

HOW IT WORKS

If business downturns are forcing you to look at reducing your workforce by 10% to 60%, the Department of Labor's Shared Work program can help. Instead of laying off your permanent part or full-time employees, you cut hours and we pay partial unemployment benefits for the hours your employees have lost. Say an employee's hours are temporarily reduced by 50%; in addition to a partial paycheck, the employee will get 50% of his/her regular weekly unemployment benefit. Shared Work has less impact on your unemployment taxes than a full layoff AND as an added benefit you're able to retain your skilled workforce. Your valued employees keep their jobs and benefits while collecting unemployment benefits to supplement lost wages.

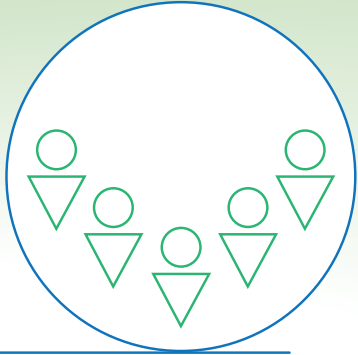
HOW TO APPLY

- **Employers must apply for the Shared Work Program** which includes an implementation plan to administer and monitor the plan effectively.
- **Participating employees must be identified** by name and social security number.
- **Employers must inform participating employees** of the proposed plan and pending application.
- **To obtain an application and program regulations:**
Call **860.263.6660**
Visit **www.SharedWorkCT.com**
Email **DOL.SharedWork@ct.gov**

Within 30 days from receipt of a Shared Work application, a determination to approve or deny will be made and the business will be notified in writing by the Connecticut Department of Labor.

Whether you're a small business or a large manufacturer, the Connecticut Department of Labor's **Shared Work Program** saves you the time, worry, and expense of hiring and training new workers by keeping skilled employees on the job until business upturns.

- *Visit our website to download a **brochure** explaining how the program works to save you money and employee jobs!*
- *Schedule an **on-site presentation** to learn more and get answers to your questions.*
- *Receive **advice** on how to apply and navigate your business during downturns.*
- *Visit **www.SharedWorkCT.com** to join our **mailing list** for upcoming special business events!*



REQUIREMENTS

The **Shared Work** Program is administered by the Connecticut Department of Labor as part of the Unemployment Insurance Program, and made available to Connecticut companies through special eligibility regulations governing the Shared Work Program.

- Program participation must be in lieu of layoff of an equivalent percentage of employees.
- Employee hours and wages cannot be reduced by less than 10 percent or more than 60 percent.
- The program can be applied to part time or full time permanent employees, but cannot be used to subsidize seasonal workers during the off-season.
- Employers must have at least two permanent employees participating.
- Employers cannot eliminate or reduce employee fringe benefits.
- The individual is able to work and is available for additional hours of work or full time work with the participating employer.

To learn how the **Shared Work** Program is “*Working Downturns Into Upturns*” and apply:

CALL 860.263.6660

FAX 860.263.6681

EMAIL DOL.SharedWork@ct.gov

Scan this QR code to access www.SharedWorkCT.com



- Download a **brochure** to learn more.
- Schedule a free **on-site presentation**.
- Join our **mailing list** for news and upcoming events.
- **Apply** for the Shared Work Program.

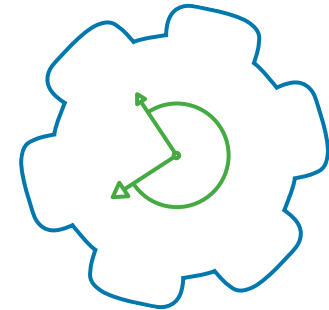


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The Connecticut Department of Labor is an Affirmative Action/Equal Opportunity Employer and Equal Opportunity Program and service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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The Connecticut Department of Labor's **Shared Work Program**



SharedWorkCT.com
Working Downturns Into Upturns

*Helping you **save money** and **keep your skilled employees** working during a slow down.*

