

Missouri Shared Work Unemployment Compensation Program

This program might provide an alternative to layoffs, if you are faced with a reduction in work. Under certain conditions, it allows you to divide the available work among a group of your affected employees, instead of a layoff. Then your employees can receive a portion of their unemployment benefits while working reduced hours. To participate, you should complete an application for your company, and submit it to the Division of Employment Security (DES) for approval.

If you are interested, please start by visiting the following website: labor.mo.gov/shared-work. Another site with relevant information is: labor.mo.gov/coronavirus.

Some key points/conditions/restrictions:

- The program might provide reduced unemployment benefits to workers who are certified by you and approved by the Division of Employment Security (DES).
- In order to be certified, your employees must continue to be paid for between 60 and 80% of their normal work hours (*precisely* between 24 and 32 hours per week for employees on a 40-hour workweek).
- The first eligible week is considered a “waiting” week.
- All current fringe benefits must be still be provided for certified employees. This can be problematic for some insurance plans, which require full time employment (many time expressed as 30 hours or more per week).
- Action required by you and the Department of Employment Security:
 - The first step is to request information by completing the online form at <https://apps.labor.mo.gov/forms/SWPA/>.
 - You then draft and submit the shared work plan to the DES.
 - DES approves the plan for 12 months.
 - Certified employees may receive unemployment benefits proportional to a reduction in wages.
 - You are also required to file weekly requests for payment within 2 weeks of the week-ending date. The request for payment is filed weekly, even though workers are usually paid bi-weekly. The request for payment includes a certification for each of your enrolled, eligible employees.
- The nature of this program prevents Simploy from applying and filing on behalf of your company. However, if you to apply, Simploy will support you with whatever documentation (usually 940/941 forms) and assistance that you need.