

Unemployment Cheat Sheet

- Am I eligible to receive unemployment benefits? Yes, if you are a part-time temporary community college instructor whose assignment has ended and who has no permanent employment elsewhere. "Permanent employment" is broadly defined as any position in which you have reasonable expectation of continuing or returning to in the next semester. One example is a K-12 substitute.
- Can I apply online? Yes, at www.edd.ca.gov. You can also apply at an EDD office or by phone.
- Can I apply between the fall and spring semesters? Yes.
- When can I apply? At the end of your last class of the semester; the sooner the better, since benefits are not retroactive to the date you became unemployed.
- Do I have to look for work, even though it may be during the winter break? Yes, you must always look for work when you are unemployed. However, "looking for work" can be as easy as going online to other community college Web sites to see if there are any openings.
- Do I have to take any job that becomes available? No, only jobs in your profession and only those jobs within a 25-mile radius.
- Is there anything I should avoid saying when I am interviewed? Yes, avoid saying that you have an assignment in the following semester, since you do not have reasonable assurance of employment, even if you have an offer of an assignment. If you do have an offer, be sure to emphasize that the offer is tentative and is contingent on enrollment, adequate funding, and not being "bumped" by a full-timer needing to make load.
- What happens if I am denied unemployment benefits? Appeal by following the directions in the letter of denial. If the denial was based on you having "reasonable assurance," write in your appeal letter that "as a part-time temporary community college instructor, I have no reasonable assurance of employment from one semester to the next, as per the *Cervisi* decision."
- Anything else? Call the Union at 448-2452. The Union represents part-time faculty in unemployment appeals hearings.