



## Medina County Policy Manual



Policy: <b>Unemployment Compensation</b>	Section: <b>Separation</b>	Number: <b>8.015</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

ORC 4141

A. Under Ohio Law, unemployment benefits may be allowed in cases where a county employee is laid off for lack of work or when the unemployment is involuntary and not the fault of the employee. An application for determination of benefits must be filed with the Ohio Bureau of Employment Services (OBES).

B. Reasons for Unemployment

1. **Lack of work or job abolishment** would be considered as unemployed through no fault of the employee.
2. **Voluntarily quit or left job** when the option of remaining employed existed, the employee will be considered to have caused their own unemployment. In order to establish eligibility for benefits when an employee voluntarily quits, the employee must show that they had "just cause" for leaving work. The burden is on the employee to produce information showing they had "just cause" for quitting their employment. The legal standard that determines whether a quit is for "just cause" is whether the action taken was one that would be taken by an ordinarily prudent person under similar circumstances.
3. **Removed:** If the unemployment is caused by the appointing authority dismissing an employee from their job the employee may not be eligible for benefits. Some examples of reasons for removal that may establish "just cause" are the employee:
  - a. violated established county rules;
  - b. neglected job responsibilities;
  - c. disregarded the appointing authority's interest;
  - d. performed work poorly.

C. Ohio law requires a waiting week for each new application filed. Benefits cannot be paid for the waiting week until after the period has been served and the employee has qualified and received three consecutive payable weeks of total unemployment.

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- D. To file a new application for Ohio unemployment benefits or to reopen an existing Ohio claim, employees may:
1. File online at <http://unemployment.Ohio.gov>. Access is 24 hours a day, 7 days a week.
  2. File by telephone at 1-877-OHIOJOB (644-6562) or TTY: 1-888-642-8203.
- E. Briefly, the procedure for applying in Ohio requires the employee to complete an application for benefits. The application requires information on their work history for the past year, dependency information, and the reason for being out of work. The Bureau will confirm the information provided and then determine eligibility to receive benefits, how much will be received each week, and the duration of payment. Once approved, eligibility for benefit commences for the period of unemployment that occurred within one year from the date the initial application was made.
- F. A "Determination of Unemployment Compensation" will state whether the employee's application for unemployment benefits is allowed or disallowed and will provide the employee with specific information as to the reason(s) for being allowed or disallowed. If the employee disagrees with a determination, the employee has appeal rights.
- G. The Ohio Department of Job and Family Services (1-877-644-6562) can assist with any questions or problems regarding the employee's rights and eligibility regarding unemployment compensation.