

## WorkShare Can Prevent Layoffs:

- Company X joins the WorkShare plan.
- Hours are cut 20 percent in the unit.
- A layoff of 20 percent of the employees is avoided.
- An employee of Company X has an average wage of \$500 per week. The 20 percent cut brings his/her wages to \$400.
- The employee has an unemployment benefit rate of \$300 and consequently a WorkShare Benefit Rate of \$60 per week or 20 percent of their UI weekly benefit rate.
- The employee receives a \$460 in total for the week and retains employer benefits and seniority.
- Company X maintains a skilled workforce and remains flexible to respond to an economic upswing.



**A Win-Win For Employers And Employees!**

## About WorkShare Benefits:

- Workers keep their jobs and maintain economic security.
- Employers retain skilled and trained workers.
- Workers continue to receive company benefits.
- Employers avoid the time and expense of training new employees.
- Workers maintain employment skills and remain available for advancement opportunities.
- Employers avoid disruption in business operations and can respond quickly as business improves.



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**Keep your Skilled Workers  
and  
Preserve Rhode Island's Jobs.**

# WorkShare



**A Guide for  
Rhode Island Employers**

**For more information,  
call (401) 462-8418 or  
visit [www.workshare@dlt.ri.gov](mailto:www.workshare@dlt.ri.gov)**

# WorkShare

## Helping Rhode Island Employers Avoid Layoffs

Rhode Island's Department of Labor and Training (DLT) is able to offer employers an alternative to layoffs during a temporary slow-down in business.

WorkShare allows you to keep employees on the payroll by having all of the workers in a department or unit share reduced work hours and collect a percentage of Unemployment Insurance (UI) benefits for up to 52 weeks.

## WorkShare Plan Requirements

All private employers who have had contributions credited to their UI account, and whose benefits have been chargeable to this account, and who are not delinquent in making payments to DLT, would be eligible to submit a WorkShare plan. There is no limit as to the size of the employer. However, the affected unit must have at least two employees in order to participate.



The WorkShare plan only applies to employees who normally work 30-40 hours per week.

Employees must be monetarily eligible to receive Unemployment Insurance Benefits. To be eligible for WorkShare, a unit must cut its normal weekly hours by at least 10 percent but no more than 50 percent, and the reduction in hours in each affected unit is spread equally among employees.

In the case of employees represented by a collective bargaining agent or union, the plan must be approved in writing by the collective bargaining agents or unions that cover the affected employees.

The employer must certify that employees have worked all available hours for the week being claimed.

The WorkShare plan will not serve as a subsidy of seasonal employment during the off-season, or as a subsidy for intermittent employment.

*Note: In addition to these requirements, the DLT director has authority to approve or reject the plan in writing. The reasons for rejection would be final and non-appealable. However, the employer could submit another plan for consideration and that determination would be made based upon the new data submitted by the interested employer.*

## Eligibility for WorkShare Benefits

Employees who normally work 30 hours or more per week and who would normally be eligible to receive regular Unemployment Insurance benefits in Rhode Island are eligible to participate in WorkShare. The following conditions also apply:

- The employee must serve a waiting period week before receiving WorkShare benefits unless a waiting period has already been served on an existing claim.



- The individual is able to work and is available for the normal work week with the WorkShare employer.
- The employee must work all the hours offered by the WorkShare employer in any given week, up to the employee's usual weekly hours.
- If an individual has earnings in the same week with another employer, those earnings will not affect the individual's WorkShare benefits.
- The employee can receive a maximum of 52 weeks of WorkShare benefits during a single benefit year.
- The total benefits an employee can receive in WorkShare and regular unemployment benefits combined are limited to the amount that the employee could have received under the regular Unemployment Insurance program alone.
- An individual's weekly WorkShare benefit amount will be equal to the person's regular weekly benefit amount, including any dependents' allowances, multiplied by the percent-age reduction in the individual's usual weekly hours of work.