

SHARED WORK PROGRAM

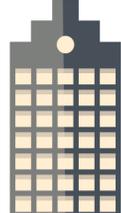
SAVING KANSAS EMPLOYERS MONEY AND EMPLOYEES' JOBS



WHAT IS IT?

An alternative for employers faced with a workforce reduction that allows them to divide the available work/hours among a group of employees in lieu of layoff. This allows employees to receive partial unemployment insurance (UI) benefits while working reduced hours.

WITH TRADITIONAL LAYOFF:

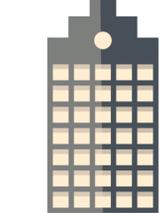


-20% workforce reduction =
decreased demand for products/services



1/5 of workforce

WITH KANSAS SHARED WORK PROGRAM:



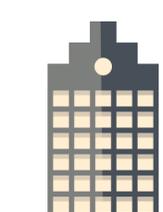
M T W Th F
100% workforce
4 days a week

cut hours, not jobs =

manage business cycles;
hang on to your skilled workforce;
spare your team the hardship of unemployment



32 hours *8 hour reduction
*pick your day/hours



\$M \$T \$W \$Th F
+ 20% of weekly UI
amount

=



program is flexible from week to week;
you can change your level of participation from # of employees to # of hours;
new employees can be added later

HOW IT WORKS FOR EMPLOYEES:

Employee earned wages:
*based on \$15 hourly pay rate

\$600 per week

\$120 per day

TRADITIONAL LAYOFF

If employee earning \$15/hr loses their job, they're entitled to receive

\$360 a week

in UI benefits - known as their Weekly Benefit Amount (WBA)

Note: Kansas' WBA minimum is \$122 and maximum is \$488

KANSAS SHARED WORK PROGRAM

Partial UI
based on 20%
reduction



20% x \$360 =

\$72

\$480 +

\$72 =

\$552

work hours + partial unemployment

DOES MY COMPANY QUALIFY?

- Must have established an experience rating
- Must not have a negative balance in unemployment tax account
- Cannot be delinquent on employment tax reports or payments

Employer Requirements (rated and/or reimbursing employers):

- Have an "affected unit" of 2+ employees
- Reduce participating employees' normal weekly hours and wages by a **minimum of 20% and maximum of 40%**
- Apply the plan to at least 10% of employees in affected unit
- Employer must continue to provide same fringe benefits to all affected employees
- Employer certifies the implementation of the Shared Work Plan and resulting reduction of work hours is in lieu of a layoff

ELIGIBLE EMPLOYEES:

- Must accept all work offered by the participating employer for the claim period filed
- Must be available, able, and willing to work hours available with the participating employer
- Must be monetarily eligible for UI benefits
- Will not receive benefits if s/he works for the participating employer more than the reduced hours specified in the plan

HOW DO I APPLY?

1. Complete the Shared Work application at:
On average, approval takes 1-3 days. Upon approval, certification form will be sent each week plan is in effect.
2. Complete layoff spreadsheet using specific approval guidance
Use [Kansas Business Employer Portal](#) to login.
3. Once approved, [affected employees can create a UI account](#) for payment selection and claim status monitoring
Employees should not file weekly claims; approved employers have this administrative responsibility.
4. Complete and submit "Shared Work Plan - Weekly Certification" for each approved work unit every week plan is in effect.

"At the onset of the COVID-19 pandemic, we applied for the Kansas Work Share Program, a program we used during the 2008 recession and felt was a tremendous benefit in our efforts to protect jobs, reduce cost, and preserve business continuity at the early onset and duration of that economic downturn."

Phil Hayes, Vice President - The Arnold Group

RESOURCES:



[Shared Work Plan Application](#)

[Printable PDF of information for Employers \(K-BEN-P 050\)](#)

[Printable PDF of information for Employees \(K-BEN-P 052\)](#)

Additional information on the KDOL Shared Work Program:

www.dol.ks.gov/employers/shared-work-program