

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-301</b>
		<b>UNEMPLOYMENT INSURANCE</b>
<b>ISSUE DATE:</b> November 14, 2007	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> <u>Legacy Personnel Guides:</u> B513 Unemployment Insurance: Information and Procedures	<b>CHANGES:</b>	

## I. POLICY

It is the policy of the District to provide information on unemployment insurance to employees and, upon authorization by the employee, the employee's designated exclusive representative in the event the employee files for unemployment insurance benefits.

## II. DEFINITION

- **School Employee** is, for unemployment insurance purposes, an individual who works or provides services for a public or private non-profit school employer.
- **Unemployment Insurance (UI)** is a program funded through a combination of federal (Federal Unemployment Tax Act) and state unemployment taxes to supply income support for persons who have lost their jobs

## III. REQUIREMENTS

### A. Unemployment Insurance Law Provisions

1. District employees may be eligible for unemployment insurance benefits upon termination of employment with the District, provided they meet certain criteria established by law.
2. State Unemployment Insurance (SUI) is funded by a tax on the District's payroll and through local experience charges. Employees do not pay for unemployment insurance.
  - a. The District pays SUI on all employees except for student employees.
  - b. Eligibility for SUI is determined by the Employment Development Department (EDD), State of California, not the District.
  - c. Once employment is terminated, it is the responsibility of the former employee to file for unemployment benefits with the [Employment Development Department \(EDD\), State of California](#).
  - d. The initial determination of eligibility is made by EDD based on separation information provided by both the claimant and the District.

**B. Information Inquiries**

1. Employee/former employee inquiries concerning their unemployment insurance benefits or benefit eligibility are to be directed to the EDD.
2. Inquiries concerning District responsibility regarding the unemployment insurance benefit program are to be referred to Employer-Employee Relations, District Office.

**C. District Operating Procedures**

1. **Correspondence/Claims:** Any correspondence or claim received by at any location of the District must be immediately forwarded to the District's third party administrator as follows:

TALX UCeExpress  
Post Office Box 4121  
Concord, CA 94524-4121

Phone: (800) 846-9242 Ext. 6906  
Fax: (866) 219-8837

2. **Assistance** with this procedure can be obtained from Employer-Employee Relations, District Office.
3. **Notification of Benefit Provisions:**
  - a. New hire processing: Information on the SUI is included in the new employee orientation material along with a link to [EDD Publication DE 2320M For Your Benefit When You Need It](#) on the District's website.
  - b. State statute requires employers to furnish their employees copies of printed statements relating to claims for benefits at the time the employee becomes unemployed. Upon termination of employment, Human Resources, District Office provides the following to a laid-off employee.
    - [EDD Publication DE2320M, For Your Benefit When You Need It](#)

**IV. ADDITIONAL SOURCES**

**CALIFORNIA EDUCATIONAL CODE**

[1330 Unemployment Insurance; Representation of Employers; Administration of Programs](#)

**LACCD ADMINISTRATIVE REGULATIONS**

[C-11 Claims and Legal Actions](#)

**FEDERAL, STATE, LOCAL AGENCY WEBSITE**

[Employment Development Department, State of California](#)