



WASHINGTON COLLEGE POLICIES

UNEMPLOYMENT INSURANCE

****THIS POLICY IS UNDER REVISION****

The State of Maryland, with federal assistance, has a program that provides temporary benefits to certain eligible former employees.

Eligibility

The State of Maryland establishes the precise eligibility rules for receiving benefits. In general, any former employee of the College may be eligible if the individual is involuntarily terminated from employment and has been employed by a participating employer in five consecutive quarters immediately prior to involuntary separation. It should be noted that employment during five quarters does not need to be entirely with one employer.

Benefits

The State of Maryland establishes the level and duration of benefits as well as the duties of the beneficiary during the benefit period.

Information

Specific information on all aspects of the State of Maryland’s Unemployment Insurance Program may be obtained from the local office or website of the Department of Labor, Licensing, and Regulation. In accordance with Maryland law, Washington College, in conjunction with an insurance carrier, provides workers’ compensation benefits for all eligible employees.

If an employee experiences an accident or injury at work, he/she is required to report the incident to a supervisor as soon as possible. The supervisor is responsible for documenting a “first report” that must be submitted to Human Resources within 72 hours of the incident. For additional information, please refer to the section on workers’ compensation in this handbook