

UNEMPLOYMENT COMPENSATION

SUMMARY

This procedure explains where to direct employees with questions about unemployment compensation, and the supervisor's responsibilities for handling unemployment compensation claims.

PROCEDURE

Eligibility

1. The State of Florida administers the Unemployment Compensation Program. Employees with questions about unemployment compensation should be referred to the State's Division of Unemployment Compensation, Department of Labor.
2. The Unemployment Compensation law provides for payments of benefits to former employees who have lost their jobs through no fault of their own.

Supervisor's Responsibilities

1. Unemployment compensation claims involving former Miami-Dade County employees are handled by the Labor Management and Compensation, Human Resources Department.
2. If a department receives any inquiries or paperwork related to an unemployment compensation claim, send them to the Labor Management and Compensation Division, Human Resources Department through the Departmental Personnel Representative.
3. Supervisors may be requested to appear at unemployment compensation hearings which are coordinated by the Labor Management and Compensation Division.
4. Personnel files should contain sufficient documentation concerning the reason for termination.

CONTACT(S):

Department/Division

Human Resources Department/Labor Management and Compensation Division

REFERENCE DOCUMENT(S):

Chapter 443, Florida Statutes