

GENERAL INFORMATION

Shared Work is a type of unemployment insurance program. This program allows employees to “share the work” available from their employer, rather than have some employees laid off while others continue to work full time. Employees who “share the work” under an approved Shared Work Plan can collect partial unemployment insurance benefits.

ELIGIBILITY REQUIREMENTS

Before you can be eligible for Shared Work benefits, your employer must submit a Shared Work Plan to the Department of Economic Security (DES) for approval.

This Shared Work Plan must:

1. Name you as a person who may participate in the Shared Work Program.
2. Include the employer’s certification that you had at least \$1,500.00 in compensation payable from the employer in the six months before the plan was submitted, and
3. Indicate the employer will “share the work” rather than lay off employees.

If your employer’s plan is approved and you want to collect Shared Work benefits:

1. You must have or be able to establish an **Arizona** unemployment insurance claim. Shared Work may not be paid by another state.
2. You must serve, or have served, a waiting week. A waiting week is the first claimed

week in which you meet requirements after establishing a claim. Benefits are not payable for that week.

3. Your normal weekly work hours must be reduced by at least 10% but not more than 40% for each week you claim. In the event that your normal weekly hours are not reduced by at least 10%, for more than two weeks, you will be required to submit a work search for each week on a Weekly Claim for Unemployment Insurance Benefits (UB-106-A) form. This means that you must engage in a systematic and sustained effort to obtain work during at least four days of the week and make at least one job contact per day on four different days of the week.
4. You must be required to show proof of earnings to requalify if you previously established a claim and were disqualified. If you have a disqualification with a definite ending date, you will not be eligible until that date has passed.

CERTIFICATION FOR WEEKS CLAIMED

Every other week the DES mails a list of the Shared Work Plan employee names to your employer. Your employer makes this list available for you to certify to the following information pertaining to the two most recently completed calendar weeks:

1. The hours your employer would have compensated you for, and

2. Whether or not you refused a job offer of full-time work with your employer.

Your employer also certifies to the information on the list and returns it to DES. If you are eligible for Shared Work benefits, a check is mailed to you. If you are not eligible, you are notified by mail.

EXEMPTIONS FROM REGULAR UNEMPLOYMENT INSURANCE POLICY

If you are participating in a Shared Work Plan:

1. You are not required to look for work and are not penalized for refusing job offers from other employers. If you refuse suitable full-time work from your Shared Work employer, you may be disqualified from receiving benefits.
2. Working for another employer does not affect your Shared Work benefits.

COMPUTATION OF BENEFITS

If you have an existing Arizona unemployment insurance claim, your weekly benefit amount and total award will not change for the remainder of your benefit year.

If you are establishing a claim when you file for Shared Work, you will receive a wage statement in the mail. The wage statement shows your employers and wages earned during the period used to establish a claim. The wage statement will also show your weekly benefit amount and total award. An explanation of how these are computed is on the wage statement.

Unemployment insurance benefits are reduced in proportion to the hours your employer reduces your normal work week. For example, if you normally work a 40-hour week and your employer reduces your work by eight hours a week, you would be eligible to collect 20% of your weekly benefit amount. If your weekly benefit amount is \$240.00, your Shared Work benefit would be \$48.00.

RESTRICTIONS

You cannot collect Shared Work benefits for a week in which your weekly work hours are reduced less than 10% or more than 40%. For example, if you normally work a 40-hour week and your employer reduces your hours by more than 16 hours, you would not be eligible for Shared Work benefits for that week.

You may be eligible to collect up to 26 weeks of Shared Work benefits, but the total amount of the Shared Work benefits and regular unemployment insurance benefits you receive cannot exceed your total award.

During periods of high unemployment, you may be eligible for more than 26 weeks of Shared Work benefits.

FOR FURTHER INFORMATION

If you have questions about your Shared Work claim, your employer may be able to answer them. If your employer cannot answer your questions, please call the “Shared Work Unit” at 602-495-1861.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.



SHARED WORK INFORMATION FOR EMPLOYEES

This pamphlet gives general information about the Shared Work Unemployment Compensation Program and supplements the PAU-007-M *A Guide to Arizona Benefits*