

OFFER OF WORK

I _____ am employed by _____
(Name) (Company Name)

(Address)

_____, as _____, and am authorized
(Job Title)

to make offers of work. That, on the _____ day of _____, 20_____, I

made an ORAL offer of work directly to, OR a WRITTEN offer of work by registered/certified mail to
(CHECK ONE)

(Name)

(Social Security Number)

(Address)

That this offer of work was for work as a _____ with
(Job Title)

(Company Name)

(Address)

on _____ shift, daily hours from _____ to _____, at a rate of pay of _____.

The nature of the work offered was: _____ Permanent; Temporary; Part-time; OR

Other _____
(Explanation)

Reason given by claimant for refusal to accept offer of work (if known): _____

Remarks: _____

"Under penalties of perjury, I declare that I have read the foregoing (document) and that the facts stated in it are true."

(Signature)

NOTE: FORM MUST BE COMPLETED IN ITS ENTIRETY TO BE CONSIDERED

South Carolina Department of Employment and Workforce

1550 Gadsden Street
P.O. Box 995
Columbia, South Carolina 29202

NOTICE TO EMPLOYER REGARDING AN OFFER OF WORK

When an employer wishes to make an offer of work to an individual who is filing claims for unemployment compensation, the offer of work must be made in accordance with Regulation 47-23 promulgated for the administration of the South Carolina Code. That is, the offer must be made by one of the two following methods:

Oral Offer of Work:

Submit a sworn statement to the South Carolina Department of Employment and Workforce, 1550 Gadsden Street, P.O. Box 995, Columbia, South Carolina 29202. For your convenience a copy of Regulation 47-23 and a sample form containing the required information are attached.

Written Offer of Work:

Make an offer of work in writing setting forth the information required in Paragraph B of the regulation, and send the offer by registered or certified mail to the claimant's last known address with a copy by regular mail to the South Carolina Department of Employment and Workforce, 1550 Gadsden Street, P.O. Box 995, Columbia, South Carolina 29202 or faxed to (803) 737-0499.

If an employer fails to follow the instructions as set forth in Regulation 47-23 in making an offer of work, no disqualification will be imposed if the claimant fails to accept the offer.

The usual facilities of your local South Carolina Workforce Centers are available to all employers for the recruitment and referral of qualified workers in accordance with the employer's specifications. Employers are urged to use these facilities in meeting their needs for workers.

REGULATIONS GOVERNING OFFERS OF WORK

Regulation 47-23, Offers of Work:

A. Section 41-35-120(3) of the Act directs that a claimant may be disqualified from the receipt of benefits should he fail, without good cause, to apply for available suitable work, when so directed by the employment office or the Department; or should he refuse to accept available work when offered him by the employment office or the employer; or should he decline to return to his customary self-employment (*if any*) when so directed by the Department.

B. A written offer of work made directly by an employer shall set out the nature of the work offered, the probable wages, and hours per week, the shift or daily hours of the proposed employment, the expected duration of employment, the time and place the claimant should report, and the name of the person to whom he is to report. No disqualification will be imposed by reason of the failure of a claimant, without good cause, to accept a direct offer of available and suitable work unless the employer submits a copy of such an offer to the Department together with certification that it was either received and refused by the claimant, or that it was directed by registered or certified mail to the last known address of the claimant and that no response was made by the claimant. The employer should submit the offer of work as soon as possible. (Note: The longer you wait to submit this information, the more benefits an individual has the potential to receive. So, to keep unemployment costs as low as possible, it is important to send the information in quickly.)

C. An oral offer of work may be made directly by an employer, but before a claimant shall be disqualified to receive benefits by reason of his failure to accept, without good cause, available suitable work so offered a sworn statement shall be submitted by the employer to the Department setting forth that the offer of work was made directly to the claimant, the nature of the work offered, the wages and the hours per week, the shift or daily hours of the proposed employment, the expected duration of the employment, the time and place the claimant should have reported for duty, and any reason given by the claimant for his refusal to accept the work. The employer should submit the offer of work as soon as possible. (Note: The longer you wait to submit this information, the more benefits an individual has the potential to receive. So, to keep unemployment costs as low as possible, it is important to send the information in quickly.)