

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 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 provide the South Carolina Department of Employment and Workforce competent evidence that the written offer was made to the claimant (e.g., an email to the claimant's email address, a text message to the claimant's phone number, or an offer letter to the claimant's address, etc.). Documentation may be submitted by logging on to your Employer Self Service portal at <https://scuihub.dew.sc.gov/ESS/ESSLogin.htm?service=/> and clicking on the Refusal of Job Offer link, or mailed to the South Carolina Department of Employment and Workforce, Attn: Offers of Work, P.O. Box 995, Columbia, South Carolina 29202.

DEW may not disqualify a claimant if an employer fails to follow the instructions as set forth in Regulation 47-23 in making an offer of work.

Resources are available at local South Carolina Workforce Centers to all employers for the recruitment and referral of qualified workers in accordance with the employer's specifications. Employers are encouraged to use these facilities to meet their workforce needs.

REGULATIONS GOVERNING OFFERS OF WORK

Regulation 47-23, Offers of Work:

A. Section 41-35-120(5) 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 suitable work unless the employer submits a copy of such an offer to the Department together with competent evidence that such an offer was either received and refused by the claimant, or that the offer was communicated to the claimant by reasonable methods and no response was made by the claimant. Provided, however, that no direct offer of available suitable work made in accordance with this regulation shall be considered unless a notice of such offer of work is received by the Department.

C. An oral offer of available suitable 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 work offered, the wages and 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. Provided, however, that no direct offer of work made in accordance with this regulation shall be considered unless a notice of such offer of work is received by the Department.