

Forms and Applications:



Available to download and/or print at:

www.OregonWorkShare.com



www.OregonWorkShare.com

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@oregon.gov

Contact your Oregon WorkSource Center



Work Share Unit
875 Union St NE
Salem, OR 97311



State of Oregon
Employment Department
UIPUB062 (1115)

WORK SHARE



Business and the State of Oregon Working Together to Reduce Layoffs

The Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

El Departamento de Empleo de Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com



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Work Share is Business and the State of Oregon Working Together to Reduce Layoffs

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 fully 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:

www.OregonWorkShare.com

Sign up for Secure Email

To use Secure Email for your plan communication please contact a Work Share representative by calling:

Outside Salem: 1-800-436-6191

In Salem: (503) 947-1800

