



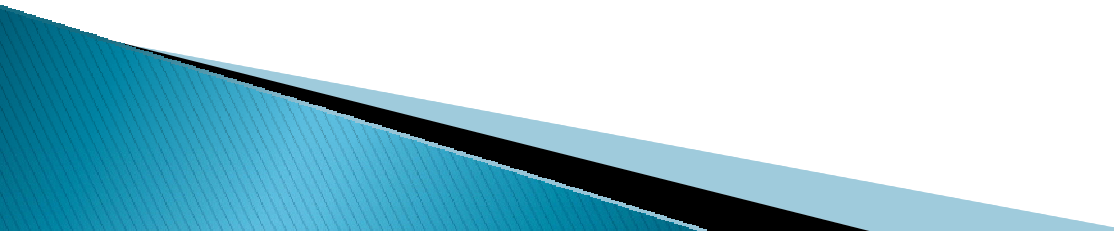
# You're The One

You Hold The Key to  
Savings For Your Company

# How Can You Help?

- ▶ By following a few basic guidelines, you can help distinguish between claimants legally entitled to unemployment benefits and those not legally entitled.

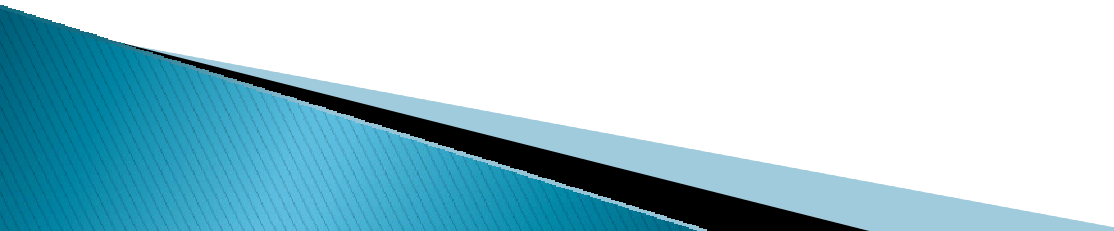
# Misconduct

- ▶ Post Clear, concise work rules in obvious locations around work areas.
  - ▶ “Gross Misconduct” cases (theft, etc.) typically result in immediate discharge of employee(s) involved
  - ▶ Follow procedures below for “HANDLING VIOLATIONS” when an incident doesn’t warrant dismissal.
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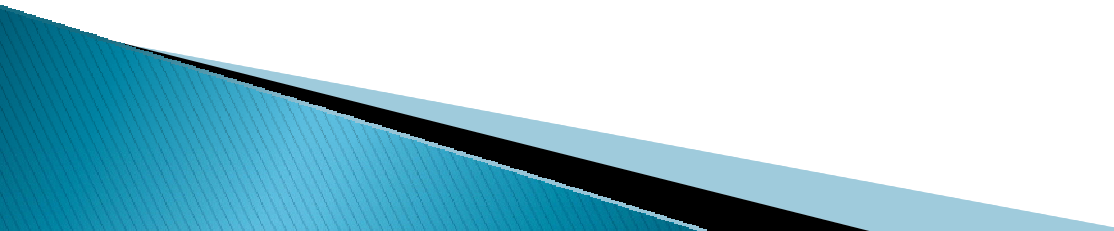
# Absenteeism/Tardiness

- ▶ By itself, not usually disqualifying
- ▶ Only disqualifying if willful misconduct
- ▶ Ask yourself 2 questions:
  - Was proper notice given according to company rules?
  - Was the incident for a “compelling and necessitous reason?”

If the answer is “No,” the reason for termination should be “Willful misconduct involving absenteeism.”



# Open Door Policy

- ▶ Unemployment Solutions, Inc. recommends establishing an “Open Door Policy” (grievance channel for employees).
  - ▶ An employee who quits without airing his/her grievance to management is less likely to be entitled to benefits.
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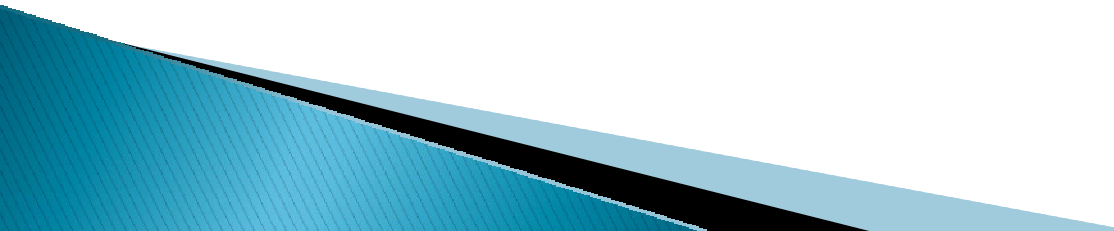
# Voluntary Quits

- ▶ Document all voluntary quits, whether an initial claim is filed or not, as further protection in the event of becoming a “base period employer” in the future.

# Handling Violations

- ▶ First Violation – Verbal Warning. Inform employee of violation and review rules.
  - Warn that future infractions could result in disciplinary action and/or discharge, and make a note of the warning in his/her personnel file.

# Handling Violations – continued

- ▶ Second Violation – Written Warning
    - Make two copies
    - Date the warning and state the specific violation
    - Include the words that “further violation may result in disciplinary action or dismissal
    - If possible, have a witness present when giving the warning
    - Ask the employee to sign the warning, acknowledging its receipt, and sign it yourself.
    - Put one copy in the employee’s personnel file and give employee the second copy.
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# Handling Violations – continued

- ▶ Third Violation
- ▶ Depending on the offense
  - give the employee a second written warning
  - Or, terminate his/her employment
- ▶ Dismissing for Misconduct
  - Don't confuse the reason for discharge by adding "And besides, your work performance is unsatisfactory."

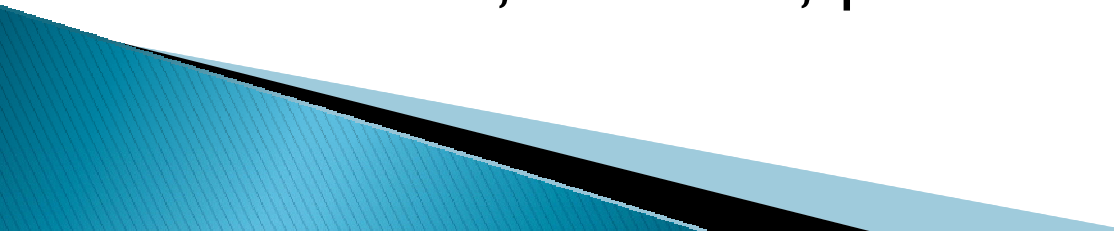
# Dismissing for Misconduct

- ▶ Don't confuse the reason for discharge by adding "And besides, your work performance is unsatisfactory."
- ▶ Reference to incompetency as another reason for dismissal can imply that IF work quality had been better, the "Misconduct" would have been overlooked and will usually lead to the benefit eligibility.

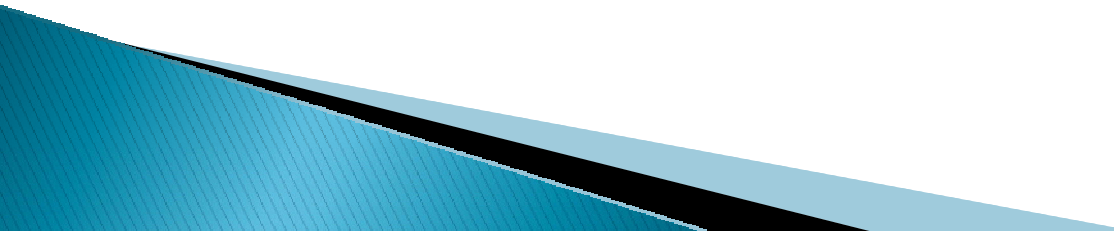
# Your Responsibility

- ▶ When an employee separates from the job for any reason
  - Quit
  - Laid off
  - Discharged
- ▶ Fill out a Termination Report immediately while the facts are fresh in your mind and file in the individual's personnel folder

# Unemployment Compensation

- ▶ Employers fund the entire cost of U.C. Benefits in 51 states and territories through taxes paid to State and Federal governments.
  - ▶ U.C. tax costs are typically passed on to the public in higher product prices, driving some employers out of business
  - ▶ For each dollar of Unemployment Benefits paid out, many employers are taxed an additional \$2–\$4
  - ▶ These benefit charges and tax rates translate into less dollars available for employee salary increases, benefits, profit sharing, etc.
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# So.... Can We Count On Your Help?

- ▶ Send us your unemployment documents as soon as you receive them.
    - Claims
    - Termination Reports and Supporting Documents
    - Benefit Charge Statements
    - Tax Rate Notices
  - ▶ We administer and process all claims and charges against your account(s) to correct mathematical errors and illegal charges so that your organization is not paying more than legally required.
  - ▶ We evaluate tax rates to recommend if a voluntary contribution would reduce your tax rate
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# FINAL REMARKS

- ▶ Procedures in this publication are not to be construed as instructions to Unemployment Solutions, Inc. clients but, merely, alternative methodologies for handling certain types of personnel matters.
  - ▶ Decision to incorporate these procedures into company policy is solely at the discretion, and with the approval, of your company management.
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