



Issued by

STATE OF WASHINGTON

EMPLOYMENT SECURITY DEPARTMENT

OLYMPIA

MON C. WALLGREN
Governor

JOHN D. DAVIS
Commissioner

What Is Unemployment Compensation?

Unemployment Compensation is a system of insurance designed to protect individuals and society as a whole from the immediate ill-effects of involuntary unemployment. By the systematic accumulation of funds from covered employers, benefits are available for periods when workers cannot find jobs. These benefits help in maintaining purchasing power and limit the serious social problems which are the result of unemployment. The Legislature of the State of Washington, in order to combat this economic insecurity, has made it compulsory that the monies collected from these employers be put into reserve. This reserve is known as the Unemployment Compensation Fund. It is this fund that is used for the payment of benefits to qualified persons who become unemployed through no fault of their own.

Who Pays for Unemployment Compensation?

Employers, not workers, put up all the money for unemployment benefits. The employer pays a 2.7% tax on his payroll. This money goes into the Unemployment Compensation fund, from which your benefits are paid. The employee doesn't pay a cent. No deductions are made, in whole or in part from the worker's pay. **The 1 per cent deduction from your wages is for social security—an entirely separate program that provides you with Old Age Insurance.**

To Qualify for Benefits

You must be either totally unemployed or your working time must be reduced so that your earn-

ings are less than the weekly benefit you would receive for total unemployment.

- **You must be registered for work with the Employment Service.**
- **You must file a claim for benefits.**
- **You must be physically able to work.**
- **You must be immediately available for work.**
- **You must be actively seeking work.**
- **You must have earned not less than \$300 in the base year. The base year is the calendar year preceding the period of approximately 52 weeks, beginning about July 1 of any year.**

How to File an Application for Benefits

If you lose your job, go at once to the nearest office of the Washington State Employment Service. There you will register for work and file your application for benefits. Be sure to take your Social Security Account Card with you. If you fail to do so you may delay your benefits. After you register for work and file your claim you will be given an identification booklet which you must read and sign. Present this booklet each week to get credit on your claim. Follow all instructions given to you by the office. Failure to do so may delay your claim. If you go to another state to make your home, you will not lose your benefit rights. Your application for benefits from the State of Washington may be filed at a local Employment Office in any other state.

Reporting Requirements

Every worker who files a valid claim must serve a one-week waiting period for which he receives no unemployment compensation. You must report for this week in the same manner as for any week for which you claim benefits.

You are paid for calendar weeks of unemployment. For benefit purposes, a week starts at 12:01 Sunday morning and ends at 12 midnight the following Saturday. To receive benefits for a week of unemployment you must report not only during that week, but during the week following. If you obtain a job, this secondary report may be accomplished by mail.

When Will I Receive My First Check?

You should receive your first check on your fourth visit to the office. On your first visit you file your initial claim. On your second visit you file for your waiting period (you must serve a one week waiting period before you can draw benefits). On your third visit you file a claim for benefits for your second week of unemployment. On your fourth visit you should receive a check for benefits covering the second week and file for benefits for the third week.

If you file for benefits immediately upon becoming unemployed you can expect to wait about three full weeks before receiving your first check.

Amount and Duration of Your Benefits

The amount of your benefit is determined by your earnings during the base year. The benefit year is the 52-week period beginning about July

1 and the base year is the preceding calendar year. **FOR EXAMPLE:** If you file your application at any time in the period of 12 months beginning July 6, 1947 (benefit year), the base year will be the calendar year 1946. In this case, your total earnings during 1946 will determine the amount of your benefits.

How Your Benefits Are Computed

<i>If application filed between</i>	<i>then your Base Year is Calendar Year</i>	<i>and Benefit Year Ends</i>
7-6-47 & 7-3-48	1946	7-3-48
7-4-48 & 7-2-49	1947	7-2-49

<i>If your Base Year Wages are</i>	<i>then your Weekly Benefit Amount is</i>	<i>and Maximum Benefits are</i>
\$000- 299.99	None	None
300- 399.99	\$10.00	\$120.00
400- 499.99	10.00	130.00
500- 599.99	10.00	140.00
600- 699.99	10.00	150.00
700- 799.99	10.00	160.00
800- 899.99	11.00	187.00
900- 999.99	12.00	216.00
1000-1099.99	13.00	247.00
1100-1199.99	14.00	280.00
1200-1299.99	15.00	315.00
1300-1399.99	16.00	352.00
1400-1499.99	17.00	391.00
1500-1599.99	18.00	432.00
1600-1699.99	19.00	456.00
1700-1799.99	20.00	500.00
1800-1899.99	21.00	525.00
1900-1999.99	22.00	572.00
2000-2099.99	23.00	598.00
2100-2199.99	24.00	624.00
2200 and over	25.00	650.00

DISQUALIFICATIONS

If you fail to apply for suitable work to which you are referred or refuse to accept suitable work, you will be disqualified from receiving benefits for the week in which the refusal occurs and for not more than the four weeks immediately following. On the basis of the law (Section 78 of the Washington Unemployment Compensation Act) the Commission will decide whether the work is suitable.

If you voluntarily quit work without good cause you will be disqualified for benefits for not less than five weeks nor more than ten weeks, determined by the Commissioner, in each of which you have filed a claim for waiting period credit or benefits and were otherwise eligible; provided, that acceptance of subsequent work shall void the disqualification.

If you are discharged or suspended for misconduct connected with your work you will be disqualified for benefits for a period of not less than five weeks nor more than ten weeks, determined by the Commissioner, in each of which you have filed a claim for waiting period credit or benefits and were otherwise eligible: Provided, that acceptance of subsequent work shall void the disqualification.

If you willfully withhold a material fact or make a misrepresentation or false statement in order to obtain benefits, your benefits may be denied for the calendar week in which the act occurred and for not more than 52 weeks following, as determined by the Commissioner. You

may also be subject to a criminal charge of larceny.

If you are out of work because of a strike, lockout, or other labor dispute, generally speaking you will not be entitled to benefits as long as the dispute continues. If you are not participating in or interested in, or financing the dispute and do not belong to the grade or class of workers involved, **report this fact to the local office when you file your claim.**

If you have withdrawn from the labor market or are not seeking work, you will not be paid benefits until you can show that you are ready, willing and able to work. If the work for which you are qualified does not exist in your community you will be expected to accept work elsewhere or make yourself available for work which does exist in your community. You must be actively looking for a job. Registration at the Employment Service Office is not sufficient to qualify you for benefits.

You Must Report Your Earnings

If you have earned any money from part-time work you must report those earnings when you sign the weekly certification statement. Failure to report such earnings may result in the penalty for withholding a material fact in order to obtain benefits.

Appeals

If you are dissatisfied with any determination regarding your eligibility to benefits, notify the local office and ask for a reconsideration. **If you**

wish to appeal, your notice of appeal must be received by either the local or central office within ten days of the mailing or personal delivery of the determination with which you disagree.

You must report as usual for each week you claim benefits while your records are being checked or while the hearing is pending.

If you do not agree with the Appeal Tribunal decision, you may appeal for review to the Commissioner. **To do this, you must file your notice of appeal within ten days after the date of the decision.** Further appeal from the Commissioner's decision may be taken to the Superior Court in the county in which you live, or in the Thurston County Superior Court (Olympia) if you live outside the State of Washington.

"Seasonal Workers"

A "seasonal worker" is one who earns 80 per cent or more of his base year wages in the employ of an employer determined to be seasonal under this act. Benefits are not payable to a seasonal worker outside the seasonal period determined for the employer.

Veterans

If you are a veteran of World War II, report this fact to your local office as **you may be entitled to readjustment allowances under the "GI" Bill.** Applications for these allowances are taken in local offices upon presentation of your discharge papers.

Interstate Workers

If you have worked in more than one state and want to file a claim, talk it over with a claims taker.

Partial Benefits

Even though you are not totally unemployed, you may be entitled to partial benefits. In such event, discuss the matter with a claims taker.

For any week for which you claim partial benefits, your local office must verify the amount of your earnings. Take either a check stub or a statement from your employer when filing for partial benefits.

Reporting and qualifying requirements for partial claims are similar to those for claims for total unemployment. Any special instructions will be given you by the local office.

Your weekly benefit for partial unemployment is an amount equal to the difference between your regular weekly benefit amount and your earnings in excess of \$5. For instance, **if your regular weekly benefit amount is \$20 and you earn \$7, your benefit amount is \$18.**

\$20 Weekly benefit amount

-2 Earnings in excess of \$5

\$18 Partial benefit amount

Unemployment Benefits for Seamen

Although seamen are not covered by the Washington State Unemployment Compensation Act, they may be entitled to unemployment benefits which were provided by Congress for men who served on War Shipping Administration vessels.

Title XIII of the Social Security Amendments of 1946 provides for the application of the same benefit formula to seamen's wages as applies to wages earned in employment covered by the State Unemployment Compensation Law. The allocation of these wages is made by the Bureau of Old Age and Survivors Insurance to the State in which a seaman first files a claim for benefits under Title XIII. This allocation is made at the request of the state, and wages so allocated may not be re-allocated to any other state.

Requirements

- Claim must be filed in the state where the seaman is living currently.
- Identification documents
 1. U. S. Merchant Mariner's Document (Issued since 1945).
 2. Merchant Seaman's Certificate of Identification (Prior to 1945).
 3. Certificate of Discharge.
 4. Continuous Discharge Book.
 5. Certificate of Seaman's Service.
 6. Union Registration Card.

These documents are required for identification purposes, but the worker will not be refused the right to file a claim if he is unable to present them.

- Seamen will be required to furnish information relative to their eligibility to receive annuity or retirement pay relating to officers or employees of the United States, such as the Act providing retirement pay for officers in the military service and civil service employees.

1. Seamen entitled to receive such retirement pay or annuity will be required to state the monthly amount.

- All other requirements of the Washington Unemployment Compensation Law must be complied with.

Your Appointments Are Scheduled for a Definite Time

The Unemployment Compensation Division reserves a time for you to file your claim each week. Scheduled appointments are necessary for two very good reasons:

1. You will not be required to wait in line to report beyond a reasonable length of time.
2. We can plan our operation at a minimum cost to the state.

Your report time is determined by the last four numbers of your social security or service number. This method of scheduling appointments is fair to all and is used throughout the state. By scheduling we can anticipate your arrival and be prepared to serve you. Your responsibility is to be on time.

The Treasurer in Olympia expects your voucher on a certain date. A delay on your part, or an off-scheduled report will result in a similar delay in

the receipt of your warrant. The claims taker can refuse to serve you at such time that you are off schedule.

The claims taker is required by law to ask you certain questions. Please cooperate by answering these questions briefly and accurately. False statements to obtain benefits may result in fines or imprisonment.

**FOR THE BENEFIT OF THOSE WHO ARE
WORKING ON THEIR REPORT DATE, OFFICES
ARE OPEN SATURDAYS FROM 9 A. M. TO
1 P. M.**

OFFICES AND ADDRESSES WHERE CLAIMS MAY BE FILED

<i>Office</i>	<i>Office Address</i>
Aberdeen.....	500 East Wishkah Street
Anacortes.....	402 Commercial Avenue
Auburn.....	120 West Main Street
Bellingham.....	1114 Cornwall Avenue
Bremerton.....	636 Burwell Street
Centralia.....	118 West Magnolia
Colville.....	161 East First Avenue
Ellensburg.....	305 North Main Street
Ephrata.....	219 1st Street S. W.
Everett.....	1918½ Everett Avenue
Longview.....	1436 Commerce Street
Mount Vernon.....	309 Kincaid Street
Okanogan.....	371 Queen Street
Olympia.....	522 Capitol Way
Pasco.....	114 North Second St.
Port Angeles.....	110 North Lincoln St.
Portland, Oregon.....	1124 S. W. Stark Street
Puyallup.....	Puyallup Library Building
Raymond.....	406 First Street
Renton.....	226 Main Street
Seattle 1.....	2015 Western Avenue
Spokane 8.....	South 309 Howard Street
Tacoma 2.....	112 South 12th Street
Toppenish.....	9 Washington Avenue
Vancouver.....	400 Washington Street
Walla Walla.....	212 West Alder Street
Wenatchee.....	138 South Wenatchee Avenue
Yakima.....	101 South First Street

If you are unable to either contact or locate an Employment office, write to:

EMPLOYMENT SECURITY DEPARTMENT
BENEFIT DIVISION
P. O. BOX 367
OLYMPIA, WASHINGTON