

# What is the CT Shared Work Program?

## Eligibility Requirements

- All Connecticut employers taxes and reimbursement payments are currently up-to-date.
- Any employer with **two or more** permanent employees can apply.
- 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 **benefits**.
- If employee is part of a union, the union must agree to reduction of work.
- **Hourly and salaried** employees can participate.

## How to Apply

- 1 Visit our website at [sharedworkct.com](http://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 are 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.

Helping businesses for more than 20 years, Shared Work is a Department of Labor program that helps employers weather business downturns by providing an alternative to layoffs.

Shared Work helps businesses in the state prevent layoffs by allowing them to temporarily reduce employee hours and use partial unemployment benefits to supplement lost wages.

## Program Benefits

### For Employers

- Reduce Hours**  
Employers are able to reduce employees' work week between 10 – 60%.
- Prevent Total Layoffs**  
Avoid laying off skilled personnel and avoid the expense of recruiting, hiring and training new employees.
- Preserve Talent**  
Preserves skilled employees and maintains product /service quality.
- Less Added Fees**  
Since COVID-19, eligible employers are not charged. Under normal circumstances, SW is charged the same as regular UI, but the employers may pay less due to lower UI claims.

### For Employees

- Income Support**  
Provides income security for employees and boosts morale by showing the employees the company cares.
- Avoid Full UI**  
Employees avoid the hardships of full unemployment during poor business climate.
- Keep Benefits**  
Employees maintain their benefits such as health, retirement and union seniority (if applicable).
- Additional Employment**  
Employees can work part or full-time with another employer without affecting their payments from Shared Work.

## COVID Expansion

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

1. Shared Work Plan is approved for six months, and all plans are only good for one year inclusive of the extension.
2. Employers paid employer unemployment tax, but had less impact than full layoff as employees typically collect less unemployment.
3. Employers had to inform employees and provide seven days to respond before application submission.

### COVID-19 Exceptions

1. Currently allowing up to three extensions per plan, for a total of two years under Shared Work.
2. Based upon current federal legislation, the CARES Act provides 100% federal reimbursement to the state for all weeks of unemployment paid under the Shared Work Program, until week ending 12/26/2020<sup>1</sup>
  - **For Reimbursable Employers**, the weeks covered for Shared Work are weeks ending 4/4-12/26/2020.<sup>2</sup>
  - **For Taxable Employers**, under Governor Lamont's Executive Order 7W, the weeks covered are weeks ending 4/4/2020 – 2/6/2021.<sup>3</sup>
3. Employers may inform employees within seven days and attach a written communication (or example letter as shown on [sharedworkct.com](http://sharedworkct.com)).

<sup>1</sup>This pertains to Reimbursable and Taxable Employers, except for governmental entities with employees on Extended Benefits. Governmental entities are required to pay 100% for Extended Benefits.

<sup>2</sup>Thereafter, if the employee goes on to Extended Benefits, 50% federal reimbursement will be provided only for nonprofits.

<sup>3</sup>Thereafter, if the employee goes on to Extended Benefits, 50% federal reimbursement will be provided.