

ARCHDIOCESE OF WASHINGTON
UNEMPLOYMENT COMPENSATION PROGRAM
Policies and Procedures
Administrative Procedures
As of January 1, 2023

FOR PARISHES, SCHOOLS, OFFICES AND AFFILIATED CORPORATIONS
AS EMPLOYING UNITS

Direct all Correspondence or Inquiries to:

Administrator

Archdiocese of Washington Unemployment Compensation Program

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Introduction

The Unemployment Compensation Program of the Archdiocese of Washington is administered in accordance with the terms and conditions set forth in this document. The document is available for review in the Office of Human Resources and in the Common Human Resources Information System (CHRIS). The Unemployment Compensation Program of the Archdiocese of Washington shall apply only to former lay employees whose unemployment results from the termination of the employment relationship between the employee and a participating Employing Unit of the Archdiocese of Washington, which occurred on or after January 1, 2023 and who had completed at least twelve weeks of employment. The Archdiocese of Washington offers this program on a voluntary basis, and no contract or other legal obligation shall be construed to arise out of this Unemployment Compensation Program or any benefits paid by the Archdiocese. These policies and procedures are subject to change, revision, or withdrawal anytime and without prior notice, at the sole discretion of the Archdiocese, and the benefits may be terminated or adjusted by the Archdiocese at any time.

This document contains the policies and administrative procedures corresponding to the program applicable to following:

- Archdiocese of Washington Parishes and affiliated schools
- Central Pastoral Administration
- Carroll Publishing Company/Carroll Media
- Catholic Charities of the Archdiocese of Washington
- Archdiocese for Military Services
- Shrine of the Immaculate Conception
- St. Dominic Priory
- Catholic Youth Organization of Washington D.C. and Metropolitan Area, Inc.
- Consortium of Catholic Academies, Inc. (Sacred Heart , St. Anthony, St. Francis Xavier and St. Thomas More Schools)
- Mary of Nazareth Roman Catholic Elementary School
- Don Bosco Cristo Rey High School and Corporate Work Study Program
- Archbishop Carroll High School
- Victory Youth Centers

SECTION I: FILING A CLAIM

1. Upon an involuntary termination of employment from an employing unit of the Archdiocese of Washington a terminated lay employee should be provided with a copy of the “Information for Claimants” Document , “Instructions for Filing Unemployment” , and “Application for Unemployment Compensation”.
2. A former lay employee (“claimant”) may file a claim for benefits under the Archdiocese of Washington Unemployment Compensation Program. The claimant must complete and

forward to S3 Management Group the third party administrator for the Unemployment Compensation Program – by email, or mail, the following documents in order to initiate a claim for benefits:

- ❖ A copy of the “Application for Unemployment Compensation.” All information on the “Application for Unemployment Compensation” must be completed in its entirety. Deliberate false information or the withholding of material information can result in the delay, denial, or loss of benefits.
 - ❖ Any documents or records that should be considered in the deliberation of the claim for benefits.
3. The authorized representative at the separating employing unit will receive a request for separation information via email.
 4. The claimant’s claim for benefits is not to be discussed with the claimant or any person who is not authorized to be involved in the claim. It is the exclusive role of the S3 Management Group or Executive Director of the Office of Human Resources (or his/her designee) to resolve any disputed claim.
 5. Claimants are then required to submit “Benefit Claim Form” and “Work Search Activity Report” on a weekly basis. Claims benefits are paid on a weekly basis. Timeliness in filing the claim is most important. Claimants cannot, and will not, be paid for any particular week(s) if they do not submit their “Benefit Claim Form” and/or “Work Search Activity Report” to the Administrator by the designated due date on the claim form. If the claimant submits the Benefit Claim Form after the due date the benefits will be processed with the next pay cycle.

SECTION II: BENEFIT ELIGIBILITY

1. Once approved by S3 Management Group for a weekly benefit, the claimant must continually meet the following requirements to remain eligible to claim benefits:
 - a. Claimant is ready, willing and able to work full-time (or part-time as defined by the program) at his/her occupation or any suitable job for which he/she is qualified. A claimant may be eligible for benefits if they worked a minimum of 20 hours per week on average in the 6 months prior to filing a claim for benefits.
 - b. Claimant is making an active, independent and effective search for a full-time job (or part-time as defined by the program). A claimant may be eligible for benefits if they worked a minimum of 20 hours per week on average in the 6 months prior to filing a claim for benefits.

c. Claimant is required to report on their Work Search Activity Report Form, the following information:

Name of Employer Contacted

Date of Contact

Method of the Contact, (visit, phone, on-line etc.)

Results/Type of Work Sought

d. Claimant does not refuse, without Good Cause, an offer of available employment.

e. Claimant has not voluntarily resigned the claimant's most recent employment with a participating employing unit without Good Cause.

f. Claimant has not been discharged by the most recent participating employing unit for Misconduct connected with the work.

g. During the weeks claimed, the claimant did not work or perform services for anyone, nor "earn" income in excess of their weekly benefit amount. The benefits payable for a week of less than full time work are deducted from your weekly benefit amount and you will receive the difference. In no case, however, can the benefit amount exceed the maximum of \$400.00.

h. Claimant has not been unemployed solely because of a customary vacation or holiday period while employed in an instructional, administrative or service capacity of a school.

i. Claimant must keep the Administrator informed of a current address.

j. Claimant has filed a valid initial claim for benefits no later than 12 months from the date of the applicable involuntary termination with a participating employing unit.

SECTION III: DISQUALIFICATION FROM BENEFITS

A claimant is deemed disqualified from benefits under any of the following circumstances:

1. **Voluntary Leaving** - If the Administrator finds that a claimant is unemployed because he/she voluntarily left his/her most recent work with a participating employing unit without good cause. In determining such good cause the Administrator shall consider whether the claimant's reason for leaving was of such a compelling and necessitous nature as to leave the claimant no reasonable alternative but to quit when he/she did.
2. **Misconduct** – If the Administrator finds that a claimant was discharged for misconduct in connection with the work, including but not limited to gross misconduct or aggravated misconduct as defined by the Unemployment regulations of the State of Maryland violation of an employing unit's employment policy governing justifications for immediate

termination, violation of the Archdiocesan Child Protection and Safe Environment Policy, violation of Archdiocesan Code of Conduct, or breach of a Confidentiality Agreement.

3. If the Administrator finds that claimant failed, without good cause, either to apply for available, suitable work or to accept suitable work when offered.
4. If the claimant has entered into a separation agreement that addresses eligibility for or the payment of unemployment benefits.

SECTION IV: Administration

1. **CHRIS Locations:** At the end of each calendar quarter, all CHRIS employing units will receive a report that lists each of its employees' first and last name, total amount of gross wages (before any deductions), the unemployment calculation per employee, and the total unemployment compensation owed for all employees that quarter. Payment will be remitted with the monthly ADW deposit.
2. **Affiliated Corporations and Non-CHRIS locations:** At the end of each calendar quarter, every employing unit participating in the program will send to the Executive Director of the Office of Human Resources a complete list showing all lay employees (full and part-time) employed by that employing unit during that quarter. All reports should include Employee's first and last name, last four digits of their Social Security number and the total amount of gross wages (before any deductions) it paid in that quarter to each of the individuals listed. Payment should be remitted with the report.
3. All employing units are responsible for submitting quarterly payments on the total amount of gross wages reported in paragraph 1 of this section in the amount agreed upon by the employing unit and the Archdiocese of Washington.
4. **SCHEDULE OF BENEFITS**
The amount and duration of benefits that are payable to an otherwise eligible claimant will be determined in accordance with Table I and Table II:

TABLE I

Column A	Column B
Average Weekly Earnings Weekly Benefit in the 6 months Prior to Date of Amount Initial Claim	Weekly Benefit Amount
\$ 0 to \$100	\$50.00
\$101 - \$150	\$100.00
\$151 - \$200	\$150.00

\$201 - \$250	\$200.00
\$251 - \$300	\$250.00
\$301 - \$350	\$300.00
\$351 - \$400	\$350.00
\$401 and over	\$400.00

The sum total of benefits received for the week shall not exceed the maximum Weekly Benefit Amount of \$400.00.

5. Weekly benefit amount payable to an eligible claimant will be determined by the following:
 - a. Total the gross wages paid to the claimant by one or more employing units participating in the Unemployment Compensation Program, then
 - b. Compute the claimant's average weekly wage based on such earnings by dividing by 26, then
 - c. Consult Column A of Table I to determine the level into which the claimant's average weekly wage falls.
 - d. The same line in Column B of Table I that is used in Column A of Table I to determine the claimant's average weekly wage will identify the weekly benefit amount that is payable to the claimant.
6. The duration and the maximum amount of benefits payable to an eligible claimant will be determined by the amount of continuous service the claimant has been employed with an employing unit participating in the Archdiocese Unemployment Compensation program. Specifically, as shown in Table II,:
 - a. Lay employees who have had less than 12 weeks of employment are not eligible for unemployment benefits.
 - b. Lay employees who had at least 13 weeks of service but less than 1 year of service are eligible for 12 weeks of benefits.
 - c. Lay employees who have 1 year or greater of service are eligible for 26 weeks of benefits.

TABLE II

Column A	Column B
Last Period of Continuous Employment	Maximum Number of Weeks Payable
0 weeks to 12 weeks	0

13 weeks but less than 1 year	12
1 or more years	26

7. In the event that the employing unit or claimant disagrees with the Administrator's benefit eligibility determination, there is no appeals process. All benefit determinations are final, except where the claimant fails to maintain benefit eligibility in accordance with Section II or is rendered ineligible for benefits under Section III of these policies.