

SHARED-WORK PLAN APPLICATION (EMPLOYER)

Attached is an application packet for a Shared-Work plan. The plan can begin no sooner than the calendar week following the date on which the plan is approved.

For each week included in the plan, an employee receives a percentage of his or her UC Weekly Benefit Amount (WBA) that is equal to the reduction percentage. For example, if the employee's WBA is \$200, and the employee's hours are reduced by 20 percent under the plan, the employee would receive 20 percent of \$200 or \$40 in Shared-Work UC.

The percentage by which each employee's work hours are reduced is called the "reduction percentage." This percentage must be the same for all employees within the designated unit covered by the plan.

- Example 1: If an employee normally works 40 hours per week, and the reduction percentage is 20 percent, then the employee's hours are reduced by 20 percent and he or she would work 80 percent of 40 hours, or 32 hours per week, under the plan.
- Example 2: If an employee in the same unit works 30 hours per week, then he or she would work 80 percent of 30 hours, or 24 hours per week.

In order to qualify for this program, an employer must meet all of the following requirements:

- The employer has filed all quarterly reports (and other reports required under the PA UC Law) and has paid all contributions, reimbursements, interests and penalties due through the date of the employer's application.
- If the employer is contributory, the employer's reserve account balance must be a positive number.
- The employer has paid wages for the 12 consecutive calendar quarters preceding the date of the employer's application.

If the department cannot verify that these three prerequisites are met, the application will be disapproved. Your UC employer account will be charged for benefits paid through Shared-Work in the same manner as it is charged for regular UC benefits. The department will notify you in writing whether your application has been approved or disapproved. The decision to approve or disapprove a plan, (including a modification of an approved plan) will be made within the department's discretion. If you have any questions concerning the application process, please email SharedWork@pa.gov.

Once you have completed the application, mail it to the address shown below.

Office of UC Benefits Policy
ATTN: Shared-Work
651 Boas St., Room 610
Harrisburg, PA 17121