

Guidelines

The Employer Must:

- » Be registered in Rhode Island
- » Enroll at least two permanent employees.
- » Be current on unemployment taxes or on a payment contract.
- » Continue providing employee benefits (e.g. health insurance, vacation leave, etc.). If employee benefits are reduced, the reduction must apply equally to all employees.
- » Reduce participating employees' hours by 10 to 50 percent.
- » Designate a company liaison to work with Labor and Training.

Participating Employees Must Be:

- » Permanent.
- » Paid in or converted to hourly wages.
- » Eligible for regular unemployment benefits.
- » Able and available to work all hours offered by the employer.

Restrictions:

WorkShare is not intended to support seasonal businesses during the off-season and it is not for slowdowns that are normal for the industry or business. Temporary and/or intermittent employees are not eligible to participate in the program.

To learn more about WorkShare, visit:
www.dlt.ri.gov/ui/WSfaqs.htm.



TTY via RI Relay 711 • Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

Employer Resources

WorkShare

**A smart alternative
to layoffs**



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

1511 Pontiac Avenue, Cranston, RI 02920
www.dlt.ri.gov/ui/WS.htm • (401) 462-8418
Email: dlt.workshare@dlt.ri.gov

It can happen to any business...

Demand for your product or service slips. Maybe the market goes in the tank. All you know is your business is in a fix and you've got hard decisions to make.

You don't want to lay off your skilled employees, but what else can you do to cut costs?

A viable solution is:

The WorkShare Program

Rhode Island's WorkShare Program allows you to reduce the work hours of your permanent employees by up to 50 percent. Then, your workers collect partial unemployment benefits to make up for some of the lost wages.

You save payroll and keep your skilled workforce in place. Your employees hang onto their jobs and make more money than if they were fully laid off.

Benefits to workers and employers

- Workers keep their jobs and maintain economic security.
- Employers retain skilled and trained workers.
- Workers continue to receive company benefits.

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- Employers avoid the time and expense of training new employees.
- Workers maintain employment skills and remain available for advancement opportunities.
- Employers avoid disruption in business operations and can respond quickly as business improves.

Track record of success

Nearly all participating businesses would use WorkShare again and would recommend it to others.

Most employers say WorkShare helps their company survive and the program improves employee morale and loyalty.

Plain and simple: It works

In every business, there are peaks and valleys. When you hit one of those valleys, WorkShare is here for you.

