

WEST VIRGINIA LABOR LAW POSTINGS



FAIR EMPLOYMENT NOTICE

THE WEST VIRGINIA HUMAN RIGHTS ACT

Prohibits Discrimination in Employment and Places of Public Accommodations Based On: Race, Religion, Color, National Origin, Ancestry, Sex, Age (40 or above), Blindness, or Disability

THE WEST VIRGINIA FAIR HOUSING ACT

Prohibits Discrimination in Housing Based On: Race, Religion, Color, National Origin, Ancestry, Sex, Blindness, Disability, Familial Status

THE WEST VIRGINIA PREGNANT WORKERS' FAIRNESS ACT

Prohibits Discrimination in Employment Based On: Pregnancy, Childbirth or Related Medical Conditions

For Further Information or to File a Complaint, Visit, Call or Write to the WV Human Rights Commission at:

WV Human Rights Commission
Room 108 A
1321 Plaza East
Charleston, WV 25301-1400

Phone: 304-558-2616
(Toll Free) 888-676-5546
Fax: 304-558-0085
Website: www.hrc.wv.gov

UNEMPLOYMENT INSURANCE

Workforce West Virginia

Notice To Employees – Unemployment Benefits

What is Unemployment?

Unemployment Insurance (UI) benefits provide financial assistance to those who have lost their job or experienced a reduction in full-time work. These benefits help cover living expenses while you look for new employment. You can apply for benefits the day after your employment ends or your hours are significantly reduced. The claim will be effective starting the Sunday of the week it is filed.

UI benefits are taxable by both the federal and state government. You may choose to have federal taxes withheld at 10% and state taxes withheld at 3% from your weekly benefit payment. If you choose not to have taxes withheld, you will be responsible for the full taxable amount at the end of the year.

Total Unemployment

You are considered totally unemployed during any week when you are fully separated from your job and not performing any work for which you are paid or receive compensation.

Partial Unemployment

You are considered partially unemployed if you were working full-time but had your hours reduced due to business slowdowns, equipment breakdowns, or similar reasons. You may be eligible for partial unemployment benefits if your earnings for the week are less than your weekly unemployment benefit amount plus \$50.

If your employer participates in the Short-Time Compensation (STC) program, you may be eligible to receive a prorated amount of unemployment benefits based on the reduction in your hours. To qualify for STC, your employer must have an approved plan with Workforce West Virginia and reduce your hours between 10 and 60 percent of your regular workforce.

If your employer does not participate in the STC program, they should provide you with a Low Earnings Report (LER) for the week, showing your gross wages. You must complete the claims portion of the LER and file it with your local office as instructed on the form.

Eligibility Requirements

To be monetarily eligible to receive unemployment benefits, you must have earned at least \$2,200 in gross wages during two or more calendar quarters of your regular base period, (the first four of the last three completed calendar quarters) or the alternate base period, (the last four of the last three completed calendar quarters) immediately preceding the first day of your benefit year.

To qualify for unemployment benefits you must:

- File a claim for benefits online at www.workforce.wv.gov or at the nearest local office.
- Register for work with Job Service and continue reporting as directed.
- Be able to work and available for full-time work that matches your training or experience.
- Actively seek full-time work by completing at least four (4) work search activities each week, documenting them, and providing them to the Agency upon request.
- Complete a one-week unpaid waiting period during your benefit year.
- Earn less than your weekly benefit amount plus \$60 during each week you claim benefits.
- Re-qualify for benefits after a previous benefit year if you have earned at least eight times your previous weekly benefit amount in covered employment after the start of your previous claim.
- Participate in profit-sharing and reemployment services when selected.

How Do I Apply for Benefits?

The quickest way to apply is online at www.workforce.wv.gov. If you are unable to apply online, you can visit the nearest local office. There, you'll have access to computers and staff to help you file your claim. If visiting a local office isn't possible, call 1-800-252-JOBS (5627) for assistance. You will be guided through the process and given further instructions.

To file for benefits, you will need information such as:

- Social Security number
- Government-issued photo ID

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