
PROCESSING OF UNEMPLOYMENT CLAIMS
WORK INSTRUCTION PROCEDURE (PER-W017)
Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the steps that are followed in processing unemployment claims submitted to the Milford Board of Education.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Director of Human Resources
- 2.3 Human Resources Secretary

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 The Human Resources Department is in receipt of a State Department of Labor form requesting information on individual former employees.
- 5.2 The Human Resources Secretary pulls the former employee's file and submits to the Supervisor of Human Resources and Special Projects for review.
- 5.3 The Director of Human Resources and Special Projects provides requested information on form and places in "out" box.
- 5.4 The Human Resources Secretary copies form for chronological file and faxes original form to State Department of Labor as directed on form. Original form is then filed in employee's file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Department of Labor Information Request Forms

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Unemployment Information Request Forms	Employee File	99 years	Shred	Locked Cabinet

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
09/12/2003	A	Initial Release
10/04/2004	B	Added/removed/changed wording in 2.0, 3.0, 5.0 and 7.0
02/03/2005	C	Change title back to Director of Human Resources in 2.0 and 5.0

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