



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
2**

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SUBJECT

EMPLOYEE INSURANCE AND BENEFITS

SUB-TOPIC

UNEMPLOYMENT COMPENSATION INSURANCE (UCI), Continued

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.