



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 32.107

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 9, 2021

Subject: **Part Time Work and Unemployment Insurance Benefits**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce development partners of the availability for claimants to work part-time while maintaining unemployment insurance benefits.

Background: While searching for a job, Unemployment Insurance constituents may have an opportunity to work part time or temporarily. This helps to keep their skills current and they may still be eligible for part of their benefit payment, plus the additional \$300 Federal Pandemic Unemployment Compensation (FPUC) weekly benefit.

If a constituent performs any work while receiving unemployment benefits, they must report it when filing for their weekly benefit payment. This includes all part time work or paid training. They must report all the work they did the previous week, even if they have not yet been paid for it.

An equal opportunity employer/program.

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

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

If a constituent is working part-time while receiving a partial UI benefit, they are still required to engage in three work search activities each week.

If a constituent is not working a “full-time” schedule of hours, they may be classified as “partially unemployed,” and they may be entitled to receive reduced benefits during any period in which they remain in partially unemployed.

Additionally, their eligibility for partial benefits is subject to an earnings test and a work search requirement.

If their earnings exceed 133% of the unadjusted weekly benefit, then they do not qualify for partial benefits, even if they are not working “full time.”

If their earnings do not exceed 133% of the unadjusted weekly benefit and they are not working “full time,” they are eligible to continue to receive partial benefits, subject to the normal eligibility requirements for all claimants including requirements that they:

- continue to actively engage in work search to secure additional hours of employment; and
- remain able and available to accept suitable work when offered.

There is no fixed number of hours that constitute full time employment.

If a constituent is employed but still available for and actively looking for additional work and making less than 133% of their unadjusted weekly benefit, they are most likely not working full time unless:

- during the week listed above, they worked as many hours as their co-workers employed in similar positions; and
- the number of hours that they worked in the week listed above is widely accepted by employers and employees throughout their industry, even at different workplaces, as a “full-time” schedule for those employed in similar positions.

Please note: there is no universal standard for what counts as “full time” employment across all industries and places of employment. The specific circumstances of the employment will determine whether the customer is working “full time.” A single employer’s classification of a position as “full-time” or “part time” is not enough to classify full-time employment. If the hours a constituent worked during the week they are certifying for do not meet the conditions above, they should respond:

- “Yes” to the question, “Did you earn part-time wages (not from military service or self-employment)?” and;
- “No” to the question, “Have you returned to work full time during week listed above?”

These answers will assist in preserving potential eligibility for continued partial benefits.

What other scenarios may impact a constituent's benefit amount or their eligibility for UI? If a constituent:

- is going to school full time, they must apply to Training Opportunities Program (Section 30)
- is traveling for work-related reasons, such as job search. It is allowed; but non-work-related travel may impact benefit amount (travel is recognized as the continental US and its territories)
- has other income, they must report all other income from non-W2 work; failure to report may impact eligibility
- refuses suitable employment, it may impact benefit eligibility
- is working part-time, they may still qualify for benefits; full-time work disqualifies from benefits.

Additional Work Search FAQs for constituents are available online:
<https://www.mass.gov/info-details/returning-to-work-frequently-asked-questions-for-jobseekers>

Action

Requested: Please share this issuance with all managers, staff, partners and customers as appropriate.

Effective: Immediately