

When You Leave Your School



I. INTRODUCTION

This document contains information to assist employees who terminate employment, or seek a transfer to another location in the Archdiocese of Chicago. It is important that employees understand their rights under Federal Law and Archdiocese of Chicago Policy.

The Archdiocese of Chicago Human Resources office hours are 9:00 AM to 4:45 PM Monday through Friday. In the event of termination of employment, staff members have the option to contact Human Resources. Each of the vicariates has a designated Field Representative who is available to answer questions. Their direct line and e-mail addresses are provided.

Vicariates I and II

Kimberly O'Donoghue
312-534-2021

kodonoghue@archchicago.org

Vicariates III and IV

Erika Gallardo
312-534-2017

egallardo@archchicago.org

Vicariates V and VI

Diana York
312-534-8369

dyork@archchicago.org

The Human Resources Directory is available on the following website:

<http://hr.archchicago.org/en-us/home/contactus.aspx>

II. TERMINATION OF EMPLOYEES

Benefits-eligible terminating employees need to be informed regarding their *benefits options* at the time of termination.

Health Insurance

-Extended Coverage

Dental Insurance

Flexible Spending Account

Sick Days

Vacation

School Holidays

Life Insurance and Disability

Retirement Plans

- Defined Benefit Pension

- Defined Contribution 403(b)

- Share Plan

For details regarding Benefits options visit the HR website at <http://hr.archchicago.org/en-us/employees/employeeshome.aspx> to download the document **Benefits Summary for Terminating Employees**. For those involved in a RIF, please refer to the **Outline of Benefits for either Contractual or Non-Contractual Employees Affected by Reduction in Staff or Closing**.

NOTE

Full-time and part-time professional educators sign the **Office of Catholic Schools Termination of Employment Report** prepared by their employer. The employee receives a copy of the completed form.

III. TRANSFER PROCESS – SCHOOL EMPLOYEES

Directions for Internal Electronic Application for Principals and Teachers

To Access AOC Online Application site:

- Go to: <http://www.applitrack.com/archchicago/onlineapp/>.
- Under **Internal Applicants**, click on “Submit an internal application/transfer form.”
- Complete the shortened application form and submit.

If an educator is interested in seeking a position in another Archdiocese of Chicago school, the following is required.

Principals and teachers:

- Must be state licensed as an educator.
- **Must have submitted the Internal Electronic Application** (See above)
- Must have completed and returned to the current principal the **Release of Records** form in order to transfer the local personnel file to another Archdiocese of Chicago school. (See page 4, Release of Local School Teacher Records)
- Must have been approved by the Office of Catholic Schools to transfer to another school in the Archdiocese of Chicago.

IV. RELEASE OF LOCAL SCHOOL TEACHER RECORDS (Need at Local School)

Termination and Transfer of Teachers

This form, signed by the teacher, authorizes the principal to forward personnel records to another elementary school in the Archdiocese of Chicago. A copy of the signed form is retained in the teacher's personnel file at the sending school.

To: Principal _____
School _____
Address _____
City _____ **Zip Code** _____

Teacher's signature _____

Date _____

**WHAT EVERY WORKER SHOULD KNOW ABOUT
Unemployment Insurance**

Unemployment insurance is a state-operated program under which you are entitled to benefit payments while you are unemployed if you meet the legal requirements. As a non-profit entity, the Archdiocese of Chicago has elected to participate as a reimbursable employer. Payroll taxes are not paid by your school, and benefits are not funded by any deductions from your wages. Your school reimburses the State for the amount of benefit paid to you. The program is administered by the Illinois Department of Employment Security (IDES). The following has been taken, in part, from information that is found on the IDES website. You may visit the below website for further details:

<http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/CLI111L.pdf>

Who qualifies for unemployment insurance?

1. To qualify, you must have earned at least \$1,600 during a recent 12-month period known as the base period (see chart below). You must have earned at least \$440 outside of the base period quarter in which your earnings were the highest. If you do not qualify under the standard base period, IDES will use the most recent four completed quarters for an alternate base period. The staff of your local IDES office can explain the rules in more detail.

<i>If Your Benefit Year Begins:</i>	<i>Your Base Period Will Be:</i>
<i>New claims filed between January 1 and March 31</i>	<i>Four completed quarters ending September 30 (October 1 through September 30)</i>
<i>New claims filed between April 1 and June 30</i>	<i>Four completed quarters ending December 31 (January 1 through December 31)</i>
<i>New claims filed between July 1 and September 30</i>	<i>Four completed quarters ending March 31 (April 1 through March 31)</i>
<i>New claims filed between October 1 and December 31</i>	<i>Four completed quarters ending June 30 (July 1 through June 30)</i>

If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

2. Your employer must be subject to the state's unemployment insurance law. Among the types of work not covered are certain agricultural, domestic, railroad and government work, and certain work done for one's family and on commission.
3. You must either be entirely out of work or be working less than full time because no more work is available. Your earnings must fall below a certain threshold determined at the time you file your claim.
4. Your unemployment must be involuntary. You may be disqualified if you: quit your job voluntarily without good cause attributable to your employer; were discharged for misconduct in connection with your work; were discharged for a felony or theft in connection with your work; or are out of work because of a labor dispute.

5. You must be able and available to work. Benefits are not paid for any period in which you are on vacation, when your principle occupation is that of a student (you may be eligible if you are attending a training course approved by the IDES director) or while you engage in any other activity that makes you unavailable for work. Benefits are not paid for any day or days on which you are unable to work because of illness, disability, family responsibilities, lack of transportation, etc.
6. You must be actively seeking work and willing to accept any suitable job offered. You must keep a log of your job search activities in every week for which you claim benefits. If your eligibility is challenged, you may be required to produce that document.

When and Where to File:

File your claim for unemployment insurance benefits during the first week after you have become unemployed. You can file for benefits online at www.ides.illinois.gov or at a local IDES office. If you are uncertain about your eligibility for benefits, ask your local IDES office for further information. Receipt of this pamphlet does not necessarily mean you are eligible. You must also register for job placement service at an IDES office or online at www.IllinoisJobLink.com.

Information Needed to File for Benefits:

- Verification of your Social Security number - either a valid Social Security card or other evidence of your Social Security number, such as a W-2 form or payroll check stub.
- Names and addresses of past employers and the number of days worked for each.
- Records showing wages earned, including dismissal wages and vacation pay.
- Records of any pension payments you are receiving, including Social Security.
- Any odd-job or part-time earnings while you are unemployed.
- Your spouse's employment status and Social Security number.
- Names, Social Security numbers and birth dates of your children, including stepchildren, adopted children under 18, disabled children regardless of age, and any child of whom you have court-ordered custody.

If, within the past two years, you have worked (1) in a state other than Illinois, (2) for a railroad, (3) for the federal government, or (4) if you have served in the armed forces, tell the claimstaker.

Note: The law provides jail sentences and fines if you attempt to obtain benefits fraudulently by withholding pertinent information or by making false statements with your claim.

Claims for unemployment insurance can be filed online at www.ides.illinois.gov or at any of the local IDES offices located throughout the state. Once you file your claim, you can obtain information on the status of your claim by calling **1-800- 244-5631**.

At IDES local offices you can also get help with your job search. Our online job matching service, www.IllinoisJobLink.com, can match you to employers' job openings. To find the IDES office nearest you, visit our web site at www.ides.illinois.gov.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1107.