

Topic: UNEMPLOYMENT INSURANCE PROCEDURES Date Issued: October 28, 1992
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PURPOSE:

To describe the method of determining the annual Unemployment Insurance charges to departments.

POLICY:

The annual charges are based on each departments experience over a three year base period.

PROCEDURE:

Risk Management determines the total amount of UI benefits paid to claimants in each department over the most recent three year period. This cost creates the three years of experience used in developing the UI cost allocation for department charges. Each departments experience is then applied to the grand total for all departments to determine their percentage of the total charge. This number is then used to project the annual charge for all departments for the upcoming fiscal year.
