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Shared Work Ohio: Does Your Business Qualify?



What is it?

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.

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



Hour Requirements:

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.

Requirements for 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 to apply for a SharedWork Ohio plan:

- Go to www.unemployment.ohio.gov
- Log in to your OJI Employer benefits account
- From the Main Menu, under SharedWork Ohio (SWO), select View/Manage SWO Plans



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