



UT System Administration Policy Library -- Policy INT138
Unemployment Compensation Insurance

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

Administration of the UCI component of employee separations by The University of Texas System 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.

RATIONALE

This policy provides for the administration of The University of Texas System 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.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int138.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• Board of Regents' <i>Rules and Regulations</i>, Rule 30202, § 5	<ul style="list-style-type: none">• Texas Labor Code , Title 4, Chapter 201

CONTACTS

If you have any questions about UT System Administration Policy INT 138, *Unemployment Compensation Insurance*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu
Unemployment Compensation Insurance	Office of Risk Management	512-499-4578	http://www.utsystem.edu/orr/riskacct/riskacctuci.htm

DEFINITIONS

None

RESPONSIBILITIES

The Office of Employee Services

- Posts and maintains printed notices regarding the existence of UCI coverage and filing for UCI benefits in places accessible to all employees.

- Utilizes forms and reporting formats mandated by the TWC and outlined by the Office of Risk Management on that department's web site
- Responds to a notice of claim within the time frame specified on the claim by the TWC.
- Verifies that all claims listed in the TWC-supplied summary reports are legitimate and that the amount of the claims were applied to the correct funding source, and will then forward the verified reports to the Office of Risk Management.

PROCEDURES

1.1 The Office of Employee Services will maintain records necessary to respond to claims, including personnel files, reasons for separations, resignation letters, disciplinary actions and supporting documentation, and employee-specific personal, job, and pay data. This includes any data which may be used to respond to and/or contest claims.

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.

1.2 The Office of Employee Services will post and maintain in places accessible to all employees printed notices regarding the existence of UCI coverage and filing for UCI benefits.

1.3 The Office of Employee Services will respond to a notice of claim within the time specified on the claim by the TWC.

The Office of Employee Services is responsible for developing the claim response, including any appeal, in accordance with the Board of Regents' *Rules and Regulations*.

The Office of Employee Services will use one of the options presented by the TWC for responding to claims.

1.4 The University of Texas System will utilize forms and reporting formats mandated by the TWC and outlined by the Office of Risk Management on that department's web site.

1.5 The Office of Employee Services receives quarterly reports from TWC which list claims paid in the previous quarter and funding sources. OES will verify that all claims listed on the applicable report were legitimate and that the amount of the claims were applied to the correct funding source, and will then forward the verified reports to the Office of Risk Management.

FORMS AND TOOLS / ONLINE PROCESSES

Office of Risk Management Unemployment Compensation Insurance:
<http://www.utsystem.edu/orr/riskacct/riskacctuci.htm>

APPENDIX

None

Keywords: Unemployment Compensation Insurance (UCI), Texas Workforce Commission (TWC), unemployment benefits, unemployment, TWC, HR, human resources
