



Policy 4.71 Unemployment Insurance

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
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Overview

Emory is covered by the provisions of Georgia Employment Security law, with its accompanying administrative regulations, established terms, conditions, criteria and code used by the Georgia Department of Labor for administering and monitoring unemployment compensation in Georgia. Unemployment compensation insurance, as characterized by the Georgia Department of Labor, is a program, which provides "short-term financial assistance to individuals who lose their jobs through no fault of their own, and who are physically able to work, available for work, and are actively seeking work."

Policy Details

EMPLOYEE'S RESPONSIBILITY

Employees who leave employment with Emory may apply for unemployment insurance benefits at the nearest Georgia Department of Labor office. Employees may apply for unemployment insurance benefits as soon as possible after your last working/paid day by presenting the *Notice of Separation*, or a copy of a separation letter from your department. Benefits, if approved, will be effective the date you first filed for benefits.

The State of Georgia is responsible for the administration of this program and determines eligibility for unemployment benefits. Emory complies with state regulations by providing separating employees with a "Notice of Separation."

Specific qualification requirements, benefits, and office locations may be obtained from the Georgia Department of Labor at <http://www.dol.state.ga.us/>.

ADMINISTRATIVE RESPONSIBILITY

Emory is a reimbursable employer for purposes of unemployment insurance. As such, Emory reimburses the state for the full amount of unemployment benefits, which are paid to former employees who have lost their jobs.

The Georgia Department of Labor notifies Emory that a claim has been filed by sending to Emory a form designated as Request for Separation Information (form ESA-103FF). Because of Emory's size and complexity, these forms are often addressed to the individual's previous department rather than to Human Resources. Departments, which receive such a notice or other information regarding unemployment promptly, should advise Human Resources. Human Resources will respond to the Georgia Department of Labor within the allowable time period.

Human Resources reviews all separations from employment and prepares appropriate separation notices as prescribed by law. Human Resources coordinates fact-finding related to individual separation and unemployment claims so that the state's decision regarding benefits eligibility may be made without prejudice and with knowledge of the factual basis for the separation. Human Resources also manages Emory's program in a manner that assures compliance with the various administrative, record keeping and reporting provisions of the Georgia Department of Labor.

It is mandatory, therefore, for departments to report separations immediately with complete and detailed documentation in order for Emory to meet its legal responsibilities and avoid overpayments to separating

employees.

Emory recognizes that unemployment compensation insurance administration and its related program components are an integral part of the overall personnel program. Departments and administrative units are, therefore, encouraged to seek consultative assistance from Human Resources regarding separations from employment.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.71>
- <http://www.dol.state.ga.us/> ([http://](http://www.dol.state.ga.us/)Georgia Department of Labor)

Revision History

No previous versions of this policy were found.