

SHARED WORK PROGRAM

SAVING KANSAS EMPLOYERS' MONEY AND EMPLOYEES' JOBS



WHAT IS IT?

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

WITH TRADITIONAL LAYOFF:

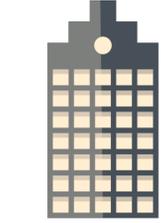


-20% workforce reduction =
decreased demand for products/services



1/5 of workforce

WITH KANSAS SHARED WORK PROGRAM:



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



24 hours *16 hour reduction



32 hours *8 hour reduction

*pick your day/hours
*can be different from week-to-week
*schedule dictated by employer



\$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

\$330 a week

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

Note: 7/1/2020 - 6/30/2021 the Kansas' WBA minimum is \$125 and maximum is \$503
WBA = 55% of average weekly wages in insured work

KANSAS SHARED WORK PROGRAM

Partial UI
based on 20%
reduction



\$330 x 20% = \$66

\$480 + \$66 =

\$546

work hours + partial unemployment

+ any additional federal UI benefits

DOES MY ORGANIZATION QUALIFY?

- Must have established an experience rating
- Must not have a negative balance in unemployment tax account*
*Negative rated employers are eligible to temporarily participate, KS Governor EO 20-43.
- Cannot be delinquent on employment tax reports or payments

Employer Requirements (rated and/or reimbursing employers):

- Have at least one "Affected Work Unit" of 2+ employees*
*"Affected Work Units" can be defined by employer (ie. part-time EEs, locations, divisions, departments, etc.)
- Reduce participating employees' normal weekly hours & wages by
 - no less than a minimum of 20% and
 - no more than a maximum of 40%
- Apply the plan to at least 10% of EEs in "Affected Work Unit"
- Employer must continue to provide the same fringe benefits to all employees included in each "Affected Work Unit"
- Employer certifies the implementation of the Shared Work Plan and the resulting reduction of work hours is in lieu of a layoff
- Submit weekly certification reports for all hours for all employees submitted in each "Affected Work Unit" application

ELIGIBLE EMPLOYEES:

- Must accept all work offered and scheduled 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 UI benefits if worked more than the reduced hours specified in the plan

HOW DO I APPLY?

1. Complete the Shared Work application:
On average, approval takes 1-3 days. Upon approval, employer will receive additional instructions and weekly certification form template(s) for each plan submitted.
2. Complete "File by Spreadsheet" using specific approval guidance
Use [Kansas Business Employer Portal](#) to login and submit completed spreadsheet.
3. Once approved, ["Affected Work Unit" 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 & submit "Shared Work Plan - Weekly Certification" for each approved "Affected Work Unit" every week plan is in effect

"At the onset of the COVID-19 pandemic, we immediately applied for the Kansas Work Share Program, a plan we used during the 2008 great recession as we felt it 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