



UNEMPLOYMENT INSURANCE FOR PART-TIME FACULTY

Spring 2018

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



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:



- 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 may be able to 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.
 - If your weekly earnings are \$100 or less, the first \$25 dollars does not count. The amount of earnings more than \$25 is subtracted from your weekly benefit amount and you are paid the difference, if any.
 - If your weekly earnings are \$101 or more, the first 25 percent does not count. The amount of earnings remaining is subtracted from your weekly benefit amount and you are paid the difference, if any.
 - 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? ☐ Yes ☒ No
 - 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**
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
012 - 34 -
- 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 01/01/1971 (mm/dd/yyyy) 4. Gender: ☐ Female ☒ Male
5. Claimant Name.
5a. First Name JOHN 5b. Middle Initial K 5c. Last Name PROFESSOR
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 CA
8b. Driver's License or ID Number A1234567 x
9. Preferred spoken language? English 9a. Preferred written language? English

Cancel

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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

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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

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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.

If you worked for a temporary agency, a labor contractor, an agent for actors or actresses, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. If you worked for In-Home Supportive Services (IHSS), the welfare recipient for whom you provided the in-home supportive service is your employer, not the county. You may want to refer to your check stub(s) or W-2(s) to obtain the name of your employer.

1a. Business Name of Last Employer

Mailing Address:

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

1c. City

1d. State

1e. ZIP Code

1f. Phone Number of Last Employer

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

Not your department chair. Should be an administrator.

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)

3a. 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 5/6/2018	Monday 5/7/2018	Tuesday 5/8/2018	Wednesday 5/9/2018	Thursday 5/10/2018	Friday 5/11/2018	Saturday 5/12/2018	Total Gross Earnings
	\$325.00	\$325.00					\$650.00

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 over

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	BEST COLLEGE ?				
b. Mailing Address	601 BARNARD ST ?				
c. City	LONG BEACH				
d. State	CA ?				
e. ZIP Code	90815				
f. First day you worked for this employer	8/15/2017 (mm/dd/yyyy)				
g. Last day you worked for this employer	05/08/2018 (mm/dd/yyyy)				
h. Did you work full time or part time?	☐ Full Time ☒ Part Time				
i. How much did you earn per hour?	\$65.00 ?				
j. How many hours did you work per week?	10				
k. Provide wages earned from the employer listed above for the following quarters: ?					
Gross wages earned from 1/1/2017 to 3/30/2017	Gross wages earned from 4/1/2017 to 6/30/2017	Gross wages earned from 7/1/2017 to 9/30/2017	Gross wages earned from 10/1/2017 to 12/30/2017	Gross wages earned from 1/1/2018 to 3/30/2018	Gross wages earned from 4/1/2018 to 6/30/2018
\$3,250.00	3250.00	3250.00	7150.00	7150.00	3250.00

Base Salaries



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

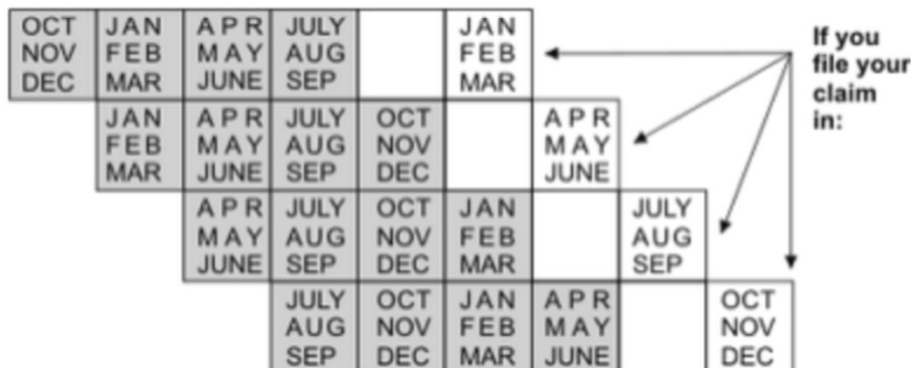
If your claim begins in:

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 2018 semester, you will need total earnings from ALL jobs going back to March 31, 2017.



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.

- 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?
- 3a. How long did you work for that employer? Years Months
- 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
- If Yes:
- 4a. Are you returning to work for the next school session? ☐ Yes ☒ No
- 4b. Has your employer given you reasonable assurance, either verbal, written, or implied, of returning to work for the next school session? ☐ Yes ☒ No

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

Even if you have a schedule for next semester, it is NOT 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? PROFESSOR ?
2. What other work-related skills do you have? NONE
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? ☒ Yes ☐ No
- If Yes:
- 8a. What is the name of your union or non-union trade association? BEST FACULTY ASSOCIATION
- 8b. What is your union local number?
(Enter zero "0" for non-union trade association) 1234
- 8c. What is the phone number of your union or non-union trade association? (562) 266-7817
- 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

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

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.

1b.

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?
3. Are you receiving or do you expect to receive Workers' Compensation? 
4. Are you currently attending or are you planning to attend school or training?
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?
6. Did you serve as elected public official or Governor-exempt appointee in the last 18 months?

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

Cancel

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State of California
Employment Development Department

 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

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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.



State of California
Employment Development Department

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 92868

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) 633-1234

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? 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.

If you worked for a temporary agency, a labor contractor, an agent for actors or actresses, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. If you worked for In-Home Supportive Services (IHSS), the welfare recipient for whom you provided the in-home supportive service is your employer, not the county. You may want to refer to your check stub(s) or W-2(s) to obtain the name of your employer.

Business Name of Last Employer BEST COLLEGE
Mailing Address: 601 BARNARD ST
LONG BEACH CA 90815
Phone Number of Last Employer (562) 433-3606

What is the full name (first and last) of the person who was your immediate supervisor? FRANKIE FRANK

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

Last Date Worked 05/08/2018

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 5/6/2018	Monday 5/7/2018	Tuesday 5/8/2018	Wednesday 5/9/2018	Thursday 5/10/2018	Friday 5/11/2018	Saturday 5/12/2018	Total Gross Earnings
	\$325.00	\$325.00					\$650.00

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/Lack of Work

Please provide a brief explanation (Maximum 150 characters):

Semester over

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(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. Employer Information

Employer Name **BEST COLLEGE**
Mailing Address **601 BARNARD DR**
City **LONG BEACH**
State **CA**
ZIP Code **90815**
First day you worked for this employer **08/15/2016**
Last day you worked for this employer **04/17/2017**
Did you work full time or part time? **Part Time**
How much did you earn per hour? **\$65.00**
How many hours did you work per week? **10**

Gross wages earned from 1/1/2016 to 3/30/2016	Gross wages earned from 4/1/2016 to 6/30/2016	Gross wages earned from 7/1/2016 to 9/30/2016	Gross wages earned from 10/1/2016 to 12/30/2016	Gross wages earned from 1/1/2017 to 3/30/2017	Gross wages earned from 4/1/2017 to 6/30/2017
\$3,250.00	\$3,250.00	\$3,250.00	\$7,150.00	\$7,150.00	\$3,250.00

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?

BEST COLLEGE

How long did you work for that employer?

Years **1** Months **3**

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

COLLEGE

What kind of work did you do for that employer?

PROFESSOR

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

If Yes:

Are you returning to work for the next school session?

No

Has your employer given you reasonable assurance, either verbal, written, or implied, of returning to work for the next school session?

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	April	2017
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**

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**

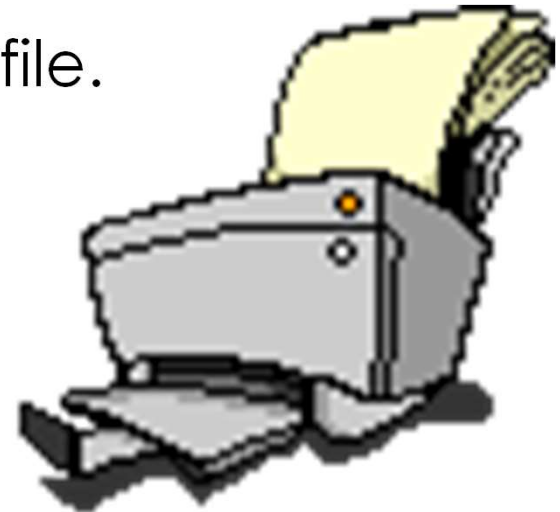
Print Application

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 your 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.





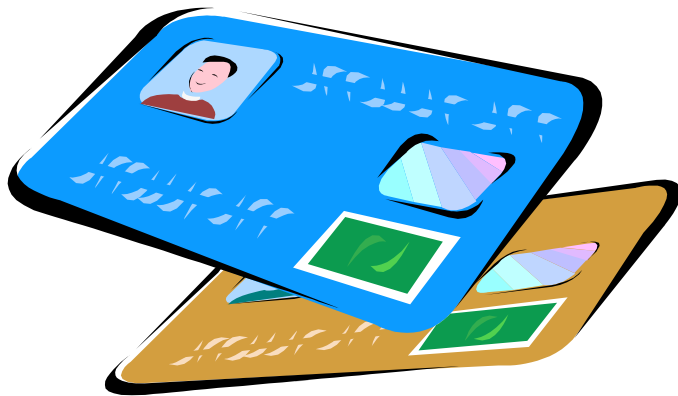
NOW WHAT? REOPENING A CLAIM

- 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:
 - 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:

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