



The best source of unemployment information is the Employment Development Department:

<http://www.edd.ca.gov/Unemployment/default.htm>

Eligibility Requirements

An individual who files for unemployment insurance benefits must meet specific eligibility requirements before benefits can be paid:

- 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
- Be approved for training before training benefits can be paid

You can fill out the Unemployment Insurance (UI) form online at the above URL or by calling 1-866-333-4606.

An important note for part-time employees: The form asks if you have reasonable assurance of future employment with your employer (in this case YCCD). No matter what you have been told about work assignments by your immediate administrator, you never have “reasonable assurance” of teaching during the next semester. YCCD can deny you employment at any time, even after offering you future employment, or even after you have started an actual teaching assignment. This matter of not having reasonable assurance has been tested in court. This court ruling is known as Cervisi et al v. Unemployment Insurance Appeals Board. What this means is that you can claim unemployment benefits (assuming you qualify as above) anytime you are not working, such as between semesters, holidays and summer vacation. It may be more trouble than it is worth to apply for short periods of time, but you could if you so choose.

A General Overview of the Process:

*Please keep in mind that these are general directions. YFA does not hold itself to be an expert in UI.

You should answer the questions in the manner you feel is most appropriate.

1. Go to: <http://www.edd.ca.gov/Unemployment/>
2. On the farthest right-hand navigation bar, click on “Apply Online” (eApply4UI)
3. Read the next page, click “I Agree” if you’ve read and agree, and click Continue
4. Answer all of the questions honestly.
5. Some important information you may need:
 - a. Question 27: Use the last official work day of the last academic term you were employed.
 - i. 27a: To find your last week’s gross wages, take your last term’s gross salary and divide it by the number of weeks in that term. People often make the mistake of reporting earnings based on when they actually receive payment. You should use the method in 27a above. Take the amount you earn during a semester and divide by 15. This is your weekly wage. When you actually receive payment has nothing to do with it.
 - b. Question 28: Pull down menu to: Laid Off/Lack of Work

- i. 28a: If you were full-time, just explain that due to state budget cuts you were laid off, or not reappointed. If you were part-time: “My temporary, part-time, contingent appointment ended, and as per EDD 1253.3g, I lack assurance of future work”.
 - c. 31: Do what is most appropriate for you here. Remember you do not have “reasonable assurance” of future employment with YCCD no matter what your supervisor says.
 6. 33: Indicate all your employers for the last 18 months. For YCCD employment, list each semester or quarter as separate entries, using the start and end dates of each term that should be on your appointment letters. The form will not allow you to list the same employer more than once, so use “YCCD-1”, then “YCCD-2”, etc. Pull the menu down to “How Paid: monthly” and then calculate your weekly wages using the method described in 27a above. Click the “Longest Time” bubble opposite the top (most recent) term worked. Also, be sure to include all non-YCCD employers you had during the past 18 months.
 7. Question 34:
 - a. 34a: To compute the total time you were employed at your campus, multiply the number of terms you taught by the number of weeks in the official term. Add any summer and/or winter inter-sessions taught using the same method, then divide the total number of weeks by 52. This will give you the number of years and decimal fraction of years you taught at that campus. An answer such as 7.2 years can be translated to 7 years 3 months (12 months in a year, so .5 years = 6 months, .25 years = 3 months, etc.).
 - b. 34b: Post-Secondary Education
 - c. 34c: Post-Secondary Teaching or Librarian Science or Coaching or Counseling

Maximum benefit amount for Unemployment Insurance is \$450 per week.

*Thank you to John L. Carter, Economics Professor, for creation of the document

Additional On-Line Resources

Community College Part-Time Faculty Unemployment Compensation Handbook

<http://www.cpfa.org/bezemek.html>

Santa Rose All Faculty News Letter

http://www.santarosa.edu/afa/0809/Publications/Update/update_051309.pdf