

Unemployment Insurance for Faculty Who Work Part-Time

~ Faculty who work part-time are entitled to unemployment benefits when our assignments end each semester.

~ We do not need to be formally laid off.

~ We're eligible whether or not we expect to have an assignment the following semester.

~ Our official work dates did not change when we were shut down. Faculty who have full-semester assignments are still paid and employed through December 18th.

~ An excellent overview of the application process is [available from CFT](#), including updates relating to the CARES Act and applying for UI during the pandemic.

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EDD changes their process often. Please let us know if this guide is out of date.

(Updated 12/10/2020, DH)

>> Who is eligible

Faculty who work part-time are entitled to unemployment insurance benefits during summer and winter breaks. We are not eligible for over spring break.

You're still eligible even if you have a likely assignment for next semester. That assignment isn't guaranteed. When our assignments end each semester, we are technically unemployed.

If your CCSF assignment ends but you still have some work (either from another employer, or a reduced CCSF assignment) you **may** still be eligible. EDD may reduce your benefit amount, however. Before the COVID-19 crisis, we were allowed to earn up to \$450 per week and still be eligible for benefits. That amount may have gone up in the current crisis. If you're not sure, apply.

Previous language: If you're earning less than \$450 per week with another employer, you will probably be awarded some benefits. If you're making more than \$450, you're more likely to be denied.

You do not need to be formally laid off or receive a pink slip.

You're still eligible even if we don't get our last paycheck until after the semester ends.

You will be denied if you also have a tenured or tenure-track position at another school, even if that school is also on break.

You may be denied if you're receiving a pension.

>> When to apply

Your application is retroactive only to the Sunday of the week in which you apply. The sooner you apply, the sooner you'll get a check.

Apply as soon as possible on or after your last day of work. For faculty who have semester-long assignments, the last day for Fall 2020 is officially 12/18/2020, even if that doesn't match your specific work schedule. If you have only short-term assignments, your official last day of work is the last day of your assignment. These dates did NOT change when we were shut down. Our pay and our employment continued.

It's a good idea to apply at the end of every semester, even if you have a likely assignment for the next semester. That assignment could be cancelled, and if you already have an application in process, you won't have to wait as long to start receive benefits.

>> Where to apply

Apply on the [EDD website](#). The page also has instructions and helpful links.

- If you've received benefits in the past year, you can re-open the previous claim.
- To open a new claim, choose "Benefits Program Online".

>> Questions EDD could ask

These questions can come up on the application and also in EDD interviews. **The main thing to remember is that you have been laid off. You are NOT on break or recess.** Even if you have a likely assignment for next semester, that assignment is not guaranteed. You do not have reasonable assurance of work in the future. No written layoff notice is required. See also [EDD's checklist](#).

Possible EDD Questions	Answer
Your contact information	Give them a cell number instead of a land-line. Make it easy for them to contact you, so they're less likely to think you are out of town and unavailable.
Last employer	City College of San Francisco
Employer's contact information	50 Frida Kahlo Way, SF, CA 94112, (415) 452-7660 (That's HR)
Last supervisor	Your department chair
Union Name and Number	SFCCD Federation of Teachers, AFT 2121
Union Contact Information	Alayna Fredricks, (415) 585-2121
Are you registered with your union as being out of work?	No
Other union questions...	Your union does not control your hiring. Your union does not operate a hiring hall or help members find jobs. You are not going to receive strike benefits.
Work dates	We're considered to work the same weekday schedule as full-timers, even if our actual work schedules are different. See CCSF's calendar page . Here are Fall 2020 dates: -- If you had a full-semester assignment, you worked August 13 th – December 18 th . -- If you had only short-term assignments, use your actual start and end dates. -- These dates did NOT change when we were shut down. Our pay and our employment continued.

Possible EDD Questions	Answer
Why you are no longer working?	For the online application: Choose "Assignment ended" If you need to explain: "My part-time teaching job ended. My next assignment is contingent on adequate enrollment, funding, program need, and district prerogatives."
Do you expect to return to work? Will you be working again next semester?	If you have an assignment: "Possibly, but there's no guarantee. I do not have a contract. My next assignment is contingent on adequate enrollment, funding, program need, and district prerogatives." If you do not have an assignment: "No"
Do you have a date to start?	If you have to choose yes or no, say no. If you have to explain: "If I am assigned for next semester, the start date will be [first flex day January 14 th]."
Are you on break or recess?	No. I was laid off.
Is your usual occupation seasonal?	No.
Are you available for immediate full-time work in your usual occupation?	Yes.
Are you looking for work?	If you're looking for work, say yes. The EDD instructions saying that union members should say "no" do not apply to us. In order to get benefits, EDD expects us to be looking for work. See Other requirements: Certifying for ongoing benefits , below.

>> Reporting your income: Quarterly gross pay

If you have another employer, you'll have to report your income from each employer separately. New for Spring 2020: You can now report income from self-employment and "gig" work.

-- Log in to the myRAM Portal

-- Choose Employee, then Employee Dashboard, then Earnings, then Earnings by Date Range

-- Set the dates you want to see

-- There may be multiple pull-down tabs. To get your total gross, add up the gross earnings listed in all the tabs for that date range. The hours listed may be incorrect – just look at the earnings.

>> Reporting your income: Semester gross pay

You'll need this to calculate daily and hourly pay, below.

Method #1: If your assignment was consistent all semester, and you had no sub pay, retros, restitution pay, or any other odd factors to worry about, just take any paycheck and multiply by 5.

Method #2: Use the Employee Dashboard / Earnings (as you did for in quarterly gross pay, above) to see your total earnings for the semester. If you haven't received the last paycheck of the semester yet, but you know how much it will be, just add the expected amount to your total.

Method #3: Use FLAC. (FLAC is not updated after the first paycheck of the semester. If your assignment changed after that, your FLAC record may not be accurate. If an assignment was added, it should be reflected in FLAC. But cuts and other changes will not show up.)

-- Log in to the myRAM Portal. Choose Employee, then Faculty Load and Compensation, then Compensation and Acknowledgement. Pick your semester (non-instructional assignments are usually listed under credit), and then add up the totals for all your assignments. That gives total semester pay for all PBL assignments.

-- If you also had hourly subbing or paid office hours, that pay will not appear in FLAC. Add all hourly pay to the PBL to get a grand total. (If you don't know the amount, multiply your hours by the sub rate and office hours rates as appropriate. Those are posted on AFT's [Pay & Salaries page](#).)

-- Add in any restitution pay. Also add retros or back pay that were for a previous semester. (If you received retros for the current semester, they'll already be included in FLAC so don't add them separately.)

-- All together: PBL pay + subbing + office hours + restitution pay + retro for previous semesters
= total pay for the semester.

>> Reporting your income: Daily gross pay

Divide your total semester pay (above) by the number of weekdays in the semester. (For this purpose, our semester is the same as full-time faculty, no matter what our real schedules were. Flex days count, but weekends don't.) There were 87 faculty workdays in spring 2020, so divide semester total pay by 87 = daily pay for the entire semester.

You can also find the number of days listed at the end of each semester's academic calendar. See CCSF's [calendar page](#).

>> Reporting your income: Hourly gross pay

In Summer 2019, the application form asked for an hourly rate but didn't require it. However, they did ask about it in some phone interviews, so it's a good idea to be prepared.

Different types of assignments have different rates. If you have a mix of assignments, explain that to the interviewer.

For subbing and office hours, hourly rates are posted on AFT's [Pay & Salaries page](#).

For all other assignments, hourly rates aren't straightforward. We're paid by the assignment, not by the hour. Although we have assigned hours, we actually work quite a bit more than that. We have prep work, grading, and reporting, which all have to be done outside the assigned hours we spend with students. Depending on the assignment, those unscheduled hours can be a significant part of our work. This isn't volunteer time; it's an understood part of every assignment. Hopefully an interviewer will give you a chance to explain.

But in case you're still required to come up with a number, look at the hours and rates for each paystub in myRAM/Employee/Employee Dashboard. Check and see if they're accurate. If they're in the ballpark, that's probably fine for this purpose, as long as you get to explain to the interviewer that we're not really paid hourly. The myRAM listings seem to have improved with the recent Banner upgrades, but they were so drastically wrong in the past that we still don't trust them.

You can also calculate an official hourly rate for each assignment. Divide semester pay by the assigned hours.

- For classes, you can find the official assigned hours on the course outline.
- For classes, assigned hours are also in FLAC. It's listed under "contact hours", and it's the weekly hours that are listed. Multiply by the number of weeks to get the semester total. For a full-semester class, it's 17.5 weeks.
- You can always ask your chair or coordinator for the total hours of an assignment.
- For all assignments, semester pay is listed in FLAC.

>> Other requirements: CalJobs

You are required to register with [CalJobs](#), and post a resume there. If you've already registered, you're required to update your resume at least once per year.

>> Other requirements: Certifying for ongoing benefits

The normal requirement to “certify” your income and job search every two weeks was temporarily suspended at the beginning of COVID, through May 9, 2020. AFTER May 9, the certification requirement has been reinstated.

Every two weeks, usually on a Sunday, you must complete and promptly return a short “continued claim form”. You can use a paper form or fill it out online. The form will ask if you’ve been available for work, if you’ve actually been looking for work, and if you’ve earned any money.

Reporting income

Reporting income will reduce your benefits. But if you don’t report it, and your employer reports the earnings to EDD, you will face a penalty and future EDD applications may be denied.

If you’re receiving unemployment benefits over the summer, and you get a summer assignment, report the income. But DO NOT report Fall or Spring CCSF pay. Income from Fall and Spring semesters was already included in your benefits calculation. Only report income from new work.

Reporting your job search

New for December 2020: This requirement has been suspended, according to the [EDD instructions](#). EDD does not say when the requirement will be reinstated.

The following are instructions for when the requirement is reinstated. We do not know when that will be. We recommend checking the [EDD instructions](#) frequently, and keeping your own records of your job search, just in case.

To get benefits, we’re supposed to be looking for work. The continued claim form asks if you’ve been looking for work, and EDD expects you to say yes. (EDD’s instructions say that union members should say no if you’re not registered with your union or did not meet reporting and dispatch requirements. That does NOT apply to us. It’s only for unions that run hiring halls or do job placement. AFT 2121 does not control hiring. If you’ve been looking for work, say yes.)

The form also asks you to document your job search efforts. Most people who submit paper forms by mail are not required to fill out that part of the form. Most people who fill it out online ARE required to document their job search. However, it’s a good idea to keep records either way – it will be required if you’re called in for an interview or workshop.

It’s not clear how many entries we need. In my interview last year, they wanted at least three per week. Keep track of anyone you contacted about a job, whether it was a formal job application or just a conversation. Keep track of when you looked at job boards or hiring websites. It all counts.

>> Phone and in-person interviews

If you're called for an interview, read Cliff Leihe's [guide for handling interviews](#). See also [Questions EDD could ask](#), above.

If something is wrong or unclear in your application, EDD may schedule you for a telephone interview. Sometimes they schedule telephone interviews if they don't understand that we were really laid off. You should try very hard to be available for the phone interview because it gives you a chance to explain. Otherwise EDD will decide your claim on the basis of incomplete information, and benefits may be denied.

You may also receive a notice to attend a personal interview (15-30 minutes) or a group job search workshop (about an hour). These are officially random – some people get called in and some don't. Failure to attend could result in a penalty.

You may not be able to reschedule interviews and workshops. If you try to reschedule and say that you'll be on vacation, they will probably consider you unavailable for work during that time. You could be penalized if you say otherwise on your claim form.

The personal interviews and workshops also require you to submit written documentation of your job search efforts, so be sure to keep a record of all such efforts.

>> Appeals

Part-timers are sometimes denied benefits because EDD claims we reasonable assurance of employment (in spite the *Cervisi* decision), for misreporting income, or for other reasons. Sometimes they impose a penalty, such as loss of three weeks benefits the next time a claim is filed.

You can contest a denial or a penalty by filing a notice of appeal. You must file by the deadline stated on the notice from EDD. You can write a letter, or use the form provided with the notice. Here is a [sample appeal letter](#).

After you submit your appeal, EDD can make a "re- determination" in your favor without the necessity of a hearing. Or they may send you a notice of a hearing before an administrative law judge. This is not a formal trial. You may be accompanied by a representative (need not be an attorney) at the hearing. Contact AFT 2121 for assistance in filing the appeal and/or in appearing at the hearing.

>> When you start working again

When you start work again, you can just stop returning the claim forms and EDD will stop sending checks. Your claim will remain open for a year from when it started.

But if the new semester starts in the middle of a benefits period, you might be eligible for some payment from EDD for the first week or two the semester. You can report your income for those weeks on the claim form.

You may also be eligible for partial benefits if you're working, but less than normal. If you're not sure, return the form with your income reported and see what they award you.

Earnings for the first (flex) week of the semester:

Step 1: Find your expected load and pay. FLAC information will probably be posted in Web4 by the time you have to file this information, so you can repeat [Semester gross pay](#), Method #3, above, for the new semester.

If FLAC information is not available in Web4, ask your chair or coordinator for your total load. Then multiply that by the workload payrates for teaching and non-instructional work, or for counseling and library work. Payscale are posted on AFT's [Pay & Salaries page](#).

Step 2: Divide by the number of work-days in the semester. (For this purpose, our semester is the same as full-time faculty, no matter what our real schedules were. Flex days count, but weekends don't.) There are 87 faculty workdays in Spring 2021, so divide semester total pay by 87 = daily pay for the entire semester.

You can also find the number of days listed at the end of each semester's academic calendar. See CCSF's [calendar page](#).

Step 3: Multiply by the number of work-days in the week. All the official Monday-Friday work-days count, even if you weren't assigned to all of them. Count independent flex, regular flex, and class days, but not weekends. That gives you gross pay for the week to report on the continued claim form.

Earnings for the second week of the semester:

Step 1: Start with your daily gross pay, calculated above. Multiply by the number of work-days in the week. All the official Monday-Friday work-days count, even if you weren't assigned to all of them. Weekends don't count. There are generally five work-days, unless there's a holiday during the week.

Step 2: Add earnings from subbing, if any. Multiply your [sub rate](#) by hours worked.

>> Resources

[EDD website](#)

[Ask EDD -- FAQ](#)

[EDD instruction page with Covid-19 updates](#)

(Some good basics are posted here, and there's a link on the right-hand side of the page marked "COVID-19 Unemployment Benefits Guide" with more detail.)

[CalJobs](#)

[Guide for Handling EDD Interviews](#)

[Sample EDD Appeal Letter](#)

AFT 2121's [Pay & Salaries page](#)

CCSF's [calendar page](#)

[Information about EDD debit cards](#)

CFT's [About Unemployment Insurance During the Pandemic](#)