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**PERSONNEL EDD (PSL-P090)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure is used to reply to the Employment Development Department and/or our agent (TALX) regarding Unemployment Insurance Claims filed by employees.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Customer Service Specialist

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 Substitute Classified—non-permanent employee that does not hold a credential and is not a teacher and are on-call employees.
- 4.2 Substitute Certificated—non-permanent employee that holds a credential and is a teacher and is on-call.
- 4.3 HRS—Human Resource Services.
- 4.4 EDD/TALX—Employment Development Department.
- 4.5 Unemployment Claims—Forms submitted by the California State Department of Unemployment.
- 4.6 Reasonable Assurance Letters—Letters mailed out to the district employees stating that they will have a position available to them.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 SCUSD—Sacramento City Unified School District

**5.0 PROCEDURE:**

- 5.1 All permanent employees whether they are Certificated or Classified can file an unemployment claim, if they have been laid off or terminated by SCUSD.
- 5.2 Substitute Certificated and Classified employees are considered as on-call employees and can file an unemployment claim whenever their assignment is completed.
- 5.3 Customer Service Specialist must respond to all unemployment claims promptly. Failure to respond within the designated time period can result in an increase to SCUSD Employment Tax Rate.
- 5.4 Customer Service Specialist must research accuracy of information provided by either EDD and/or TALX regarding the employee's claim.
- 5.5 Customer Service Specialist must research personnel and pay history in ESCAPE confirming accuracy of information that was provided by employee.
- 5.6 Customer Service Specialist challenges a claim, if it is not accurate information. Customer Service Specialist will provide all the accurate information to allow our agent

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(TALX) to file a challenge. TALX will advise EDD that SCUSD do not agree with employees information. (This is referred to as a challenge.)

- 5.7 Customer Service Specialist completes TALX information form and provides a pay history via fax.
- 5.8 At times EDD, request Verification of work pay history be mailed directly to them.
- 5.9 A Reasonable Assurance letter is sent out to all 10 and 11 month employees 30 days prior to the last school year work date. These employees do not receive unemployment funds unless they were laid off or the Reasonable Assurance letter was not sent out on time.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Unemployment Insurance Claim (outside form)
- 6.2 Challenges to Unemployment Insurance Claim (outside form)
- 6.3 Reasonable Assurance Letter (outside form)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Unemployment Insurance Claim, Challenges to Unemployment Insurance Claim, and Reasonable Assurance Letter	File cabinet in office	1 year	Discard as Desired	Access limited HRS

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change

\* \* \* E n d o f p r o c e d u r e \* \* \*