



# Administrative Procedure

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**Subject:** UNEMPLOYMENT COMPENSATION

1.0. PURPOSE:

To establish the policy and procedure related to unemployment compensation.

2.0. ORGANIZATIONS AFFECTED:

All organizations of the University, excluding auxiliary organizations.

3.0. REFERENCES:

3.1. Office of the Chancellor memoranda, BP 72-33 and FSA 71-83.

4.0. POLICY:

It is the policy of the University to provide unemployment insurance coverage to protect its employees against the loss of income resulting from unemployment through no fault of the individual. The coverage is broad and applicable to executive, administrative, academic and support staff employees serving in permanent, probationary, temporary, full-time and part-time positions. This benefit is paid entirely by the University, therefore, no employee contributions are required.

The University will provide employment information to the Employment Development Department of the State of California to assist in determining eligibility; to represent the University at appeal hearings in which the University has a vested interest; and to audit reports of benefit payments to prevent erroneous charges and to insure proper credit. Although determination of eligibility is the prerogative of the Employment Development Department of the State of California, the general guidelines are that claimants be unemployed for a compelling reason, be available and able to work, and actively seeking work.

5.0. DEFINITIONS:

5.1. E.D.D.--Employment Development Department, State of California.

5.2. Claimant--A former California State University, Los Angeles employee who has filed a claim for unemployment insurance benefits.

**Approved:**

**Date:**

5.3. Claim DE1101C--Application used by claimants to request unemployment insurance benefits through their local Employment Development Department Office.

5.4. Classifications not covered by unemployment insurance:

Class Code 0100	Youth Summer Aid
Class Code 1870	Student Assistant
Class Code 1871	Work Study Student
Class Code 2355	Graduate Assistant

5.5. Determination--Decision from the Employment Development Board that a claimant is or is not eligible to receive benefits.

5.6. Notice of Hearing DE1894--Form used to advise the employer of a scheduled meeting before the Employment Development Board to give the claimant and/or the employer the opportunity to protest a determination.

5.7. Benefit Audit - Request from the Employment Development Department to review the payroll history of a claimant.

5.8. Base Period--The last four complete consecutive calendar quarters plus any partial calendar month or months immediately preceding the effective date of the claim.

5.9. Disqualification--Suspension of a claimant's benefits for a definite or indefinite period because he/she did not meet certain eligibility requirements.

6.0. RESPONSIBILITIES:

6.1. The claimant will:

6.1.1. Take the initiative of filing a claim with their local Employment Development Department Office.

6.1.2. Accurately complete the employee's portion of the initial claim form DE1101C giving separation date and reasons for separation.

6.2. Human Resource Management will:

6.2.1. Respond to the initial claim in a timely manner.

6.2.2. Accurately report the requested information pertaining to employment dates and reasons for separation from University employment.

6.2.3. Provide information required on benefit audits.

6.2.4. Audit costs of benefits paid.

6.2.5. Prepare and respond to appeals, in person or in writing.

6.3. The Employment Development Department Office will review unemployment insurance claims, determine eligibility of claims, and conduct unemployment insurance hearings.

7.0. PROCEDURES:

7.1. The California Unemployment Insurance Code recognizes that many individuals may become unemployed through no fault of their own and provides for income continuation while between jobs in a pro rata amount to base period earnings. With few exceptions, California State University, Los Angeles employees are covered by the unemployment insurance program and are potential beneficiaries of its benefits.

7.2. Exclusions from coverage:

7.2.1. Persons classified as students. This exclusion applies to individuals employed in classifications of Graduate Assistant, Student Assistant, Youth Summer Aid, Student Trainee, and Work Study Student. Additionally, this exclusion applies to any individual who is enrolled in one or more courses (other than extension courses) and is employed less than half-time by the University.

7.2.2. Persons employed in a research, instructional or principal administrative capacity are not eligible to receive benefits for periods of unemployment between two terms or between two academic years or during paid sabbatical leave, providing that person has a commitment to return to work at the beginning of the next term.

7.3. The separated employee is responsible for filing an initial claim for unemployment insurance benefits with their local Employment Development Department Office.

7.4. Human Resource Management will:

7.4.1. Receive and review a copy of the initial claim form and complete sections A and C of the form.

- 7.4.2. Validate or correct the information provided by the former employee and give reasons for the employee's separation.
- 7.4.3. Return the completed form to the local Employment Development Department Office within 10 calendar days from mailing date.
- 7.5. The Employment Development Department representative will review the data submitted on the initial claim form, determine eligibility of claimant, and inform the claimant and Human Resource Management of claimant's eligibility status.
- 7.6. Appeals: If either the claimant or the University (Human Resource Management representative) disagrees with the decision of the Employment Development Department representative, that party may file an appeal within 20 calendar days.
- 7.7. The Employment Development Department Office will schedule a hearing before an Administrative Law Judge and inform interested parties of the hearing date, time and location.
- 7.8. The Administrative Law Judge will conduct the hearing, taking testimony under oath from interested parties and/or witnesses, and render a decision either upholding or reversing the findings of the local Employment Development Department Office.
- 7.9. If the claimant is deemed to be eligible to collect unemployment insurance benefits payments will either commence or continue.
- 7.10. If it is determined that the claimant is ineligible for unemployment insurance benefits, payments will cease and, in some cases, claimants will be required to reimburse the State of California for overpayments.
- 7.11. An assigned representative from Human Resource Management is delegated the responsibility of representing the University in all matters relating to the University's unemployment insurance program including, but not necessarily limited to, the following: responding to various Employment Development Department requests for information, filing appeals, representing the University at unemployment insurance hearings, preparing reports, auditing benefit payments to determine the accuracy of charges, requesting corrections of erroneous charges.
- 8.0. APPENDICES:
  - 8.1. Initial Claim Form, Form DE 1101C.