

Guidelines

Employers' Guide

WorkShare is flexible.

You can cancel your WorkShare plan at any time by notifying the DUA WorkShare Department at 617-626-5521.

- WorkShare allows companies to reduce the work hours of permanent employees between 10 to 60 percent
- Employees must be full or permanent part-time
- Employees who participate in WorkShare must work in the same group. The group can be the entire company, department, shift, or job category. Minimum of two employees per plan
- The decrease in the normal weekly hours must be shared equally by all employees
- Employers must be up-to-date with unemployment contributions

If employees are part of a union:

- The union must agree to the WorkShare plan. It is best to talk to the union about WorkShare early in the process

To apply for WorkShare:

1. Log on to your UI Online Employer Account at www.mass.gov/dua.
2. Click on *Account Maintenance* at the *Employer Home* page. Then *Request WorkShare Benefits*, hit *Search*, and *Add WorkShare Plan*. Employers must certify they are using WorkShare to avoid layoffs.



WorkShare

A smart alternative to layoffs



The Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development
Department of Unemployment Assistance



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Sometimes you have to cut costs

Business demand has slowed or you are waiting for that next big order.

But for now, you have hard decisions to make around your business and the people who work for you.

Often that means layoffs, but that does not have to be the answer.

WorkShare: **A smart alternative to layoffs**

The Massachusetts Department of Unemployment Assistance (DUA) can help your company keep valuable workers.

WorkShare has helped companies with a smart alternative to layoffs since 1988.

How it works

- With WorkShare, employees share reduced work hours while collecting Unemployment Insurance benefits to supplement their temporary lower wages
- When business picks up, you can avoid the extra costs of recruiting and training new workers
- Use WorkShare only when you need it

Who participates in WorkShare?

WorkShare is for any company in Massachusetts, non-profit organization, or government agency.

Businesses in every sector, including manufacturing, construction, retail, and high-tech, can benefit from WorkShare.



Gentle Giant Moving Company, a multi-state moving company with over 200 movers, opted to use WorkShare for the first time in 2009.



We were trying to preserve jobs and strengthen the organization to get through the difficult time. WorkShare strengthened the company finances and employee morale....this not only helped us save money, but also galvanized the workforce to realize we were going to weather this storm together.

- Ryan Falvey, V.P. of Organizational Development, Gentle Giant Moving Company



When you use WorkShare at your company

- Trained employees stay working for you
- Extra costs of recruiting and training new workers are avoided
- Business keeps running smoothly and is poised for a heavier work load

Visit mass.gov/workshare or call a Mass BizWorks Representative at 1-800-252-1591