

FAQ about Missouri Shared Work Program

This FAQ describes the rules in the State of Missouri. Our coworkers in Iowa are already participating in a shared work program and are following the rules for the State of Iowa.

What is the Missouri Shared Work Program?

The Missouri Shared Work Program (SWP) is an alternative to a layoff for employers faced with a reduction in available work. It allows the employer to divide available work among coworkers instead of a layoff. These coworkers receive a portion of their unemployment benefits while working reduced hours.

How does the Shared Work Program Operate?

At least ten percent of the total coworkers in an “affected unit” or company must have a reduction in work hours. Coworker’s regular work hours and wages are reduced by no less than 20% and no more than 40%. As an example, if you are usually scheduled for 40 hours per week, you will work no less than 24 hours and no more than 32 hours while enrolled in the SWP.

Does Shared Work affect my benefits?

No, coworkers’ current fringe benefits will continue. This includes health insurance, PTO accruals, holiday pay, 401(k) match percentages, etc.

Does Shared Work affect my 401(k) contributions/match or the company incentive?

A reduction in wages or salary will result in a lower 401(k) contribution and match as well as eligible wages for calculating your company incentive.

How much will I receive in state unemployment benefits while on the SWP?

Please reference the Missouri Unemployment Benefit Calculator for additional information that is located at: <https://labor.mo.gov/DES/Claims/calculator>.

Under the Missouri SWP, coworkers are eligible to receive partial unemployment benefits at a rate of 20 – 40% of their weekly unemployment benefit based on their reduced work hours. The maximum full weekly benefit in Missouri is \$320. To help explain this, we will show an example below.

EXAMPLE:

A coworker who earns \$640 per week would have a \$320 per week unemployment benefit amount. If a coworker's hours are reduced by 20%, the coworker will get 20% of their regular weekly unemployment benefit amount. In this example, that is \$64 per week in state unemployment benefits. Example: $\$320 \times .20 = \64

Are coworkers on the SWP eligible to receive the temporary Federal Pandemic Unemployment Compensation (FPUC)?

Yes, coworkers on the SWP for that week are eligible to receive FPUC. If a coworker gets at least \$1 in state unemployment compensation for that week, they will receive an additional \$600 weekly payment. The federal government has put this extra \$600 benefit in place on a temporary basis through most of July. The FPUC payments should be processed at the same time as the state unemployment benefits, but may be issued as a separate payment.

How do I calculate what my pay will be if on the SWP?

32 hours * hourly rate + state unemployment (max \$64) + \$600 (FPUC through July)

Are unemployment benefits taxable?

Yes, state unemployment benefits and the FPUC payments are taxable.

What are the requirements for coworkers to be eligible for SWP?

- The coworker must be eligible for Missouri regular unemployment benefits. For any questions on eligibility, this link will take you to the MO Unemployment site: <https://molabor.uservoice.com/knowledgebase/articles/282910-how-is-eligibility-determined>.
- The coworker must physically work at least 24-hours during the week.
- The coworker must accept and be available during the week for all scheduled hours offered by the company. Please note that any absence during the week may interfere with your ability to receive Shared Work as well as Federal Pandemic Unemployment Compensation (FPUC) payments.
- To participate in the SWP, the coworker must not be paid for more than 32 hours in a week which includes vacation and holiday pay.

What is the plan at Mueller?

For the week of June 1, 2020, the majority of our full-time coworkers will be scheduled for a 32-hour work week. That means for those normally scheduled to work 40-hours per week, we will have 8 hours on the SWP. Some of us will continue to work our regular

hours due to sales responsibilities, customer expectations, or other company obligations which cannot be met with the reduced hours.

Your supervisor will communicate with you regarding whether you will be on the SWP for that first week of June and any scheduling details specific to your group. Going forward, we will evaluate on a weekly basis whether we will be participating in the SWP or working our regularly scheduled hours. There will be weeks when a person will be able to work the 32 hours and participate in the SWP. There will be other weeks when they may not be able to, based on workload and staffing.

While on the SWP, the opportunity for taking vacation hours may be very limited, as we think 32 scheduled hours will be necessary for us to complete our work. A request for a limited amount of vacation time will only be considered if it is submitted to your supervisor a full-week in advance. Approval is subject to workload and staffing for the entire company and will be denied or approved by HR. Any vacation that was previously submitted and approved by your supervisor prior to this announcement remains approved.

Does the SWP also apply to exempt employees?

Yes, exempt employees may be eligible as their workload allows. The expectation will be for exempt employees to work one less day during the week and work 32 hours a week when participating in the SWP. Exempt employees will be required to communicate to their supervisor if they are unable to complete their workload under these parameters. Exempt coworkers participating in the SWP will have their salaries reduced by 20% accordingly. They will also be eligible for a state unemployment benefit and the FPUC.

What happens if business conditions change and regular work hours are required? The company will notify the Missouri State Unemployment Division, and coworkers will return to their full-time schedule. The Shared Work Program will remain available for 12 months if business should decline.

Do coworkers have to perform any job searches?

Employees will remain employed by Mueller and are not required to perform any job searches while participating in the SWP.

Is there a one week waiting period before coworkers are eligible for unemployment benefits under SWP?

Employees are immediately eligible for unemployment benefits under the Missouri Executive Order (EO20-4). This executive order removed the one week waiting period for unemployment benefits due to the COVID-19 pandemic.

What actions do I take to receive SWP benefits?

You will need to create or update your account with Missouri Unemployment at <https://uinteract.labor.mo.gov/benefits/home.do>. You will be given an instruction packet with details on how to do this or you can access instructions at <https://employee.paulmueller.com> under the tab “Shared Work Program.”

Do I have to do anything during the week that I am on SWP to receive my unemployment compensation and FPUC payments?

No, you do not need to do anything each week that you are on the SWP to receive your unemployment and FPUC payments for that week. This is provided that you have previously created or updated your account with MO unemployment. The company will file the weekly requests for payments on behalf of coworkers whose hours have been reduced as part of the SWP.

How soon will I receive unemployment payments or payments from the FPUC?

The company submits the weekly request for payments, and the state unemployment division will process them. We do not anticipate any significant delays for the state unemployment compensation or the Federal Pandemic Unemployment Compensation. However, due to increased volumes of requests through the Missouri Unemployment Division, some coworkers may experience delays in receiving their unemployment benefits. We ask that you be diligent in financial planning during this time and communicate to PMC Cares (pmccares@paulmueller.com) if you are unable to maintain necessities because of a gap caused by the timing of unemployment payments.

What will happen with coworkers garnishments for child support and other creditors?

The company will continue to process and submit payments for Child Support Orders and other legally compliant garnishments per federal and state law based on a coworkers’ disposable earnings. Also, be aware the Missouri Division of Child Support Enforcement can intercept up to 50% of a claimant's weekly benefits if they are delinquent on their child support payments.

Any additional questions regarding the interception of unemployment benefits for Child Support should be directed to Child Support Enforcement at 866-313-9960.

How is eligibility for the SWP affected when a coworker misses part of their scheduled 32-hours during the week?

Eligibility for the SWP is based on acceptance and availability to work all of the 32-hours scheduled for the coworker that week. The SWP guideline does count approved vacations or company holidays toward eligibility. It does not count any hours for which a coworker was scheduled to work, but they are absent due to personal reasons, illness, or FMLA, etc. In such cases, the coworker was not available for all scheduled hours.

The following examples are based on Missouri's SWP guidelines.

You are eligible for the SWP:

24 hours worked plus 8 hours of holiday will equal 32 qualifying hours.

24 hours worked plus 8 hours of approved vacation will equal 32 qualifying hours.

You are ineligible for the SWP:

16 hours worked plus 16 hours of vacation. You did not physically work the 24 hour minimum.

24 hours worked and called in ill, FMLA or for other personal reasons. You were not available for all the scheduled hours.

33 hours worked. You cannot work over the 32 hours maximum.

32 hours of vacation scheduled. You did not physically work the 24 hours minimum.