



NUMBER: 383
SUBJECT: UNEMPLOYMENT COMPENSATION INSURANCE
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383.1 — POLICY

Bridgerland Applied Technology College (BATC) policy on unemployment compensation insurance complies with Utah state law and establishes employee procedures for providing necessary information to the Utah State Employment Security Office for its decision-making process.

BATC personnel who may qualify for unemployment compensation insurance after termination of employment is determined by the Department of Workforce Services (DWS) rules and regulations.

The decision to grant unemployment compensation insurance to a terminated employee is made by DWS in accordance with their policies and procedures. BATC will provide accurate information to DWS as requested by DWS.

383.2 — PROCEDURES

The procedures to be followed will be determined by DWS. BATC will accurately complete any forms or requests for information that are submitted to BATC by DWS. The determination of eligibility for unemployment benefits is solely at the discretion of DWS.

383.3 — RESPONSIBILITY

383.3.1 — Department Heads and Supervisors

Department heads and supervisors are responsible for coordinating any termination with the employee and the Accounting Department and for ensuring that the necessary paperwork is completed and given to the Accounting Department.

383.3.2 — Accounting Department

The Accounting Department is responsible for coordinating the termination paperwork with the department head or supervisor, scheduling exit interviews, and informing employees of other BATC obligations.

383.3.3 — Employees

Employees are responsible for providing required notice when resigning and for attending any required exit interviews with the appropriate administrative authority (the appropriate Vice President).