

The Connecticut Department of Labor's

Shared Work

Program



SharedWORKCT.com

Working Downturns Into Upturns

*Helping companies **save money** and retain **skilled employees** during a business slow down.*

What is the Shared Work Program?

Program Overview

Shared Work is a program that helps employers during business downturns by providing an **alternative to layoffs**.

How Does it Work?

Instead of laying off permanent part- or full-time employees, employers **cut hours** and CT DOL pays **partial unemployment benefits** for the hours the employees have lost. Note: this is different from regular partial unemployment.

Shared Work cushions the adverse effect of the reduction in business activity and helps maintain business continuity. Companies are able to preserve jobs and their skilled workforce during a disruption in regular business activity.

Employer Participation During COVID

CTDOL processes 230+ Shared Work applications annually. In the last 8 months, the agency received over five **(5) times that amount.**

Between 3/13/2020 - 10/29/2020

1,247

Shared Work
Applications Received

~15

Average Days to
Complete Applications

~25,193

Employees Supported by
Shared Work

\$113M

Provided to Shared Work
Employees, including
federal 'plus-ups'

How Does the **Shared Work Program** Compare to a Layoff?

John works 40-hours per week and earns \$20 an hour in regular pay. Under the Shared Work program, John's hours are reduced by 20 hours per week, from 40 hours to 20 hours or a 50% reduction.

100% Layoff Unemployment Compensation	50% Work Reduction with Shared Work Compensation
$\$20 \times 40 \text{ hours per week} = \800 Total weekly UC payment \$400	20 hours regular pay \$400 + Weekly Shared Work payment \$200 <hr/> Total weekly income: \$600
A difference of \$200 per week with the Shared Work program	
*** All payments reflect the gross amount ***	

What are the Program Benefits?

For Employers



Employers can **reduce hours and salaries** during a difficult economy and **retain their employees**



Avoid laying off skilled personnel & avoid the expense of recruiting, hiring and training new employees



Employers can reduce employees' work weeks **from 10% – 60% of regular hours**



Since COVID-19, **eligible employers are not charged** (both Contributory & Reimbursable Employers for employees in the programs) for any weeks paid April 4, 2020 – Feb 9, 2021*

What are the Program Benefits?

For Employees



Provides **income security** for employees and boosts morale by showing the employees that the company cares



Employees **avoid the hardships of full unemployment** during poor business climate



Employees **maintain their Fringe Benefits** such as health, retirement benefits & union seniority (if applicable)



Employees **can work part or full-time with another employer** without affecting their payments from Shared Work

COVID-19 Shared Work Exceptions

The State of Connecticut has **expanded the Shared Work program** to help more businesses prevent layoffs during the pandemic and enabled exceptions to make it easier on businesses to apply and extend.

Standard Shared Work	COVID-19 Exceptions
Shared Work Plan is approved for six months , and all plans are only good for one year inclusive of the extension.	Currently allowing up to three extensions per plan, for a total of 2 years under Shared Work.
Employers paid employer unemployment tax , but had less impact than full layoff as employees typically collect less unemployment	Federal reimbursement to the state for all weeks of unemployment paid under the Shared Work Program from weeks April 4, 2020 – February 9, 2021
Employers had to inform employees and provide 7 days to respond before application submission.	Employers may inform employees within 7 days and attach a written communication (or example letter as shown on SharedWorkCT.com)

Who is Eligible for Shared Work?

Eligibility Requirements for the Program



All Connecticut employers whose taxes/ reimbursement payments are currently up-to-date.



Any size employer that has **at least 2 permanent employees**.



Only applicable for **permanent employees (part or full-time)** and cannot be used to subsidize seasonal workers during the off-season.



An employee's hours and wages cannot be reduced by **less than 10% or more than 60%** and employers cannot eliminate or reduce the worker's **fringe benefits**.



If employee is part of a union, they must agree to reduction of work.




Hourly and salaried employees can participate.

How to Apply to Shared Work

Steps for Employers to Apply

UC-305 Rev. 2/18

 CONNECTICUT DEPARTMENT OF LABOR
200 FOLLY BROOK BOULEVARD
WETHERSFIELD, CT 06109
Phone: (860) 263-6660 Fax: (860) 263-6681

Shared Work Plan Number: _____
☐ New Request
☐ Modification Request

APPLICATION FOR SHARED WORK

Part A - SHARED WORK PLAN

1. Employer Name: _____ 2. CTDOL Registration Number: _____

3. Mailing Address: _____

4. Location of Company (if different than above): _____

5. Contact Person: _____ 6. Telephone Number: _____

5a. Email Address: _____ 6a. Fax Number: _____

7. How did you become aware of the CT Shared Work Program? _____

8. What are the affected units to which the Shared Work Plan applies? (An affected unit is defined as a specific department, shift, or other definable unit(s) consisting of not less than two employees to which an approved Shared Work plan may apply.)

Affected Unit	Bargaining Agent (if applicable)	Number of Employees in Unit	Number of Shared Work Employees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. How many hours constitute your standard work week? _____

10. By what percentage(s) will the normal weekly hours of work be reduced? _____

11. Will all Shared Work employees in the affected unit be subject to the same percentage reduction in hours?
☐ Yes ☐ No

12. Will fringe benefits continue to be provided to employees in affected units as though their normal weekly hours have not been reduced? ☐ Yes ☐ No

13. Will service credits toward seniority accrue during the Shared Work plan at a rate at least commensurate with the amount of reduced hours actually worked? ☐ Yes ☐ No

14. Do you certify that you have paid all contributions for all past and current contribution periods as required under Connecticut General Statute Section 31-225a? ☐ Yes ☐ No

15. On what date (must be a Sunday) do you want this plan to begin? _____

15a. On what date (must be a Saturday, and no more than 26 weeks from the effective date) do you want this plan to end? _____

16. Do you observe a vacation shutdown during this period? ☐ Yes ☐ No
If yes, please give dates: _____

NOTE: Planned vacation shutdowns are permissible under the Shared Work program; however, multiple temporary layoffs (furloughs) during an active plan are inconsistent with the program's objective, and therefore may represent good cause for the Connecticut Department of Labor to revoke an employer's plan.

1. Visit our website at **SharedWorkCT.com** to download our [Shared Work Application Document](#).
2. Fill out the 3-page document and submit it to **CTDOL Shared Work** (Questions and Participants List).
3. The quickest methods of submission is to email the application to **DOL.SharedWork@ct.gov** or fax it to **860.263.6681**.
 - If you opt to submit your application via U.S. Postal Service (or another carrier), please send the completed application to:
Connecticut Department of Labor
Attn: Shared Work Unit
200 Folly Brook Boulevard
Wethersfield, CT 06109
4. Employers should expect to be notified **within 30 days** of the status of their application via mail or email.

Resources on SharedWorkCT.com



New to Shared Work?

- [Employer Fact Sheet \(PDF, 173KB\)](#)
- [Employer Frequently Asked Questions \(PDF\)](#)
- [Employee Fact Sheet](#)
- [Employee Frequently Asked Questions](#)
- [Shared Work Brochure \(PDF, 628KB\)](#)
- [Shared Work Application \(PDF, 583KB\)](#)
- [Shared Work Proposed Plan Summary-Example \(PDF\)](#)
- [Shared Work Regulations \(PDF 598KB\)](#)
- [Key Bank fees - English \(PDF\) | Spanish \(PDF\)](#)



Already a Shared Work employer?

- [Amended/Corrected Certification Report \(PDF, 235KB\)](#)
- [Adding Employee Request Form \(PDF\)](#)
- [Extension Request \(PDF, 226KB\)](#)
- [Retirement Income Information \(PDF, 139KB\)](#)
- [Key Bank fees - English \(PDF\) | Spanish \(PDF\)](#)

- [Employer Fact Sheet & FAQ](#)
- [Employee Fact Sheet & FAQ](#)
- [Shared Work Application](#)
- [Extension Request](#)

Contact Us

