



## City of Pittsburgh Operating Policies

<b>Policy: Unemployment Compensation Claims and Appeals</b>	<b>Original Date: 2/1992</b>
	<b>Revised Date: 9/2009</b>

**PURPOSE:** To outline procedure for processing unemployment compensation claims and appeals.

**POLICY STATEMENT:** It is the policy of the City of Pittsburgh to ensure that all Unemployment Compensation (UC) claims and appeals are dealt with in an expeditious manner. While we have no desire to deny unemployment benefits to any person who is legally entitled to them, it is the Company's policy to contest all unemployment claims and apply for relief from charges for those claims that do not comply with the requirements of the law.

All UC forms shall be completed by the Department of Personnel and Civil Service Commission (P&CSC).

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

### **PROCEDURE**

#### **CLAIMS**

- 1)** Please forward any UC claim forms (e.g. UC-45/45A/785 Rev 5-92) you receive to the Department of Personnel and Civil Service Commission, Management Leave Office, Room 434 City/County Building, immediately. The Department of Personnel and Civil Service Commission Management Leave Office will complete and fax completed forms to TALX at 888-313-2849.
- 2)** Under no circumstances should any of the UC forms be completed by personnel from another City Department (other than by P&CSC). It is

imperative that all information be completed by and sent from the Personnel Department which is responsible for the central recordkeeping and coordination of UC claims.

## **APPEALS/HEARINGS**

Periodically the UC claimant or the City itself files an appeal from the UC determination made by the Office of Employment Security. It is imperative that if your department receives any correspondence from the Commonwealth regarding unemployment hearings or appeals, such as forms entitled "Petition for Appeal" or "Notice of Hearing on Original Appeal", contact the Department of Personnel and Civil Service Commission Management Leave Office at extension 2681 immediately. The Department of Personnel and Civil Service Commission, Management Leave Office will ensure that the City of Pittsburgh's UC consultant, TALX, is immediately notified so that the consultant may represent the City at the UC hearing.

If you have any questions regarding this procedure, please contact your Personnel Analyst.