

Lesson Plan

for Handout (HO) and PowerPoint (PP) entitled

Unemployment Insurance Benefits: You May be Eligible and Don't Know It

- I. A. HO page 1, PP slide 2: You May Be Eligible and Don't Know It
- **Most temporary and probationary 10-month and Academic Year employees are eligible for unemployment benefits during the summer.**
 - You may also be eligible if your time base is reduced but you are still working, provided that you lost a lot of work and retained very little.
- B. HO p. 1, PP s. 2: You May Get More Than You Think
- Weekly benefits can be as high as \$450.
 - The maximum benefit amount per claim is twenty-six times the weekly benefits.
- II. HO p. 1-2, PP s. 3-7: General Eligibility Requirements for Unemployment Benefits
- Be totally or partially unemployed.
 - Be unemployed through no fault of his/her own.
 - you were *laid off*,
 - your temporary appointment *expired*, or
 - you were “*separated* from service” ore “*rejected*” during probation, and
 - you did **not** *voluntary resigned* and
 - you were **not** *dismissed* or *discharged* for “*misconduct.*”
 - Be physically able to work.
 - Be available for work which means to be ready and willing to immediately accept work.
 - Be actively looking for work.
 - Meet eligibility requirements each week benefits are claimed.
- III. HO p. 2-3, PP s. 8-14: Additional Eligibility Requirements for *Partial* Unemployment Benefits
- The employee works less than normal full-time hours because of lack of work; and
 - The employee's normal weekly earnings are reduced by lack of work; and

- The employee’s gross earnings, after deducting the first \$25 or 25 percent of the total earnings (whichever is greater), are less than his/her weekly Unemployment Insurance benefit amount.
 - To meet this requirement, the employee must have lost a lot of work (more than 50%) and retained very little (less than 50%).

IV. HO p. 3, PP s. 15: Application Procedure

- Apply *immediately* after your last (full) day of work.
- There is a one-week waiting period so you will not receive unemployment insurance benefits for your first week of unemployment.
- Don’t *lie*: If you “*willfully*” make a “*false statement*” on your application, you can be “disqualified” from receiving unemployment insurance benefits for up to twenty-three (23) weeks during which you would be otherwise qualified.

V. **HO p. 3-9, PP s. 16-30: Temporary and Probationary Employees Who Do Not Work During the Summer or Between Academic Terms Are Eligible for Unemployment Insurance Benefits**

- HO p. 3-4, PP s. 17-18: You are not disqualified from unemployment benefits even if you receive salary for work performed during the previous academic year or term.
 - What matters is when you *work*, not when you are *paid*.
- HO p. 4-7, PP s. 19-28: You are not disqualified from unemployment benefits even if your temporary or probationary appointment has not expired or you have been offered a new temporary or probationary appointment for the next academic year or term.
 - Your *contingent* and *conditional* appointment does not offer you “reasonable assurance” of employment in the next year or term.
- HO p. 7, PP s. 29: Carefully prepare your application for unemployment insurance benefits during the summer or between academic terms.
- HO. p. 7-9, PP s. 30: If your application for unemployment insurance benefits is denied, do not go to any appeal hearing without first contacting APC.