



# Work Share Oregon

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**Funder Organization:** Federal program administered through the State of Oregon Employment Department.

**Program URL:**

Work Share Oregon home page:

<https://www.oregon.gov/employ/Businesses/WorkShare/Pages/Work%20Share%20Home%20Page.aspx>

**Type of Fund:** Unemployment insurance (UI) to subsidize a portion of lost wages.

**Target Audience or Geography:** Businesses and employees in Oregon

**Estimated Time of Arrival for Public Rollout:** Current and ongoing

## Brief Program Description

Work Share allows a business to let their employees work part time while retaining their full time job, perhaps with reduced pay. The employer pays regular wages for the hours the employee works and the Work Share program pays a portion of the remainder directly to the employee. The program allows employees to receive unemployment benefits that employers have paid in through employment taxes. Work Share Oregon lets an employee keep their job and benefits. It also allows the employer to retain skilled workers during these uncertain times.

Here is an example of how it works from the Work Share Oregon website: Jim works 5 days per week and earns \$500 per week (\$100 per day). If Jim went on unemployment he would work no days per week and would earn \$275 unemployment benefits. Through Work Share, Jim and his employer develop an alternate plan where he works 4 days a week and receives \$400 from his employer. His hours were reduced by 20% and thus he would earn 20% of the \$275 unemployment benefits he would receive for being laid off.

## Eligibility Requirements

- Employees must qualify for Oregon unemployment insurance benefits.
- The plan must cover at least three employees.
- The normal weekly hours of work and wages are reduced by at least 20%, but not more than 40%.
- Employees under the plan must have worked continuously for six months on a full-time basis, or for one year on a part-time basis before an employer can submit the Work Share plan.
- Work Share plans cannot last more than one year.
- A worker can receive up to 52 weeks of Work Share benefits under a plan. The Work Share payments a worker receives are deducted from the available maximum benefit amount on their Unemployment Insurance claim. If there is a remaining balance, the worker may be able to draw regular benefits if needed, as long as they are otherwise eligible to receive them.

## Ineligibility Restrictions

- Workers who've used all of their regular benefits or have an Unemployment Insurance claim against another state cannot receive Work Share benefits.
- Work Share benefits are not paid if the employee works more than the reduced hours that are not within the 20 to 40 percent limitation. It may be possible for a worker to qualify for regular benefits under these circumstances if their earnings are less than their weekly benefit payment amount, and they work less than 40 hours.

## Use of Funds

Direct payment benefit to employees through unemployment.

## Application Submittal Process

Employer must apply for the program by sending a written plan to the Oregon Employment Department. Employees can not apply for Work Share.

- The employer must select three or more employees with reduced work hours to participate in a Work Share program. The employer must state that the employee's work hours and wages will be cut by at least 20%, but no more than 40% per week, and that the employee's normal work week is 40 hours or less.
- To qualify, each employee must have worked full-time for six months, or part-time for 12 months just before the employer's Work Share plan was submitted. Weekly claims are submitted by the employer.

**Required forms and Documentation:** <https://www.oregon.gov/employ/Businesses/WorkShare/Pages/Program-Forms-and-Resources.aspx>

## Program Contact Information

**Email:** [OED\\_WorkShare@oregon.gov](mailto:OED_WorkShare@oregon.gov)

**Phone:** (503)-947-1800; Toll Free: (800)-436-6191

**Mailing Address:** Oregon Employment Department  
PO Box 14518  
Salem, OR 97309

### Additional URLs:

Work Share Program Brochure

<https://www.oregon.gov/employ/Businesses/WorkShare/Documents/Work-Share-Brochure.pdf>

Helpful Program Infographic

<https://www.oregon.gov/employ/Businesses/WorkShare/Documents/Work%20Share%20Infographic%202-2-17.pdf>

**Frequently Asked Questions:** <https://www.oregon.gov/employ/Businesses/WorkShare/Pages/Frequently-Asked-Questions.aspx>

**Program Fact Sheet:** [https://www.oregon.gov/employ/Businesses/WorkShare/Documents/Workshare\\_FactSheet%202-6-17.pdf](https://www.oregon.gov/employ/Businesses/WorkShare/Documents/Workshare_FactSheet%202-6-17.pdf)

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