

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2650

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**PROCEDURE TITLE:** Unemployment Compensation Claims

**STATUTORY REFERENCE:** Florida Reemployment Assistance Law  
(Florida Statutes, Chapter 443)

**BASED ON POLICY:** II-2 All Personnel: Personnel Actions and Levels of Appeals

**EFFECTIVE DATE:** February 22, 1978

**LAST REVISION DATE:** March 9, 2010; July 6, 2023; May 13, 2024; October 4, 2024

**LAST REVIEW DATE:** March 9, 2010; July 6, 2023; May 13, 2024; October 4, 2024

## **I. PURPOSE**

To provide a process to ensure a timely response to the Florida Department of Labor, Agency for Workforce Innovation in matters pertaining to unemployment claims filed against the College. State law provides that reimbursable employers must respond within ten (10) calendar days of the mailing date of the Determination Notice of Unemployment Compensation claim filed (Form UCB-4) if the claim is to be contested. The College contests unemployment compensation claims filed by former employees terminated for cause and most resignations of a voluntary nature.

## **II. PROCEDURE**

A. Florida Department of Labor, Agency for Workforce Innovations Notification Departments or supervisors receiving Florida Department of Labor Form UCB-4 will immediately forward documents to the Division of Human Resources office of Talent Management.

Division of Human Resources office of Talent Management will:

1. forward uncontested claims to Payroll and Benefits Accounting for disposition.
2. process all claims which involve disciplinary action.

B. Claims Examiner


The initial Claims Examiner, representing the Department of Labor, will often telephone the former supervisor listed on the claim before the claim is processed to predetermine eligibility. Departments or supervisors receiving such inquiries or correspondence from the Unemployment Insurance Office regarding the unemployment claims are to refer the callers to the Division of Human Resources office of Talent Management.

C. Claims Hearing

1. A Talent Management Officer will compile case documentation and arrange for College witnesses as required.
2. A Talent Management Officer will attend the hearing and present the College's position and include College witnesses, if applicable.
3. The College will be advised of the examiner's decision.

D. Appeals

Cases not resolved to the satisfaction of the College may be appealed to the Florida Unemployment Compensation Appeals. Any formal appeal of this nature shall be handled by the Division of Human Resources.

	10/04/2024
<b>PRESIDENT</b>	<b>DATE</b>