

University of Kentucky Unemployment Insurance Benefits

Jeaune "June" Hadl Butler – Unemployment Manager

Phone: (859) 257-9189

E-mail: jlhadl2@email.uky.edu

Suzanne Humphreys – Staff Support Associate

Phone: (859) 323-4550

E-mail: shump00@uky.edu

Fax: (859) 323-1075

Documentation needed by the UK Unemployment Office to respond to Unemployment Claims:

- Letters of Resignation
- Contracts that have not been renewed for Faculty
- Letters given for lack of work, elimination of position or any reason leading to staff reduction
- Records of Misconduct issues
- Records of Attendance issues
- Record of inappropriate or unsuitable job performance
- Formalized Corrective Action Issues (Oral Warnings, Written Warnings, Suspensions, Disciplinary Probations Extended New Hire / Transfer Probations)

Points regarding documentation:

- Not only is the documentation critical for successful defense of Unemployment claims, but also it is extremely important that your employees are counseled and made aware of any performance issues that existed during their employment.
- In addition, employees should sign any such documentation whenever possible.

* Information regarding unemployment claims is extremely time-sensitive. If you receive an unemployment claim, either fax the information to the UK Unemployment Office (859-323-1075), scan and email the information, or deliver it to the UK Unemployment Office at 109 Scovell Hall. Notice of an unemployment claim must be sent to the UK Unemployment Office IMMEDIATELY upon receipt.

If your Department employs Temporary employees:

Document all information on a temporary employee the same as if a regular employee. Have the "hands-on" supervisor within the assigned department complete the appropriate documentation at the time such performance issues arise. **Temporary employees are employees of the University Of Kentucky. Any employee who works for the University, if eligible, could collect unemployment benefits.**

Record tardiness, absenteeism and other performance issues as you would for any regular employee.

If there are performance issues of concern with a temporary employee, immediately contact the STEPS Employment Consultant who placed the individual so they document the situation when it happens. You will find contact information and additional links on the Temporary Employment website (<https://hr.uky.edu/employment/temporary-employment>).

When an employee's assignment ends, complete the **STEPS Performance Evaluation** form that is located on the All HR Forms website. Once the **STEPS Performance Evaluation** has been completed, send it to the STEPS Employment Consultant who placed the individual in your department.

Temporary Employees who are hired as regular University Employees are required to complete the University New Employee Orientation program. As a Temporary Employee, they have only completed selected training for temporary employees and it is important they review the online Staff Handbook, are informed of University Policy and Procedures, and are provided an opportunity to enroll in UK benefits.

Expectations for Supervisors and Managers with Unemployment Issues:

1. The University Unemployment Office will notify faculty and staff when documentation is needed regarding a former employee who has filed an Unemployment Claim.
2. The University Unemployment Office will notify appropriate faculty and staff when they are needed as witnesses for Unemployment Hearings. University employees should be provided work time to serve as witnesses for these hearings. (If a University employee wishes to appear as a witness on work time for the former employee, the present UK employee must request vacation leave in advance to participate in the hearing.)
3. If a Local or State Unemployment Office should contact your department regarding the termination of an employee, refer them to the University Unemployment Office. Do not give out information relating to the termination of any employee. Responses on claims must come from the University of Kentucky Unemployment Office only.

10/2023

Policy # 100.0: Unemployment Insurance

Revision date:

December 20, 2007

Purpose

The University of Kentucky is obligated by law to provide unemployment insurance benefits to eligible former employees.

Policy

1. Except for employment situations specifically exempted by state law, regular and temporary employees are covered by the provisions of the law.
2. The Human Resources Office of Unemployment Insurance is responsible for administering the Unemployment Insurance Program for the employees of the University of Kentucky.

Process

1. All claimants who file for Unemployment Claims after leaving employment at the University of Kentucky for unemployment purposes must provide the address of the University's Unemployment Office as the address of their last employer. That address is:
Unemployment Office
University of Kentucky
109 Scovell Hall
Lexington, KY 40506-0064
2. A claimant's eligibility for Unemployment Insurance is determined solely by the Kentucky Office of Employment and Training - Division of Unemployment Insurance.
3. Responding to unemployment insurance claims is the exclusive responsibility of the University's Unemployment Insurance Office.
 1. University departments shall not release information regarding an employee's separation, except to appropriate University departments (i.e. Human Resources Offices of Unemployment Insurance and Employee Relations, Legal Counsel etc.).
4. The Lexington Office of the Kentucky Office of Employment and Training - Division of Unemployment Insurance has been instructed to send all UK claims directly to the University's Unemployment Insurance Office. If any University department receives an unemployment claim, that claim shall be faxed or hand-delivered to the University's Unemployment Insurance Office as soon as possible. UK Unemployment is required to respond to claims within 10 working days of the date the claim was mailed.
5. University departments shall fully cooperate with the University's Unemployment Insurance Office by providing documentation of the employee's
 1. Condition of employment,
 2. Work record,
 3. Performance, and
 4. Separation.
6. University employees may be needed to appear at unemployment hearings as witnesses. When an employee is needed, they will be notified by the University's Unemployment Insurance Office.
7. Each department within the University shall comply with the University's Unemployment Insurance Office to ensure that unemployment claims are handled within statutory time limitations.