

I. PURPOSE

To establish the procedure for responding to unemployment insurance claims.

II. PROCEDURE

In the event that a former Agency employee files for unemployment insurance with the Employment Development Department (EDD) (or other local unemployment agency), the following procedure will be followed.

- A. All correspondence received from EDD will be immediately forwarded to the Personnel Department.
 - B. The Personnel Department will respond and return all forms to EDD within the required period.
 - C. All claims filed by employees who have voluntarily quit, been terminated for cause, or may otherwise be ineligible for benefits will be protested by the Personnel Department.
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