

UNEMPLOYMENT INSURANCE CLAIMS

RESPONDING TO UNEMPLOYMENT CLAIMS

When a former employee files a claim with the State Employment Division, the County has a ten-day period to respond to this claim. If we do not respond within this time, by Oregon Statute, we lose all appeal rights. The claim form is sent to the place where the employee states he/she worked, so individual departments or work sites will usually receive these forms. Upon receipt, these forms must be forwarded promptly to the Department of Employee Services who is responsible for completing the form and forwarding it to the Lawrence Company, our unemployment insurance cost control consultant.

PROVIDE PROPER SEPARATION INFORMATION

Upon receipt of the claim form, Personnel may call the department manager or division supervisor to learn the precise reason for separation. It is important that we provide accurate information as to why the employee left or why they stated they were leaving. Our intent is not to deprive a former employee of rightful benefits, but to prevent abuse and misuse of unemployment benefits.

If you have any questions regarding this policy, please contact the Personnel Division.

INTERNET LINKS

Unemployment Insurance Benefits Information (<http://findit.emp.state.or.us/benefits/>)
County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)