

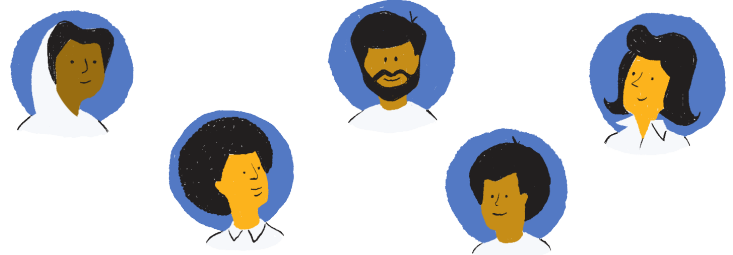
# The Shared Work Program from the Kansas Department of Labor



The Shared Work Program provides employers with an alternative to layoffs. It's designed to help both employers and employees.

Shared Work can help employees:

- keep their current job.
- avoid a financial crisis.
- keep benefits such as health insurance.



Under the program, employers reduce the total number of hours that employees work. Employees can then claim partial unemployment benefits for the number of hours their workweek was reduced.

## SHARED WORK IN PRACTICE

An employee normally works a 40-hour week. The employer reduces the work schedule by 20%. The employer submits a plan for this reduction to Kansas Department of Labor and is approved under the Shared Work Program.

In this example, the employee qualifies for regular unemployment compensation with a weekly benefit amount (WBA) of \$488 (actual WBA will vary based on the employee).

20% of 40-hour work week = 8 hours  
Employee works and earns wages for 32 hours  
20% x \$488 WBA = \$97

This employee would receive \$97 in unemployment benefits in addition to the 32 hours of wages earned during the week.



## WHAT DO I HAVE TO DO IN ORDER TO PARTICIPATE?

The employer manages the Shared Work Program, which means they will need to apply to participate and provide a list of employees who will be affected. Employers should also notify employees that an identity verification will be conducted with the Social Security Administration as part of the employer's application.

While on Shared Work, the employer will be responsible for submitting a weekly certification form to the Kansas Department of Labor, certifying the number of hours worked by each employee during the week.

Employees should NOT file a claim for regular unemployment. Doing so will cause a delay in payment.

If you are participating in the Shared Work Plan, you are not required to look for work and are not penalized for refusing job offers from other employers.

LEARN MORE—including how your employer can apply—at [dol.ks.gov/SharedWork](https://dol.ks.gov/SharedWork)