

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent employed by a Federal agency. SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:

1st line - Parent Federal Agency

Name and 3 digit code number

2nd line - Major Component (if any)

3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

3 Digit
Identification
FEDERAL AGENCY

United States Postal Service	CODE NO. 732
Equifax Workforce Solutions, UCFE Dept	
PO Box 66945	
St. Louis, MO 63166-6945	

To be completed by the *Federal Agency*:
Contact Name/Office

Equifax Workforce Solutions
Telephone No. *(include area code)*

(800) 366-6660

KEEP THIS FORM and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*



American Postal Workers Union, AFL-CIO^{9A}

817 Fourteenth Street, N.W. Washington, D.C. 20005 • (202) 842-4250

WILLIAM H. BURRUS
General Executive Vice President

February 15, 1983

Mr. James C. Gildea
Assistant Postmaster General
Labor Relations Department
United States Postal Service
475 L'Enfant Plaza, S.W.
Washington, D.C. 20260

Dear Mr. Gildea:

The Employee and Labor Relations Manual at Chapter 553.122 requires the employer to issue Form SF-8 "to an individual whose work or tours of duty are on an "on call" or intermittent basis each time they;

- a. separate from the USPS for any reason,
- b. transfer to another federal agency or to a postal installation serviced by another PDC,
- c. are (or will be) placed in a non-pay status for 7 or more consecutive days.

The Employer does not issue Form SF-8 to employees in compliance with the above and as a result affected employees are not advised of eligibility for unemployment compensation and/or the steps to be taken in filing a claim.

Please advise me of the reasons for non-compliance.

Sincerely,

William Burrus,
Executive Vice President

B:mc

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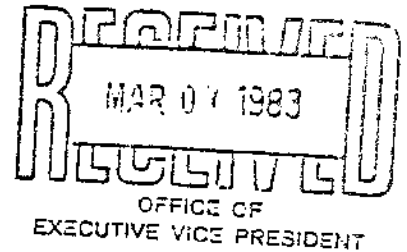
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UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

March 4, 1983



Mr. William Burrus
Executive Vice President
American Postal Workers
Union, AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005-3399

Dear Mr. Burrus:

This is in further reference to your February 15 letter concerning the use of SF-8, Notice to Federal Employees About Unemployment Compensation, and its application pursuant to 553.122 of the Employee and Labor Relations Manual (ELM).

Existing regulations in the referenced section of the ELM require prompt issuance of SF-8 to employees being separated from the Postal Service; being transferred to another federal agency or to a postal facility serviced by another Postal Data Center; or being placed in a non-pay status for seven or more consecutive days. Individuals whose work hours or tours of duty are on an "on-call" or intermittent basis should be issued SF-8 only the first time in each calendar year that they are placed in a non-pay status.

There may have been occasions when SF-8 was not issued to employees, as you alleged, because of some inadvertent omission on the part of the separating personnel office. If you have information establishing that a specific location routinely fails to meet the SF-8 issuance requirements, and wish to share it with us, we shall see that appropriate corrective action is taken.

Periodically, a notice reminding personnel officials of the requirement for issuing SF-8 is published in the Postal Bulletin. As information, such a reminder currently is being prepared by the Employee Relations Department and is expected to be ready for publication in the near future.

Sincerely,

James C. Gildea
Assistant Postmaster General
Labor Relations Department