

## UNEMPLOYMENT COMPENSATION

### 1. What is unemployment compensation?

Unemployment compensation provides benefits to persons who are unemployed through no fault of their own and who are ready, willing, and able to work. No deduction is or has been taken from your paycheck to pay unemployment compensation benefits. The entire amount is paid for by employers covered by the Unemployment Insurance Law. This law does not require State unemployment compensation laws to be uniform. Therefore, State eligibility and disqualification provisions and amount paid vary considerably.

### 2. Who is entitled to unemployment compensation?

To be entitled to benefits a person must: (1) be unemployed or working less than full time; (2) be able to work and available for work; (3) and not be disqualified for any number of reasons specified in the State law, such as voluntarily leaving one's employment without good cause, for misconduct connected with the work, or for refusal of suitable work without good cause.

### 3. Who is responsible for initiating unemployment compensation action?

The chart on the following page provides the responsibilities for initiating action.

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**RESPONSIBILITIES FOR INITIATING UNEMPLOYMENT COMPENSATION ACTION**

| <b>RESPONSIBLE OFFICIAL</b>  | <b>REQUIRED ACTION</b>  |
|--|---|
| <p>Personnel Office</p>  | <p>Completes SF-50 and forwards it to the State unemployment office. (FPM 296-33, subchapters 30 and 31, provides processing provisions.)</p> <p>Provides an SF-8, Notice to Federal Employee About Unemployment Insurance, to employee at time of separation; or if cannot be given at time of separation, mails to employee no later than 3 working days after separation.</p> <p>Files employee separation form with James E. Frick, Inc. within 4 days of separation action. Notifies employee of action taken.</p> |
| <p>DOI Contractor,<br/>James E. Frick, Inc.<br/>145 Weldon Parkway<br/>Box 66945<br/>St. Louis, Missouri 63166</p> | <p>Upon receipt of information from personnel office, completes ES-391, Request for Wage and Separation Information, and forwards to employee's State.</p>  |
| <p>Employee</p>  | <p>Immediately files claim with State office responsible for unemployment compensation.</p>   |

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4. **Where can you find the legal and regulatory guidance for unemployment compensation?**

5 U.S.C. 8501-8509

Revised Edition of the Unemployment Compensation for Federal Employees (UCFE) Instructions for Federal Agencies which is published by the Unemployment Insurance Service of the U. S. Department of Labor. Copies should be available for review in bureau personnel and payroll offices.