



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
2**

**PAGE
D4-180.0**

SUBJECT

EMPLOYEE INSURANCE AND BENEFITS

SUB-TOPIC

UNEMPLOYMENT COMPENSATION INSURANCE (UCI)

THE PROGRAM

This Program, at no cost to the employee, provides financial aid to those employees who become unemployed through no fault of their own and who are actively seeking employment elsewhere while unemployed. A weekly income is provided for a stipulated period of time, dependent upon the circumstances of termination. Coverage extends to all UTD employees and benefits payable to all former employees are through the Texas Employment Commission (TEC). Employees who are on contract to the University may not collect benefits for any weeks of unemployment between academic semesters if that employee has a contract for consecutive academic semesters.

Questions not answered in this police statement should be directed to the Human Resources Office.

ELIGIBILITY REQUIREMENTS

A former employee is eligible to receive benefits for any period of unemployment if he/she:

1. Reports to any employment office in accordance with TEC Regulations,
2. Registers for work,
3. Files a valid claim in accordance with TEC Regulations,
4. Is able to work,
5. Is available for work, which includes making an active search for work,
6. Serves a waiting period of one week, and
7. Has earned a sufficient salary during the base period to qualify. The base period is the first four (4) complete calendar quarters of the last five (5) complete calendar quarters immediately preceding a period of unemployment.

BENEFITS

1. REGULAR BENEFITS

The amount of unemployment insurance benefits for which an individual may qualify is determined by his/her earnings during the first four (4) of five (5) calendar quarters preceding a claim. The maximum number of weeks a person may draw regular benefits may vary.



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BENEFITS, Continued

2. EXTENDED BENEFITS

Benefits are available equal to 50% of regular benefits during declared periods of high unemployment after regular benefits have been exhausted. Whether or not a person is eligible for extended benefits is determined by the unemployment rate among insured workers on a statewide or nationwide basis.

PROGRAM ADMINISTRATION

This program is administered through the Human Resources Office. To assure that all persons leaving University employment receive benefits for which they qualify, Human Resources must have complete information from the appropriate department administrator regarding the circumstances leading up to and resulting in the termination of an employee. A "checkout procedure" (see "Checkout Procedure", this Section), including completion of the Employee Separation form (see Exhibit D8), is designed to provide Human Resources with the needed information.

EMPLOYING DEPARTMENT RESPONSIBILITIES

Reducing University costs under this program requires that every department administrator and supervisor ensure the following actions be taken:

1. Obtain facts and maintain written records on all separations so that if claims for benefits are filed by a former employee, they can be properly protested when justified. Records should include performance, disciplinary activities, attendance, and reason(s) for termination,
2. Stabilize employment to reduce seasonal layoffs,
3. Assist in the "checkout procedure" to determine and properly document reasons for termination,
4. Analyze turnover experience to determine and eliminate problem areas,
5. Reduce or eliminate the use of extra employees during peak work periods,



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EMPLOYING DEPARTMENT RESPONSIBILITIES, Continued

6. Review work requirements to determine if several part-time employees could be replaced by one (1) or more full-time employees,
7. Carefully review applications of prospective employees to determine their abilities to handle the duties and responsibilities required, and,
8. Notify the Human Resources Office immediately upon learning of an employee's intent to terminate.