

amount shall be reduced by the amount dollar for dollar for any amount earned over \$128.

- Employees will retain their employee status with the employer and any health insurance will continue to be provided.
- Employee's will receive retirement contributions from their employer based on actual hours worked.

*In addition to these requirements, the NH Employment Security Commissioner has authority to approve or reject the plan in writing. The rejection would be final and not appealable. However, the employer could submit another plan for consideration and that determination would be made based upon the new data submitted by the employer.*

**NH Employment Security  
WorkShare BAU**

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**Salem**

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**Somersworth**

6 Marsh Brook Drive, 03878-1595  
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*NH Employment Security is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.*

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

*TDD ACCESS RELAY NH1-800-735-2964.*

*NH Employment Security is a proud member of America's Workforce Network & NH WORKS.*

*[www.nh.gov/nhes](http://www.nh.gov/nhes)*

*DES 1260 R - 4/11*



**Stay At Work  
(WorkShare)**

**<https://nhuis.nh.gov/employer>**



**A Guide For  
NH Employers**



**NHES** New Hampshire  
Employment  
Security  
[www.nh.gov/nhes](http://www.nh.gov/nhes)

*"We're working to keep New Hampshire working"*

## Helping NH Employers Avoid Layoffs

*"New Hampshire works best when New Hampshire works together"*

*- Governor John Lynch*

Governor Lynch's Stay at Work (WorkShare) Initiative offers employers an alternative to layoffs during a temporary slowdown in business. NH WorkShare allows employers to keep eligible employees on the payroll by having all of the workers in a department or unit share reduced work hours of 10-50% and collect a percentage of Unemployment Insurance (UI) benefits for up to 26 weeks.

Seventeen states have already implemented a WorkShare program to help their employers avoid layoffs. These states have reported saving thousands of jobs under their Program. New Hampshire is one of seven additional states implementing a WorkShare Program this year.

## WorkShare Plan Requirements

All NH employers who are in good standing would be eligible to submit a WorkShare plan online at <https://nhuis.nh.gov/> employer. The plan must include the reason for the slowdown in business, the expected duration of the slowdown, the employees who will be part of the plan, and the percent reduction in work hours, and reductions in benefits if allowed.

The WorkShare plan only applies to full-time employees or permanent part-time employees and they must be otherwise

eligible to receive UI Benefits in order to participate. To be eligible for WorkShare, a unit consisting of at least two employees, must cut its normal weekly hours by at least 10% but no more than 50%, and the reduction in hours must be spread equally among all employees in the plan.



The WorkShare plan will not serve as a subsidy of seasonal employment during the off-season or as a subsidy for intermittent employment.

The employer must certify that employees have worked all available hours for the week being claimed. In the case of employees represented by a collective bargaining agent or union, the plan must be approved in writing by the collective bargaining agents or unions that cover the affected employees.

## WorkShare Benefits

- Workers keep their jobs and some economic security.
- Employers retain skilled and trained workers.
- Workers continue to receive health insurance.
- Employers avoid the time and expense of training new employees.
- Employers avoid disruption in business operations and can respond quickly as business improves.

## Eligibility for WorkShare Benefits

The WorkShare plan only applies to full-time employees or permanent part-time employees and they must be otherwise eligible to receive UI Benefits in order to participate. The following conditions also apply:

- An employee must serve a waiting week before receiving WorkShare benefits unless a waiting period has already been served on an existing claim.
- Employees will receive a percentage of their weekly benefit amount (WBA) equal to the percentage of the reduction in hours.
- If in any week an individual performs services for a WorkShare employer and an employer other than the WorkShare employer, the weekly WorkShare benefit