

Forms and Applications:

Available to download and/or print at:

Oregon.gov/WorkShare

If You Have Any Questions:

Toll Free: 1 (800) 436-6191

In Salem (503) 947-1800

Fax: (503) 947-1888

TDD relay service - 711

OED_WORKSHARE@employ.oregon.gov

Contact your Oregon WorkSource Center



Oregon.gov/WorkShare

The Oregon Employment Department (OED) is an equal opportunity agency. OED provides free help so you can use our services. Some examples are sign language and spoken-language interpreters, written materials in other languages, large print, audio, and other formats. To get help, please go to unemployment.oregon.gov and click on Contact Us or call us at 877-345-3484. TTY users call 711.

El Departamento de Empleo de Oregon (OED) es una agencia de igualdad de oportunidades. El OED proporciona ayuda gratuita para que usted pueda utilizar nuestros servicios. Algunos ejemplos son intérpretes de lengua de señas e idiomas hablados, materiales escritos en otros idiomas, letra grande, audio y otros formatos. Para obtener ayuda, vaya a <https://unemployment.oregon.gov/es/> y haga clic en Contact o llámenos al 877-345-3484. Usuarios de TTY pueden llamar al 711.



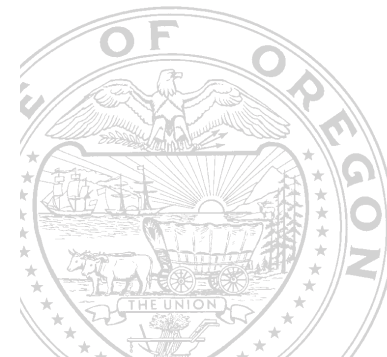
Business and the State of Oregon Working Together to Support Employment



Work Share Unit
875 Union St NE
Salem, OR 97311



State of Oregon
Employment Department
UIPUB062 (0123)



Work Share *is Business and the State of Oregon Working Together to Support Employment*

What is Work Share?

Work Share is a program that offers an alternative to laying off employees. It allows employers to retain their valued workforce during times of slowdown by reducing work hours. Employees whose hours and wages are reduced are eligible to receive a portion of their regular unemployment insurance benefits to compensate for the lost wages.

Who is Eligible?

Work Share is available to any private employer with three or more employees. Employees who would normally be eligible to receive regular unemployment insurance benefits in Oregon may participate in Work Share.



Advantages to Work Share

For Employers:

- Retain valued employees
- Reduce hiring and retraining costs when business improves
- Improve employee morale

For Employees:

- Avoid hardships usually associated with layoffs
- Unemployment benefits replace a portion of lost wages
- Maintain benefits such as health insurance and retirement benefits

The following requirements also apply:

- The normal weekly hours of work and wages are reduced by at least 20% and not more than 40%.
- The employee must serve a waiting period before receiving Work Share benefits, unless a waiting period has already been served on a claim.
- Persons who have used all of their unemployment benefits or who have a claim against another state can not receive Work Share benefits.

- The Employee must be physically and mentally able and available to work for the Work Share employer.
- Work Share cannot be used for normal seasonal declines in business activity.

How do I Apply?

Employees cannot apply for the Work Share program. To be considered for the program, employers must submit a Work Share Plan Application to the Oregon Employment Department. Once approved, weekly claim certifications will need to be turned in. The plan application and forms can be found at:

[Oregon.gov/WorkShare](https://www.oregon.gov/WorkShare)

