



## SharedWork Ohio: Frequently Asked Questions

### What is SharedWork Ohio?

SharedWork Ohio is a voluntary layoff aversion program. It allows workers to remain employed and employers to retain trained staff during times of reduced business activity. Under a SharedWork Ohio plan, the participating employer reduces affected employees' hours in a uniform manner. The participating employee works the reduced hours each week, and the Ohio Department of Job and Family Services (ODJFS) provides eligible individuals an unemployment benefit proportionate to their reduced hours.

### Who may apply for SharedWork Ohio?

Ohio employers may apply if they meet the following criteria:

- Have at least two affected employees who do not work on a seasonal, temporary or intermittent basis
- Are current on all Ohio unemployment insurance reporting and taxes
- Agree to the program requirements. For more information about employer requirements, please see **JFS 20142**, "SharedWork Ohio Guide for Participating Employers and Employees."

After ODJFS notifies an employer that it approves the submitted SharedWork Ohio plan, the affected employees may apply for SharedWork Ohio benefits.

### How may a participating employer reduce employees' hours under a plan?

Interested employers provide ODJFS with a list of participating employees and specify their normal weekly hours of work, not to exceed 40 hours and not including overtime. Part-time employees may be eligible, but all employees in an affected unit must have their hours reduced by the same reduction percentage. Reduction percentages must be at least 10 percent but no more than 50 percent of the normal weekly hours of work.

### How long do participating employees receive SharedWork Ohio benefits?

It varies. However, SharedWork Ohio plans typically remain in effect for 52 weeks unless the plan is terminated or the participating employee is no longer eligible.

### Can a SharedWork Ohio plan be terminated?

Yes. An employer may terminate a plan by providing written notice to ODJFS. ODJFS also may terminate a SharedWork Ohio plan for good cause. ODJFS will send written notice to all participating employees whenever a plan is terminated.

### Can a participating employee work for another employer during the time his or her hours are reduced?

Yes. However, that could affect the amount of SharedWork Ohio benefits a participating employee may receive.

### What employee information do employers need to complete a SharedWork Ohio application?

In addition to identifying the affected work unit, employers must provide the following information regarding each of their participating employees:

- First and last name
- Social Security number
- Normal hours worked per week
- Proposed reduction of hours per week

### How will I know if a SharedWork Ohio plan is approved?

ODJFS will mail a notice of approval or denial to employers within 30 days after receiving a SharedWork Ohio application. ODJFS also will email helpful instructions and additional information to the employer.

### What happens after a plan is approved?

After the SharedWork Ohio employer receives approval notification, the employer is responsible for informing participating employees of the approved plan, instructions and guidelines. The employer also is responsible for submitting biweekly claim information on behalf of all participating employees. After the employer submits claim information, the participating employees must log onto **unemployment.ohio.gov** or call (877) 644-6562 to apply for individual eligibility, confirm their hours worked, and provide additional information about any non-SharedWork Ohio employment.

### Where can I direct questions about SharedWork Ohio?

Please email **SharedWork\_Ohio@jfs.ohio.gov** or call (866) 733-0025, option 3.