



# UNEMPLOYMENT INSURANCE FOR PART-TIME FACULTY

**Spring 2026**

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Thanks to **Karen Roberts** from Long Beach Community College CHI for creating the original version of this presentation!

# ARE YOU ELIGIBLE FOR UNEMPLOYMENT?

- **Yes (for your work as part-time faculty)**
  - Part-time faculty are at-will, temporary employees;
  - Part-time faculty are contracted on a semester-by-semester basis and do not earn compensation between semesters;
  - Assignments are subject to funding, enrollment, and FT loads
  - So even with a tentative assignment, you do not have a **reasonable assurance** of returning to work (Cervisi, 1989).

# MEETING ELIGIBILITY REQUIREMENTS

- You must:
  - Have a Social Security number.
  - Have authorization to work in the United States (if not a US citizen).
  - Have received enough wages during the base period to establish a claim. (\$1,300 in the highest quarter of your Base Period)
  - Be totally or partially unemployed.
  - Be unemployed through **no fault of your own**.
  - Be physically able to work.
  - Be available for work which means to be ready and willing to immediately accept work.
  - Be actively looking for work each week.
  - Meet eligibility requirements each week benefits are claimed.

# WHEN TO APPLY<sup>4</sup>

- File during the week (Sunday – Saturday) of your last day of performing paid work.
- If you work at two or more districts, you do not have to wait until the end of the semester of both districts if they end during different weeks
- On the EDD website, read the section “Apply for UI Benefits” to help you gather all the materials you need.

# “UNDER-EMPLOYMENT”

- In California, you can receive Unemployment Insurance because of reduced workload.
    - For instance, if you taught three classes in Spring, but only teach one in Fall, you may be able to continue receiving your benefits by:
      - Filling out and returning the bi-weekly form and entering the actual hours worked.
      - Those earnings will be deducted from your weekly benefit amount and if they are less than the benefit amount, you will receive the difference.
        - If your weekly earnings are \$100 or less, the first \$25 dollars does not count. The amount of earnings more than \$25 is subtracted from your weekly benefit amount and you are paid the difference, if any.
        - If your weekly earnings are \$100 or more, you are allowed to keep the first 25% and the balance is deducted from your weekly UI benefit amount.
- You can continue to receive a partial weekly benefit until your total award for the year is used up.

# STEPS IN THE PROCESS

Step 1: Get Your Information in Order

Step 2: Apply

Step 3: Register in CalJOBS

Step 4: Review Benefit Documents

Step 5: Certify for Benefits

Step 6: Receive Your First Payment

Step 7: Continue to Certify

Step 8: End Your Benefits

# APPLYING

- Apply during the week of the day of your final meeting even though you haven't received your final paycheck.
- There is a one-week waiting period after you apply (an EDD week is Sunday – Saturday).
- Apply online at:

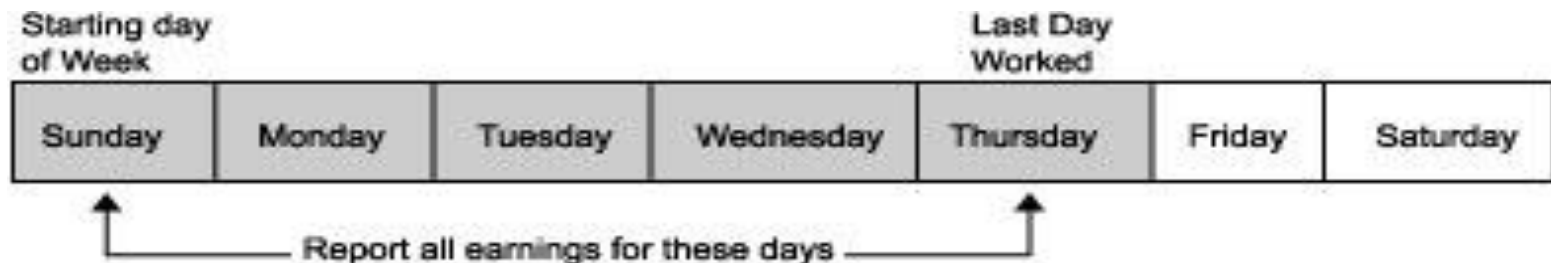
[www.edd.ca.gov](http://www.edd.ca.gov)



# UI WEEK: REPORTING OF WAGES

- For UI purposes, a week begins on Sunday and ends the following Saturday. Whether you have been paid or not, report the total gross wages for your regular pay for the hours worked in the last week you worked, beginning with Sunday and ending with your last day of work.

For example, if the last day you worked was Thursday, you would report wages earned from Sunday through Thursday. See the chart below:



# TIME TO FILE?

- You may file your claim with UI Online
  - Monday 4 a.m. – 10 p.m.
  - Tuesday - Friday 2 a.m. – 10 p.m.
  - Saturday 2 a.m. – 8 p.m.
  - Sunday 5 a.m. – 8:30 p.m.
- You may also file via phone, fax, or US mail.

# FILLING OUT THE FORM ONLINE...



# GETTING STARTED

- First, you register and create an account with EDD.
  - Use your personal, not District, email address.
- Requirement to create an ID.me account
  - Follow the directions given on the website
  - You will need a cell phone or tablet with a camera

# PRESENTER'S NOTE

- Answers provided are **examples** only.
- You must answer the questions honestly to reflect your personal circumstances.

[Español](#)

# Welcome to myEDD

myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services.



## Log In

Email

Password

 [Show](#)

[Forgot password?](#)

The screenshot shows the top portion of the California Employment Development Department (EDD) website. At the top right, there are links for "Skip to Content", "Help | Benefit Programs Online | Log Out". The main header features the "CA.GOV" logo and the text "California Employment Development Department". Below the header, the section is titled "Verify Your Identity" with a green arrow icon. The text explains that users must verify their identity on the ID.me site to file a claim online, or by phone, mail, or fax if unable to use ID.me. A prominent green button with a checkmark icon and the text "Verify with ID.me" is centered on the page. At the bottom, a dark blue footer contains navigation links: "Back to Top", "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility". Below these links is the copyright notice "Copyright © 2018 State of California".

# Sections of the Application

- **General Information**
- **Employment Information**
- **Employment History**
- **Additional Information**
- **Summary**
- **Confirmation**

# EMPLOYMENT INFORMATION

- Your recent employers will be listed.
- **\*Select your most recent employer.**
- If you're still working, your current employer is your most recent employer.
- If you're working for more than one current employer, select the employer you worked for last.
  
- If your most recent employer is NOT shown, select that option. You'll need to enter the Employer's State ID Number, which is in Box 15 on your W-2

# EMPLOYER PHONE NUMBER

- Enter the phone number for human resources or payroll, not your Dean or Department Chair.
- See below

mailing:

Mendocino College  
Attn: Human Resources  
1000 Hensley Creek Rd  
Ukiah, CA 95482

phone call:

Samantha Barrera-Stanford  
Human Resource Technician  
707-468-3235

## Last Day of Work

This is the last day you worked for this employer, even if you have not been paid. If you worked today, put today's date. This does not include vacation, sick, or other time off.

**MM/DD/YYYY CAN NOT BE IN THE FUTURE**

\*Why are you applying for unemployment? Select the reason that best applies to you.

### Laid off

Your job ended through no fault of your own.  
For example, lack of work or downsizing.

### Fired or terminated

Your employer ended your job or forced you to resign for a reason other than a lack of work or the assignment ending.

### Still employed

You are still working, but your hours have been reduced.

### •Left my job

You stopped working. This includes:

- Quitting
- Retiring
- Taking a leave of absence
- Attending school or training

### Strike or lockout

You or your employer stopped work due to a union or trade dispute.

## EXPLAIN THE REASON YOU WERE LAID OFF

- Most likely **School employee, not returning after break**

### Select an explanation

No work available

Temporary layoff

Season ended

Company-wide layoffs

Position eliminated

Business or factory closed

Job completed

Business relocated or outsourced

Bad weather

Temporary shutdown

School employee, returning after break

School employee, not returning after break

No work because of a natural disaster

Professional athlete between seasons

# GROSS WAGES EARNED EACH DAY DURING LAST WEEK OF WORK

- Enter your daily earned pay for the last week of work, even if you have not been paid.
- Include office hours or other work you are paid for in addition to your assignment.
- If you teach an asynchronous online class, estimate the time you would spend each day in the week.
  - Do not exceed the number of hours you would work if the class was face to face
  - Example, our college has a 17 week semester. A three unit lecture class meets for three hours per week. You are teaching an asynchronous online class that is three units over the 18 week semester. You would enter three hours on one of the days in the past week.

# EMPLOYMENT HISTORY

- Start and end dates of employment.
- Asks for an average of how many hours you worked per week. Make your best estimate.
- All wages you earned, before taxes and deductions, while working for this employer in the past 18 months.
  - Will need your quarterly Total Gross Wages back to **July 1, 2024** for each employer

# DETERMINING BENEFIT <sup>22</sup>

## YOU MUST HAVE EARNED AT LEAST \$1300 IN ONE QUARTER

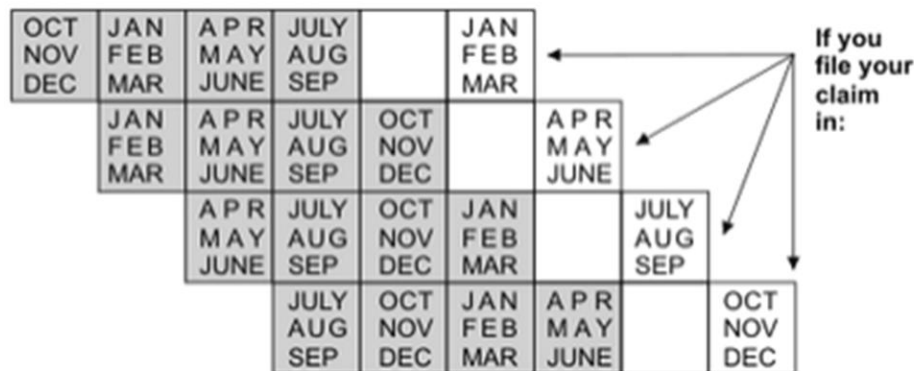
If your claim begins in:

January-February-March  
April-May-June  
July-August-September  
October-November-December

Your Standard Base Period is the prior 12 months, ending the last day of:  
September  
December  
March  
June

The diagram below reflects the same information as above.

The *shaded* area is your Standard Base Period. The *unshaded* area is the month you filed your claim.



If you are applying May 2026, you will need total earnings from ALL jobs going back to Jan 1, 2025

# ADDING EMPLOYMENT INFORMATION

- Asks What type of employer is this?
  - It is City, County, school district, or special district
- Asks what type of business is this employer?
  - Select “Professional and Business Services” then select “Education”
- Asks what was your job with this employer?
  - Enter “faculty” and select job description that fits you

# SCHOOL EMPLOYEE INFORMATION

**Do you work at an educational institution, or will you return to work at an educational institution?**

What is an educational institution?

Answering No, new page

Answering yes, then two questions:

**Are you applying for unemployment because you are in a recess period, on break, or in between terms? NO!!**

Examples include semester or holiday break, sabbatical, and off track.

**Did your employer give you reasonable assurance that you will return to work? NO!!!!!!**

This includes a verbal, written, or implied agreement from your employer.

# REASONABLE ASSURANCE? NO!

## Cervisi Decision

*Cervisi v. California Unemployment Insurance Appeals Board* (1989) 256 Cal.Rptr.142.

The *Cervisi* decision states, “an assignment that is contingent on enrollment, funding, or program changes is not a ‘reasonable assurance’ of employment.”

# ADDITIONAL INFORMATION

- Add other jobs you can perform, if any.
- Asks if your normal job is a seasonal job – **NO**.
- Do you expect to return to work for a past employer?
  - **NO (see previous slide)**
- Do you have a confirmed date to return to work?
  - **NO (see previous slide)**
- If offered, are you able to accept a full-time job or work full-time hours?
  - Answer based on your situation

# ARE YOU A MEMBER OF A UNION OR NON-UNION TRADE ASSOCIATION?

- **Answer truthfully, and if the answer is yes...**
  - **(Thank you!!)**
  - **Does your union or non-union trade association look for work for you?**
    - NO
  - **Does your union or non-union trade association control your hiring?**
    - NO
  - **Are you registered as out of work with your union or non-union trade association?**
    - NO



## California Employment Development Department

### ➔ Additional Information

General Information

Last Employer Information

Employment History

4 Additional Information

5 Summary

6 Confirmation

Answer the questions and select Next to continue.

\*Indicates required field

1. \*Are you receiving, or will you receive within the next two weeks, a pension or retirement that is **not** Social Security or Railroad Retirement, which is based on your own work or wages?  Yes  No [?](#)
2. \*Are you receiving or do you expect to receive workers' compensation?  Yes  No [?](#)
3. \*Are you currently attending or have a scheduled start date to attend school or training?  Yes  No [?](#)
4. \*Are you now or have you been in the last 18 months an officer of a corporation, officer of a union, or the sole or major stockholder of a corporation?  Yes  No
5. \*Did you serve as elected public official or Governor-exempt appointee in the last 18 months?  Yes  No

Previous

Save as Draft

Cancel

Next

# IF YOU ARE RECEIVING A PENSION

Some pensions are deductible from UI benefits.

If you are receiving a pension other than Social Security, Railroad Retirement, or a pension based on another person's work or wages, you may have to repay UI benefits received, if the pension payments are for the same time period.

A determination interview may be needed to determine if your pension payments are deductible.

# Disaster Information



Answer the disaster-related question(s) and select *Next* to continue.

**\*Required Field**

**\*1. Are you unemployed as a direct result of a recent disaster (for example: earthquake, flood, mudslide, or fire) in California?**

- Yes
- No

Previous

Save as Draft

Cancel

Next

## Certification Preference

**\*Only certify using UI Online or EDD Tele-Cert<sup>SM</sup>**

Yes  No

If you select yes, the EDD will not mail the paper continued form (*DE 458I*) to you. Customers on the Partial or Work Sharing claims are unable to certify for benefits online at this time but can access the many other features of UI Online.

Note: It may be necessary to send some documents via U.S. mail.

Previous

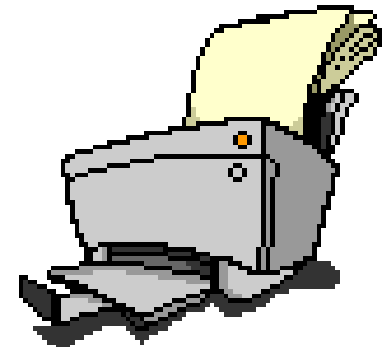
Save as Draft

Cancel

Submit

-REVIEW<sup>32</sup>  
--PRINT (SAVE PDF)  
---SUBMIT

- Print a copy (paper or saved PDF) of the online form for your records and to refer to in any future correspondence with EDD.
- Remember, there is a one week waiting period for which you will not receive benefits. That one week always begins the Sunday after you file.



# NOW WHAT?<sup>33</sup> PROCESS

- You will receive a Notice of Unemployment Insurance Claim Filed in the mail:
  - Check that the information is correct; you have 10 days to make any corrections.
- You will also receive a “Notice of Unemployment” Insurance Award . This notice will have:
  - the beginning and ending dates of your claim,
  - the maximum benefit amount you are entitled to,
  - the weekly amount you will receive.
- These are also available in your online EDD account.



# NOW WHAT?

## PHONE INTERVIEW

- This is standard practice
- You will receive a notice for the date and time of your phone interview; this is standard practice
  - A list of questions is provided on the back of the notice.
  - Keep your answers short!
  - Do NOT Lie—be honest and concise
  - Remember – you are not on semester break or recess; you simply don't have a job
- If you miss your scheduled interview, you can call back on the same day and a customer service representative will be able to assist you. (says EDD)
- If you miss your phone interview, they will decide your eligibility based on the information they have. This may result in your unemployment payments being delayed or denied.

# NOW WHAT? DELAYS

- Due to fraud committed early in the pandemic, EDD is now very cautious
- They are delaying benefits to review claims
- If your benefits are delayed, contacting your State Assemblymember's/State Senator's office can help your claim receive faster attention.
- <https://findyourrep.legislature.ca.gov/>

State Assembly District 2

[Assemblymember Chris Rogers](#)-DEM

State Senate District 2

[Senator Mike McGuire](#)-DEM



# NOW WHAT? DENIALS

- If you are denied benefits, you have 20 days to appeal.
- Possible Reasons:
  - EDD was told by the employer that you would be returning the following semester.
  - You did not report wages paid.
  - Some dates on your form were not accurate.
- **Remember Cervisi!**
- Most claims are won at the first stage of appeal.



# UNEMPLOYMENT BENEFITS

- “I wish to appeal the determination to deny benefits based on the Cervisi Decision (Cervisi v. Unemployment Insurance Appeals Board-208 Cal. App. 3d 635; Cal. Rptr. 142 Feb. 1989) and the following grounds: I am a temporary hourly employee laid off because **my contract ended**. When I am employed, I am paid on an hourly basis. Any assignment I receive is contingent on funding, enrollment, and program changes. Consequently, as a temporary employee without an actual or implied contract, I do not have reasonable assurance of continued employment and am eligible for unemployment benefits.”



- Also send a copy of the Cervisi Decision with your appeal.

# UNEMPLOYMENT BENEFITS

## The Appeal Hearing:

- A copy of your appointment letter or load sheet for the present semester
- Copies of offers of prior employment, which are useful because they demonstrate that appointment letters or load sheets usually go out at a late date and aid in establishing the uncertainty of your reappointment
- Any documents or letters you might get from the department chair, other faculty, or the campus administration indicating the uncertainty of funding and/or enrollment levels for the coming semester
- Evidence that you have attempted to secure teaching work during this period of employment such as letters or records of phone calls to other departments or colleges.



# TRACK WAGES YOU RECEIVE WHILE COLLECTING YOUR BENEFIT

- You are eligible to collect a benefit in weeks that you are no longer working.
- BUT, if you receive wages from prior work while you are unemployed, EDD may think that these wages are for new work completed while you are off work.
- **Therefore, take note of the date, amount of pay, and what the pay was for in your records if EDD asks in the future. (example, June 9 paycheck for classes in May)**

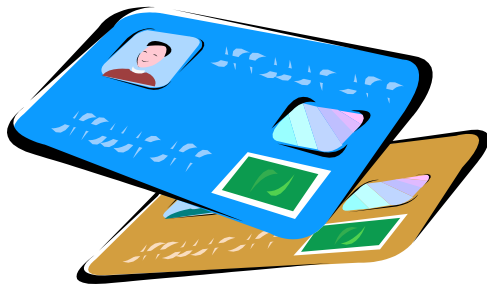
# NOW WHAT?<sup>40</sup>

## REOPENING A CLAIM

- Once your claim is approved, it is open for a year from your date of submission or until you have exhausted the full benefit award.
  - You can reopen it to receive benefits during subsequent breaks between semesters (summer or winter).
  - Spring Break is NOT a semester break, so it does not qualify for EDD benefits.
  - Follow the instructions on the EDD website to reopen an existing claim.

## RECEIVING BENEFITS

- You can receive a debit card or use direct deposit to your own bank account.
  - You can transfer the award from it to your own bank account. (Now Money Network Prepaid debit card, no longer BofA. BofA cards were good until April 2024)
- Any earnings per week must be submitted; follow the instructions with the debit card.
  - When you return to work, and the amount of your pay is larger than your benefits, you can stop filling out the claim form.
  - As long as your benefits are more than your pay, you can continue to collect unemployment. This is considered Under-employment.



# REPORT ANY WAGES YOU ARE EARNING

You must report your gross wages (before your taxes are taken out) for each week you work and certify for benefits, even if you don't get paid until later.

Be sure to accurately report on **all** earnings during your weekly claim certification.

If you collect more UI benefits than you are eligible for because you fail to report earnings, you may be committing fraud and may be prosecuted.

# HELP IS ON THE WAY!<sup>43</sup>

- Keep unemployment records together, from the date the claim opens to the date it closes.
- Keep all records in chronological order. This will help you if are denied and need to appeal.
  - CCA Information
    - Cca4us.org:
      - click on “Issues & Action”
      - click on “Part-time Issues”
    - If you are denied benefits **and** are a CTA member
      - Contact your CTA Primary Contact Staff for assistance.



# DISCLAIMER

Has to be said:

The information in this presentation is subject to changes made by EDD that the author of the presentation is not aware of. The information herein was gathered from the EDD website and by doing a “sample” application.

No claim or promise of actual EDD award is implied by this presentation.

Viewers and users of this information should read the EDD website thoroughly, gather all information, check all dates and figures, and submit questions to EDD.

The presenter is not an official representative of EDD and does not have the authority to speak on behalf of EDD.

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