



Title: Unemployment
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Unemployment

Louisiana Technical College (LTC) operates in accordance to the standards set forth by the Department of Labor under R.S. 43:31. Unemployment insurance assists workers who work for employers covered under the unemployment law and subsequently unemployed through no fault of their own. The scope of this policy applies to all covered employees (full-time and part-time workers) of the LTC.

Policy Reference: La. R.S. 43:31

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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 Hard Copy Distribution to LTC Regional Directors

SIGNATURE

*James R. Sawtelle, III
 Vice President for Career & Technical Education*



Unemployment Procedures and Specific Information

592.1 BACKGROUND

The Unemployment Insurance procedure provides information needed to process unemployment claims.

592.2 POLICY STATEMENT

Louisiana Technical College operates in accordance to the standards set forth by the Department of Labor under R.S. 43:31. Unemployment insurance assists workers who work for employers covered under the unemployment law and subsequently unemployed through no fault of their own. The scope of this policy applies to all covered employees (full-time and part-time workers) of the LTC.

592.3 ELIGIBILITY

Unemployment is limited to citizens of the U.S. and legal aliens authorized to work during their employment and unemployment periods. Eligible workers have the right to receive unemployment benefits paid by their employer. The eligibility of unemployment benefits are determined by these factors:

592.3.1 The employee must file a claim for benefits.

592.3.2 To be monetarily eligible, an employee must have earned \$1200.00 for the base period (first four calendar quarters).

592.3.3 The employee must earned wages in at least two of the four quarters of their base period. Total wages paid to the employee during this period must equal or exceed 1.5 times their highest quarter wages.

592.4 DISQUALIFICATIONS

Although an employee may meet the monetary requirements, he/she is still subject to unemployment disqualification for non-monetary reasons. The Louisiana Employment Security Law requires a disqualification for benefits, if it is deemed that:

592.4.1 The employee was discharged due to misconduct connected with his/her employment or misconduct that resulted in damage to the employer or the employer's property.

592.4.2 The employee was discharged for use of illegal drugs or refused to submit to a legal drug test.

592.4.3 The employee failed to apply for suitable work.

592.4.4 The employee failed to accept suitable work.

592.4.5 The employee refused to return to regular employment when available.

592.4.6 The employee left the job without cause attributable to a substantial change to employment

made by the employer

- 592.4.7** The employee is unemployed due to active participation or interest in a labor dispute.
- 592.4.8** The employee is seeking or receiving benefits from another state.
- 592.4.9** The employee has/will receive deductible payments equal to or greater than his/her weekly unemployment amount.
- 592.4.10** The employee seeks/receives fraudulent benefits.
- 592.4.11** The employee filed a subsequent claim and has not worked and earned an amount that equals or exceeds six times your weekly benefit amount or three-thirteenths of the highest quarter in the base period of the newer claim (double dip).
- 592.4.12** The employee is enrolled in unapproved schooling and has not worked while attending school.
- 592.4.13** The employee is a base-period employee of the school board, school system or related school service agency and has assurance of returning to work during the next semester or work period, and seeks benefits for any holiday or break.
- 592.4.14** The employee is a professional athlete, participates in sports or athletic events, training or preparation and is between regular playing seasons and there is reasonable assurance that he/she will return to this occupation.
- 592.4.15** The employee is not able and available to work, he/she failed to report as instructed, or he/she failed to record an active search for work.
- 592.4.16** The employee failed to participate in unemployment insurance job search assistance or job placement services or reemployment workshops as instructed. (Participation in the Reemployment Assistance program is mandatory for claimants identified as likely to exhaust regular Unemployment Insurance benefits prior to reentering the workforce.)
- 592.4.17** The employee failed to actively engage in Self-Employment Assistance Allowance activities as instructed.
- 592.4.18** The employee is paid Warn Act payments for one or more weeks during the benefit year.

592.5 GENERAL PROVISIONS

- 592.5.1** Louisiana Technical College can prevent non-eligible benefit payments to individuals. The LTC has the right to protest unemployment claims.
- 592.5.2** Unemployment claims should be filed and submitted through the Human Resource department.
- 592.5.3** Allowing individuals to draw benefits when they are not entitled will negatively impact the combined reserve fund and lead to higher taxes for Louisiana employers.
- 592.5.4** To prevent the receipt of unemployment benefits, Human Resources must complete and mail a Separation Notice Alleging Disqualification Form 77 to the Administrator, Louisiana Department of Labor, P.O. Box 94094, Baton Rouge, Louisiana 70804 within 72 hours of

employment separation or file online via Louisiana Works Department of Labor within 72 hours of employment separation.

592.5 Human Resources must keep a copy of the Form 77 for each claim notice submitted.

592.6 The following items are needed to complete the Separation Notice Alleging Disqualification Form 77

- 592.6.1** Employee's full Name
- 592.6.2** Social Security Number
- 592.6.3** Date of Separation
- 592.6.4** Date of Hire
- 592.6.5** Date Last Worked
- 592.6.6** Reason for Leaving
- 592.6.7** Benefit Payment/Lump Sum
- 592.6.8** Explanation
- 592.6.9** Employer Information

592.7 Claims

- 592.7.1** Once the claim is filed, the last employer and all lag quarter employers are mailed a Notice of Claim Filed Form 110.
- 592.7.2** Employers in the base period will be mailed the Notice to Baser Period Employer Form 152. Therefore, an employer may receive both notices.
- 592.7.3** Upon receipt of the notices, Human Resources must verify through the protest with the local unemployment office. In some instances, the unemployment office may send a Request for Additional Information. Human Resources must send the specific information as requested within 3 days from receipt.
- 592.7.4** A Notice of Claim Determination Form 385 is the decision of the employee's eligibility for benefits. If the employee should not be eligible for benefits and benefits are awarded, Human Resources must file an appeal through the unemployment office within 15 days (postmarked/delivered) of receiving Form 385.
- 592.7.5** Human Resources must take reasonable steps to ensure unemployment benefits are not paid to non-eligible individuals.

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SIGNATURE

A handwritten signature in blue ink that reads "James R. Sawtelle III". The signature is written in a cursive style with a distinct flourish at the end.

James R. Sawtelle, III
Vice President for Career & Technical Education