



WORK

Working Downturns Into Upturns

What is Shared Work?

Shared Work, designed to save jobs and retain skilled workers, offers an alternative to layoffs by allowing employers to temporarily reduce employee hours and supplement lost wages with the help of partial unemployment benefits. Under the program, all employers with two or more employees can participate. When business upturns, employees resume regular hours and employers are able to ramp up quickly with an experienced team in place.

Employer Benefits

- Avoid the expense of recruiting, hiring, & training new employees
- Your Employees avoid the hardships of full unemployment
- You are able to reduce employees' work week between 10 – 60%
- Shared Work ensures that these workers will be available to resume work when business upturns.

Requirements

Your participation in Shared Work should be in lieu of layoffs and not used for seasonal separations. The reduction of work cannot be less than 10% or more than 60%. You should have at least two permanent part or full-time employees participating and cannot eliminate or reduce any fringe benefits during the duration of your approved plan. The affected employees must certify that a written copy of the plan, or a summary thereof, was made available to them for inspection and comment for at least seven days. Please note, with COVID-19, this requirement may be fulfilled by supplying a copy of a communications sent out to the employees, such as the example [here](#).

How does it work?

To participate, submit an application to the Connecticut Department of Labor for approval either via fax or email. The application can be found online at www.SharedWorkCT.com. Once your application is received, a decision will be made within 30 days or less. If your application is approved, the plan will begin on a Sunday and expire six months later. During this time, your eligible employees work a reduced number of hours in the work weeks and receive a portion of their weekly unemployment compensation payment based on the percentage of the reduction. **Please see the example below:**

John normally works 40-hours per week and earns \$20 an hour in regular pay. John's hours are reduced by 20 hours per week, a 50% reduction. Below illustrates his different benefits:

100% Layoff Unemployment Compensation	50% Work Reduction Regular Partial Unemployment	50% Work Reduction Shared Work Compensation
\$20 x 40 hours per week = \$800	2 ½ days regular pay \$400 + Weekly Regular Partial UC payment \$133	2 ½ days regular pay \$400 + Weekly Shared Work payment \$200
Total weekly UC payment \$400	Total weekly income: \$533	Total weekly income: \$600

A difference of \$200 a week with the Shared Work program from 100% lay-off, and \$67 a week from regular partial UC!

Connecticut Department of Labor • Shared Work Program

Call **860.263.6660** • Fax **860.263.6681** • Visit **SharedWorkCT.com** • Email **DOL.SharedWork@ct.gov**

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