

SECTION: Human Resources

NUMBER: A-001-04-0010

AREA: Benefits

DATE: 09/01/2018

SUBJECT: Unemployment Compensation

REVIEWED: 12/14/2022

I. PURPOSE

Under state guidelines, Rocky Mountain College must provide unemployment compensation insurance for all employees of the institution.

II. POLICY

- A. Rocky Mountain College is required to pay premiums to finance unemployment insurance.
- B. The employment and benefit history of the employer, called "experience rating", affect the amount of premiums required.
- C. Unemployment compensation benefits are paid to employees separated from employment under certain specified criteria. For example, employees terminated for "misconduct" are not entitled to benefits, nor are employees who have voluntarily left work "without good cause."
- D. Rocky Mountain College has an opportunity to appeal all claims for unemployment compensation. As a result, all claims will be thoroughly examined by the Human Resource Department prior to releasing our appeal option.
- E. Thorough documentation is to be maintained regarding all personnel actions and no supervisory personnel shall be in a position to assure or deny unemployment compensation to a terminating employee.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees