


EMPLOYER HANDBOOK



**This booklet contains information
for employers who hire workers
through the *Jobs*
PLUS program.**

**If you have further questions about the
program, direct them to your
Jobs
PLUS contact person:**

A large, empty rectangular box with a thin black border, intended for the contact person's name and information.

WELCOME TO **Jobs!** **PLUS**

By becoming a **Job Opportunity and Basic Skills (JOBS) Plus employer**, you're a partner in an innovative employment strategy that puts Oregon in the national spotlight.

The Oregon Department of Human Services (DHS) thanks you for joining **JOBS Plus**. The program is designed to be easy for employers to implement. Please let us know about any comments or concerns you have with **JOBS Plus**. The program's success depends on the continued participation of businesses such as yours.

Again, thank you for agreeing to help Oregonians move off public assistance.

You are not only improving your business — you are also making a valuable contribution to your community.

WHAT IS JOBS PLUS?

JOBS Plus is a **subsidized** work program that provides real jobs for TANF clients. TANF clients can be placed with an employer (private-for-profit, nonprofit or governmental) for up to six months. Instead of receiving TANF and SNAP benefits, the client receives a paycheck from the employer and the employer is reimbursed for wages and payroll taxes.

The **JOBS Plus** program is a Job Opportunity and Basic Skills (JOBS) activity. The program began as a ballot measure that was approved by the voters in 1991. In 1993 and 1995, the Oregon Legislature passed **JOBS Plus** legislation to implement the program. Although **JOBS Plus** is a regular JOBS activity, there are special Oregon laws that apply.

WHAT ARE THE BENEFITS OF JOBS PLUS?

For the employer, *JOBS Plus*:

- »»» Saves money and the employer is reimbursed for part of the payroll costs;
- »»» Defines the job and trains the **JOBS Plus** worker to do the job;
- »»» Interviews and selects eligible workers;
- »»» Becomes part of public-private work force partnership that promotes self-sufficiency for Oregon families.

For TANF clients, they:

- »»» Are placed in a real job, providing meaningful job experience;
- »»» Receive wages that are likely to be more than the TANF and SNAP benefits they would have received;
- »»» Receive a cash supplement for the difference if the **JOBS Plus** wages received are less than the amount of TANF and SNAP benefits;
- »»» Continue to receive medical benefits and child care assistance with no co-pay;
- »»» Receive any child support collected by the state;
- »»» Earn money toward an Individual Education Account.

BASIC INFORMATION FOR EMPLOYERS

JOBS Plus employees should be considered temporary workers and should be subject to the same rules as other temporary employees, including those dealing with sick leave, holidays and vacations.

JOBS Plus workers can only fill certain kinds of positions. They cannot displace regular employees or fill vacant, established positions. **JOBS Plus** placements are limited to six months.

JOBS Plus employees can only be placed in positions that require 40 hours or less per week. Employees are not required to work more than 40 hours, but they can agree to work beyond 40 hours. **Employers will not be reimbursed for any wages beyond 40 hours a week.**

As a **JOBS Plus** employer, you are obligated to:

- »»» Provide a meaningful, positive job experience that offers the possibility of moving into unsubsidized work (not paid by **JOBS Plus**);
- »»» Pay a wage that is equivalent to wages paid for similar jobs, adjusted for experience and training;
- »»» Provide each **JOBS Plus** employee with workers' compensation coverage (the cost will be reimbursed by DHS);
- »»» Provide a workplace mentor to teach job skills and provide support and feedback to the worker;

- »»» Pay \$1 into an Individual Education Account for each hour the employee works, beginning 30 days after the person starts the job;
- »»» Allow eight hours of paid job search as part of the regular work week if the person has not found unsubsidized employment after four months.

JOBS Plus workers are encouraged to access any state or federal Earned Income Tax Credit. If you have questions about this tax credit, notify your **JOBS Plus** coordinator.

You may terminate a **JOBS Plus** employee at any time. However, we ask employers to contact their local **JOBS Plus** coordinator before terminating the participant.

EMPLOYER REIMBURSEMENT

***JOBS Plus* employers are reimbursed for the following:**

1. The wages paid to the employee. **These wages will be based on the Oregon minimum wage for a maximum of 40 hours per week.**
2. The employer's share of Social Security, Unemployment Insurance and workers' compensation premiums for the ***JOBS Plus*** worker. This will be reimbursed at the rate set in your ***JOBS Plus*** agreement. You won't be reimbursed for penalties or higher premiums because of late payments.

Individual Education Accounts and reimbursement

After an employee has worked 30 days, ***JOBS Plus*** requires that the employer begin paying \$1 into an Individual Education Account (IEA) for each hour worked. This is in addition to regular wages.

Therefore, after 30 days, \$1 per hour will be deducted from your reimbursement amount and placed in the worker's Individual Education Account. ***JOBS Plus*** employees are eligible to use their IEA when they have obtained employment after completing ***JOBS Plus***. IEA funds encourage workers to improve their work skills.

How are employers reimbursed?

DHS reimburses employers once a month. You will automatically receive a Wage Reimbursement Billing form on the 10th of each month. After filling it out, return the form to DHS for payment.

Complete one Wage Reimbursement Billing form every month for each **JOBS Plus** worker.

The **JOBS Plus** reimbursement period covers the 16th of the month through the 15th of the following month (e.g., May 16 through June 15).

An example of reimbursement calculations

An employee began working April 15 for \$10.20 an hour. Between June 16 and July 15, the person worked 176 regular hours and 4 overtime hours. She was paid straight time for the regular hours and time-and-a-half for the overtime hours. The worker was paid 8 hours of straight time for the paid holiday.

The worker’s total wages were \$1,937.80.

DHS figures the employer’s reimbursement as follows:

184 regular and holiday hours at \$9.10 per hour*(Employers are reimbursed at minimum wage level. They are not reimbursed for any overtime hours.)	\$1,674.40
Payroll taxes and workers’ comp (11.7% of the employee’s actual wages of \$1,937.80)	+226.72
	<u>= \$1,901.12</u>
Deduction for Individual Education Account (\$1 for 188 regular, holiday and overtime hours)	- 188.00
TOTAL REIMBURSEMENT FOR EMPLOYER	<u>= \$1,713.12</u>

* 2014 Oregon minimum wage. Any increase to the Oregon minimum wage will alter this calculation.

Completing the Wage Reimbursement Billing form

The following information is needed on the Wage Reimbursement Billing form for each **JOBS Plus** employee:

1. Regular hours paid — enter the total number of hours paid from the 16th through the 15th of the following month, including **any paid** sick leave, vacation, job search or other paid time.
2. Regular wage per hour — enter the regular hourly wage of the worker.
3. Overtime hours — enter the total number of overtime hours paid from the 16th through the 15th. (Information on overtime is used to calculate Social Security, Unemployment Insurance and workers' compensation reimbursement. **JOBS Plus** does not reimburse employers for overtime wages.)
4. Overtime wage per hour — enter the overtime hourly wage of the employee.
5. Hours of unexcused absence — see the next section for information on filling this out.
6. Hours of job search.
7. Pay raise if needed.
8. Employer signature.

(Example of one of the Wage Reimbursement Billing forms sent to an employer)

Fill Department of Human Services
out, Direct Pay Unit
mail P.O. Box 14850
to: Salem, OR 97309-0850

Date of Issue: xx/xx/xxxx

Prog - Br - Case# -Wkr ID
Employee Name
Employee SSN
DHS Provider Nmbr
Contract Start: xx/xx/xxxx
End: xx/xx/xxxx

Questions? Call Direct Pay Unit:

(800) 699-9074
(503) 378-5500
Fax: (503) 373-1580

List new address or phone below.

Employer Name
Employer Address
City State Zip Code Employer Telephone

JOBS Plus Wage Reimbursement Billing Form

Wage Period from 01/16/XXXX through 02/15/XXXX

Voucher number: XXXXXX

You will be reimbursed for regular hours up to 40 hours per week and the cost of FICA, worker compensation insurance, and federal and state unemployment insurance. The amount of reimbursement will be automatically calculated using hours that you report plus the reimbursement rate set forth in your agreement.

(* IMPORTANT NOTICE: Any important notice message is printed here.

*

**** Pay Raise hours ****

Regular hours _____
(all time for the period above that has been or will be paid at the regular rate of pay - i.e., hours worked, sick leave, vacation, job search, etc.)
Regular wage per hour _____
Overtime hours _____
Overtime wage per hour _____
Hours of unexcused absence _____

**** Pay Raise hours **** If the employee received a pay raise during this billing period, separate the hours for each pay level.

Check any below that apply:

- () We hired this employee in regular (unsubsidized) employment starting _____
- () This employee is no longer working for us. Their last day worked was _____
Please mark the reason.
 - () This employee was hired by another employer.
 - () The JOBS Plus agreement ended.
 - () This employee was laid off.
 - () This employee quit or failed to show up for work.
 - () This employee was terminated because of:
 - () Attendance () Insubordination () Performance () Other

I certify this billing is true and correct.

(Employer Signature) _____ (Date) _____

**** Return this billing by the 20th of the month. ****

More information about reporting absences

When a **JOBS Plus** worker is absent, determine if it will be a paid absence, using the regular rules that apply to all other temporary employees.

Examples of paid absences could be:

- An illness, if the employee qualifies for sick leave;
- Participation in the Oregon National Guard during scheduled work hours.

If you determine it is a paid absence, you should include the time under “Regular hours paid” when you fill out the Wage Reimbursement Billing form.

If you determine it is not a paid absence, please indicate whether you consider it to be “excused” or “unexcused.”

Here are some examples to help in making that decision:

- If a worker is absent because of a death in the family, your company rules may say he or she does not get paid, but you consider the absence excused because of the circumstances.
- On the other hand, missing work without calling in or having a doctor’s note might be considered unexcused. Report that absence as unexcused in the space provided on the Wage Reimbursement Billing form.

DHS needs information about unpaid absences to determine whether **JOBS Plus** employees should receive a supplemental payment to equal the level of their former benefits. An unpaid absence’s status as excused or unexcused does not affect the calculation of your reimbursement.

Other information about the Wage Reimbursement Billing form

If a worker is not hired after four months, you are required to pay the person for eight hours of job search each week, for which you will be reimbursed. If you plan to hire the worker at the end of the **JOBS Plus** contract, the job-search requirements can be waived.

Starting with the fifth month, your Wage Reimbursement Billing form will include a line to report the number of paid job search hours.

Report changes in the address or phone number of your business in the space provided at the top right corner of the form.

If you are hiring the **JOBS Plus** worker in a regular position or the employee is no longer working for you, fill out the information at the bottom of the form.

Tax information

For tax purposes, an employer would treat the **JOBS Plus** employee like any other temp employee. **JOBS Plus** employees' wages and payroll taxes will be treated, like other employees, as an expense.

DHS reimbursements should be treated as income. Employers will receive a 1099 confirming the **JOBS Plus** reimbursement in the previous calendar year.

Employers who have other questions should contact an accountant or other tax professional.

RETURNING THE FORM

Sign and date the form, and return it by the 20th of the month, to:

Direct Pay Unit

Jobs Plus

P.O. Box 14850

Salem, OR 97309-0850

You should keep payroll records regarding the ***JOBS Plus*** participant. These records do not need to accompany the ***JOBS Plus*** Wage Reimbursement Billing form.

Normally, you can expect to receive reimbursement within 10 days of the time DHS receives the billing.

If you have any questions about the status of your request for reimbursement, call 503-378-5500 or 1-800-699-9074.

For general ***JOBS Plus*** questions contact:

Tanf.policy@state.or.us

503-945-5600



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This document can be provided upon request in alternate formats for individuals with disabilities or in a language other than English for people with limited English skills. To request this form in another format or language, contact **JOBS Plus** at 503-945-5600 or 711 for TTY.