

Preparing Your Shared-Work Application

First Steps:

1. Identify work unit(s) by name that will have a uniform reduction of hours.
2. Determine the reduction percentage (20-40%) that the regular work hours of the unit will be reduced.
3. Choose a date to start the plan (must be a Sunday).
4. Select an estimated date for the work reduction to end (must be a Saturday).

Employee Information:

- Prepare a list of all employees in each affected work unit
 - * Include employee name, Social Security number, normal work hours, and work hours under the reduction percentage (20-40%).
 - * Include unit employees that are on leave
- Identify any weeks where any unit will be offered fewer hours than the reduction percentage due to plant shut down, holiday, or other scheduled event.
- Explain how the Shared-Work plan will be implemented in your business and what, if any, changes will be made to health and retirement benefits and training.
- If any part of the unit is part of a collective bargaining unit, the union must provide written approval for each unit.

How to Apply

Apply online at www.benefits.uc.pa.gov

Shared-Work Plan Application Review

Your application will be responded to within 15 days of receipt. The decision to approve or disapprove a Shared-Work plan is a matter within the department's discretion and is not appealable. If an application is denied, you are permitted to submit a new application any time.

Terminating a Plan

The plan will automatically terminate at its expiration date unless the employer terminates earlier. The department may terminate the plan at any time for good cause.

How Will Shared-Work Affect Your Bottom Line

Shared-Work UC will be charged the same way that regular UC is charged.

What Our Customers Say

"As a small company that sells winter heating oil, the Shared-Work program allows us to share the work between employees during the slower, warmer months. The company benefits because it is simple to sign up for, we save on wages and training costs, and it helps us keep our well-trained employees year after year.

Our employees benefit by maintaining their jobs, pay, and benefits, and enjoy some additional time off during the summer. We are thankful this program, which we've participated in since 2016, has allowed us to avoid annual employee layoffs."

Amy Purcell, President
Robert E Reedy & Sons Inc.

Contact Us

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For additional information:
www.uc.pa.gov/sharedwork

Apply online at
www.benefits.uc.pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

PENNSYLVANIA'S SHARED- WORK PROGRAM



pennsylvania
DEPARTMENT OF LABOR & INDUSTRY



Pennsylvania's Shared-Work Program

Shared-Work allows you to retain your workforce during a slowdown by temporarily reducing the work hours of a group of employees and sharing the available hours equally rather than laying off any employees. When work picks up again, you can quickly ramp up operations without the expense of recruiting, hiring and training employees. At the same time, Shared-Work helps to protect your employees from the financial hardship of a full layoff.

While the employees work the reduced schedule, the program provides significantly more Unemployment Compensation (UC) benefits to employees, compared to employees who have simply had their hours reduced and filed for partial UC benefits.

In addition, several week-to-week eligibility requirements are waived or modified so employees can work without unnecessary restrictions.

Employer Benefits of Shared-Work

- Maintains full staff for future business growth
- Reduces future hiring and retraining costs
- Maintains worker productivity
- Retains experienced employees
- Reduces financial strain on employees
- Keeps worker morale high

How Shared-Work Works

1. The employer fulfills the program qualifications then creates a plan application.
2. Once a Shared-Work plan is approved, the employees go online to file an initial application for UC benefits.
3. The employees will work the reduced hours, sharing the work. All employees in a unit must work the same reduction percentage.
4. The employer certifies the hours worked each week.
5. Then on a weekly basis, the employee receives partial UC benefits for each week that they have worked the agreed-upon reduced hours.

What Qualifications Are Required for Employers to Participate?

- Must not be delinquent with UC Tax Reports or amounts due.
- Must have a positive reserve account balance (for contributory employers).
- Must have paid wages for the 12 consecutive quarters preceding the date of the employer's application.
- Must have at least two (2) participating employees in the program who are financially eligible for UC. Employees must not be employed on a seasonal, temporary, or intermittent basis. Employees must not be corporate officers.
- Each employee must have worked at least three (3) months in the affected unit and will not work more than 40 hours a week once hours are reduced.

Employer Responsibilities

- Will not hire new employees or transfer employees to the affected unit during the period of the Shared-Work plan.
- Will not lay off participating employees during the effective period of the Shared-Work plan or reduce participating employees' hours of work by more than the reduction percentage. Modifications to the plan can be sought if necessary.
- Will continue to provide health and retirement benefits to participating employees not covered by a collective bargaining agreement.
- Will submit weekly certifications of the numbers of hours worked by each plan participant to the department.
- Implementation of the Shared-Work plan is in lieu of layoffs that would affect at least 10 percent of the employees in the affected unit and would result in an equivalent reduction in work hours.

