

## CHAPTER 31

### UNEMPLOYMENT COMPENSATION

#### Section I - General

1-1. **Eligibility.** Under the provisions of Section 1, Chapter 85, Title 5, U.S. Code, technicians have unemployment insurance protection. The Federal government has entered into agreements with all the States to provide that compensation will be paid by a State to any unemployed Federal civilian employee in the same amount and subject to the same conditions as if the Federal civilian service and wages had been included as employment and wages under the unemployment insurance law of the State.

1-2. **Benefits Payable.** The amount of benefits will be determined by the Alabama Unemployment Compensation Agency.

1-3. **Eligibility Requirements.**

a. **Federal Service Requirements.** Generally, all Federal service is creditable for establishing benefit rights.

b. **State Eligibility Requirements.** To be eligible for unemployment benefits a person must:

- (1) Be unemployed through no fault of his own.
- (2) Actively looking for work.
- (3) Have worked and earned enough wages within a base period.
- (4) Be physically and mentally able to work.
- (5) Be available for work.
- (6) Continue to report to the local employment service office.

c. **Disqualification.** State unemployment insurance laws provide that, for specified reasons, a period of disqualification, during which unemployment compensation cannot be paid, may be imposed. The most common reason for disqualification involve those cases in which:

- (1) The claimant was discharged for misconduct;
- (2) The claimant quit his or her job voluntarily without good cause; or
- (3) The claimant refused a suitable job without good cause.

1-4. **Filing a Claim.** As soon as a technician is separated, he should go promptly to the nearest local State employment office to register for work. That office will direct the technician to the appropriate claims section or office where he may file his claim for unemployment compensation. He should be prepared to present copies of his Standard Form 8, Notice to Federal Employees about Unemployment Compensation and Standard Form 50, Notice of Personnel Action, which he or she will review from the Human Resources Office. He should also present his Social Security account number card when he registers for work and when he files his claim.

## **Section II - Administration**

2-1. **State Responsibility.** State employment agencies are responsible for processing claims in an expeditious manner. State employment agencies are responsible for determining entitlement to compensation and the amount of benefits payable to unemployed Federal civilian employees under the provisions of the applicable State unemployment insurance law.

2-2. **Human Resources Office Responsibility.**

a. The Human Resources Officer is responsible for assuring that technicians are properly informed regarding their potential entitlement to unemployment compensation. Whenever a technician is separated from employment for any reason, or is carried in a non-pay status for a period of seven (7) or more consecutive days, the Human Resources Office will furnish him a copy of Standard Form 8, Notice to Federal Employee about Unemployment Compensation. Standard Form 8 will be issued along with Standard Form 50 as soon as possible upon separation or entrance on LWOP.

b. Information to be furnished the State Employment Agency. The technician payroll office maintaining the pay records of the separated technician is designated to furnish expeditiously the information requested by the State Employment Agency on Form ES-931.

c. Reconsideration and appeals. All appeals by a claimant will normally be coordinated through the Human Resources Office.