

# Unemployment Insurance for Part-Time Faculty

Spring 2016

Presenter: Marianne Reynolds, CTA Staff

Thank you to Karen Roberts from Long Beach CHI/CCA/CTA/NEA

# Are You Eligible For Unemployment?

- **Yes (for your work as part-time faculty)**
  - Part-time faculty are at-will, temporary employees;
  - Part-time faculty are contracted on a semester by semester basis and do not earn compensation between semesters;
  - Assignments are subject to funding, enrollment, and FT loads
  - So even with a tentative assignment, you do not have a **reasonable assurance** of returning to work (Cervisi, 1989).

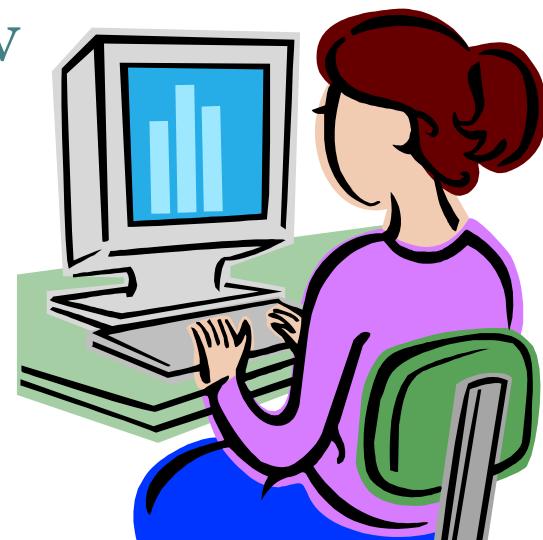
# Meeting Eligibility Requirements

- Individuals must:
  - Have received enough wages during the base period to establish a claim.
  - Be totally or partially unemployed.
  - Be unemployed through **no fault of his/her own**.
  - Be physically able to work.
  - Be available for work which means to be ready and willing to immediately accept work.
  - Be actively looking for work.
  - Meet eligibility requirements each week benefits are claimed.

# Applying

- Apply on the day of your last final exam even though you haven't received your final paycheck.
- There is a one-week waiting period after you apply (an EDD week is Sunday – Saturday).
- Apply online at:

[www.edd.ca.gov](http://www.edd.ca.gov)



# Reporting Wages

- For UI purposes, a week begins on Sunday and ends the following Saturday. Whether you have been paid or not, report the total gross wages for your regular pay for the hours worked in the last week you worked, beginning with Sunday and ending with your last day of work.

For example, if the last day you worked was Thursday, you would report wages earned from Sunday through Thursday. See the chart below:

Starting day of Week	Last Day Worked					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Report all earnings for these days

- To calculate your total gross wages for your last week of work, multiply your hourly rate of pay by the total hours you worked from Sunday through the last day you worked (add piece work pay for that week, if applicable).

# Applying

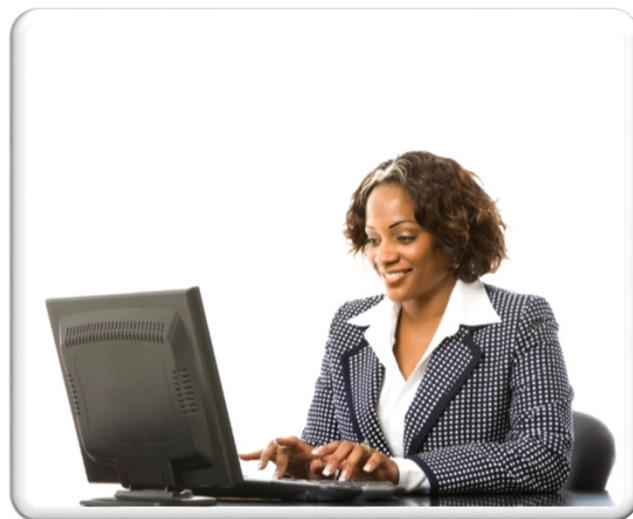
- If you work at two or more districts, you do not have to wait until the end of the semester of both districts
  - File the day after your last final at the first district; then, after each district's last final—this is referred to as Under-Employment
- You will need to know:
  - Your hourly rate
  - District Calendars: Make sure start and stop dates for your work are exact! If you report the wrong dates, you can be penalized because EDD checks with the district(s).
- On the EDD website, read the section “Apply for UI Benefits” to help you gather all the materials you need.

# Under-Employment

- Under-employment occurs when you receive Unemployment because of reduced workload.
  - For instance, if you taught three classes in Fall, but only teach one in Spring, you can continue receiving your benefits by:
    - Filling out and returning the bi-weekly form and putting down the actual hours worked.
    - Those earnings will be deducted from your weekly benefit amount and if they are less than the benefit amount, you will receive the difference.
  - You can receive Under-employment until your total award for the year is used up.



# Filling out the Form Online...





State of California  
Employment Development Department



## eApply4UI - Application for Unemployment Insurance

Please answer the following questions to ensure you receive the correct Unemployment Insurance Application.

1. Did you work in a state outside of California and/or Canada during the last 18 months?  Yes  No
2. Have you applied for unemployment insurance benefits in another state or Canada during the last 12 months?  Yes  No
3. Did your employer or union, or non-union trade association give you one of the following claim forms for unemployment insurance benefits?
  - Notice of Reduced Earnings, **DE 2063**
  - Notice of Reduced Earnings (Fisherperson), **DE 2063F**
  - Pacific Maritime Association Partial Evidence of Payment Form, **PMA 2063**
  - Payment Certification (Work Sharing), **DE 4581WS**
  - Initial Claim and Payment Certification (Work Sharing Employer), **DE 4511WS** Yes  No
4. Did you serve in the military during the last 18 months?  Yes  No
5. Did you work for an agency of the federal government during the last 18 months?  Yes  No
6. Have you filed an Unemployment Insurance Claim in California in the last 12 months?  Yes  No

**Note:** The answers you give to the questions on the application must be true and correct.  
You may be subject to penalties if you make a false statement or withhold information.

Continue



State of California  
Employment Development Department

► eApply4UI - Application for Unemployment Insurance

Applicant Information

Steps: 1 2 3 4 5 6 7 8 9

1. Social Security Number (SSN) or EDD Client Number (ECN) ?  
 -  -
- 1a. Confirm the last 4 digits of your SSN
- 1b. Did the Social Security Administration issue this SSN to you? ?  
 Yes  No
2. If you have used any other Social Security Numbers, please list them  
2a.   
2b.
3. Date of Birth  (mm/dd/yyyy)
4. Gender:  Female  Male
5. Claimant Name.  
5a. First Name  5b. Middle Initial  5c. Last Name
6. Is this the name that appears on your social security card?  
 Yes  No
7. If you have used any other names, please list them ?  
7a.   
7b.   
7c.
8. Do you have a state-issued Driver's License or ID card?  
 Yes  No  
If Yes:  
8a. Name of issuing state or entity  ?  
8b. Driver's License or ID Number
9. Preferred spoken language?  9a. Preferred written language?

Cancel

Next



State of California  
**Employment Development Department**

► eApply4UI - Application for Unemployment Insurance

Contact Information

Steps: **1** **2** 3 4 5 6 7 8 9

1. What is your mailing address?

1a. Number and Street / P.O. Box and Number

1b. Apartment or Unit #

1c. City

1d. State  [?](#)

1e. ZIP Code

2. Is your residence address the same as your mailing address? [?](#)

Yes  No

3. If you do not live in California, please provide the name of the county or county-equivalent (e.g. parish, borough, census area, independent city, etc.) where you live.

4. Phone Number

4a. Phone Type  [▼](#)

[Cancel](#)

[Previous](#)

[Next](#)



State of California  
Employment Development Department



## eApply4UI - Application for Unemployment Insurance

### Citizenship & Statistical Information

Steps: [1](#) [2](#) **3** [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

1. Are you a U.S. citizen or national?

Yes  No

The following information is collected for statistical purposes only.

2. Education

Masters or Doctorate Degree

3. Are you a Veteran?

Yes  No

4. What race or ethnic group do you identify with?

I choose not to answer

5. Do you have a disability?

Choose not to answer

[Cancel](#)

[Previous](#)

[Next](#)

eApply4UI - Application for Unemployment Insurance

Employment Information (Part 1 of 2)

Steps: 1 2 3 4 5 6 7 8 9

1. Identify your very last employer.

**Important!**

The EDD considers your last employer to be the very last employer you physically worked for regardless if it was a full-time, part-time, or a temporary employer.

1a. Business Name of Last Employer

BEST COLLEGE

Mailing Address:

1b. Number and Street / P.O. Box and Number

123 COLLEGE DR.

1c. City

PLEASANT

1d. State

CA

1e. ZIP Code

91234

1f. Phone Number of Last Employer

(714) 555-1234

1g. What is the full name (first and last) of the person who was your immediate supervisor?

AN ADMINISTRATOR OR HR

2. Is the location or physical address of your very last employer the same as their mailing address? [?](#)

Yes  No

3. Last Date Worked  [\(mm/dd/yyyy\)](#)

**Important!**

Your last employer will be contacted to verify the reason you are no longer working. Providing false information is considered fraud and may result in penalties.

4. Reason No Longer Working:

4a. Please provide a brief explanation (Maximum 150 characters):

Semester ended

5. If you received, or you expect to receive, any payments from your very last employer or any other employer other than your regular salary, report the payment below. [?](#)

Amount	From Date (mm/dd/yyyy)	To Date (mm/dd/yyyy)

5a.  Holiday Pay

5b.  Vacation Pay

5c.  Severance Pay [?](#)

5d.  In-Lieu-Of-Notice Pay

5e.  Other Pay [?](#)

5f. Please explain Other Pay, if any (Maximum 150 characters):

[Cancel](#)

[Previous](#)

[Next](#)

Message from webpage



Provide the name of the employer -- company name -- that you worked for most recently, regardless of the length of time you worked for that employer or whether or not you have been paid. If you worked today (the day you are applying for unemployment insurance benefits), you should indicate the name of the employer you worked for today. If you had more than one employer and worked today for both employers, you should indicate the name of the employer you worked for last during the day.

Note: If you worked for IHSS (In Home Supportive Services), the welfare recipient for whom you provided the in-home supportive service is your employer, not the county. Also, if you were self-employed, the employer prior to your self-employment is the last employer.

[OK](#)

Not your department chair.  
Should be an administrator.

This is the reason.

BRIEF explanation!



▶ eApply4UI - Application for Unemployment Insurance

Employment Information (Part 2 of 2)

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Provide your employment history for the past 18 months, including your very last employer. If you worked for a temporary agency, a labor contractor, an agent for actors, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. You may want to refer to your check stub(s) or W-2(s) to obtain the name of your employer.

Note: Failure to report all employers, periods of employment, and total wages may result in your benefits being delayed or denied. Provide as much accurate information as possible for each employer.

1-1. Employer Information

- a. Employer Name  [?](#)
- b. Mailing Address  [?](#)
- c. City  [?](#)
- d. State  [?](#)
- e. ZIP Code  [?](#)
- f. First day you worked for this employer  (mm/dd/yyyy) [?](#)
- g. Last day you worked for this employer  (mm/dd/yyyy) [?](#)
- h. Did you work full time or part time?  Full Time  Part Time
- i. How much did you earn per hour?  [?](#)
- j. How many hours did you work per week?  [?](#)

k. Provide wages earned from the employer listed above for the following quarters: [?](#)

Gross wages earned from 1/1/2015 to 3/30/2015	Gross wages earned from 4/1/2015 to 6/30/2015	Gross wages earned from 7/1/2015 to 9/30/2015	Gross wages earned from 10/1/2015 to 12/30/2015	Gross wages earned from 1/1/2016 to 3/30/2016	Gross wages earned from 4/1/2016 to 6/30/2016
<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>	<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>	<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>

Base Wages

1-2. Did you work for another employer in the last 18 months?

Yes  No

2. During the past 18 months, did you work for any other employers not listed above in question 1?

Yes  No

3. In the past 18 months, which employer did you work for the longest?

Years  Months

3a. How long did you work for that employer?

3b. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

3c. What kind of work did you do for that employer?

4. Are you currently working for or do you expect to work for any school or educational institution or a public or nonprofit employer performing school-related work?  Yes  No

[Cancel](#)

[Previous](#)

[Next](#)

# Base Wages

- **Wages to Establish a Claim**
- Employers report wages to the Department for each employee. The department uses this information to decide if an individual earned enough wages in a base period to establish a UI claim. A base period is a specific 12-month period. For example, if a claimant files a claim that begins in April, May, or June, the claim is calculated based on wages paid to the claimant between January 1 and December 31 of the prior year.
- The minimum weekly benefit amount is \$40 and the maximum weekly benefit amount is \$450. For more information about how the Department calculates a UI claim, review, [How Unemployment Benefits are Computed \(DE 8714AB\)](#), [A Guide to Benefits and Employment Services \(DE 1275A\)](#), and the [California Employer's Guide \(DE 44\)](#).

# Determining Benefit

Must have earned at least \$1300 in one quarter

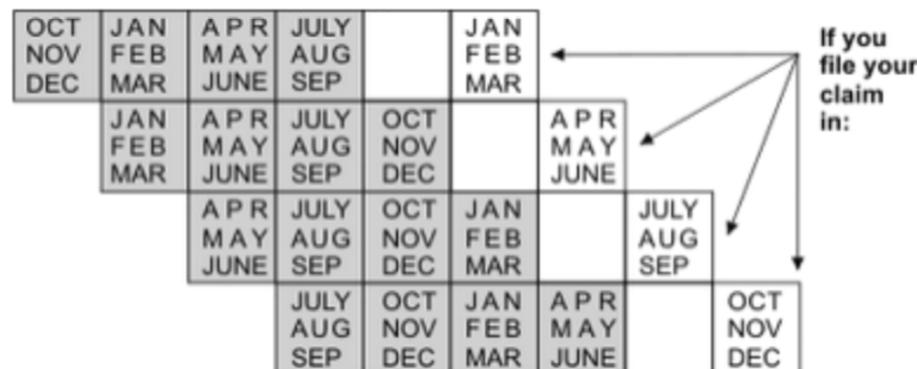
If your claim begins in:

January-February-March  
April-May-June  
July-August-September  
October-November-December

Your Standard Base Period is the prior 12 months,  
ending the last day of:  
September  
December  
March  
June

The diagram below reflects the same information as above.

The *shaded* area is your Standard Base Period. The *unshaded* area is the month you filed your claim.



If you are applying at the end of Spring 2016 semester, you will need total earnings from ALL jobs going back to January 1, 2015.

# Report Any Wages You Are Earning

You must report your gross wages (before your taxes are taken out) for each week you work and certify for benefits, even if you don't get paid until later. Be sure to accurately report on **all** earnings during your weekly claim certification. If you collect more UI benefits than you are eligible for because you fail to report earnings, you may be committing fraud and may be prosecuted.



● eApply4UI - Application for Unemployment Insurance

Employment Information (Part 2 of 2)

Steps: 1 2 3 4 5 6 7 8 9

Provide your employment history for the past 18 months, including your very last employer. If you worked for a temporary agency, a labor contractor, an agent for actors, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. You may want to refer to your check stub(s) or W-2(s) to obtain the name of your employer.

Note: Failure to report all employers, periods of employment, and total wages may result in your benefits being delayed or denied. Provide as much accurate information as possible for each employer.

1-1. Employer Information

- a. Employer Name
- b. Mailing Address
- c. City
- d. State
- e. ZIP Code
- f. First day you worked for this employer  (mm/dd/yyyy)
- g. Last day you worked for this employer  (mm/dd/yyyy)
- h. Did you work full time or part time?  Full Time  Part Time
- i. How much did you earn per hour?
- j. How many hours did you work per week?
- k. Provide wages earned from the employer listed above for the following quarters:

Gross wages earned from 1/1/2015 to 3/30/2015	Gross wages earned from 4/1/2015 to 6/30/2015	Gross wages earned from 7/1/2015 to 9/30/2015	Gross wages earned from 10/1/2015 to 12/31/2015	Gross wages earned from 1/1/2016 to 3/30/2016	Gross wages earned from 4/1/2016 to 6/30/2016
<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>	<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>	<input type="text" value="2800.00"/>	<input type="text" value="5000.00"/>

1-2. Did you work for another employer in the last 18 months?

2. During the past 18 months, did you work for any other employers not listed above in question 1?  
3. In the past 18 months, which employer did you work for the longest?

3a. How long did you work for that employer?

Yes  No

Yes  No

3b. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

ERTS

Years  Months

3c. What kind of work did you do for that employer?

EDUCATION

TEACH

4. Are you currently working for or do you expect to work for any school or educational institution or a public or nonprofit employer performing school-related work?  Yes  No

Cancel

Previous

Next

Even if you have a schedule for next semester, it is NOT reasonable assurance!

“Are you returning to work?”  
NO, you have no reasonable assurance!



Reasonable Assurance?  
NO!

# Cervisi Decision

*Cervisi v. California Unemployment Insurance Appeals Board* (1989) 256 Cal.Rptr.142.

The *Cervisi* decision states, “an assignment that is contingent on enrollment, funding, or program changes is not a ‘reasonable assurance’ of employment.”



## ▶ eApply4UI - Application for Unemployment Insurance

### Availability Information

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) **6** [7](#) [8](#) [9](#)

1. What is your usual occupation?  [?](#)
2. What other work-related skills do you have?
3. Is your usual occupation seasonal?  Yes  No
4. Do you expect to return to work for a former employer?  Yes  No
5. Do you have a date to start work?  Yes  No
6. Are you ready and willing to accept work that matches your occupational skills and educational background? (Example: If offered a job, would you be able to accept it?)  Yes  No
7. Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed?  Yes  No
8. Are you a member of a union or a non-union trade association?  
If Yes:
  - 8a. What is the name of your union or non-union trade association?
  - 8b. What is your union local number? (Enter zero "0" for non-union trade association)
  - 8c. What is the phone number of your union or non-union trade association?
  - 8d. Does your union or non-union trade association look for work for you? [?](#)  Yes  No
  - 8e. Does your union or non-union trade association control your hiring? [?](#)  Yes  No
  - 8f. Are you registered with your union or non-union trade association as out of work?  Yes  No
  - 8g. Are you going to receive strike benefits?  Yes  No

The purpose of this question is to determine if you belong to a union that controls your hiring. You do not.

[Cancel](#)

[Previous](#)

[Next](#)



## ► eApply4UI - Application for Unemployment Insurance

### Additional Information

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

1. In the past 2 years did you file a claim for Unemployment Insurance (UI) or Disability Insurance (DI)?

Yes  No

If Yes: provide the most recent type(s) of claim(s) and date(s)

Claim Type

Claim Month

Claim Year

1a.  Unemployment Insurance

May

2016

1b.  Unemployment Insurance

December

2015

2. Are you receiving, or will you receive in the next year, a pension other than Social Security or Railroad Retirement, which is based on your own work or wages?

Yes  No

3. Are you receiving or do you expect to receive Workers' Compensation? [?](#)

Yes  No

4. Are you currently attending or are you planning to attend school or training?

Yes  No

5. Are you now or have you been in the last 18 months an officer of a corporation or union or the sole or major stockholder of a corporation?

Yes  No

6. Did you serve as elected public official or Governor-exempt appointee in the last 18 months?

Yes  No

7. If the EDD finds that you do not have sufficient wages in the Standard Base Period to establish a valid UI claim, do you want to attempt to establish a claim using the Alternative Base Period?

Yes  No

[Cancel](#)

[Previous](#)

[Next](#)



## ► eApply4UI - Application for Unemployment Insurance

### Disaster Unemployment Assistance

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

1. Are you unemployed as a direct result of a recent disaster in California, such as an earthquake, flood, mudslide, fire, etc.?

Yes  No

[Cancel](#)

[Previous](#)

[Next](#)

# If you are Receiving a Pension

Some pensions are deductible from UI benefits. If you are receiving a pension other than Social Security, Railroad Retirement, or a pension based on another person's work or wages, you may have to repay UI benefits received, if the pension payments are for the same time period. A determination interview may be needed to determine if your pension payments are deductible.



## ► eApply4UI - Application for Unemployment Insurance

### Application Review

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

#### ALERT! Your application for unemployment insurance has not yet been submitted!

To submit it, you must click on the **Submit Application** button at the bottom of the page. Before clicking the "Submit" button, please review your entries for accuracy and completeness. If changes are needed, click the **Edit Application** button, the title for the section, or the appropriate step and make any required changes before returning here.

After you submit your application, you will receive the Confirmation page which will have a confirmation number. This number is your proof of submission.

#### Applicant Information

Social Security Number (SSN) or EDD Client Number (ECN) **012-34-\*\*\***

Did the Social Security Administration issue this SSN to you? **Yes**

If you have used any other Social Security Numbers, please list them

Date of Birth **01/01/1971** Gender: **Male**

Claimant Name: First Name **JOHN** Middle Initial **K** Last Name **PROFESSOR**

Is this the name that appears on your social security card? **Yes**

If you have used any other names, please list them

Do you have a state-issued Driver's License or ID card? **Yes**

If Yes: Name of issuing state or entity **CA** Driver's License or ID Number **A1234567**

Preferred spoken language? **English**

Preferred written language? **English**

### Contact Information

What is your mailing address? **1234 2ND ST  
ORANGE CA 92888**

Is your residence address the same as your mailing address? **Yes**

If you do not live in California, please provide the name of the county or county-equivalent (e.g. parish, borough, census area, independent city, etc.) where you live.

Phone Number **(714) 888-1234**

Phone Type **Cell phone**

### Citizenship & Statistical Information

Are you a U.S. citizen or national? **Yes**

Education **Masters or Doctorate Degree**

Are you a Veteran?

**No**

What race or ethnic group do you identify with? **I choose not to answer**

Do you have a disability? **I choose not to answer**

### Employment Information (Part 1 of 2)

Identify your very last employer:

**Important!**

The EDD considers your last employer to be the very last employer you physically worked for regardless if it was a full-time, part-time, or a temporary employer.

Business Name of Last Employer **BE 8T COLLEGE**

Mailing Address: **123 COLLEGE DR.  
PLEASANT CA 91234**

Phone Number of Last Employer **(714) 666-1234**

What is the full name (first and last) of the person who was your immediate supervisor? **AN ADMINISTRATOR OR HR**

Is the location or physical address of your very last employer the same as their mailing address? **Yes**

Last Date Worked **04/15/2016**

Enter below your daily gross wages earned from Sunday to your Last Date Worked, whether you have been paid or not.

Note: Do NOT include Holiday Pay, Vacation Pay, Severance Pay, In-Lieu-Of-Notice Pay, Other Pay (Example: Bonus Pay). Report these payments in Question 5 below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Gross Earnings
4/10/2016	4/11/2016	4/12/2016	4/13/2016	4/14/2016	4/15/2016	4/16/2016	\$40.00
<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>				

**Important!**

Your last employer will be contacted to verify the reason you are no longer working. Providing false information is considered fraud and may result in penalties.

Reason No Longer Working: **Laid Off/Lost of Work**

Please provide a brief explanation (Maximum 150 characters):

**semester ended**

If you received, or if you expect to receive, any payments from your very last employer or any other employer other than your regular salary, report the payment below.

Amount      From Date      To Date  
(mm/dd/yyyy)    (mm/dd/yyyy)

Holiday Pay

Vacation Pay

Severance Pay

In-Lieu-Of-Notice Pay

Other Pay

Please explain Other Pay, if any (Maximum 150 characters):

### Employment Information (Part 2 of 2)

Provide your employment history for the past 18 months, including your very last employer. If you worked for a temporary agency, a labor contractor, an agent for actors, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. You may want to refer to your check stub (a) or W-2(s) to obtain the name of your employer.

Note: Failure to report all employers, periods of employment, and total wages may result in your benefits being delayed or denied. Provide as much accurate information as possible for each employer.

#### 1. Employer Information

Employer Name	BEST COLLEGE
Mailing Address	1234 COLLEGE DR
City	PLEASANT
State	CA
ZIP Code	91284
First day you worked for this employer	01/01/2016
Last day you worked for this employer	04/10/2016
Did you work full time or part time?	Part Time
How much did you earn per hour?	\$70.00
How many hours did you work per week?	10

Gross wages earned from 1/1/2015 to 3/30/2015	Gross wages earned from 4/1/2015 to 6/30/2015	Gross wages earned from 7/1/2015 to 9/30/2015	Gross wages earned from 10/1/2015 to 12/30/2015	Gross wages earned from 1/1/2016 to 3/30/2016	Gross wages earned from 4/1/2016 to 6/30/2016
\$2,800.00	\$6,000.00	\$2,800.00	\$6,000.00	\$2,800.00	\$6,000.00

2. Did you work for another employer in the last 18 months? **No**

During the past 18 months, did you work for any other employers not listed above in question 1? **No**

In the past 18 months, which employer did you work for the longest?

How long did you work for that employer?

What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

What kind of work did you do for that employer?

Are you currently working for or do you expect to work for any school or educational institution or a public or nonprofit employer performing school-related work?

### Availability Information

What is your usual occupation? **TEACHER**

What other work-related skills do you have? **WITTY REPARTEE**

Is your usual occupation seasonal? **No**

Do you expect to return to work for a former employer? **No**

Do you have a date to start work? **No**

Are you ready and willing to accept work that matches your occupational skills and educational background? (Example: If offered a job, would you be able to accept it?)  
**Yes**

Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? **No**

Are you a member of a union or a non-union trade association? **Yes**

If Yes:

What is the name of your union or non-union trade association? **BEST COLLEGE FACULTY ASSN**

What is your union local number?  
(Enter zero "0" for non-union trade association)  
**1234**

What is the phone number of your union or non-union trade association? **(714) 666-1122**

Does your union or non-union trade association look for work for you? **No**

Does your union or non-union trade association control your hiring? **No**

Are you registered with your union or non-union trade association as out of work? **No**

Are you going to receive strike benefits? **No**

## **Additional Information**

In the past 2 years did you file a claim for Unemployment Insurance (UI) or Disability Insurance (DI)? [Yes](#)

If Yes: provide the most recent type(s) of claim(s) and date(s)

Claim Type	Claim Month	Claim Year
Unemployment Insurance	May	2018
Unemployment Insurance	December	2016

Are you receiving, or will you receive in the next year, a pension other than Social Security or Railroad Retirement, which is based on your own work or wages? [No](#)

Are you receiving or do you expect to receive Workers' Compensation? [No](#)

Are you currently attending or are you planning to attend school or training? [No](#)

Are you now or have you been in the last 18 months an officer of a corporation or union or the sole or major stockholder of a corporation? [No](#)

Did you serve as elected public official or Governor-exempt appointee in the last 18 months? [No](#)

If the EDD finds that you do not have sufficient wages in the Standard Base Period to establish a valid UI claim, do you want to attempt to establish a claim using the Alternative Base Period? [Yes](#)

---

## **Disaster Unemployment Assistance**

Are you unemployed as a direct result of a recent disaster in California, such as an earthquake, flood, mudslide, fire, etc.? [No](#)

[Print Application](#)

[Edit Application](#)

[Submit Application](#)

-Review  
--Print  
---Submit



- Print a copy of the online form for your records and to refer to in any future correspondence with EDD.
- Remember, there is a one week waiting period for which you will not receive benefits. That one week always begins the Sunday after you file.

# Now What? Process

- You will receive a Notice of Unemployment Insurance Claim Filed in the mail:
  - Check that the information is correct; you have 10 days to make any corrections.
- You will also receive a “Notice of Unemployment” Insurance Award . This notice will have:
  - the beginning and ending dates of your claim,
  - the maximum benefit amount you are entitled to,
  - the weekly amount you will receive.



# Now What? Phone Interview

- This is standard practice
- You will receive a notice for the date and time of your phone interview; this is standard practice
  - A list of questions is provided on the back of the notice.
  - Keep your answers short!
  - Do NOT Lie—be honest and concise
  - Remember – you are not on semester break or recess; you simply don't have a job
- DO NOT JUST MISS IT! If you know that you will not be available, call EDD and let them know.



# Now What? Denials

- If you are denied benefits, you have 20 days to appeal.
- Possible Reasons:
  - EDD was told by the employer that you would be returning the following semester.
  - Some dates on your form were not accurate.
- Remember Cervisi!
- Most claims are won at the first stage of appeal.



# Unemployment benefits

- “I wish to appeal the determination to deny benefits based on the Cervisi Decision (Cervisi v. Unemployment Insurance Appeals Board-208 Cal. App. 3d 635; Cal. Rptr. 142 Feb. 1989) and the following grounds: I am a temporary hourly employee laid off because of lack of work. When I am employed, I am paid on an hourly basis. Any assignment I receive is contingent on funding, enrollment, and program changes. Consequently, as a temporary employee without an actual or implied contract, I do not have reasonable assurance of continued employment and am eligible for unemployment benefits.”
- Also send a copy of the Cervisi Decision with your appeal.



# Unemployment benefits

## The Appeal Hearing:

- A copy of your appointment letter or load sheet for the present semester
- Copies of offers of prior employment, which are useful because they demonstrate that appointment letters or load sheets usually go out at a late date and aid in establishing the uncertainty of your reappointment
- Any documents or letters you might get from the department chair, other faculty, or the campus administration indicating the uncertainty of funding and/or enrollment levels for the coming semester
- Evidence that you have attempted to secure teaching work during this period of employment such as letters or records of phone calls to other departments or colleges.

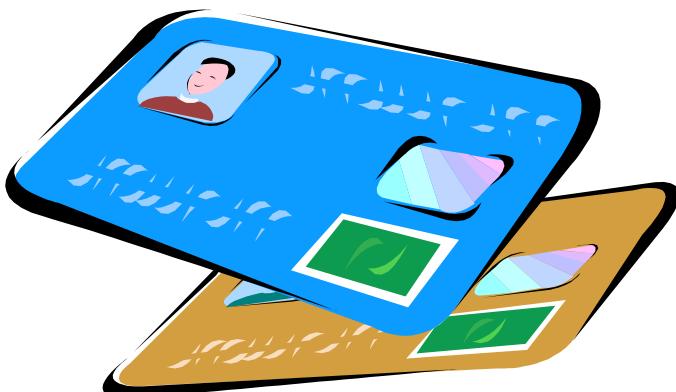


# Now What? Reopening a Claim

- Once your claim is approved, it is open for a year from your date of submission or until you have exhausted the full benefit award.
  - You can reopen it to receive benefits during subsequent semester breaks (summer or winter).
  - Spring Break is NOT a semester break, so it does not qualify for EDD benefits.
  - Follow the instructions on the EDD website to reopen an existing claim.

# Now What? Receiving Benefits

- You will receive a debit card. You can transfer the award from it to your own bank account.
  - Any earnings per week must be submitted; follow the instructions with the debit card.
- When you return to work, and the amount of your pay is larger than your benefits, you can stop filling out the claim form.
  - As long as your benefits are more than your pay, you can continue to collect unemployment. This is considered Under-employment.



# Help is on the way!

- Keep unemployment records together, from the date the claim opens to the date it closes.
- Keep all records in chronological order. This will help you if are denied and need to appeal.
  - CCA Information
    - [cca4me.org](http://cca4me.org):
      - click on “Issues & Action”
      - click on “Part-time Issues”
  - If you are denied benefits
    - Contact your CTA Primary Contact Staff for assistance.



# Disclaimer

## Has to be said:

The information in this presentation is subject to changes made by EDD that the author of the presentation is not aware of. The information herein was gathered from the EDD website and by doing a “sample” application.

No claim or promise of actual EDD award is implied by this presentation.

Viewers and users of this information should read the EDD website thoroughly, gather all information, check all dates and figures, and submit questions to EDD.

The presenter is not an official representative of EDD and does not have the authority to speak on behalf of EDD.

Anyone using the information herein shall hold harmless the presenter and authors of the presentation.