

1. Title

Unemployment Compensation Insurance

2. Policy

Sec. 1 Purpose. The purpose of this Policy is to provide 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, Chapter 201.

Sec. 2 Policy Statement. Administration of the UCI component of employee separations by the U. T. 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.

Sec. 3 Recordkeeping.

3.1 The Office of Employee Services (OES) 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 that may be used to respond to and/or contest claims.

3.2 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.

Sec. 4 Office of Employee Services Responsibilities.

4.1 OES will post and maintain, in places accessible to all employees, printed notices regarding the existence of UCI coverage and filing for UCI benefits.

4.2 OES will respond to a notice of claim within the time specified on the claim by the TWC.

4.3 OES is responsible for developing the claim response, including any appeal, in accordance with the Board of Regents' *Rules and Regulations*.

4.4 OES will use one of the options presented by the TWC for responding to claims.

Sec. 5 Forms. The U. T. System will utilize forms and reporting formats mandated by the TWC and outlined by the Office of Risk Management on the department's website.

Sec. 6 Reports. OES receives quarterly reports from TWC that 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. OES will forward the verified reports to the Office of Risk Management.

**3. Definitions**

None

**4. Relevant Federal and State Statutes**

[Texas Labor Code Chapter 201, Unemployment Compensation Act -- General Provisions](#)

**5. Relevant System Policies, Procedures, and Forms**

[Board of Regents' Rules and Regulations, Rule 30202, Section 5, Unemployment Compensation Insurance](#)

[Office of Risk Management Unemployment Compensation Insurance](#)

**6. System Administration Office(s) Responsible for Policy**

Office of Employee Services

**7. Dates Approved or Amended**

February 1, 2006

July 29, 2009

November 2, 2012