

WEST VIRGINIA BUREAU OF EMPLOYMENT PROGRAMS

Notice To Employees

TOTAL UNEMPLOYMENT

You are considered totally unemployed during any week in which you are totally separated from your employment, performing no services for which wages or other remuneration were paid to you.

You must file your initial claim for total unemployment in person. Since a claim for unemployment compensation is effective the Sunday of the week in which it is filed, you should file your claim immediately after you are separated from your employment. You will be instructed on filing your continued claim. Your options for filing continued claims will include telephone or web filing.

PARTIAL UNEMPLOYMENT

You would be considered partially unemployed if you have been working full-time, but due to business being slow, a breakdown of equipment, or similar reasons, your employer has to reduce your hours during the week. You may be entitled to partial unemployment benefits during this week if you earned less than what your weekly unemployment benefit amount would be plus \$60. Under these conditions, your employer should issue a Low Earnings Report for the week, showing your gross wages. You must complete the claims portion of the Low Earnings Report and file it with the local unemployment office as directed on the form.

ELIGIBILITY REQUIREMENTS

To be monetarily eligible to receive unemployment benefits you must have earned \$2200 gross wages in covered employment during two or more calendar quarters of your base period (first four of the last five completed calendar quarters).

ELIGIBILITY REQUIREMENTS - OTHER

If you are unemployed, you shall be eligible to receive benefits only if:

- ❖ You have made a claim for benefits at a local unemployment office.
- ❖ You have registered for work with the Job Service Office and continue to report as directed.
- ❖ You are able to work and available for full-time work for which you are fitted by prior training or experience.
- ❖ You are doing what a reasonable prudent person in your situation would do to find work.
- ❖ You have filed for and served a waiting period of one week during your benefit year.
- ❖ You have earned gross wages of less than your weekly benefit amount plus \$60 during the week for which you claim benefits.

- ❖ You requalify on a new claim when you had a previous benefit year (must have earned eight times your old weekly benefit amount in covered employment after the beginning of your previous claim).
- ❖ You must participate in profiling and reemployment services when selected.

DISQUALIFICATIONS

You may be disqualified from drawing benefits:

1. If you leave work voluntarily without good cause involving fault on the part of your employer.
2. If you are discharged for misconduct.
3. If you fail without good cause to apply for available suitable work, to accept suitable work when offered, or to return to your customary self-employment when directed to do so.
4. If you are unemployed due to a labor dispute.
5. For the week for which you receive wages in lieu of notice or Workers' Compensation for temporary total disability.
6. For the week for which you receive unemployment compensation under the laws of another state or of the United States.
7. For any week you are training, participating, or preparing to participate in sports or athletic events if there is reasonable assurance you will perform such services in the current or upcoming seasons.
8. If you are an employee of an educational institution or educational service agency, for any week of unemployment which commences during: a paid sabbatical leave; a holiday or vacation period between two academic years or terms, if you perform services in the first academic year or term or prior to the beginning of a holiday or vacation period and there is a contract or a reasonable assurance that you will perform services in the second academic year or term or after a holiday or vacation period. (EXCEPTION: If you have sufficient non-school wages in your base period to qualify for benefits based upon the non-school wages only, you may be entitled to benefits during this period.)
9. For any week on the basis of services performed as an alien, unless you are lawfully residing in the United States and have a valid permit to work.
10. If you leave work voluntarily to attend school or other educational institution, or are waiting to enter school or an educational institution.
11. For each week in which you are unemployed because of your request or that of your duly-authorized agent for a vacation at a specified time that leaves your employer no other alternative but to suspend operations.

Unemployment Benefits

DISQUALIFICATIONS - Continued

12. For the week in which you receive Social Security benefits or similar payments or any annuity, pension, or other retirement pay from a base period employer, or from a fund towards which a base period employer has contributed. If your remuneration is less than the unemployment benefits otherwise due you, your unemployment benefits will be reduced by the amount of your Social Security benefits, pension, annuity, etc.
13. For each week in which and for 52 weeks thereafter, if the commissioner finds that you, within the preceding 24 months, knowingly made a false statement or failed to reveal a material fact in order to obtain or increase or attempt to obtain or increase a benefit; and you shall be considered guilty of a misdemeanor and may be subject to severe penalties.

NEITHER THE FULL EFFECT NOR THE DURATION OF A DISQUALIFICATION IS GIVEN HERE IN DETAIL.

SOCIAL SECURITY NUMBER

Bring your Social Security Card with you when you report to the local office.

VOLUNTARY INCOME TAX WITHHOLDING PROGRAM

Unemployment compensation benefits are subject to Federal income tax and there are requirements relating to estimated tax payments. You may choose to have Federal income tax deducted and withheld from any unemployment benefits paid to you.

CLAIMS OFFICES

These **FULL-TIME CLAIMS OFFICES** are operated Monday through Friday each week:

BECKLEY	LOGAN	SOUTH BRANCH
CHARLESTON	MARTINSBURG	SUMMERSVILLE
CLARKSBURG	MERCER COUNTY	WEIRTON
ELKINS	MORGANTOWN	WELCH
FAIRMONT	NEW MARTINSVILLE	WHEELING
GREENBRIER VALLEY	PARKERSBURG	WILLIAMSON
HUNTINGTON	PT. PLEASANT	

*These **ITINERANT POINTS** are served a few hours on one day every two weeks. For exact schedule, inquire at any claims office.

CLAY	MARLINTON	WEBSTER SPRINGS
GRANTSVILLE	MONTGOMERY	WESTON
KINGWOOD	SPENCER	

***ITINERANT POINTS** are subject to change.

Unemployment Compensation Benefit Rate Table

Wage Class	Wage in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wage in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wage in Base Period	Weekly Benefit Rate	Maximum Benefit Rate	Wage Class	Wage in Base Period	Weekly Benefit Rate	Maximum Benefit Rate
	Under \$2200	ineligible													
1	\$2,200.00- \$2,349.99	\$24.00	\$624.00	55	10,300.00- 10,449.99	109.00	2,834.00	110	18,550.00- 18,699.99	196.00	5,096.00	165	26,800.00- 26,949.99	284.00	7,384.00
2	2,350.00- 2,499.99	25.00	650.00	56	10,450.00- 10,599.99	111.00	2,886.00	111	18,700.00- 18,849.99	198.00	5,148.00	166	26,950.00- 27,099.99	285.00	7,410.00
3	2,500.00- 2,649.99	27.00	702.00	57	10,600.00- 10,749.99	112.00	2,912.00	112	18,850.00- 18,999.99	200.00	5,200.00	167	27,100.00- 27,249.99	287.00	7,462.00
4	2,650.00- 2,799.99	28.00	728.00	58	10,750.00- 10,899.99	114.00	2,964.00	113	19,000.00- 19,149.99	201.00	5,226.00	168	27,250.00- 27,399.99	289.00	7,514.00
5	2,800.00- 2,949.99	30.00	780.00	59	10,900.00- 11,049.99	116.00	3,016.00	114	19,150.00- 19,299.99	203.00	5,278.00	169	27,400.00- 27,549.99	290.00	7,540.00
6	2,950.00- 3,099.99	31.00	806.00	60	11,050.00- 11,199.99	117.00	3,042.00	115	19,300.00- 19,449.99	204.00	5,304.00	170	27,550.00- 27,699.99	292.00	7,592.00
7	3,100.00- 3,249.99	33.00	858.00	61	11,200.00- 11,349.99	119.00	3,094.00	116	19,450.00- 19,599.99	206.00	5,356.00	171	27,700.00- 27,849.99	293.00	7,618.00
8	3,250.00- 3,399.99	35.00	910.00	62	11,350.00- 11,499.99	120.00	3,120.00	117	19,600.00- 19,749.99	208.00	5,408.00	172	27,850.00- 27,999.99	295.00	7,670.00
9	3,400.00- 3,549.99	36.00	936.00	63	11,500.00- 11,649.99	122.00	3,172.00	118	19,750.00- 19,899.99	209.00	5,434.00	173	28,000.00- 28,149.99	296.00	7,696.00
10	3,550.00- 3,699.99	38.00	988.00	64	11,650.00- 11,799.99	124.00	3,224.00	119	19,900.00- 20,049.99	211.00	5,486.00	174	28,150.00- 28,299.99	298.00	7,748.00
11	3,700.00- 3,849.99	39.00	1,014.00	65	11,800.00- 11,949.99	125.00	3,250.00	120	20,050.00- 20,199.99	212.00	5,512.00	175	28,300.00- 28,449.99	300.00	7,800.00
12	3,850.00- 3,999.99	41.00	1,066.00	66	11,950.00- 12,099.99	127.00	3,302.00	121	20,200.00- 20,349.99	214.00	5,564.00	176	28,450.00- 28,599.99	301.00	7,826.00
13	4,000.00- 4,149.99	43.00	1,118.00	67	12,100.00- 12,249.99	128.00	3,328.00	122	20,350.00- 20,499.99	216.00	5,616.00	177	28,600.00- 28,749.99	303.00	7,878.00
14	4,150.00- 4,299.99	44.00	1,144.00	68	12,250.00- 12,399.99	130.00	3,380.00	123	20,500.00- 20,649.99	217.00	5,642.00	178	28,750.00- 28,899.99	304.00	7,904.00
15	4,300.00- 4,449.99	46.00	1,196.00	69	12,400.00- 12,549.99	131.00	3,406.00	124	20,650.00- 20,799.99	219.00	5,694.00	179	28,900.00- 29,049.99	306.00	7,956.00
16	4,450.00- 4,599.99	47.00	1,222.00	70	12,550.00- 12,699.99	133.00	3,458.00	125	20,800.00- 20,949.99	220.00	5,720.00	180	29,050.00- 29,199.99	308.00	8,008.00
17	4,600.00- 4,749.99	49.00	1,274.00	71	12,700.00- 12,849.99	135.00	3,510.00	126	20,950.00- 21,099.99	222.00	5,772.00	181	29,200.00- 29,349.99	309.00	8,034.00
18	4,750.00- 4,899.99	51.00	1,326.00	72	12,850.00- 12,999.99	136.00	3,536.00	127	21,100.00- 21,249.99	223.00	5,798.00	182	29,350.00- 29,499.99	311.00	8,086.00
19	4,900.00- 5,049.99	52.00	1,352.00	73	13,000.00- 13,149.99	138.00	3,588.00	128	21,250.00- 21,399.99	225.00	5,850.00	183	29,500.00- 29,649.99	312.00	8,112.00
20	5,050.00- 5,199.99	54.00	1,404.00	74	13,150.00- 13,299.99	139.00	3,614.00	129	21,400.00- 21,549.99	227.00	5,902.00	184	29,650.00- 29,799.99	314.00	8,164.00
21	5,200.00- 5,349.99	55.00	1,430.00	75	13,300.00- 13,449.99	141.00	3,666.00	130	21,550.00- 21,699.99	228.00	5,928.00	185	29,800.00- 29,949.99	315.00	8,190.00
22	5,350.00- 5,499.99	57.00	1,482.00	76	13,450.00- 13,599.99	143.00	3,718.00	131	21,700.00- 21,849.99	230.00	5,980.00	186	29,950.00- 30,099.99	317.00	8,242.00
23	5,500.00- 5,649.99	58.00	1,508.00	77	13,600.00- 13,749.99	144.00	3,744.00	132	21,850.00- 21,999.99	231.00	6,006.00	187	30,100.00- 30,249.99	318.00	8,268.00
24	5,650.00- 5,799.99	60.00	1,560.00	78	13,750.00- 13,899.99	146.00	3,796.00	133	22,000.00- 22,149.99	233.00	6,058.00	188	30,250.00- 30,399.99	320.00	8,320.00
25	5,800.00- 5,949.99	62.00	1,612.00	79	13,900.00- 14,049.99	147.00	3,822.00	134	22,150.00- 22,299.99	235.00	6,110.00	189	30,400.00- 30,549.99	322.00	8,372.00
26	5,950.00- 6,099.99	63.00	1,638.00	80	14,050.00- 14,199.99	149.00	3,874.00	135	22,300.00- 22,449.99	236.00	6,136.00	190	30,550.00- 30,699.99	323.00	8,398.00
27	6,100.00- 6,249.99	65.00	1,690.00	81	14,200.00- 14,349.99	150.00	3,900.00	136	22,450.00- 22,599.99	238.00	6,188.00	191	30,700.00- 30,849.99	325.00	8,450.00
28	6,250.00- 6,399.99	66.00	1,716.00	82	14,350.00- 14,499.99	152.00	3,952.00	137	22,600.00- 22,749.99	239.00	6,214.00	192	30,850.00- 30,999.99	327.00	8,502.00
29	6,400.00- 6,549.99	68.00	1,768.00	83	14,500.00- 14,649.99	154.00	4,004.00	138	22,750.00- 22,899.99	241.00	6,266.00	193	31,000.00- 31,149.99	328.00	8,528.00
30	6,550.00- 6,699.99	70.00	1,820.00	84	14,650.00- 14,799.99	155.00	4,030.00	139	22,900.00- 23,049.99	243.00	6,318.00	194	31,150.00- 31,299.99	330.00	8,580.00
31	6,700.00- 6,849.99	71.00	1,846.00	85	14,800.00- 14,949.99	157.00	4,082.00	140	23,050.00- 23,199.99	244.00	6,344.00	195	31,300.00- 31,449.99	331.00	8,606.00
32	6,850.00- 6,999.99	73.00	1,898.00	86	14,950.00- 15,099.99	158.00	4,108.00	141	23,200.00- 23,349.99	246.00	6,396.00	196	31,450.00- 31,599.99	333.00	8,658.00
33	7,000.00- 7,149.99	74.00	1,924.00	87	15,100.00- 15,249.99	160.00	4,160.00	142	23,350.00- 23,499.99	247.00	6,422.00	197	31,600.00- 31,749.99	335.00	8,710.00
34	7,150.00- 7,299.99	76.00	1,976.00	88	15,250.00- 15,399.99	162.00	4,212.00	143	23,500.00- 23,649.99	249.00	6,474.00	198	31,750.00- 31,899.99	336.00	8,736.00
35	7,300.00- 7,449.99	78.00	2,028.00	89	15,400.00- 15,549.99	163.00	4,238.00	144	23,650.00- 23,799.99	250.00	6,500.00	199	31,900.00- 32,049.99	338.00	8,788.00
36	7,450.00- 7,599.99	79.00	2,054.00	90	15,550.00- 15,699.99	165.00	4,290.00	145	23,800.00- 23,949.99	252.00	6,552.00	200	32,050.00- 32,199.99	339.00	8,814.00
37	7,600.00- 7,749.99	81.00	2,106.00	91	15,700.00- 15,849.99	166.00	4,316.00	146	23,950.00- 24,099.99	254.00	6,604.00	201	32,200.00- 32,349.99	341.00	8,866.00
38	7,750.00- 7,899.99	82.00	2,132.00	92	15,850.00- 15,999.99	168.00	4,368.00	147	24,100.00- 24,249.99	255.00	6,630.00	202	32,350.00- 32,499.99	342.00	8,892.00
39	7,900.00- 8,049.99	84.00	2,184.00	93	16,000.00- 16,149.99	170.00	4,420.00	148	24,250.00- 24,399.99	257.00	6,682.00	203	32,500.00- 32,649.99	344.00	8,944.00
40	8,050.00- 8,199.99	85.00	2,210.00	94	16,150.00- 16,299.99	171.00	4,446.00	149	24,400.00- 24,549.99	258.00	6,708.00	204	32,650.00- 32,799.99	346.00	8,996.00
41	8,200.00- 8,349.99	87.00	2,262.00	95	16,300.00- 16,449.99	173.00	4,498.00	150	24,550.00- 24,699.99	260.00	6,760.00	205	32,800.00- 32,949.99	347.00	9,022.00
42	8,350.00- 8,499.99	89.00	2,314.00	96	16,450.00- 16,599.99	174.00	4,524.00	151	24,700.00- 24,849.99	262.00	6,812.00	206	32,950.00- 33,099.99	349.00	9,074.00
43	8,500.00- 8,649.99	90.00	2,340.00	97	16,600.00- 16,749.99	176.00	4,576.00	152	24,850.00- 24,999.99	263.00	6,838.00	207	33,100.00- 33,249.99	350.00	9,100.00
44	8,650.00- 8,799.99	92.00	2,392.00	98	16,750.00- 16,899.99	177.00	4,602.00	153	25,000.00- 25,149.99	265.00	6,890.00	208	33,250.00- 33,399.99	352.00	9,152.00
45	8,800.00- 8,949.99	93.00	2,418.00	99	16,900.00- 17,049.99	179.00	4,654.00	154	25,150.00- 25,299.99	266.00	6,916.00	209	33,400.00- 33,549.99	354.00	9,204.00
46	8,950.00- 9,099.99	95.00	2,470.00	100	17,050.00- 17,199.99	181.00	4,706.00	155	25,300.00- 25,449.99	268.00	6,968.00	210	33,550.00- 33,699.99	355.00	9,230.00
47	9,100.00- 9,249.99	97.00	2,522.00	101	17,200.00- 17,349.99	182.00	4,732.00	156	25,450.00- 25,599.99	269.00	6,994.00	211	33,700.00- 33,849.99	357.00	9,282.00
48	9,250.00- 9,399.99	98.00	2,548.00	102	17,350.00- 17,499.99	184.00	4,784.00	157	25,600.00- 25,749.99	271.00	7,046.00	212	33,850.00- 33,999.99	358.00	9,308.00
49	9,400.00- 9,549.99	100.00	2,600.00	103	17,500.00- 17,649.99	185.00	4,810.00	158	25,750.00- 25,899.99	273.00	7,098.00	213	34,000.00- 34,149.99	360.00	9,360.00
50	9,550.00- 9,699.99	101.00	2,626.00	104	17,650.00- 17,799.99	187.00	4,862.00	159	25,900.00- 26,049.99	274.00	7,124.00	214	34,150.00- 34,299.99	361.00	9,386.00
51	9,700.00- 9,849.99	103.00	2,678.00	105	17,800.00- 17,949.99	189.00	4,914.00	160	26,050.00- 26,199.99	276.00	7,176.00	215	34,300.00- 34,449.99	363.00	9,438.00
52	9,850.00- 9,999.99	104.00	2,704.00	106	17,950.00- 18,099.99	190.00	4,940.00	161	26,200.00- 26,349.99	277.00	7,202.00	216	34,450.00- 34,599.99	365.00	9,490.00
53	10,000.00- 10,149.99	106.00	2,756.00	107	18,100.00- 18,249.99	192.00	4,992.00	162	26,350.00- 26,499.99	279.00	7,254.00	217	34,600.00 and over	366.00	9,516.00
54	10,150.00- 10,29														