

## New Jersey Urban Enterprise Zone Program

### Part-Time Employment Provision

In the effort to assist smaller businesses meet UEZ Program employment requirements, a special “Part-Time Employment Provision” is available for businesses with ten or less employees. The provision is available for two groups of UEZ businesses as explained below.

#### **Businesses with 0-5 Full-Time Employees**

Businesses initially certifying with 0 to 5 full-time employees may meet the the employment requirement by increasing its level of employment by at least one part-time person.

#### **Businesses with 6-10 Full-Time Employees**

Businesses initially certifying with 6 to 10 full-time employees may meet the the employment requirement by increasing its level of employment by at least two part-time persons.

#### **Part-Time Employment Requirements/Restrictions**

In order to use this provision, certain requirements must be met:

- The part-time employees must be employed a minimum of 15 hours per week.
- The part-time employees must be employed for a minimum of sixteen weeks per year. The weeks do not have to be consecutive.
- The part-time employees must earn a minimum of \$1,000 per quarter.
- The employees must be employed directly by the participating business and may not be contracted.
- The part-time employees must be employed at the time the business recertified
- All businesses that employ ten or less full-time employees **MUST** complete a Part-Time Employee Data Sheet at the time they certify into the program.
- All businesses that employed 10 or less full-time employees at they certified into the UEZ Program **MUST** submit a Part-Time Employee Data Sheet with their Recertification Applications.
- On Certification Applications, the business must project the minimum increase in employment required based upon the business level of employment.
- On Recertification Applications, the increase in part-time employment must be above and beyond the baseline full-time employment level.