

Voluntary Shared Work Program

Information and Instructions for EMPLOYEES

What is Shared Work?

Shared work is an unemployment insurance program that provides employers an alternative to laying off employees. If an employer elects to participate in a Voluntary Shared Work Plan and the plan is approved, affected employees are allowed to share the work available in lieu of some employees being laid off.

Employees who share the work under an approved Shared Work Plan collect a percentage of regular unemployment insurance benefits to compensate for reduced hours of work and wages. Benefits paid under this program will be charged to the participating employer's unemployment insurance account.

Eligibility

To be eligible for Shared Work:

- Your employer must submit a plan certifying that reduction of hours is in lieu of layoffs;
- You must have or be able to file a monetarily eligible Iowa unemployment insurance claim;
- Your normal weekly work hours are reduced at least 20 percent but not more than 50 percent for each week;
- You and your employer must certify that you worked all the regular available hours with the participating employer for the week(s) being claimed;
- If you are participating in a Shared Work Plan you are not required to look for work and are not penalized for refusing job offers from other employers.

Computation of Benefits

If you have an existing Iowa unemployment insurance claim, your weekly and maximum benefit amounts do not change for the remainder of your benefit year.

If you are establishing a new claim when you file for shared work benefits, you will receive a monetary determination in the mail. The monetary determination shows your employers and wages earned in Iowa during the period used to establish a claim. The monetary determination also shows your weekly and maximum benefit amounts.

If you have missing Iowa wages or have wages from military service, federal employment or wages in another state during the period shown, the forms necessary to include those wages on your claim will be mailed to you.

Unemployment insurance benefits are reduced in proportion to the hours your employer reduces your normal work week.

Example

You normally work a 40-hour week and your employer reduces your work by eight hours a week. You are eligible to receive 20 percent of your unemployment insurance weekly benefit amount (WBA).

If your WBA = \$360

$20\% \times \$360 = \72 per week

Your Shared Work benefit is \$72.

Restrictions

An employee cannot be paid more than 52 weeks under the Shared Work Plan. Any amount paid is deducted from the total amount of regular unemployment benefits during a benefit year, and the total amount cannot exceed the individual's maximum benefit amount.