

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM**

UNEMPLOYMENT COMPENSATION INSURANCE

DATE: April 20, 2007

1. PURPOSE

This policy provides for the administration of The University of Texas of the Permian Basin Unemployment Compensation Insurance (UCI) Program and ensures compliance with applicable state laws in accordance with the Board of Regents' *Rules and Regulations*. It will be interpreted in a manner that is consistent with *Texas Labor Code*, Title 4, Subtitle A. This policy will not in any manner reduce, restrict, or make forfeitable any participant's vested rights or accrued UCI Program benefits.

2. POLICY

Administration of the UCI component of employee separations by The University of Texas of the Permian Basin will be in accordance with applicable federal and state laws and with the rules and regulations of the Texas Workforce Commission (TWC) and the Board of Regents.

3. PROCEDURES

3.1 Separation records will include information necessary to identify claims of student employees and to capture appropriate employee data that will enable us to determine and analyze employee group UCI experience as well as separations. Separation records will also include information necessary to identify employees who serve in an instructional, research, or administrative capacity for whom UCI benefits are not payable between two contractual periods of service. Interpretation of the capacity in which a staff member serves will be in accordance with the U.S. Department of Labor Federal Manpower Administration Rulings.

At appropriate regular intervals, statistical data on the number and type of separations may be collected and analyzed to determine the number of layoffs, discharges, and involuntary separations that have occurred. Such statistical data will be utilized to anticipate potential costs and determine human resources policies and procedures that may be required to decrease unnecessary separations and UCI costs.

3.2 The University of Texas of the Permian Basin will post and maintain in places accessible to all employees printed notices regarding the existence of UCI coverage and filing for UCI benefits.

3.3 The University of Texas of the Permian Basin will respond to a notice of claim within fourteen days from the date the notice of claim was mailed by the TWC. The Office of Office of Human Resources is responsible for developing the claim

response, including an appeal, in accordance with the Board of Regents' *Rules and Regulations*.

The Unemployment Insurance Employer Response to Notice of Application, located on the TWC web site, will be used to respond to a notice of claim.

- 3.4 In order to ensure that policies and procedures relating to UCI reporting are met, The University of Texas of the Permian Basin will utilize forms and reporting formats mandated by the TWC and outlined by the Office of Risk Management on that department's web site.
- 3.5 The UTPB Office of Human Resources receives the quarterly "Reimbursable Unemployment Benefits Statement" and "Fund Source Statement" reports from TWC, listing claims paid in the previous quarter and funding sources. The HR office will verify that all claims listed on the applicable report were legitimate and that the amount of the claim was applied to the correct funding source, and will then forward the verified reports to the Office of Risk Management.

4. AUTHORITY

- *Texas Labor Code* , Title 4, Chapter 201
- The University of Texas System Regents' *Rules and Regulations*, Series 30202, § 5
- Office of Risk Management Unemployment Compensation Insurance, <http://www.utsystem.edu/orm/about/uci.htm>

5. APPLICATION

This policy applies to The University of Texas of the Permian Basin.