

Lack of Work Checklist

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Lack of Work Checklist

Downsizing, Plant Closings or Shutdowns

- Work force reduction or downsizing
- Plant or facility closing
- Vacation or inventory shutdown
- Permanent separation
- Temporary separation
If temporary, date of expected return: _____

- Additional payments upon separation
 - If Yes
 - Vacation
 - Severance
 - Pension
 - Wages in lieu of notice

Dates of the allocation of payments: _____

Amount of payments: _____

- WARN Act Requirements*
(If layoff cannot be avoided and it involves a large number of employees, WARN may apply)
 - 60 days notice to _____ Date of notice: _____
 - Union - if applicable
 - Chief elected official in city or town where layoff will occur
 - Appropriate state office

*WARN applies

- a. Any employer with 100+ full-time employees each of whom has 6 months or more of service
- b. Notice to be given to any workers:
 - Permanently laid off
 - On layoff for 6+ months
 - Hours reduced by 50% or more
- c. Regulations apply to any reduction in work force that involves 33% of work force and 50 employees, or at least 500 employees (regardless of proportion to work force)
- d. Plant closings resulting in a loss of employment for 50 or more employees over a 30-day period are also covered.

Lack of Work Checklist

Assignment Completed/Job Refusal

- Start and end dates of assignment confirmed in file
- New assignment available
- Offer of new assignment made
If Yes - date of offer: _____
- Offer refused
If Yes - date of refusal: _____
- Terms and conditions of new assignment
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Rate of pay same or better than completed assignment
 - Hours to be worked the same or substantially similar to completed assignment
 - Hours to be worked documented clearly
 - Number of hours offered were the same or substantially similar to completed assignment
 - Distance to offered assignment in location or area employee indicated was acceptable
- Offer was made in writing & copy is in file
- Reason employee gave for refusal is clearly documented
- Type of work for which employee applied is in file
- Company policy regarding maintaining contact
 - Employer responsible
 - Employee responsible
- Employee aware of policy
- Signed acknowledgment of policy
- Copy of policy & signed acknowledgement in file

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Job Refusal

- New assignment available
- Offer of new assignment made
If, Yes - date of offer: _____
- Offer refused
If Yes - date of refusal: _____
- Terms and conditions of new assignment
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Rate of pay same or better than completed assignment
 - Hours to be worked the same or substantially similar to completed assignment
 - Hours to be worked documented clearly
 - Number of hours offered were the same or substantially similar to completed assignment
 - Distance to offered assignment in location or area employee indicated was acceptable
- Offer was made in writing & copy is in file
- Reason employee gave for refusal is clearly documented

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Reduction in Hours

Reason for reduction in hours:

- Lack of work
- Suspension or other disciplinary reason See Discharge - Suspension
- Work share program

- Hours reduced per employee request See Job Refusal
 - If Yes
 - Employee offered explanation

- Additional hours available and offered
 - If Yes - date of offer: _____

- Additional hours refused
 - If Yes - date of refusal: _____

- Employee's availability changed since hire date
 - If Yes
 - Changes are documented in employee's file.

- Reduction is temporary
 - If Yes
 - Expected/anticipated date of restoration of hours in file

- Reduction is permanent

Lack of Work Checklist

Due to a Natural Disaster*

- Unemployment is a direct result of the natural disaster
- Return expected
If Yes, date: _____
- Employee is receiving pay while on layoff
If Yes
 - Amount: _____
 - Frequency: _____
- Vacation pay or PTO
- Salary continuation

*Natural Disaster can be fire, flood, hurricane, tornado, utility outages, etc.

Lack of Work Checklist

Due to Labor Dispute

- Employee is directly involved in or financing the labor dispute (employee is on strike)
- Employee works at the same location where labor dispute is occurring
- Employee is the same grade or class of worker that is involved in labor dispute
- Employee is a member of a labor union
- Employee is part of group that is locked out