

## CITY OF WACO

### UNEMPLOYMENT COMPENSATION

Policies and Procedures

BEN-5

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Revised 10/24/05

#### A. Statement of Purpose

The City of Waco pays unemployment compensation taxes in order to provide unemployment benefits to City employees who are no longer employed due to layoff, resignation, discharge or retirement. The Texas Workforce Commission (TWC) makes determinations regarding eligibility requirements, benefit levels, and other administrative elements.

#### B. General Policy

1. Former City of Waco employees may be eligible for unemployment compensation by filing with the TWC. There may be a delay in qualifying to receive benefits under circumstances such as misconduct or voluntary resignation.
2. All contacts with the TWC will be made solely through the Human Resources Department. All written and verbal requests for documentation and information must be forwarded to the EEO/Staffing Officer.
3. The EEO/Staffing Officer represents the City during any hearings and will present information during the claims process to the TWC. Supervisors may be requested to present testimony during claims hearings concerning the circumstances of the separation of employment.



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Larry D. Groth, P.E., City Manager  
October 24, 2005