

MEMORANDUM

Human Resources



TO: RCPS Substitutes

FROM: Stephen Lillard

DATE: May 6, 2020

SUBJECT: Partial Unemployment Insurance (PUI) for Substitutes

I want to begin by expressing that substitutes are a vital component of our staff, and we treasure you as members of our team.

RCPS has proactively filed for partial unemployment benefits on your behalf and many have begun to receive notification regarding this filing. Historically, substitutes have not been eligible for Unemployment Insurance (UI) benefits. We were grateful to learn that the DOL issued guidance to school districts directing them to file on behalf of substitute teachers who are not getting paid due to the COVID-19 shutdown. This guidance is based on the partial unemployment emergency rule.

The filing process began last week and includes back-filing for weeks starting with March 16. We will continue to file for each week the district is engaged in Independent Learning.

What you can expect:

Once the Department of Labor determines your eligibility, you will receive a letter or email. You do not have to do anything; however, if you believe some wages were not reported, you may appeal. The letter provides directions on the appeal process and the deadline by which it must be filed. If you qualify for additional compensation through partial unemployment, you should begin receiving that UI benefit compensation within a week of receiving your notice. If you already receive benefits, you may experience a very temporary delay as the transition switches from employee-filed to employer-filed status.

Again, you are a very valued member of Rockdale County Public Schools. We look forward to returning to a more normal work schedule in the future.

If you have any questions, you may reach out to Dorothy Bohanon by email.

Sincerely,

Stephen Lillard