



Policy No. 6.020

Northwest Louisiana Technical Community College

Unemployment

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Last Revision: July 5, 2023

Northwest Louisiana Technical Community College (NLTC) operates in accordance to the standards set forth by the Department of Labor under R.S. 43:31. Unemployment insurance assists workers who work for employers covered under the unemployment law and subsequently unemployed through no fault of their own. The scope of this policy applies to all covered employees (full-time and part-time workers) of the NLTC.

Background

The Unemployment Insurance procedure provides information needed to process unemployment claims.

Eligibility

Unemployment is limited to citizens of the U.S. and legal aliens authorized to work during their employment and unemployment periods. Eligible workers have the right to receive unemployment benefits paid by their employer. The eligibility of unemployment benefits are determined by these factors:

- The employee must file a claim for benefits.
- To be monetarily eligible, an employee must have earned \$1200.00 for the base period (first four calendar quarters).
- The employee must earned wages in at least two of the four quarters of their base period. Total wages paid to the employee during this period must equal or exceed 1.5 times their highest quarter wages.

Disqualifications

Although an employee may meet the monetary requirements, they are still subject to unemployment disqualification for non-monetary reasons. The Louisiana Employment Security Law requires a disqualification for benefits, if it is deemed that:

- The employee was discharged due to misconduct connected with his/her employment or misconduct that resulted in damage to the employer or the employer's property.
- The employee was discharged for use of illegal drugs or refused to submit to a legal drug test.

- The employee failed to apply for suitable work.
- The employee failed to accept suitable work.
- The employee refused to return to regular employment when available.
- The employee left the job without cause attributable to a substantial change to employment made by the employer.
- The employee is unemployed due to active participation or interest in a labor dispute.
- The employee is seeking or receiving benefits from another state.
- The employee has/will receive deductible payments equal to or greater than his/her weekly unemployment amount.
- The employee seeks/receives fraudulent benefits.
- The employee filed a subsequent claim and has not worked and earned an amount that equals or exceeds six times your weekly benefit amount or three-thirteenths of the highest quarter in the base period of the newer claim (double dip).
- The employee is enrolled in unapproved schooling and has not worked while attending school.
- The employee is a base-period employee of the school board, school system or related school service agency and has assurance of returning to work during the next semester or work period, and seeks benefits for any holiday or break.
- The employee is a professional athlete, participates in sports or athletic events, training or preparation and is between regular playing seasons and there is reasonable assurance that he/she will return to this occupation.
- The employee is not able and available to work, he/she failed to report as instructed, or he/she failed to record an active search for work.
- The employee failed to participate in unemployment insurance job search assistance or job placement services or reemployment workshops as instructed. (Participation in the Reemployment Assistance program is mandatory for claimants identified as likely to exhaust regular Unemployment Insurance benefits prior to reentering the workforce.)
- The employee failed to actively engage in Self-Employment Assistance Allowance activities as instructed.
- The employee is paid Warn Act payments for one or more weeks during the benefit year.

General Provisions

NLTCC can prevent non-eligible benefit payments to individuals. NLTCC has the right to protest unemployment claims.

Allowing individuals to draw benefits when they are not entitled will negatively impact the combined reserve fund and lead to higher taxes for Louisiana employers.

Human Resources must take reasonable steps to ensure unemployment benefits are not paid to non-eligible individuals.

Policy Reference: Louisiana Technical College Procedure No. HR1930.592
LA Revised Statutes 43:31

Approved:

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