



# SHAREDWORK

## AN ALTERNATIVE TO LAYING OFF EMPLOYEES

“ It’s one of the best programs we have participated in. It allows us to keep good employees during the slow times by supplementing their income with unemployment benefits. ”

Roy Rutledge, Director of Human Resources, Quaker Window Products

## HOW IT WORKS FOR BUSINESSES

### REQUIREMENTS FOR THE BUSINESS:

- Normal hours are reduced between 20 and 40 percent
- Affects at least 10 percent of employees
- If fringe benefits are provided, they must continue

### HOW WILL IT AFFECT YOUR RATES?

Shared Work benefits will be charged to an employer’s account in the same manner as regular unemployment benefits.

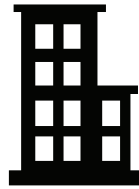
Several factors can affect an experience rating. The Division of Employment Security has knowledgeable specialists that can help guide you through the process.

### WHEN BUSINESS IMPROVES

When business improves, and your workers can return to full time, simply notify the Division. Your account will remain available during the year, if your business needs it.

For Example:

A business that is facing a 20 percent reduction in production usually lays off one-fifth of its workforce.



-20%  
PRODUCTION =



Under **Shared Work**, the firm retains its total workforce on a four-day-a-week basis.

Allows the business to retain

**100%**  
of employees

M T W Th F

32 Hours -8 Hours  
Production cut by needed 20 percent

Reducing hours from 40 to 32 cuts production by the needed 20 percent.



Workers receive wages for the four-day workweek AND get \$ from the Shared Work Program.



WIN

The business keeps all employees AND reduces labor costs.



WIN

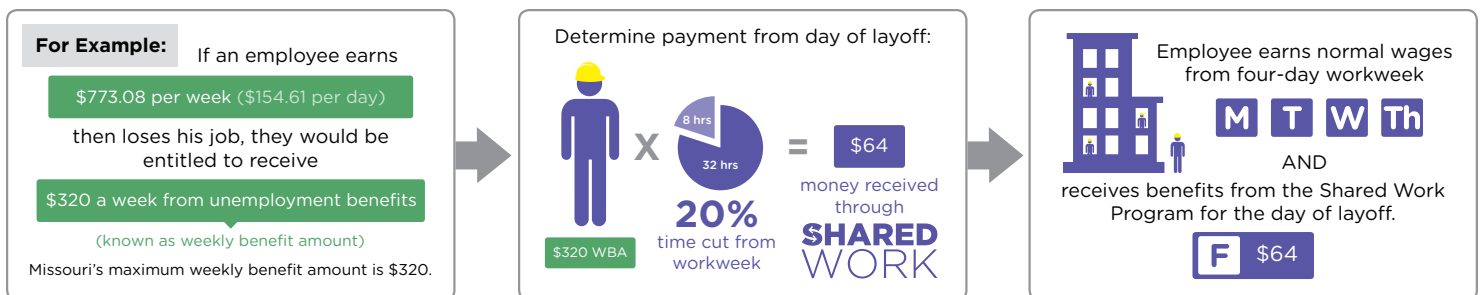
# HOW IT WORKS FOR EMPLOYEES

## REQUIREMENTS FOR THE EMPLOYEE:

- The employee must accept all normal work hours offered by the participating employer for the claim period filed.
- The employee must be eligible for regular unemployment benefits.

## ADDITIONAL UNEMPLOYMENT BENEFIT INFORMATION

- The first eligible week counts as the waiting week.
- The amount paid from Shared Work will be deducted from the maximum benefit amount, or the total benefits one is eligible to receive.
- Partial benefits are available up to 52 weeks, but cannot receive more than the maximum benefit amount.
- If the employer does not submit a shared work week and the employee files for unemployment benefits, the employee will be required to complete three work search activities during the week. The employee will be credited one completed work search for each day worked during the week.
- For more information about Missouri's unemployment benefits visit, [labor.mo.gov/DES/Claims](http://labor.mo.gov/DES/Claims).



## SHARED WORK

Rather than a layoff, the Shared Work Unemployment Compensation Program allows an employer to divide the available work among a group of affected employees. These employees receive a portion of their unemployment benefits while working reduced hours up to 52 weeks.

Shared Work is intended for businesses faced with a reduction in available work.

For more information or to enroll in Shared Work:

[SHARED.WORK@LABOR.MO.GOV](mailto:SHARED.WORK@LABOR.MO.GOV)

573-751-WORK (9675)

**IMPORTANT:** If needed, call 573-751-9675 for assistance in the translation and understanding of the information in this document.  
**¡IMPORTANTE!** Si es necesario, llame al 573-751-9675 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

