

SHORT-TIME

COMPENSATION

PROGRAM

employer frequently asked questions

How do I begin the STC program?

The first step is for the employer to complete an STC Application.

If I choose STC, must I use it for my entire business?

No. An employer may limit their STC plan to a specific department, shift, or unit. You may have more than one STC plan. The department, shift, or unit under an STC plan must have at least two participating employees without regard to corporate officers.

How many hours of work can be reduced in STC?

You must reduce hours by at least 10 percent and by no more than 60 percent.

Must the employees' hours of work be reduced by the same percentage if they are in the same unit?

Yes. Each affected unit must have the same reduction percentage, but an employer may have multiple STC plans covering different departments, shifts, or units, and there may be different reduction percentages in different plans.

How long can my employees receive STC benefits?

Assuming an employee is otherwise eligible for UC, they may receive STC benefits for up to 26 weeks or until the benefits are exhausted, whichever occurs first. The employee may be entitled to regular UC benefits following the conclusion of the STC plan if they do not return to normal work hours.

Can I lay off some of the workers participating in an STC plan and continue the plan with the remaining individuals?

No. You may not lay off any employees in an STC plan during the duration of the plan. All employees in the same plan must experience the same reduction percentage. Modifications of the reduction percentage must be submitted in writing and approved prior to the change.

Can I hire people and/or move staff from a different unit to the affected unit for the duration of the STC plan?

No. You may not hire in or transfer anyone to the affected unit.

How are employee health and retirement benefits affected by my participation in STC?

If the employer provides health and retirement benefits under a defined benefit plan or contributions under a defined contribution plan, the employer must continue to provide those benefits to the participating employees under the same terms and conditions as though the hours of work had not been reduced or provided to participating employees to the same extent as other employees not participating in STC.

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What happens if an employee receives holiday, sick, or vacation pay?

To the extent that holiday, sick, or vacation pay is received for hours the employee would have worked under the STC plan, the employee's eligibility for STC UC benefits would not be affected. However, if a participating employee works the number of hours determined under the plan and receives holiday, sick, or vacation pay for additional hours, their UC eligibility will be determined without regard to the STC provisions of the UC law. This would occur, for example, if an employee works 32 hours Monday through Thursday under a plan that call for a 20 percent reduction in the regular 40 hours work week, and then gets paid for a Friday holiday.

I operate a seasonal business; do I qualify for an STC plan?

No. STC will not serve as a subsidy of seasonal employment during the off-season, nor as a subsidy of temporary part-time or intermittent employment.

How are STC benefits charged?

STC benefits are charged in the same manner as regular UC benefits, that is, to each participating employee's base period employers.

Should my application specify which employees will be participating in the STC program?

Yes. The plan must include the name, SSN, normal hours worked per week, and the proposed reduction of hours per week for the employees in the affected unit.

How will I know if my STC Application is approved?

Employers will receive written notification of the decision within 10 business days. If approved, the plan will be effective on the mutually agreed upon date between the employer and the STC Unit.

Can I terminate an STC plan?

Yes. An employer may terminate an STC plan at any time by providing written notice to the STC Unit. The STC Unit may also terminate a plan for good cause.

What other responsibilities do I have after the plan is approved?

As an employer, you will be responsible for informing your employees of when to file their initial UC claim through the WFWV website in order to participate in the STC program. In addition, you will be required to log into your employer portal weekly and either confirm the prior employee list is still correct OR make changes and remove any employees who quit, refused work, worked their regular hours, etc.

Contact us at workforcestc@wv.gov or 304-558-2657



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