

# SHORT-TIME COMPENSATION

## EMPLOYER FAQs

NEBRASKA

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DEPARTMENT OF LABOR

### How many employees with reduced hours do I need in order to apply for an STC Plan?

You must have a minimum of three participants to apply for an STC Plan.

### If my employees' hours are reduced, am I required to participate in an STC Plan?

No, this program is voluntary.

### What is the maximum time frame for an STC Plan?

Thirteen months.

### Am I required to provide benefits to my employees participating in an approved STC Plan?

Yes. Continue to provide the usual health and retirement benefits to any employee whose weekly hours of work are reduced under STC. Benefits must be provided under the same terms and conditions that were in place prior to the STC plan.

### After I apply for STC, how does the Department of Labor determine my eligibility?

The Department of Labor will determine whether your company is current on unemployment insurance taxes and whether the layoff is temporary and not related to seasonality or intermittent downturn. The employees' hours must be reduced by at least 10%, but not more than 60%. The hours reduced in each affected unit must all be reduced by the same percentage. This approval process can take up to 30 days.

### When can I expect to receive my STC plan ID and password?

Once you have received confirmation that your STC plan has been approved, you should receive the plan ID and password within 3-5 business days.

### What do I need to do after my company's STC plan is approved?

Submit a weekly certification each week by Wednesday at [dol.nebraska.gov/UIConnect](http://dol.nebraska.gov/UIConnect). Instructions can be found at [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC). Inform your employees of their responsibilities under the STC plan.

### What happens if I do not submit my employer weekly certification by midnight Wednesday?

Your employees may potentially be unable to file a weekly claim for the proceeding week and your STC plan may be terminated.

### What do my employees need to do after my company's STC plan is approved?

Employees in the STC plan must file an initial claim or re-open an existing claim at [NEworks.nebraska.gov](http://NEworks.nebraska.gov) by the Friday of the week that your plan is approved. On the Sunday after the plan is approved, they will need to file a weekly claim for benefits for the previous week at [NEworks.nebraska.gov](http://NEworks.nebraska.gov), even while their initial claim is still processing. They will need to continue to file weekly claims between Sunday and Friday for every week that they are requesting payment or waiting week credit.

Equal Opportunity Program/Employer TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.

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[dol.nebraska.gov/STC](http://dol.nebraska.gov/STC)

## **When can my employees expect to see their first payment?**

It can take several weeks to process an initial claim or a re-opened claim. If necessary, we'll call the employer or employees to get information needed to determine eligibility. There is no need to contact the Department of Labor during this time unless you have questions or are asked to do so. While their claims are processing, the employees should file weekly claims between Sunday and Friday to request payment for the previous week.

## **Do my employees have to serve a waiting week?**

Yes, to get credit for the waiting week, your employees must file a weekly claim and meet all eligibility requirements for that week. The waiting week is the first week of eligibility and is never paid. However, they must serve a waiting week to be eligible for payments for later weeks.

## **How are the STC payments determined for my employees?**

If your employees meet all eligibility requirements and their hours are reduced between 10% and 60%, they will receive payments that are based on a percentage equal to the percentage that their hours are reduced. If information in a weekly claim submitted by an employee does not match the employer's weekly certification, the week will be reviewed to determine if the employee is eligible for payment.

## **Who can my employees call if they have a question about their claim?**

Employees may call 402-458-2500 to speak to a claims specialist between 8 a.m. and 4:30 p.m. or email [ndol.nichelp@nebraska.gov](mailto:ndol.nichelp@nebraska.gov).

## **What do I need to do in the event hours reduced are greater than originally submitted on my STC plan or if there is no work and there is an offer for voluntary time off without pay?**

You will need to submit an STC plan modification online at [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC).

## **What do I need to do in the event the workload increases and the reduction of hours is decreased? (i.e. STC plan reduction of hours is 50% and new order comes in and reduction of hours is now 10%.)**

You will need to submit an STC plan modification online at [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC).

## **What if I need to terminate participating workers due to closures?**

If your business undergoes a complete closure, you will need to fill out the STC plan termination form at [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC).

If your business undergoes a partial closure and you retain at least three employees on the plan, you will need to fill out the STC plan modification form at [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC).

The Nebraska Department of Labor also offers a free Rapid Response program to any company that has made the decision to lay off employees or close a facility, providing immediate aid to companies and their affected workers. The purpose of this program is to assist employees to quickly transition from one employment opportunity to the next. For more information, go to [dol.nebraska.gov/EmploymentandTraining/LayoffServices](http://dol.nebraska.gov/EmploymentandTraining/LayoffServices).

## **Who can I contact if I have questions about my STC plan?**

Employers may call 402-471-9912 during regular business hours or email [ndol.stclegal@nebraska.gov](mailto:ndol.stclegal@nebraska.gov).