

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES DEPARTMENT
SUBJECT: UNEMPLOYMENT COMPENSATION
PPM #: CW-P-020

ISSUE DATE
May 22, 2015

EFFECTIVE DATE
May 22, 2015

PURPOSE:

To establish procedures for responding to unemployment claims and controlling costs charged to the County.

UPDATES:

Future updates to this PPM will be the responsibility of the Director of Human Resources Department.

AUTHORITY:

Florida Statute 443, Reemployment Assistance – as amended.

POLICY:

The Florida Reemployment Assistance statute provides for workers who lost their jobs through no fault of their own to receive temporary weekly benefits. Palm Beach County reimburses the Florida Unemployment Compensation Trust Fund on a dollar for dollar basis for claims paid to former employees, in accordance with this statute.

Since a person who files for Unemployment Compensation is disqualified from receiving benefits for many reasons (including voluntary resignation or discharge for misconduct connected with work), the County will respond to all claims.


PROCEDURE:

The Department of Human Resources will complete "Notice of Reemployment Assistance Claim" (UCB-412) forms and retain a copy in the former employee's personnel file. The Department of Human Resources will also respond to "Determination Notice to Reimbursable Employer of Valid Claim Filed" (UCB-45R).

Any County department that receives such forms shall forward them immediately to Human Resources, Attention: Director, who shall then make the appropriate response.

The Department of Human Resources will appeal any unfavorable claims determination. The Director of Human Resources or designee will attend the appeals hearing along with the former employee's immediate supervisor or other department representative(s) as may be designed by the former employee's Department Head. If the decision of the Appeals Referee is unfavorable to the County, the Department of Human Resources may request a review by the Reemployment Assistant Appeals Commission.

The Finance Department will request the Director of Human Resources or designee to verify the list of eligible claimants on the quarterly "Reemployment Tax Reimbursement Invoice." The Department of Human Resources will correspond with the Florida Department of Economic Opportunity, Division of Reemployment Assistance, regarding any unverifiable accounts.


ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. AO Number 7-20, dated 09/09/1986
2. PPM# CW-P-020, dated 07/01/1988
3. PPM# CW-P-020, dated 07/01/1994
4. PPM# CW-P-020, dated 06/14/2010