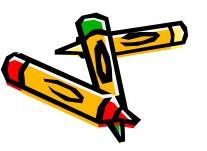


Welcome to MTSUIP!

 If you have any questions during my presentation, please ask.

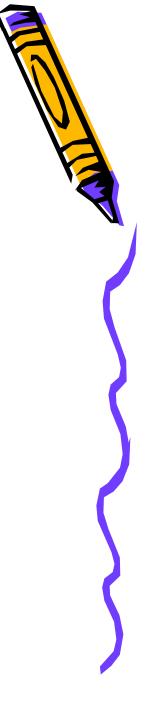








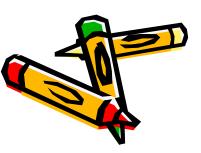






Highlights

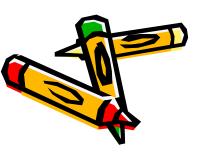
- Coverage Options MTSUIP vs. State
- Benefits of Membership
- Payroll Reporting Quarterlies
- Claims Process
- Base Period



UI Coverage Options

MTSUIP

- One Contact Person
- School Specific Program
- State of Montana
 - Large mixed group businesses covered



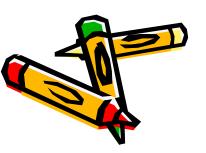
Benefits of Membership Using MTSUIP Services

- Free workshops for members on:
 - Human Resource Issues
- Montana Education Law Reporter (MELR)
- Assistance with claim form completion
- Hearing representation

Excess Contribution Refund (ECR)

Benefits of Membership Using MTSUIP Services, cont.

- Verify charges & protest if necessary
- Provide claim activity reports
- Pre-loss legal services
- Advise of legislative changes
- Respond to questions



Montana Education Law Reporter

24/7 Online Member Resource

5000

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The MELR is published by MTSBA but is a sponsored product available only to MTSUIP members. You must access the MELR by going to <u>www.mtsba.org</u> for all articles, forms and model job descriptions.

Payroll Reporting

- MTSUIP Quarterlies
 - Due the 15th day of a new quarter (ex. 7/15, 10/15, 1/15, 4/15)
 - No Excess Wages
- State of Montana
 - Due on last day of the month following the quarter end (ex. 7/30, 10/30, 1/30, 4/30)
 - Excess wages rules : Governmental, Reimbursable, or Experience Rated







Theresia LeSueur, MBA, SHRM-CP, PHR Director 863 Great Northern Blvd., Ste. 301, Helena, MT 59601 406,457,4407 (Voice) 406,442,2194 (Fax)

DATE: May 6, 2019

TO: Your School District

- FROM: Montana Schools Unemployment Insurance Program
- RE: FY20 RATE NOTIFICATION & CREDIT DISTRIBUTION ANNOUNCEMENT

The Board of Directors for Montana Schools Unemployment Insurance Program (MTSUIP) recently approved renewal rates for the 2020 fiscal year. The program paid a lower level of unemployment insurance benefits this past year than was anticipated. The reserve fund balance on December 31, 2018 was \$5,062,581.18 whereas on the same date last year, it was \$5,151,120. The Board has chosen to stabilize rates for FY20 to maintain the funding levels recommended by the program consultant.

Your district's participation in MTSUIP since July 1, 2015 or before, qualifies for this rating structure authorized by the Board of Directors. The rate listed is developed based on your district's claims experience. Your district has a loss ratio of 470.4% based on 30 months experience ending December 31, 2018.

Additionally, the Board is declaring an Excess Contribution Refund (ECR) of \$248,285 to be distributed to members participating in the program prior to June 30, 2018. This ECR has been calculated based on a member's size to determine the percent loss ratio and pool loss ratio. The credit will be reflected on the 2nd quarter report (Apr/May/Jun 2019) and may be used any quarter.

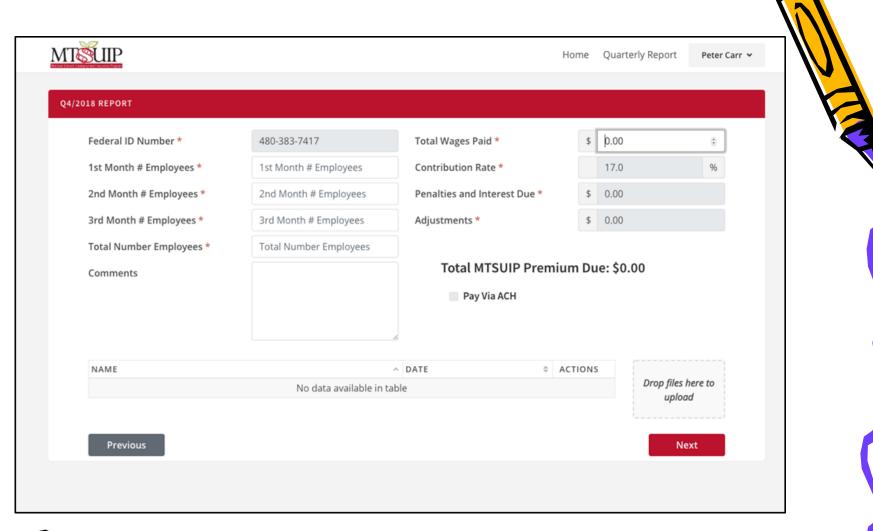


If you have any questions, please call Montana Schools Unemployment Insurance Program at (406) 457-4407.

Theresia LeSueur, MBA, SHRM-CP, PHR Program Director Lisa Gowen CSR/UI Tech

MTSBA, Lance Melton, Executive Director 863 Great Northern Blvd., Ste. 301, Helena, MT 59601 406.442.2180 (Voice) 406.442.2194 (Fax)







somethic crups	loyer's U	nemployment Insurar	ice (UI) ARBICA	GL	arter End	Due Date
Quarterly Wag	e Report	– Form UI-5				
				Ēπ	nployer Identifica	ton Numbers
			SACE 4	U	Account Number	
				Fo	doral Id (FEIN)	
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¹⁷ © MTSUIP 2019

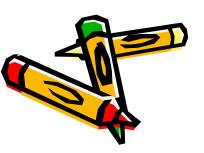


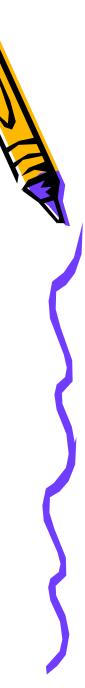


Miscellaneous Claim Facts

One Year Duration

- Still Working
- 3 A's





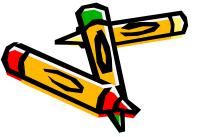
Unemployment Claims

Most often districts receive UI claims from:

- Substitutes
 - Coaches
- Bus Drivers

However,

ANY school district employee can apply



Claims Process

- How an employee files a claim
 - Triggering event
 - Call DOLI
 - DOLI reviews
 - 8 day response
 - Appeal



Claims Process

- Initial Claim
- Determination
- Redetermination
- Appeal
- Board of Labor Appeals (BOLA)
- District Court



Review/Request Information When a Claim is Filed

The State of Montana will send out paperwork with information provided by the claimant and ask that you as the employer verify the information.

Typically, there are up to five documents you could receive on each claim.

You have eight days to complete the request.

Here's how it works: The State will mail the request to the MTSUIP office, we will email it to you, you will return it to us, and we will return it to the State. <u>Please do not correspond directly with the State</u> and they should not be corresponding directly with you.



The Paperwork

When a claim is filed, you will *typically* receive a **Claim Filing Notice** first



This if you where you see the potential charges to your school district for the individual





2433981218

PUBLIC SCHOOLS THERCSIA LESUEUR 863 GREAT NORTHERN BLVD STE 301 HELENA MT 59601-3398 Claim Effective Date: 04/14/2019 Acct #: 1

Mailed: 5/20/2019

FAX 442-2194

CLAIM FILING AND POTENTIAL CHARGE NOTICE

The individual named above has filed a new claim or reactivated on existing pairs for unemployment insurance benefits.

Response to the following information request must be received by 05/28/2019 or a decision will be made with the information nn file.

INFORMAT NOTICE: For WACA 39-51-605 and ARM 24.11.208, followe to provide a timely and adequate response to this notice will forfeit your rights as an interested party. Additionally, any future overpayments linked to the separation eletermination on this dainwill not be arefulted to your account.

Reason for claimant's separation from your employment. The information you provide is essential to ensuring appropriate charges to your account. (Check lite approache box and provide an explanation below.)

- L1 Quit (please explain)
- Discharged/Lired (please explain)
 Currently physically working (May be working reduced hours) (please explain)
- 13 Contendy prays daily working (May be working reduced hours) (ple, 11 Laid off due to lack of work
- Other, Suspension or Leave of Absence (please specify)

Explanation or comments: (Please use back of form if necessary)

Pre you see Dute h Hypor Hypor

Separation pay/accrued vacation or sick leave pay: \$______ Date leave paid out: ___/__/_

This form must be returned to the address below or faxed to the fax number below.

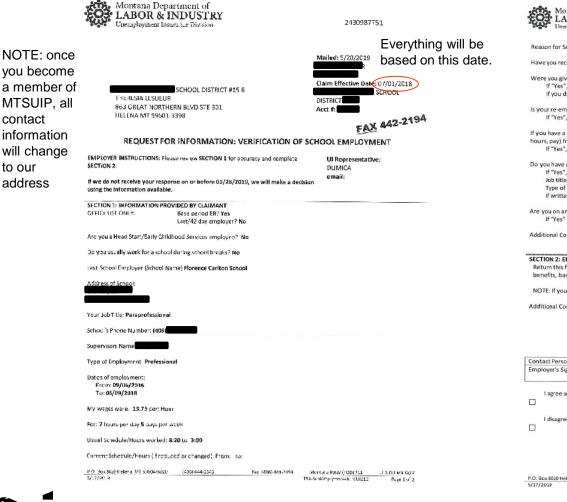
The laws period on this blan is 01/01/2018 through 12/82/2018. Your business reported wegts in quester/si 1/2018, 2/2018 in the anount of \$358,57, which is 318% of the wages this claimant earlied in the task period. Your apprince rating account is potentially charge-base for up to \$10,22.

mplöyer Signature:	Title:
mployer Name (Printed)	Email:
star Conneds	at her hard set of the

GO PAPERLESS...Sign up for SIDESI For more details log on to uleservices..nt.gov or call 406 444-3834 and velect option 2.

20.8m 8320112674. M1 59504 5020 (01%) 443-2545 Feet (466) 444-2659 Minitima Regs (100) 711 1.15(01) M1.60 W 5/37/2014 213-2549 Jointe 01244 Page 16 2

2nd - Verification of School Employment





Reason for Separation: Quit

Have you received a notice of termination? No

Were you given a letter of intent to rehire? No If "Yes", did you sign and return it? If you did not sign it, please explain?

Is your re-employment pending passage of a bond issue, receipt of funding, etc? No If "Yes", has this same situation occurred in previous academic years?

If you have a hiring agreement for the next academic year, has there been a change in the working agreement (different job title, hours, pay) from the previous year? If "Yes", please explain:

Do you have an agreement to work for any school district during the next academic year? No If "Yes", Name of School: Job title: Type of agreement If written, please attach copy of your work agreement

Are you on any substitute list(s)? No If "Yes" list schools whose lists you are currently on:

Additional Comments:

SECTION 2: EMPLOYER VERIFICATION

Return this form, along with any supporting documentation. Your response will be used to determine the claimant's eligibility for benefits, based on whether there is reasonable assurance the claimant will be returning to work for you, or any other school.

NOTE: If you are located outside Montana, please provide a copy of the most recent and upcoming academic calendar.

Additional Comments:

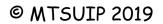
Contact Person:	Phone Number:	
Employer's Signature:	Date:	

I agree with claimant's statement. No new information provided.

I disagree with claimant's statement. Revisions/additions completed.

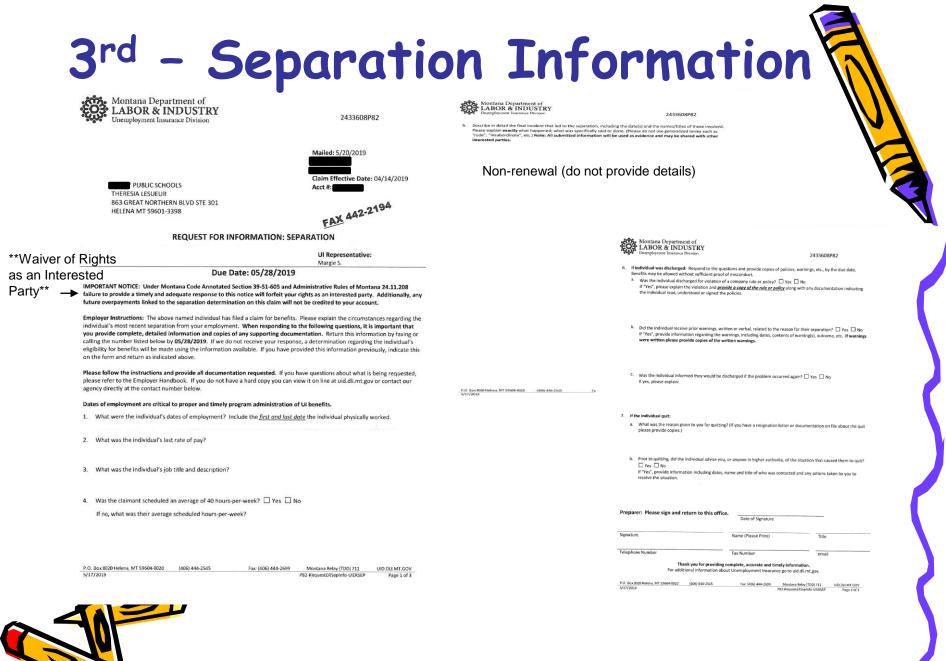
P.O. Box 8020 Helena, MT 59604-8020 (406) 444-2545 Fax: (406) 444-2699 Montana Relay (TDD) 711 UID.DLI.MT.GOV T51-SchlEmplymntFFIC-ICUI212 Page 2 of 2







2430987T51



4th - 8wk Form

Montana Department of LABOR & INDUSTRY Unemployment Insurance Division

2432760E82

Mailed: 5/20/2019

SCHOOL DIST THERESIA LÉSUEUR 863 GREAT NORTHERN BLVD STE 301 HELENA MT 59601-3398



UID DI LMT GOV

Page 1 of 1

REQUEST FOR INFORMATION: 8 WEEK WORK HISTORY

If this completed form is not received by 05/28/2019, your account may be charged. List the hours the claimant worked each week (Sunday - Saturday). Provide the reason for any reduction in hours, missed work, etc. and the number of hours for each reason in the columns below.

Calendar Week Beginning	Calendar Week Ending	Hours Actually Worked	Hours Scheduled/ Expected To Work	IT Hol	liday Hours	If Claimant Took Time Off (Sick, Vacation, Late.)	If Conditions Causing Less Hours (Weather, Occupancy, Work slowdown)	
Ex. 01/06/2019	01/12/2019	10	30	8 hrs	⊠ Paid □ Unpaid	2 hrs/Sick	8 hrs/Weather	
03/24/2019	03/30/2019	K			 Paid Unpaid 			
03/31/2019	04/06/2019				Paid Unpaid	This is c	alled the "Ei	ght Week" form.
04/07/2019	04/13/2019				Paid Unpaid	The Stat	e of Montar	a is looking for any
04/14/2019	04/20/2019			1	Paid Unpaid			worked in the four
04/21/2019	04/27/2019				Paid Unpaid			
04/28/2019	05/04/2019				Paid Unpaid			e four weeks after
05/05/2019	05/11/2019	-			Paid Unpaid	filing for	benefits.	
05/12/2019	05/18/2019				Paid Unpaid			

Is this a Salary position? 🗌 Yes 🗌 No

If salary was reduced, indicate the amount of the reduction and the effective date.

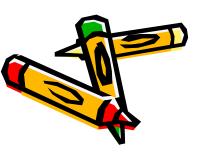
Employer/Representative Signature:	Telephone #:	
------------------------------------	--------------	--

Respectfully,

Diane G. UI Contact 406-444-9044 dgoerig@mt.gov

P.O. Box 8020 Helena, MT 59604-8020 (406) 444-2545 Fax: (406) 444-2699 Montana Relay (TDD) 711 5/17/2019 E82-8 Week Info Req-8WK © MTSUIP 2019





- Determination 'n



2433237M08





NOTICE OF DETERMINATION: SEPARATION

Issue: Quit from SCHOOL DIST #

Beginning 05/05/2019, you are disqualified from receiving benefits.

You left your job for personal medical reasons. While you state your doctor advised you to leave, you have not provided the requested medical documentation. Therefore, your reason for leaving was not attributable to, or the fault of, the employment under Montana Code Annotated Section 39-51-2302.

To end this disqualification, you must provide proof that since your separation from SCHOOL DIST

- A. You have earned wages in the amount of \$900. Submit paystubs or an employer statement of earnings. OR
- B. You have attended school for at least 3 consecutive months. Submit transcript for this period.

If there are other issues on your claim that might affect your eligibility for benefits, you will receive a separate Notice of Determination for each issue.

Respectfully,

5/17/2019

Adjudication Unit Montana Unemployment Insurance Division



863 GREAT NORTHERN BLVD STE 301 HELENA, MT 59601-3398

REDETERMINATION RIGHTS

This decision is final unless a request for redetermination is received on or before 05/30/2019. If you disagree with this decision, you may request a redetermination by:





UID.DLI.MT.GOV Page 1 of 2

Montana Department of LABOR & INDUSTRY

2433237M08

Calling the Claims Processing Center at 406-444-2545 Faxing your request to 406-444-2699 Mailing your request to: Montana Department of Labor and Industry Unemployment Insurance Division PO Box 8020 Helena, MT 59604 CLAIMANTS: Login at UI4U.mt.gov and select "Request for Redetermination or Appeal" from the Main Menu. This option is only available for timely requests

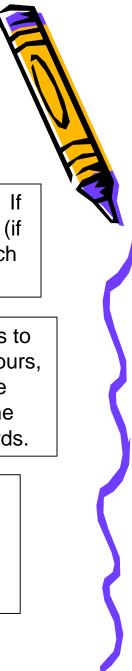
You may choose whichever method you want as long as it is received by 05/30/2019. If you miss the deadline, you must provide good cause for your late request. Please include in your request the reason(s) why you think this decision is in error.

CLAIMANTS: To claim ongoing benefits, you must file timely payment requests while your redetermination is pending. If the decision is changed and you are otherwise eligible for benefits, you may be paid for the weeks requested. If a decision allowing benefits is overturned at any level of appeal, you may be required to repay any benefits you received.

P.O. Box 8020 Helena, MT 59604-8020 (406) 444-2545

Fax: (406) 444-2699 Montana Relay (TDD) 711 M08-DQ Medical Quit-252MED UID.DU.MT.GOV

Page 2 of 2



RESPONDING TO CLAIMS IN THE MOST EFFECTIVE MANNER

Did the claimant give a specific reason for resigning (i.e. domestic obligation, moving, returning to school?) Did the employee refuse any work? If so, list the dates and reasons given (if you use an automated system attach the report)

Was continuing work available if the claimant had not quit?

Were there any changes to his/her job duties, pay, hours, etc? If so, explain the changes and attach the contract or payroll records.

Non-renewal of a non-tenured teacher without cause.

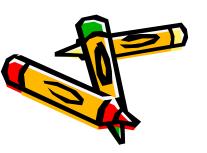
If the position was temporary, did he/she request a leave of absence? If so, explain. Was a written resignation provided by the claimant? If so, attach.

Details / Documentation

Base Period

- First four of the last five completed *calendar* quarters.
- http://uid.dli.mt.gov/ uid/estimator.asp





S	tando	ard E	Sase I	Peric	d	
	Base	Period		Lag Quarter	Claim Filed Here	X
Oct	Jan	Apr	Jul	Oct	Jan	
Nov	Feb	May	Aug	Nov	Feb	
Dec	Mar	Jun	Sep	Dec	Mar	
Jan	Apr	July	Oct	Jan	Apr	
Feb	May	Aug	Nov	Feb	May	
Mar	Jun	Sep	Dec	Mar	Jun	
Apr	Jul	Oct	Jan	Apr	Jul	
May	Aug	Nov	Feb	May	Aug	
Jun	Sep	Dec	Mar	Jun	Sep	
Jul	Oct	Jan	Apr	Jul	Oct	
Aug	Nov	Feb	May	Aug	Nov	
Sep	Dec	Mar	Jun	Sep	Dec	

The first four of the last five completed *calendar* quarters.

Benefit Estimator

Base Period Q	uarterly Wages		
bel	quarterly earnings in the boxes low. n (decimals or commas).		
Do not use punctuation		1	
01/01/2018 through 03/31/20)18 _{\$}		
04/01/2018 through 06/30/20)18 _{\$}		
07/01/2018 through 09/30/20)18 \$		
10/01/2018 through 12/31/20	018 _{\$}		
01/01/2019 through 03/31/20)19 \$		
Monetary Eligibility	Weekly Benefit Amt	Number of Weeks	Max Benefit Amt
	Quarter Change Estimat	e	
If you wait and file your claim bet amount. (Benefits will not be paic			
Monetary Eligibility	Weekly Benefit Amt	Number of Weeks	Max Benefit Amt
	© MTSUTP	2019	

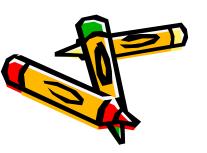
Source: http://uid.dli.mt.gov/uid/estimator.asp

Unemployment Liability

- UI liability exists on employee wages earned in the past 18 months – Base Wage Period (wages earned in the first four of the last five quarters)
- Maximum Weekly Benefit: \$552 up from \$527 Minimum Weekly Benefit: \$163 up from \$150

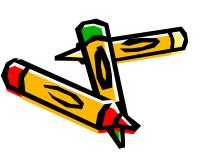
These increases will take effect 7/1/19

 Maximum Liability Per Employee = 28 weeks paid benefits (\$15,456)



How Much can a Person Receive?

- Former employees can receive up to 28 weeks of benefits at a maximum of \$527/week (\$552 beginning 7/1/2019)
 - 28 weeks x \$552/week = \$15,456
 - Approximate annual salaries:
 - \$50,000 = \$552/week
 - \$32,000 = \$304/week
 - \$22,000 = \$209/week
 © MTSUIP 2019



Charging Notices

099999	YOUR	SCHOOL
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CLAMSPAD 1819)			09	999	99	YO	UR	S	CH(00						
NAME	SSN	BYB	POT CHG		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BAL	BYE
John Boy Walton	111-11-1	10/5/2018				•=	•••		210	0/111	1,791.30		7.1.1.		00112	5,030.29	10/2/2019
Jim Bob Walton	222-22-2	8/24/2018				205.94	(205.94)				.,					0.00	8/22/2019
Mary Ellen Walton	333-33-3	4/6/2017				9.89	8.89									23.68	4/4/2018
Ben Walton	444-44-4	5/18/2019	500.84		27.82	111.28		111.28	111.28		55.64					83.54	5/16/2020
Erin Walton	555-55-5	2/22/2019	2,706.00									369.00				2,337.00	2/20/2020
Jason Walton	666-66-61	8/11/2017	580.13		111.55											468.58	8/9/2018
Jason Walton	666-66-6	8/14/2018			0.67											0.01	8/12/2019
Elizabeth Walton	777-77-7	7/7/2017	2,105.00	421.00												1,684.00	7/5/2018
TOTALS			12,756.70	421.00	140.04	327.11	(197.05)	111.28	111.28	0.00	1,846.94	369.00	0.00	0.00	0.00	9,627.10	
Quarter Total						888.15			25.51			2,215.94			0.00		



UI Process- Contact Data

MTSUIP – Theresia LeSueur 863 Great Northern Blvd. Ste 301, Helena MT 59601 406-457-4407 406-442-2194 (fax) 406-431-5953 cell tlesueur@mtsba.org

If not a MTSUIP member

DOLI Helena Phone Center PO Box 8020, Helena MT 59604 406-444-2545 (9:00 am to 4:00 pm M-F) 406-444-2699 (fax)



Thanks for learning!

