Shared Work Program
Kansas Department of Labor
WHAT IS IT?

An alternative for employers faced with a workforce reduction that allows them to divide the available work/hours among a group of employees in lieu of layoff. This allows employees to receive partial unemployment insurance (UI) benefits while working reduced hours.

WITH TRADITIONAL LAYOFF:

-20% workforce reduction = decreased demand for products/services

1/5 of workforce
WITH KANSAS SHARED WORK PROGRAM:

- cut hours, not jobs =
  - manage business cycles;
  - hang on to your skilled workforce;
  - spare your team the hardship of unemployment

- 100% workforce
- 4 days a week

- 32 hours
- *8 hour reduction
- *pick your day/hours

- $M $T $W $Th $F
- + 20% of weekly UI amount

= program is flexible from week to week;
you can change your level of participation from # of employees to # of hours;
new employees can be added later
HOW IT WORKS FOR EMPLOYEES:

Employee earned wages:  
$600 per week  
$120 per day  

*based on $15 hourly pay rate

TRADITIONAL LAYOFF

If employee earning $15/hr loses their job, they’re entitled to receive

$360 a week

in UI benefits - known as their Weekly Benefit Amount (WBA)

Note: Kansas’ WBA minimum is $122 and maximum is $488
KANSAS SHARED WORK PROGRAM

Partial UI based on 20% reduction

8 hours

32 work hours $480

$480 + $72 = $552

work hours + partial unemployment

20% x $360 = $72
DOES MY COMPANY QUALIFY?

- Must have established an experience rating
- Must not have a negative balance in unemployment tax account
- Cannot be delinquent on employment tax reports or payments

Employer Requirements (rated and/or reimbursing employers):

- Have an "affected unit" of 2+ employees
- Reduce participating employees’ normal weekly hours and wages by a minimum of 20% and maximum of 40%
- Apply the plan to at least 10% of employees in affected unit
- Employer must continue to provide same fringe benefits to all affected employees
- Employer certifies the implementation of the Shared Work Plan and resulting reduction of work hours is in lieu of a layoff
ELIGIBLE EMPLOYEES:

- Must accept all work offered by the participating employer for the claim period filed
- Must be available, able, and willing to work hours available with the participating employer
- Must be monetarily eligible for UI benefits
- Will not receive benefits if s/he works for the participating employer more than the reduced hours specified in the plan
HOW DO I APPLY?

1. Complete the Shared Work application at:
   On average, approval takes 1-3 days. Upon approval, certification form will be sent each week plan is in effect.

2. Complete layoff spreadsheet using specific approval guidance
   Use Kansas Business Employer Portal to login.

3. Once approved, affected employees can create a UI account for payment selection and claim status monitoring
   Employees should not file weekly claims; approved employers have this administrative responsibility.

4. Complete and submit "Shared Work Plan - Weekly Certification" for each approved work unit every week plan is in effect.
Resources

Shared Work Plan Application

Printable PDF of information for Employers (K-BEN-P 050)
Printable PDF of information for Employees (K-BEN-P 052)

Additional information on the KDOL Shared Work Program:
www.dol.ks.gov/employers/shared-work-program