



## **Texas Christian University Policy**

**Policy Number:** 6.030

**Subject:** Unemployment Compensation Policy

**Effective Date:** June 1, 1981

**Revised:**

### **I. Purpose**

Texas Christian University complies with the requirements of the Texas Workforce Commission's Employer Response to Notice of Application. Since the University is a reimbursing employer with the Texas Workforce Commission and pays claims for unemployment on a dollar-for-dollar basis, the Human Resources Office will be responsible for responding in a timely manner to each claim it receives for unemployment.

### **II. Procedure**

Because all responses to TWC must be received within their respective timeframes in order to be considered, departments should forward any correspondence from the Texas Workforce Commission to Human Resources immediately upon receipt.

Human Resources will respond to the initial notice after reviewing the reason for termination of the claimant with the appropriate department head.

If the terminated employee or TCU decides to appeal TWC's Determination of Benefits Eligibility, Human Resources will respond in the appropriate format to TWC. Human Resources will coordinate with the appropriate department head to formulate a response and participate in the appeal process to its conclusion.

### **III. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.