

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.20	Pages: 1 of 3
Chapter: Employee Benefits	Effective Date: September 14, 2006 Supersedes Policy 2.20 dated: 8/11/1994	
Subject: Unemployment Insurance		

I. POLICY:

Virtually all employees are covered by the New Jersey Unemployment Compensation Law and are, therefore, subject to the state unemployment insurance tax. Unemployment is jointly administered by Federal and State authorities. The Federal Government provides the overall framework for unemployment in the Federal Unemployment Tax Act (FUTA), and the Social Security Act. Cumberland County Government shall comply with Federal and State laws to ensure wage continuation in the event an employee is separated from his/her duties and qualifies for State Unemployment Insurance.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The Cumberland County Treasurer's Office shall ensure:

1. Employee contributions for unemployment benefits are deducted from wages.
2. That unemployment taxes are paid quarterly in compliance with State law and are sent with the required tax form.

B. The Cumberland County Human Resources Office shall ensure:

1. That in the event an employee files a claim, the "Request for Wage and Separation Information Form" received from the State is completely and accurately filled out and returned within the specified period of time, (usually 7 days).
2. That at least two days before a mass separation (50 or more employees) the Department of Labor is notified of the number of employees affected and the expected duration.

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.20	Pages: 2 of 3
Chapter: Employee Benefits		Effective Date: September 14, 2006 Supersedes Policy 2.20 dated: 8/11/1994
Subject: Unemployment Insurance		

3. That employee unemployment compensation claims are forwarded to the proper department head for action.

B. Unemployment Compensation Claims

1. Department heads shall immediately challenge any claim that they believe is not justified.
2. When department heads do not want to contest an unemployment compensation claim the following statement shall be made on the claim form:

“It is our opinion that the employee was not forced to leave, but left voluntarily. Nevertheless, we believe in the salutary purpose of unemployment compensation, and will not object to allowing a claim.”

Failure to respond could be interpreted as admission of the unjust dismissal in the event of a future lawsuit.

C. Benefits

1. Benefit and eligibility requirements are determined by the NJ Department of Labor and Workforce Development.
2. Information regarding benefits can be obtained either on line or by telephone.

D. Reducing Unemployment Taxes

A department head can minimize the tax bill by taking pains to stabilize the workforce. Some suggested techniques are:

1. Reducing turnover
2. Helping laid off workers find jobs
3. Rehiring former employees who are drawing benefits
4. Not hiring temporary or interim employees

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.20	Pages: 3 of 3
Chapter: Employee Benefits	Effective Date: September 14, 2006 Supersedes Policy 2.20 dated: 8/11/1994	
Subject: Unemployment Insurance		

5. Terminating marginal employees before they become eligible for benefits
6. Documenting in detail all discharges for misconduct, incompetence and similar causes