

University Enterprises, Inc. Policies and Procedures		Policy No. 820
Section:	Human Resources	
Policy:	Unemployment Insurance	
Revised Date:	December 11, 1998	

Unemployment Insurance

I. PURPOSE

To establish the process for responding to unemployment insurance claims.

II. SCOPE

This procedure applies to claims filed by all University Enterprises, Inc. (UEI) employees.

III. PROCEDURE

In the event that a former UEI employee applies for unemployment insurance from the State of California Employment Development Department (EDD), the following procedure is customarily followed.

- A. Human Resources responds to the inquiry form sent to UEI by the EDD and returns the form to UEI's authorized claims adjustment company within the required time period.
- B. Claims filed by employees who have voluntarily quit or been terminated for misconduct or who may otherwise be ineligible for benefits may be contested by UEI.

IV. RELATED POLICIES

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| Policy No. 805 | Employee Separation |
| Policy No. 810 | Reduction In Force (RIF) and Recall |