UNEMPLOYMENT COMPENSATION

PURPOSE: To comply with the State of New Hampshire's Unemployment Compensation Plan, as administered by the New Hampshire State Department of Employment Security to provide temporary and supplemental income to employees who become involuntarily terminated from the University at no cause of their own.

POLICY: The University shall financially support the State's Unemployment Compensation Plan by paying payroll taxes, as determined by the State, or reimbursing the State of New Hampshire directly for actual benefits paid to eligible employees who involuntarily terminate from the college.

DATE APPROVED: July 7, 1999
DATE REVIEWED: September 1, 2007

PRACTICE & PROCEDURES:

I. The State of New Hampshire establishes the benefit amounts based upon the individual's annual earnings. A copy of the plan is available online at www.state.nh.us.

II. Eligibility for payments under this plan is determined solely by the New Hampshire State Department of Employment Security.
   A. Customarily, employees who are retrenched or terminated for lack of adequate job performance, provided the termination is without any other cause, would normally be considered eligible recipients by the State provided the employee satisfies other employment and earnings tests.
   B. The State submits to the local area employer which may include the various Professional & Graduate Studies Division campuses, a "Determination on Claim for Unemployment Compensation" form when an employee files a claim at their nearest New Hampshire Department of Employment Security Office.
      1. Any full or part-time employee may file a claim for unemployment compensation at any time, with any state in the country to which they may have moved, provided the claim is timely in accordance with State Department of Employment Security regulations.
      2. All such forms shall be immediately sent to the Manager of Human Resources when received at other University campuses from the State.
      3. Expeditious handling of this form is crucial, as the form is time sensitive.
   C. The University reserves the right to challenge any claim at any time for unemployment compensation, and appeal any decision in that regard made by the New Hampshire Division of Employment Security.