

Washington's Unemployment Compensation Program

What Every Washington Citizen
Should Know Regarding the
Washington Unemployment
Compensation Program



STATE OF WASHINGTON
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Compiled by the
Unemployment Compensation Division
Olympia, Washington

Unemployment Insurance—What It Is

Unemployment is one of the most serious hazards confronting the worker who has to work to earn a living. The result of unemployment plays havoc with the wage earner affected. In times of widespread unemployment, it all but wrecks our entire economic system.

Unemployment compensation, sometimes called unemployment insurance, is a method of easing a part of the distress caused by unemployment. It provides for weekly benefit payments to qualified unemployed workers. These payments are not equal to the worker's regular wage, but they will usually tide him over until he can get back to work.

In addition to this all-important purpose, unemployment compensation aims to stabilize employment and to stabilize business by maintaining, to a degree, the worker's purchasing power.

Benefits Are a Matter of Right

An unemployed worker who is eligible for weekly benefits will receive them **as a matter of right and not as a matter of need**. These payments are made from a fund collected by the Unemployment Compensation Division for that purpose from employers covered under the law. The money paid into the fund is deposited in a special trust fund with the United States Treasury at Washington, D. C., where it draws interest.

Washington unemployment compensation law provides job insurance for about 320,000 workers. The number of employers providing this job insurance for their employees in this state is approximately 7,000.

Who Are Eligible for Benefits

Washington's unemployment compensation law like that of most other states does not cover all types of employment. Generally speaking, all employers who, beginning January 1, 1936, have had eight or more workers in 20 or more weeks in a calendar year are covered by the act.

The following types of employment are not subject to the law. These exceptions are:

- (1) Service in a private home.
- (2) Service in agricultural employment.

(3) Service as an officer or member of a crew of a vessel in navigable waters of the United States.

(4) Service in the employ of the United States, or an instrumentality thereof.

(5) Service in the employ of the state, or a political subdivision thereof.

(6) Service of an individual in the employ of a son, daughter or spouse, or service by a child under 21 in the employ of his father and mother, or either.

(7) Service in the employ of a charitable, religious or educational organization operating exclusively as such and with no part of the net earnings going to the benefit of any private individual or stockholder.

Employers who are not specifically subject to the act may elect voluntarily to come under the law. Thus employers of one or more can provide unemployment compensation for their workers.

How You File Your Benefit Claim

The weekly benefits to eligible unemployed workers in this state will become available after January 1, 1939. No benefits will be paid workers for any unemployment sustained during 1938. To be eligible for benefits, the unemployed worker must have earned at least 16 times his weekly benefit in his base year.

To claim these weekly benefits, the unemployed worker must register at one of the offices of the Washington State Employment Service, preferably the one nearest his home. Special provision will be made for the registration of workers who live at such distances from an employment office that they cannot conveniently register in person.

The list of offices of the Washington State Employment Service can be found on the back cover of this pamphlet.

You Must Register for Work

When you file your claim for benefits you must also register for employment. If suitable employment can be found the worker must accept it. In order to qualify for benefits, the unemployed worker must be available for work, and ready and willing to take a job if suitable employment is offered.

When you file your claim for benefits and register for work be certain that you bring along your social security account number; the separation report given you by your employer when you left your job; and if you have been working for your last employer but a short time, the name and address of your previous employer, or employers.

What is Suitable Employment

By suitable employment is meant employment that falls generally in one of the four classes. These classes are:

(1) Employment not detrimental to the health, safety or morals of the worker.

(2) If it is employment for which the worker is reasonably fitted by training and experience, including employment not subject to this law.

(3) If it is employment which is located within reasonable distance of the worker's residence, or place of last employment.

(4) If it is employment which does not involve travel expenses substantially greater than that required in the individual's former work.

What Employment is Not Suitable

By employment that is not suitable is meant employment that falls in the following classifications. These classes are:

(1) If the position offered is vacant due directly to a strike, lockout, or labor dispute.

(2) If the wages, hours or other conditions of the work offered are substantially less favorable to the individual than those prevailing for similar work in the locality.

(3) If the acceptance of such work would require the individual to join a company union, or would abridge or limit his right to join or retain membership in any bona fide labor organization or association of workmen.

The Waiting Period

Washington's unemployment compensation law, like all other state unemployment compensation laws prescribes a waiting period during which benefits for total or partial unemployment are not paid. Washington's

law provides a waiting period of two weeks for total unemployment and four weeks for partial unemployment.

This means that the first check paid to a worker will cover the third week of his unemployment if totally unemployed and the fifth week if partially unemployed.

During the two-week waiting period, the Washington State Employment Service will make every effort to find the worker suitable employment. If no job is found for him, and if he remains unemployed through the third week, the worker is then entitled to benefits. The two weeks waiting period that the eligible unemployed worker serves gives the Unemployment Compensation Division at Olympia time to check the worker's wage record as to his eligibility, and the amount of benefits which he is entitled to receive.

Waiting Period May Be Extended

There are certain conditions wherein the waiting period may be extended. If an employee is discharged because of misconduct connected with his work, he will be required to wait from two to five weeks in addition to his regular waiting period if so found by the director. If an employee leaves his employment for reasons personal to himself, he will be required to wait two weeks in addition to his regular waiting period.

Again, if an employee is discharged and given two weeks wages in lieu of notice, his waiting period will not begin until the expiration of the two weeks for which he has received wages.

The waiting period does not have to be continuous. It is cumulative in that any weeks of total or partial unemployment within the 13 weeks immediately preceding a claim for benefits count on the waiting period. The law further provides that no more than five waiting periods need be accumulated during five consecutive calendar quarters.

Under no circumstances will a waiting period begin until after the original claim has been filed.

How Weekly Benefits Are Determined

The amount of benefits which an unemployed eligible worker will receive will be based upon his full time weekly wages and will generally amount to 50 per cent of those wages. However, no worker will be entitled

to draw benefits of more than \$15 per week, regardless of how much more than \$30 per week he may earn. The Washington law also prescribes a minimum benefit of \$7 per week, or three-fourths of the worker's full-time weekly wage, whichever is the lesser amount.

Partially unemployed workers are entitled to weekly benefits which will be based upon the amount of their earnings during each week of partial unemployment.

How Long Will Your Benefits Last

The number of weeks for which an eligible unemployed worker may draw compensation benefits is based upon his previous work record. The more one has been employed during the base period preceding his application for benefits, the greater the number of weeks of insurance protection will he be entitled to receive. The maximum number of weeks which the worker will be entitled to draw benefits will be 16 in any one benefit year.

Multi-state Claims for Benefits

The question is asked frequently if the worker is entitled to benefits if he has earned part of his wages in the State of Washington and is later unemployed in another state.

The answer is yes. There is an agreement between the states which provides for the acceptance of claims from workers becoming totally unemployed in a state other than the state, or states, in which the worker earned his wage credits.

Following is the procedure which the worker who has wage credits in Washington should follow if he finds himself totally unemployed in another state. If such a worker has received all the benefits to which he is entitled from the state in which he was last employed, or if he has no benefit rights in that state, he should report to the nearest state employment office in the state in which he resides and file a multi-worker's claim for benefits against the State of Washington.

Immediately after his claim has been filed, it will be forwarded to this state and checked for eligibility.

The claim will be processed and paid as quickly as possible if the same requirements of the law have been fulfilled that would have been the case if the worker were to find himself unemployed within the state.

The Washington State Employment Service has offices in the following cities. Here they are arranged alphabetically:

Bellingham1306 State Street
Bremerton108 First Street
Chehalis204 Federal Building
Colville113 East Aster Avenue
Everett1919 Hewitt Avenue
HoquiamPeople's Institute Building
KelsoPost Office Building
Mt. VernonCounty Court House
OlympiaCounty Court House
Pt. Angeles201 Federal Building
RaymondCheck Phone Company
Seattle309 Columbia Street
Seattle301 Occidental Street
Spokane521 West Third Street
TacomaSouth 12th and A Streets
Vancouver111 East 10th Street
Walla Walla212 West Alder Street
Wenatchee138 So. Wenatchee Avenue
Yakima31 South Second Street

There will be offices established to serve the Coulee Dam area, and an office to be located in Kittitas County. The exact locations will be determined later.

S. F. No. 5344—1938. 5482-A.

Social Security Personal History Record

The Social Security Boards of the Federal and State governments require that all employers keep not only accurate records of wages earned, Old Age Benefit Taxes and other deductions and net wages paid each employee, but the Social Security Regulations demand that employers maintain permanent files of a considerable amount of detail about each person to whom any money is paid for employment, even though the work be for only an hour or two in only one day of twelve months.

This information is of no value in the employer's operations, except the Social Security laws require employers to maintain it, and much of the data will be used in quarterly reports.

The records are valuable to employees for several reasons:

1. When the Department of Labor National Reemployment Service may ask for an employees' Employment Record.
2. In furnishing accurate information of why there was a termination of employment.
3. For unemployment claims, if and when made.

Termination may be "Voluntary" or "Involuntary." There is the "waiting time" to be determined and there may be penalties assessed against an employee seeking Unemployment Benefits whether the discontinuance of service was voluntary or involuntary. The law provides for "Benefit Eligibility Conditions" and "Disqualifications for Benefits." It is obvious that it is solely to your advantage that your record is complete, accurate and always clear and available here or wherever you may be employed.

For the purpose of keeping concisely your personal record, we have provided the attached card with the sub-divisions of

information that you need to have filed with us. The card has provision for four important records:

1. Personal data.
2. Employment history with present employer.
3. Industrial history record—previous employment.
4. Termination record.

The very best source of information concerning you and the most reliable for your interests can be accurately given only by you. Therefore, we attach a card for you to carefully fill out and return to us by noon of March 21, 1938.

You, in protection of your own interests under the Social Security Laws and Regulations, should see that changes in your address; marital status, if any; changes of positions, and rates of pay are all accurately recorded in your record here, and elsewhere if you should leave our service.

It is vital to you that your Termination Record is absolutely correct. A misunderstanding, or error, in the record of voluntary or involuntary termination of services can prejudice, penalize, or at least delay your receiving Unemployment Benefits, if and when claimed.

Note: Please use pen and ink, or typewriter, if you prefer.

DETAILS

1. **Face of Card**—Your Social Security numbers and your name, as we have them recorded, are shown at the top. If you find any error please have corrected at once.
2. **Address**—At the right of your name are spaces for your present address and three changes, if any are made.
3. **Position**—On top line after your present address write your present position—linotype operator, salesman, clerk, etc.
4. **Emergency**—Name, address and telephone number of person who should be notified in case of accident, or sudden illness to you.

5. **Date of Birth**—Place, father's name, mother's maiden name. These questions need no explanations.

Date will be 65—See special paragraph.

6. **Marital Status**—If you are now single it is necessary that you put a check mark in the square and after it one of the following three words of explanation: Unmarried, Widowed, Divorced.

7. **Number of Dependents**—Same number as you show in your Income Tax Return.

8. **Does Wife or Husband Work**—If married and wife or husband is regularly employed, the answer is "Yes." If only occasionally employed, the answer is "No." The rest of the personal data questions are self-explanatory.

9. **Employment History**—If you entered our employment previous to January 1st, 1937, do not show anything under dates "From or To."

Position—present position.

Department—Republic advertising; Herald editorial; Job Printing, etc.

Rate of Pay—Leave blank. Office will fill in.

There is nothing more for you to enter on face of card.

See Reverse Side of Card

1. **Industrial History Record**—This need not be filled in by present employees. New employees should give record for previous five years.
2. **Termination Record**—If and when there may be a voluntary or involuntary termination of your employment, you should follow up to see that our record is accurate in reasons, as you and your employer understand them, for your leaving our employment. In an earlier paragraph we have shown you some of the important reasons that this record should be accurate.

3. New Employees—Each new employee should be required, at the time of employment, to fill out one of these cards. This holds good if employment is for only an hour or two of one day in twelve months.

4. Special Attention—Month, Day and Year When You Will Be 65 Years Old—The law requires this permanent record and this is to your advantage, too.

On that date all Old Age Benefit taxes against wages cease, and if all conditions are met and you terminate your employment you will then be eligible to compensation.

This date is also important to you if you continue working for you have the right to continue employment activity at no expense to you for Old Age Benefit taxes.

This important date to you is of advantage to your employer in tax savings, for then your wages also become non-taxable for the employer's share of Old Age Benefit taxes, which is always the same amount as you pay.

Your employer also pays a heavy tax burden for your possible unemployment benefits, which, in the State of Washington, are not taxable now to the employee.

5. Social Security Number Cards—All employees for whom we have obtained, or are holding, their official number cards may have them if they desire them.

Date for Return of Record Card—We shall appreciate your painstaking care in making up your record and returning your card to our files by noon of March 21, 1938.