



UNEMPLOYMENT INSURANCE NOTICE TO WORKERS

Your work is covered under the provisions of the Utah Employment Security Act for unemployment insurance purposes, unless specifically exempted by the act.

Unemployment insurance provides payment to qualified workers who are unemployed and looking for work. It is not welfare, social security or a disability payment. Benefits are based upon your previous earnings—not on economic need. The funds to pay unemployment benefits are paid by your employer. No deductions are made from your wages.

FILING FOR UNEMPLOYMENT INSURANCE BENEFITS

To receive unemployment benefits you file your claim by phone: Salt Lake - (801) 526-4400, Ogden - (801) 612-0877, Provo - (801) 375-4067, elsewhere and out-of-state - (888) 848-0688. No benefits will be paid for weeks prior to the week in which you file your claim. You should, therefore, file immediately after becoming unemployed or when your work hours are reduced to less than full time.

FILING AFTER RECEIVING WORKER’S COMPENSATION BENEFITS

If you are separated from employment due to a work-related illness or injury for which you have received Worker’s Compensation, your rights to unemployment benefits may be preserved for up to THREE YEARS from the date of your injury. In order to use wages earned prior to such an injury or illness, you must file a claim for unemployment benefits within 90 DAYS of your doctor’s release to full time work.

SEPARATION INFORMATION

At the time you are separated from your job, you should request information as to the reasons for your separation. It is not necessary for you to have a separation notice to file a claim. Both you and your employer will be requested to provide statements explaining the reason for your separation.

WAGES DETERMINE BENEFIT AMOUNT

The amount of your unemployment benefits will be determined from your wages. “Wages” are all payments for personal services performed such as salaries, commissions, bonuses, tips, and the cash value of goods and services received for services performed. Tips received but not reported to your employer generally cannot be used to determine your unemployment benefits.

SELF-EMPLOYMENT

If you are classified as “self-employed” (independent contractor), you may want to discuss this with your employer and have your status reviewed by the Department of Workforce Services. Work performed in “self employment” cannot be used for unemployment benefits. You are “self-employed” if your work is performed without direction and control and you are in your own established business. This generally means you are properly licensed in business, perform similar services for others, maintain proper accounting records and business reports, pay self-employment taxes, and provide for insurance.

FINDING A JOB

Your State Employment Center can help you find local, statewide, and national job openings. Professional placement people will provide assistance. **No fee is charged for this service.**

STATE EMPLOYMENT CENTERS

American Fork.....	751 East Quality Dr. #100	(801) 492-4500	Nephi.....	625 North Main.....	(435) 623-1927
Beaver.....	875 North Main.....	(435) 438-5498	Ogden	480 27th Street.....	(801) 626-0300
Blanding.....	544 North 100 East.....	(435) 678-1400	Panguitch.....	665 North Main.....	(435) 676-8893
Brigham City.....	1050 South 500 West.....	(435) 734-4060	Park City	1846 Prospector Ave.	(435) 649-8451
Cedar City	176 East 200 North.....	(435) 865-6530	Price	475 West Price River Dr #300.....	(435) 636-2300
Clearfield.....	1290 East 1450 South.....	(801) 776-7800	Provo	1550 North 200 West.....	(801) 342-2600
Delta.....	44 South 350 East.....	(435) 864-3860	Richfield.....	115 East 100 South.....	(435) 893-0000
Emery County	550 West Hwy 29.....	(435) 381-6100	Roosevelt.....	140 West 425 South 330-13.....	(435) 722-6500
Fillmore.....	55 West 100 North.....	(435) 743-5304	Roy.....	1951 West 5400 South.....	(801) 776-7200
Heber City.....	69 North 600 West, Ste. C	(435) 654-6520	Salt Lake Downtown	158 South 200 West.....	(801) 524-9000
Junction.....	550 North Main.....	(435) 577-2443	Salt Lake Metro	720 South 200 East.....	(801) 536-7000
Kanab	468 East 300 South.....	(435) 644-8910	Salt Lake So County	5735 South Redwood Rd.....	(801) 269-4700
Loa	18 South Main.....	(435) 836-2406	South Davis.....	763 West 700 South W.Cross.....	(801) 298-6600
Logan	446 North 100 West.....	(435) 792-0300	Spanish Fork	1185 North Chappel Drive.....	(801) 794-6600
Manti.....	55 South Main #3	(435) 835-0720	St. George	162 North 400 East Bldg B	(435) 674-5627
Midvale	7292 South State St.....	(801) 567-3800	Tooele.....	305 North Main, Ste. 100	(435) 833-7310
Moab	457 Kane Creek Blvd.	(435) 719-2600	Vernal	1050 West Market Dr.....	(435) 781-4100
Monticello.....	16 East 300 South.....	(435) 587-2015	West Valley	2750 South 5600 West Ste. A.....	(801) 840-4400

INFORMATION FOR EMPLOYERS

Utah law requires that each employee’s wages must be reported each quarter with the regular quarterly contribution (tax) report. All wage and separation information and correspondence must include your unemployment insurance registration number. You must also maintain and make available records of wages and separation information on all workers for at least four (4) calendar years.

When an unemployment claim is filed by a former employee, the Department of Workforce Services will send Form 606 “Notice of Claim Filed.” This notice will provide an opportunity for you to report details of the reason for the claimant’s separation and, in some cases, to request relief of potential charges. The Form 606 will also inform you of any wages from your firm being used on the claim and your firm’s potential benefit costs.

If you have classified or contemplate classifying any of your workers as “self-employed” (independent contractors), notify the Department so a proper determination of status can be made. By doing this you may avoid unpaid contributions (tax) liabilities, interest and penalties.

Additional information is available in the “Employer Handbook” which will be furnished to you upon request.

NO FEE EMPLOYMENT SERVICES

You can gain access to Utah’s largest source of job seekers by listing your openings with the nearest State Employment Center. Professional selection and referral techniques will be utilized to match worker qualifications with your job requirements. Proficiency aptitude and testing are available as part of the selection process. The Department will refer only the number of qualified applicants you desire to interview. **No fee is charged for this service.**

In accordance with Section 35A-4-406(1)(b) of the Utah Employment Security Act, this notice must be permanently posted by each employer at suitable points (on bulletin boards, near time clocks, etc.) in each work place and establishment.