LOYOLA MARYMOUNT UNIVERSITY

Staff Policy Manual

UNEMPLOYMENT INSURANCE

POLICY

Employment At Will

Loyola Marymount University is an “at will” employer. This means that the employment relationship between the University and each of its employees may be terminated at any time by either the University or the employee, with or without cause, and with or without notice.

The foregoing “at will” policy may be modified only by a written document signed by the President of the University and the affected employee. No implied contract concerning an employment-related decision, term or condition can be established by any other statement, conduct, policy or practice.

Most employees are covered by unemployment insurance in accordance with the California Unemployment Insurance Code. Employees not covered may include:

- members of religious orders not receiving a regular paycheck from the University;
- students of the University not classified as faculty or staff;
- employees who receive less than $100 in wages in a calendar quarter;
- individuals employed in seasonal sports events.

An employee’s (hereafter referred to as claimant) eligibility for unemployment insurance benefits is determined by the Employment Development Department (EDD), which administers the program under California law. Eligibility for unemployment insurance benefits requires that the claimant:

- did not leave work voluntarily without good cause, or was not discharged for work-related misconduct;
- is able to work;
- is available for work;
- have a minimum amount of earnings during a legally defined qualifying period;
- is registered for work with the Employment Development Department;
- comply with the Employment Development Department regulations regarding the filing of claims;
- conduct a search for suitable work in accordance with specific and reasonable instructions of a public unemployment office.

Benefits

The weekly benefit amount to which a claimant may be entitled is based on the highest wages received in a quarter during a twelve month base period. The base period is defined by the unemployment insurance code.

After a one week (7 calendar days) waiting period, a claimant is eligible to receive benefits. Weekly benefit amounts based on an earnings formula set by state law, are normally payable for up to 26 weeks with a specified maximum benefit.

1 See WORK STATUS.
During periods of severe economic difficulty which result in widespread, prolonged unemployment of a significant portion of the California population, a special program of extended unemployment benefits is set into action by law. Under the extended program, those unemployed after the 26 week period may qualify for up to 26 weeks of additional benefits according to both California and federal law.

Benefits Payments

Under a special provision of California law, the University’s unemployment insurance program is self-insured. Under this arrangement, a claimant will receive unemployment insurance payments directly from the Employment Development Department until his/her maximum entitlement has been paid.

The University pays the entire cost of unemployment insurance.

PROCEDURE

An individual who becomes unemployed and believes he/she is entitled to unemployment insurance benefits should report directly to his/her local Employment Development Department office to receive instructions on how to file a claim.

IMPORTANT: The Employment Development Department may send various forms related to an unemployment claim to the University. These are sometimes addressed to the former employee’s supervisor or some other office. All forms from the Employment Development Department are extremely time sensitive and must be forwarded immediately to the Human Resources Office at the appropriate campus for processing. Calls and letters from the Employment Development Department should be handled in the same manner.