

SHARED-WORK FACT SHEET: *An Overview for Employers*

What is Shared-Work?

- Shared-Work is a voluntary program that provides your company with an alternative to layoffs.
- Employees who are eligible for UC and are covered by an approved Shared-Work plan will receive a percentage of their UC benefits while they work the reduced schedule.
- Shared-Work helps ensure that affected employees will be available to resume previous employment levels when business demand increases.



An Innovative Alternative
to Employee Layoffs

What are the Advantages in Participating in Shared-Work?

- Shared-Work offers an alternative to layoffs allowing you to retain your skilled employees, and avoid the expense of recruiting, hiring, and training new employees when business demand increases.
- As part of your Shared-Work plan, you can allocate modified work hours to specified units based on current production demands.
- Employees can avoid immediate layoff concerns by receiving partial wages and a percentage of regular unemployment benefits to help compensate for lost income.

How Does It Work?

1. Apply for Shared-Work online, by logging on with your company Username and password at <http://www.benefits.uc.pa.gov>. The plan will include the requested start date, work unit information, average number of employees in each unit, information about the affected employees, employees' current weekly work hours, employee notification strategy, reduction of hours needed (between 20%-40%), tax account number, layoff percentage if the plan is not approved, and other general information as requested.
2. For the Shared-Work plan to be approved, your company must attest that all employees on the plan have been employed in the affected unit for at least 3 months prior to the Shared-work application date; and the company will continue to provide health and retirement benefits to employees with reduced hours as if they were still working their usual hours. The reduction in work hours must be an alternative to layoffs, and your company must continue to comply with stipulations in the Shared-Work plan application. After a review of your plan, you will receive an approval or denial. If approved, an effective start date will be provided.
3. If your Shared-Work plan is approved, you will be responsible to inform each of the participating employees on the plan that they will only need to open a new claim or reopen an existing claim at www.benefits.uc.pa.gov.
4. You, as the Shared-Work employer, will then submit weekly reports to the department detailing the number of hours that each employee on the plan worked each week. Employees will then receive a portion of their benefits based on their reduced hours.

Learn More about Shared-Work

- For additional information visit www.uc.pa.gov/Sharedwork
- You may apply online through the Pennsylvania Unemployment Compensation System: www.benefits.uc.pa.gov.
- Contact the Office of UC Benefits with any questions by email at SharedWork@pa.gov.