



Shared Worker Program  
Is it right for your business?

<https://uimn.org/employers/alternative-layoff/>

**Shared Worker Program offered by MN Unemployment Insurance is designed to help employers avoid lay-offs**

- Keep experienced and trained staff working
- Avoid future hiring and training costs
- Increase operations quickly when business conditions improve
- Avoid a layoff which creates goodwill and financial stability for the workforce and the community

**Employers start by**

Employer submits an application & a list of employees that will work to reduce hours during a temporary slowdown. Employees are paid unemployment benefits to offset part of their reduced wages.

- Employers divide available work hours among employees instead of laying them off
- Wages are paid for the hours the employees work
- Employees receive partial unemployment insurance benefits while working reduced hours
- UI benefits pay about one-half of the employees lost income due to the reduced hours

**How do I qualify?**

- To participate in Shared Work Program Employers must be current on their UI tax account balance

**Which employees can participate?**

Participants must meet these requirements:

- Must be full time or regular part time employees-**not** seasonal, temporary, or intermittent workers
- Worked for employer for at least one year
- Salaried employees can be included if their hours are reduced
- Health and pension benefits for participating employees must continue with the same terms and conditions as before you reduced their hours

**How is my UI account charged for benefits?**

- Experience-rated employers—future experience rating will be affected by the Shared Work benefits paid to your workers in the same way as if you had a full lay off
- Reimbursing employers – will be billed quarterly for Shared Work benefits paid in the previous quarter
- Employers are responsible for administrating their own program
- Employees must apply for Unemployment Insurance & request weekly benefits

**Submit your completed application and participant list by email to [shared.work@state.mn.us](mailto:shared.work@state.mn.us)**

Any questions, please contact Julia Kennedy, Employment Counselor with CareerForce in Chaska 952.361.1719