

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Unemployment Insurance

CHAPTER: IX

SECTION: 4

EFFECTIVE DATE: 1/81

REVISION DATE: 3/98, 12/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Employees of the Buffalo & Erie County Public Library are covered by the New York State Unemployment Insurance Law. No deductions from wages may be made for this purpose.

II. GUIDELINES

A. Unemployment Insurance Benefits

1. The conditions under which a person may be eligible for unemployment insurance payments, the amount of individual payments, and the maximum period for payments are all determined by the New York State Department of Labor, and are subject to amendment or change.
2. Questions concerning specific unemployment benefits must be directed to any of the several area Unemployment offices.

B. Unemployment Insurance Claims

1. Unemployment insurance claims from the State Unemployment Service are to be forwarded to Human Resources.
2. If any B&ECPL branch or department inadvertently receives such a claim form, they should forward it to Human Resources immediately. The B&ECPL will be subject to a penalty for failing to respond to the State in a timely manner.
3. B&ECPL branches should not respond directly to questions from the State Unemployment Insurance Division. Any phone calls received should be transferred immediately to Human Resources.