

# **CITY OF COMMERCE ADMINISTRATIVE POLICIES**

## **UNEMPLOYMENT COMPENSATION**

### **1.0 PURPOSE**

To establish a policy regarding the administration of unemployment compensation.

### **2.0 POLICY**

- 2.1 The City is a covered employer under the Unemployment Compensation law.
- 2.2 The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment.
- 2.3 The coverage is through the Texas Workforce Commission.
- 2.4 An employee who quits his/her job voluntarily without good cause probably will have difficulty collecting unemployment compensation.
- 2.5 To be eligible for unemployment compensation, a voluntary quit must have left employment for a "good cause" reason, must be unemployed, physically able to work, available for work, and actively seeking work.
- 2.6 "Good cause" reasons or reasons establishing eligibility for unemployment compensation are available from the Texas Workforce Commission.
- 2.7 The City may contest the claim of an employee who quits without "good cause" or who quits for other reasons considered disqualifying according to the Texas Workforce Commission.
- 2.8 An individual who applies for Unemployment Compensation Benefits completes a form titled "Notice to Last Employer" which states the reason for leaving the job.
- 2.9 The forms should be immediately forwarded to the Accounting Supervisor so that the City may contest the claim, take part in the interview process, or acknowledge the claim as valid.
- 2.10 The decision might be not to contest a claim, e.g., in the case of an employee released during a probationary period for reasons other than misconduct.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

  
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Unemploy.adp