVID-19 webinars are offered by the California Employers' Association at: <https://www.employers.org/events/webinars/>.
- **Business Loans:** The [Small Business Association \(SBA\)](#) will provide up to \$2M in Disaster Assistance Loans. Also, learn about additional loan programs and business services offered by the [SBA](#).
- **Worker Issues:** Employers/Businesses with sick or quarantined workers, workers caring for those who are sick, and workers who are subject to reduced hours and layoff due to COVID-19 can find more information at the [Employment Development Department \(EDD\)](#).
- **The Alameda County Small Business Development Center (SBDC)** at Ohlone College in Newark provides one-on-one business advising, disaster loan application assistance and much more for businesses that [apply](#). Updates can be found on SBDC's [News & Announcements](#) page.

The Alameda County SBDC is completely remote, available by email, online web updates "News & Announcements" and phone system. Interested parties may call **(510) 516-4118 and leave a message (picked up throughout the day)**.

FACT SHEET



WORK SHARING UNEMPLOYMENT INSURANCE PROGRAM

This California program allows for the payment of Work Sharing Unemployment Insurance benefits to individuals whose wages and hours have been reduced. The program is considered a temporary and practical alternative to layoffs. For example:

- Due to an economic downturn, an employer with 100 employees finds it necessary to lay off 20 employees. However, rather than lay off these employees, the employer participates in the Work Sharing program. The employer keeps all 100 employees on the payroll but reduces their workweek from five days to four days, thereby achieving the same desired 20 percent reduction in payroll. All 100 employees continue to earn wages for four days and also are eligible for Work Sharing benefits for the fifth (nonworking) day. The employer retains all trained staff and, when business improves, the employees resume their five-day work schedule.

Background

California's Work Sharing program was the first program of its kind in the nation. It was established by the California State Legislature in 1978 under Senate Bill 1471. The objective of the Work Sharing program is to help employers and employees avoid some of the burdens that accompany a layoff situation. If employees are retained during a temporary slowdown, employers can quickly gear up when business conditions improve. Employers are spared the expense of recruiting, hiring, and training new employees. Employees are spared the hardship of total unemployment.

Who May Participate in Work Sharing?

Any employer who has a reduction in production, services, or other conditions that cause the employer to seek an alternative to layoffs may participate in the Work Sharing program. Some of the specific requirements are:

- A minimum of two employees, comprising at least 10 percent of the employer's regular workforce or a unit of the workforce, must be affected by a reduction in wages and hours worked.
- The reduction in weekly wages and hours worked also must be at least 10 percent, not to exceed 60 percent.

- The company will maintain employees' health and retirement benefits under the same terms and conditions as prior to the reduction in hours and wages or to the same extent as other employees not participating in the plan.
- A corporate officer or major stocker holder who is deemed to have significant investment in the company may not participate in the Work Sharing Program.

How Does an Employer Participate in Work Sharing?

To participate in this program, employers may call or write:

EDD Special Claims Office
PO Box 419076
Rancho Cordova, CA 95741-9076
916-464-3343

The Special Claims Office will mail interested employers a *Work Sharing Plan Application*, DE 8686 and other general information, or the employer may download the *Work Sharing Plan Application*, DE 8686 from the Internet at www.edd.ca.gov/pdf_pub_ctr/de8686.pdf.

What Happens After the Employer's Work Sharing Plan Application is Approved?

The Special Claims Office in Sacramento sends the employer a letter of approval, one mail claim packet for each participating employee, and a ten-week supply of weekly certification forms for each employee. During the weeks of reduced hours and wages, the employer issues the certification forms to the participating employees.

All Work Sharing claims are filed by mail. The employer and participating employee complete the documents contained in the mail claim packet. After completion, the documents are mailed to the Special Claims Office to establish an Unemployment Insurance claim. Employees approved to participate in the program must meet regular Unemployment Insurance claim filing requirements. After the Unemployment Insurance claim is filed, the employer issues a certification form to each participating employee.

Benefits are paid weekly proportionate to the percentage of reduction in hours and wages. For example:

- An employee normally works a five-day workweek and is paid \$500. If this employee's workweek is reduced to four days, the employee's weekly wages would be \$400. This is a 20 percent reduction in wages and hours. The Work Sharing benefits for this employee are 20 percent of the Unemployment Insurance benefits the employee would receive if the employee were totally unemployed. If the employee's weekly Unemployment Insurance benefit amount is \$300, the employee would qualify for \$60 in Work Sharing benefits. This results in a reduction in gross wages of only \$40 for that week (\$400 + \$60 = \$460).

How is the Employer Charged?

Employers are charged for Work Sharing Unemployment Insurance benefits in the same manner as for regular Unemployment Insurance benefits. Questions regarding employer charges may be directed to:

EDD Contribution Rate Group
916-653-7795

The Advantages of Work Sharing

The Work Sharing program can meet employers' needs due to its built-in flexibility and possible variations by:

- Minimizing or eliminating the need for layoffs and the accompanying hardships for employees.
- Enabling a business to retain trained employees and avoid the expense of recruiting, hiring, and training new employees.

- Retaining employees during a temporary slowdown allowing employers to quickly gear-up when business conditions improve.
- Treating employees more equitably than layoffs, which place the burden of economic adjustments for an entire business on relatively few employees.
- Allowing almost all types of business or industry.

For More Information

For further information, please contact:

EDD Special Claims Office
PO Box 419076
Rancho Cordova, CA 95741-9076
916-464-3343

For additional information on other EDD programs and services, please visit EDD's Internet site at www.edd.ca.gov.

The EDD is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

JOB SEEKER, SELF-EMPLOYED AND WORKER RESOURCES

Due to COVID-19, ACWDB's service providers have ceased in-person meetings and workshops. Please visit the following links below to learn about site-specific changes, service delivery, and virtual services:

- **Eden Area Comprehensive America's Job Center of California** for Hayward, San Leandro, San Lorenzo, Ashland, Cherryland, and Castro Valley residents:
website: www.edenareaonestop.org
website: edenareaajcc@rubiconprograms.org
phone: (510) 672-4150 or (925) 914-7675
- **Tri-Cities Career Center** for Fremont, Union City, and Newark residents:
website: www.ohlone.edu/careercenter
email: careercenter@ohlone.edu
phone: (510) 742-2323
- **North Cities Career Center** for Alameda, Berkeley, Emeryville and Piedmont residents:
email: coa-ncitiescc@peralta.edu
phone: (510) 748-2208
- **Tri-Valley Career Center** for Dublin, Pleasanton, Livermore, and Sunol residents
website: www.trivalleyonestop.org
email: employerservices@clpccd.org
phone: (925) 560-9431

EMPLOYEES/WORKERS WHO ARE SICK/QUARANTINED OR SUBJECT TO REDUCED HOURS/WAGES

- **Sick or Quarantined Workers:** Sick or quarantined workers may be eligible to file for State Disability Insurance, with benefits ranging from 60-70 percent of wages (depending on income) and from \$50-\$1,300 a week. Find more information at [EDD's website](#).
- **Caregivers:** Workers caring for an ill or quarantined family member *may* be able to file for up to six weeks of Paid Family Leave. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week. Find more information at [EDD's website](#).
- **Reduced Hours or Layoffs:** Workers whose hours have been reduced or who have been laid off due to COVID-19 may be able to file for Unemployment Insurance (UI). UI provides partial wage replacement benefit payments to workers who lose their job or

have their hours reduced, through no fault of their own. Find more information at [EDD's website](#).

SELF-EMPLOYED/CONTRACTOR

The EDD has resources to address COVID-19 issues for individuals who are self-employed. For more information, please visit: <https://www.edd.ca.gov/disability/Self-Employed.htm>

YOUTH AND YOUNG ADULT JOB SEEKER SERVICES

Due to COVID-19, ACWDB's youth and young adult service providers have ceased in-person meetings and services. Please visit the following links below to learn about site-specific changes, service delivery, and virtual services:

Out-of-School Youth for youth and young adults ages 16-24 and not enrolled in school:

- ***Berkeley Youth Alternatives*** for Alameda, Berkeley, Emeryville and Piedmont residents please visit: www.byaonline.org
- ***Hayward Adult School*** for Hayward, San Leandro, San Lorenzo, Ashland, Cherryland, and Castro Valley residents please visit: www.has.edu
- ***La Familia Services*** for Fremont, Union City, Newark, Dublin, Pleasanton, Livermore, and Sunol residents please visit: www.lafamiliacounseling.org

In-School Youth for youth and young adults ages 16-21 and enrolled in high school, continuation school, or college:

- ***Eden Area Regional Occupational Program*** please visit: www.edenrop.org

OTHER RESOURCES FOR JOB SEEKERS

Job seekers, now is the time to learn new skills and gain new industry-recognized certificates. Update your skills from the comfort of your home with Metrix Online Learning! New users can register at: <https://acwdb.metrixlearning.com/sd/sduseralameda.cfm>. Existing users can sign up at: <https://acwdb.metrixlearning.com/signin.cfm>