



TO: MANAGEMENT / MANAGERS / SUPERVISORS / HUMAN RESOURCES

RE: UNEMPLOYMENT QUALIFYING REASONS

A claimant must be unemployed or partially unemployed (reduced hours) through no fault of your own to receive benefits.

Examples of **QUALIFYING REASONS** are:

INVOLVE eESI!

- Claimant was **laid off** due to lack of work.
- Claimant is still working but the **employer reduced your hours. (Reduction in hours must not be because of a disciplinary action.)**
- Claimant was **FIRED** without work-related misconduct. Examples of misconduct are a violation of company policy; violation of law; neglect or mismanagement of your position; or failure to perform your work acceptably if you are capable of doing so.
 - **EMPLOYERS:** Support your termination decision by documenting VERBAL discussions regarding misconduct and have a witness present.
 - **EMPLOYERS:** Support your termination decision by providing WRITTEN warnings regarding misconduct.
 - Describe facts, record past incidents, and action taken
 - Have a witness present
 - Record employee comments
 - Obtain signatures from employee, manager, and witness
 - NOTE: Employee signature indicates their acknowledgement of the discussion, not that the employee agrees
 - **EMPLOYERS:** Support your termination decision by providing FINAL WRITTEN warning regarding misconduct.
 - Describe facts, record past incidents, and action taken
 - Have a witness present
 - Record employee comments
 - Obtain signatures from employee, manager, and witness
 - NOTE: Employee signature indicates their acknowledgement of the discussion, not that the employee agrees
- Claimant **quit** their job for a good well-documented work-related or medical reason. *Claimant should be prepared to present evidence that they tried to correct the problem before they quit.* TWC (Texas Workforce Commission) and other states may rule *good cause* if the work situation would cause a person who truly wants to keep the job to leave it.
 - Examples of possible good cause are unsafe working conditions or a significant change in hiring agreement, or not receiving payment for your work.
 - Examples of medical reasons are quitting on your doctor's advice, or quitting to provide care for a minor child who has a medically verifiable illness if there is no alternative care provider, or quitting to provide care for a terminally ill spouse if there is no alternative care provider.
- Claimant **quit** to protect them self from family violence or stalking.

EMPLOYERS:

- Employees receive a copy of the separation/termination form
- Employees must contact eESI within 72 hours if they intend to file for unemployment