

Unemployment Insurance – Contact Eileen Townsend eileen.townsend@dpi.nc.gov

Department of Employment Security has added a feature to the employer's separation of employment claim response for COVID-19 claims.

- On the employer's first screen (after signing in), employer can click "Yes" claim related to COVID-19. The claim will be automatically accepted and you will not need to add anything else. With this choice, DES will award benefits.
- For unemployment claims related to COVID-19, but where employee is receiving part of their salary, for dual employment, for substitutes who are intermittent or working occasionally, you may want to consider the following:
 - o For **substitute employees**, not eligible for unemployment benefits under NCGS 96-15.01; you may want to continue to respond to these claims in the same manner you currently do. (For clarification, substitutes who have been working on a regular basis and you believe should receive benefits, you can choose COVID-19 on the first screen)
 - o If you move **an employee from full time to part time work**, I suggest you choose "Disaster Related Separation" and include explanation that only part time work was available.
 - o For **employees losing part of their dual employment**, choose "Disaster Related Separation" and include that only half time work was available.
 - o If you are offering employee other work assignments and they refuse your offer, you may want to choose "Still Employed, Full Time." I don't recommend you choose "Disaster Related Separation," because employee is refusing work and should be disqualified from benefits.

Remember to track all COVID-19 unemployment claims, regardless of how you file your response. You will want to track your unemployment quarterly charges against the COVID-19 claims you filed. Any charges showing in your account related to COVID-19 should be discussed with DES and removed from your charges due to the Governor's Executive Order that lifted the unemployment restrictions and will not hold employers responsible for benefits paid as a direct result of COVID-19.

LEAs can appeal a claim in the same manner that you currently practice.

UNEMPLOYMENT DOES NOT APPLY TO EMPLOYEES WHO QUALIFY FOR PAID STATE OF EMERGENCY BENEFITS.