



AUTOMOTIVE AND ALLIED INDUSTRIES EMPLOYEES OF SAN DIEGO COUNTY

Teamsters Local Union No. 481

AFFILIATED WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS

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VICTOR TORRES
SECRETARY-TREASURER

To: Teamsters Local 481 Members
RE: Unemployment Benefits Due to Reduction in Hours or Loss of Employment in Response to COVID-19.

Date: March 20, 2020

Please find below our resources for you to utilize during the COVID-19 Emergency crisis. These resources include unemployment benefits as a result of reduced hours or loss of employment. Also included are resources for free food distribution and utility/rent/mortgage financial assistance programs.

I. Employer Mandatory Reduction of Hours or Loss of Employment

If members face a reduction of hours mandated by employers or loss of employment, there are several state benefits that a member may be eligible for. Below are summaries of the different states sponsored benefits:

1a.) Unemployment Insurance: For All Employees with employer mandated reduction of hours.

- a. Workers can file an Unemployment Insurance ("UI") Claim, which provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Workers temporarily unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are NOT required to actively seek work each week. However, they MUST remain able and available and ready to work during their unemployment for each week of benefits claimed and meet all other eligibility criteria. Eligible individuals can receive benefits that range from \$40-\$450 per week.
 1. "Partial Claim": Employees can make a Partial Claim for UI if the claimant is partially employed (meaning the hours have been reduced below full time, but not reduced to zero) and receives reduced earnings in any week.

1b.) UI Work Sharing Program: For Employees with employers who choose to participate in the UI Work Sharing Program, who have reduced the hours of their employees.

2) **Disability Insurance:** For Sick or Quarantined Workers -

- a. Workers can file a Disability Insurance (DI) claim. DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work related illness, injury, or pregnancy.
- b. Benefit amounts are approximately 60-70% of wages (depending on income) and range from \$50-\$1,300 a week.

3) **Paid Family Leave (PFL):** For Employees Caring for Ill or Quarantined Family Members with COVID-19 -

- a. PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70% of wages (depending on income) and range from \$50-\$1,300 a week.

1. Note: The employer may require the employee to use up to 2 weeks of earned but unused vacation leave before receiving benefits.

4) **Workers' Compensation Benefits:** For Employees Exposed to and Contracted COVID- 19 During Their Regular Course of Work -

- a. If workers are unable to do their usual job because they were exposed to and contracted COVID-19 during the regular course of their work, they may be eligible for workers' compensation benefits.

II. HOW TO FILE FOR BENEFITS

Generally, the employee is responsible for filing and claiming benefits related to a reduction in hours due to COVID-19. Below are the steps to file benefits:

1) UNEMPLOYMENT INSURANCE ("UI")

a. Whose responsibility is it to file a claim for UI?

- i. It is the employee's responsibility to file a UI claim.

b. How to file a claim:

- i. You can file a claim online, by phone, by fax or mail. More information on how to file can be found at: <https://edd.ca.gov>

c. When to file a claim:

1. You should file your UI claim in the first week that you lose your job or have your hours reduced. Your claim begins on the Sunday of the week you submitted your application. If you previously filed a UI claim within the last 52 weeks and have not exhausted your benefits, you must reopen your claim to resume benefits. Important: Waiting to file can delay your benefits.

d. What information do you need to provide for your UI claim?

1. Last employer information including company name, supervisor's name, address (mailing and physical location) and phone number
- 1i. Last date worked and the reason you are no longer working
- 1ii. Gross earnings in the last week you worked, beginning with Sunday and ending with your last day of work
- 1v. Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), the dates of employment, gross wages earned, hours worked per week, hourly rate of pay, and the reason you are no longer working.
- v. Citizenship status, and, if you are not a U.S. citizen, information from your employment authorization document.

e. Does your employer need to do anything to qualify your UI claim?

1. The employer will receive a Notice of Unemployment Insurance Claim when you file a UI claim. The employer is required to submit any relevant information related to your UI claim.
- 1i. For a partial claim due to reduced hours, your employer must certify 1) the amount of reduced earnings and 2) that you are expected to return to work.

f. Is there a waiting period for benefits?

- i. Yes, generally there is a required one (1) week unpaid waiting period.

2) DISABILITY INSURANCE ("DI")

a. Whose responsibility is it to file a claim for DI?

- i. It is the employee's responsibility to file a DI claim.

b. How to file a claim:

1. You may submit a *Claim for Disability Insurance (DI) Benefits* (DE 2501) using SDI Online or by mailing a paper application. More

information on how to file can be found at:
[https://www.edd.ca.gov/disability/DI Claim Process.htm](https://www.edd.ca.gov/disability/DI_Claim_Process.htm).

c. When to file a claim:

You must submit your claim no earlier than nine days after the first day your disability begins, but no later than 49 days after your disability begins, or your claim is considered to be a late claim and you may lose benefits.

d. Is there a waiting period for benefits?

1. Yes, generally the first seven days of every claim is a non-payable waiting period.

3) PAID FAMILY LEAVE ("PFL")

a. Whose responsibility is it to file a claim for PFL?

- i. It is the employee's responsibility to file a PFL claim.

b. How to file a claim:

- i. You may submit a *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) using SDI Online or by mailing a paper application. More information can be found at:
[https://www.edd.ca.gov/disability/PFL Claim Process.htm](https://www.edd.ca.gov/disability/PFL_Claim_Process.htm)
- ii. To file a PFL Care claim online you must complete and submit sections one through five of the SDI Online application, then print a *Claim for Paid Family Leave (PFL) Benefits* (DE 2501FC) from the link on your confirmation page.
- iii. To submit a paper DE 2501F care claim by mail, complete Part A-Statement of Claimant on the form.

c. Is there a waiting period for benefits?

1. Yes, generally the first seven days of every claim is a non-payable waiting period.

4) WORKERS COMPENSATION ("WC")

a. Who's responsibility is it to file a claim for WC?

1. It is ultimately the employee's responsibility to file a WC claim.
11. However, your employer must give or mail you a claim form within one working day after learning about your injury or illness.

III. RESOURCES

- a. For free food assistance you must contact our office, preferably between the hours of 10am – 1pm, and provide our office staff with your name, mailing address, phone number and the number of people in your household.
- b. For utility bill, rent or mortgage financial assistance you must apply online at United Way's website.
 - a. Website: <https://uwsd.org/covid19/>
On question #10 you must mention union affiliation.
- c. For free assistance in filling out the Unemployment form (Multilingual staff available)
 - a. Contact the Employee Rights Center at (619) 521-1372 or complete contact form: <https://weberc.net/contact-us/>

IV. ADDITIONAL INFORMATION

Please be advised that guidelines, information, and procedures are changing daily. You can find updates and additional information at the following websites:

- <https://www.sandiegocounty.gov/coronavirus/>
- [https://edd.ca.gov/about edd/coronavirus-2019.htm](https://edd.ca.gov/about_edd/coronavirus-2019.htm)
- <https://www.labor.ca.gov/Coronavirus2019/>
- <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>