

Appendix A

**Unemployment  
Compensation  
Federal  
Employees:  
an informational  
fact sheet for  
Federal workers.**

*Prepared by:  
Division of Federal Program Management  
Unemployment Insurance Service  
Employment and Training Administration  
U.S. Department of Labor  
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**UNEMPLOYMENT COMPENSATION - FEDERAL EMPLOYEES (UCFE)**

**WHAT IT IS.** A Federally funded unemployment compensation program which provides unemployment benefits for separated Federal employees similar to those available to workers in the private sector. Purpose is to provide a weekly income to meet basic needs while searching for work.

**HOW DOES IT WORK.** State employment security agencies administer the UCFE program under agreements with the Secretary of Labor. States are required to pay benefits to unemployed Federal workers in the same amount and under the same conditions that would be payable if the worker were covered under the applicable State unemployment insurance law. State unemployment insurance law provisions that apply to State covered workers apply also to individuals filing under UCFE.

**WHO ARE SERVED.** Civilian employees of Federal agencies and instrumentalities of the United States who are not specifically excluded by Federal law.

**HOW TO APPLY.** Contact a local office of the State employment security agency in your State taking with you (1) your Social Security Account Number card, (2) the official notice of your last separation or present nonpay status, e.g., "Notice of Personnel Action" SF-50, payroll statement or similar document and, (3) the "Notice to Federal Employee About Unemployment Insurance", SF-8, issued by your employing agency. The SF-8 is to be provided to a Federal employee by the employing agency on or before the last day of work. The form briefly explains the unemployment insurance program and reflects the payroll address where your records are maintained.

**WHERE TO APPLY.** If you become unemployed or are in nonpay status and want to claim unemployment benefits, go to nearest office of the State employment security agency. Usually this will be a local office in the State where your official duty is located since eligibility will be determined under that State's law. For instance, employees with a Washington, D.C., duty station will file at a local office of the District of Columbia Department of Employment Services.

**WHEN TO APPLY.** Promptly when you have been separated from your job, placed in nonpay status, or your working hours have been reduced. Do not delay filing a claim for unemployment compensation even if you have not been provided a SF-8 or SF-50 by your employing agency.

**ELIGIBILITY.** This will be determined under the provisions of State law. All State laws require that an individual must (1) be unemployed, able and available for work, (2) register for work and file a claim at a local employment security office, (3) continue to report as required, and (4) have a certain amount of employment/wages within a base period of one year as specified in the State law. Eligibility and the amount and duration of weekly benefits will generally be determined under the law of the State of a Federal worker's last official duty station.

**DISQUALIFICATIONS.** All State laws will deny benefits for such reasons as (1) quitting a job voluntarily without good cause or being discharged for misconduct connected with work, (2) refusing an offer of suitable job without good cause, and (3) not being able and available for work. "Good cause" for leaving or refusing a job is determined in accordance with State law. Some State laws will also reduce or deny benefits for certain types of payments received (severance, annual leave, retirement). Partial earnings for a given week will be considered in the amount payable for such weeks.

**AMOUNT OF BENEFITS.** Based on the worker's past earnings during the one year period (base period) specified by the applicable State law, the weekly benefit amount (WBA) for total unemployment and duration of benefits will be determined in accordance with State law provisions. In most States the highest quarter of wages in the base period is used to determine the WBA. Attached is a table that reflects (1) the maximum weekly benefit amount (WBA) for total unemployment and duration of benefits payable to individuals in 11 large cities throughout the country, (2) earnings necessary to qualify for the maximum WBA, and (3) examples of WBA payable to selected GS grades. Since State law provisions differ from State to State, eligibility requirements and amounts payable will also differ.

**EMPLOYMENT ASSISTANCE.** Your State Employment Service is ready to assist you in finding another job in line with your abilities and interests, locally or in another part of the country. Information about training to upgrade your skills is also available. When you file a claim for unemployment benefits you will also be registered for work with the State Employment Service.

**FOR MORE INFORMATION. For more information on filing for unemployment benefits or placement services in finding employment, contact any local office of your State employment security agency.**

DUTY STATION	PAYING STATE	MAXIMUM WBA	MAXIMUM WEEKS	EARNINGS TO QUALIFY FOR MAXIMUM WBA	EXAMPLES OF WBA FOR:	
					GS-5 (STEP 1)	GS-9 (STEP 1)
Dis rict of Columbia	DC	\$196	34	\$4,485.01 + in high quarter	* 134	Maximum WBA
Boston	MA	156-234	30	4,030.01 + " " "	Maximum WBA	Maximum WBA
New York City	NY	125	26	4,980.00 + in base period	118	Maximum WBA
Philadelphia	PA	175-183	30	4,313.00 + in high quarter	* 125	Maximum WBA
Atlanta	GA	115	26	2,850.00 + " " "	Maximum WBA	Maximum WBA
Chicago	IL	148-198	26	3,828.50 + " " "	* 118	Maximum WBA
Kansas City	MO	105	26	2,311.12 + " " "	Maximum WBA	Maximum WBA
Dallas	TX	147	26	3,650.25 + " " "	123	Maximum WBA
Denver	CO	170	26	4,394.13 + " " "	142	Maximum WBA
San Francisco	CA	130	26	4,511.00 + " " "	102	Maximum WBA
Seattle	WA	163	30	4,062.50 + " " "	123	Maximum WBA

\*plus dependents allowances

If 2 amounts shown under "maximum WBA", higher includes dependents allowances.

The above table as well as preceding statements are for general information only and do not have the effect of law, regulation, or ruling. Contact the local office of the State employment security agency for authoritative information.

FILING CLAIMS IN THE DISTRICT OF COLUMBIA

The District of Columbia Department of Employment Services has opened five neighborhood offices where individuals having a Washington, D. C. official duty station should report to for the purpose of filing claims for unemployment benefits.

The locations of these offices and the home postal zip code served are:

- o Cardozo-Shaw Employment Center, 1000 U Street, N.W.  
zip codes 20001, 20004, 20005, 20006, 20007, 20009,  
20036 and 20037
- o Petworth Employment Center, 4120 Kansas Avenue, N.W.  
zip codes 20008, 20010, 20011, 20012, 20015 and  
20016
- o Northeast Employment Center, 1319 H Street, N.E.  
zip codes 20002, 20003, 20017, 20018 and 20024
- o Anacostia Employment Center, 1217 Good Hope Road, S.E.  
zip codes 20019 and 20020
- o Washington Highland Employment Center, Eight and Xenia  
Streets, S.E., zip code 20032

Maryland and Virginia residents in the Washington, D. C. metropolitan area may file at any of the five offices. Once the claim is processed, records for Maryland residents will be transferred to the Petworth Center; records for Virginia residents will be transferred to the Cardoza-Shaw Center.