

Before you Start... EDD Worksheet

Complete this worksheet before you start the online application! (Questions asked by EDD, with my recommended answers) <https://eapply4ui.edd.ca.gov/>

1. Your mailing and residence address & phone (cell number)
2. Your CA driver's license or other government-issued ID
3. The last date you worked for any employer. The last day should match the date stated in your offer of employment (the last day of the semester or "still working"). If you cannot find your offer of employment, check "My Schedule" in the SIS system.

Enter the last date you worked for your last employer when you became unemployed, or partially employed (earning < \$600/week) or if you are still working. LACCD HR may report your final exam date (early June or mid-December), although other districts may request that faculty use the official last date of the semester. Be sure and apply by Saturday of the week in which you become unemployed or underemployed! Sunday starts a new week with the EDD. You receive no benefits until you apply. Each claim is good for 12 months, with a one-week waiting period (in which we do not get paid). Be sure and start a new claim each year.

4. Last employer information, including: name, address (mailing and physical location) and phone number. (In fact, you will need all of your employer addresses and phone numbers. They usually do not contact employers, but just in case, easier to list HR, rather than a VP or a Dean.)

The LACCD employer name you should use is:

LACCD HR: Fausto De La Torre

770 Wilshire Boulevard

Los Angeles, CA 90017

Phone: 213-891-2303, Fax: 213-891-2221

Email: DeLaToF@email.laccd.edu

5. Information on all employers you worked for during the past 18 months prior to filing your claim, including: name, period of employment, wages earned and how you were paid.

Most recent Hourly wage, weekly wage, quarterly wage & gross earnings for the past 18 months of salary, for EACH employer (Yes, it's a pain! But important, because EDD will ask for any of those).

\$ hourly wage _____

\$ weekly wage _____

\$ semester wage _____

How to calculate your LACCD Hourly Wages:

- A. Teaching only - if you are only teaching credit classes, see the Adjunct Faculty Teaching or DESK calculator (available for download from the Guild website at www.aft1521.org <Adjunct Faculty> <Unemployment Benefits>)

How to calculate your teaching salary without paychecks:

Your semester salary formula for LACCD per ONE Class:

+ _____ Desk pay per hour (every year you move up a step, until the 10th Step)

+ _____ (\$2.06 for DESK) doctoral differential

+ _____ (\$15.21*) office hour differential

+ _____ (\$2.04*) equity differential (loads 12-18)

+ _____ (\$3.40*) equity differential (loads 12-15)

= _____ (Subtotal) x _____ (# of teaching hours/week/class) x20 weeks**=
semester salary /course\$ _____

Your semester salary \$ _____ ÷ 16 (weeks) ÷ _____ # hours/week/class = hourly wage \$ _____ (*Variable depending on state funding and formulas.)

**Semesters are 16 weeks, but we are paid at 20 weeks per course, thanks to the AFT!
(If you taught a 3-unit class, your semester salary might be ~\$5000, a 2-unit class, might be ~\$3200))

- B. For multiple adjunct faculty rate assignments: add all 5 paychecks of one semester (or multiply one paycheck x 5 if they are exactly the same (e.g. for spring: February – June paychecks) for fall: September-January paychecks) (always note the GROSS salary, just like taxes)

_____ Total Semester salary (5 paychecks) ÷16 wks = \$ _____ weekly wages

_____ Weekly wages ÷ _____ # total hours/week = \$ _____ hourly wage

6. The name of the employer you worked for the longest within the last year and a half; and the number of years you worked for that employer. This may or may not be the same as your last employer.

7. The reason you are no longer working for your last employer. You may have quit, been laid off, fired, or left work because of a trade dispute. Be specific about the reason you are not working because the information you give to us must be sent to your last employer. If you quit, were fired, or left work because of a trade dispute, you will be scheduled to a future telephone interview. The information we obtain during the interview will help us decide if you are eligible to receive benefits.

If your assignment ended, **always state: “I am a temporary community college instructor and my assignment ended.”** You should also state that you have **“NO reasonable assurance” of a teaching position, because of potential changes in funding, programs, class enrollment or bumping**”. If you have an offer letter with a class assignment and start date for the following semester, do not mention that. If you do, EDD will assume you have a contract of future employment and may deny you benefits.

You may or may not be chosen for a telephone interview, a fairly random process. As adjunct faculty, our temporary assignments end. We are NOT seasonal. We are NOT on recess. We are laid off. Please be polite, professional and firm. If the representative questions this, cite the *Cervisi* decision.

8. Whether you are receiving, or expect to receive any payments from a former employer. NO, as adjunct faculty, we receive no additional pay from the district, once our assignment ends. There is a lag between when we work and when we receive our paycheck.

9. Whether you are able to work and available to accept work. “Yes” if you are able and available to work. “Yes,” if you are searching for work. (In order to receive benefits, you must be willing, available and searching for work. EDD also asks, “Are you a member of a union?” Hope you are, then answer, YES. The union does NOT look for work for you, does NOT control hiring. They ask this question because some unions have hiring halls and/or controls hiring.

AFT 1521 LA College Faculty Guild
3356 Barham Blvd.
Los Angeles, CA 90068
323-851-1521

Now you are ready to begin! Once this worksheet is complete, it will be much easier for you to complete the unemployment application. To apply for unemployment, I recommend that you apply online. <https://eapply4ui.edd.ca.gov/>

Be sure and go through all of the steps until you receive a reference number. Other ways to apply: by phone 1-800-300-5616 (very difficult to reach a live person), or by filling out an application and mailing/faxing it. Be sure and complete only ONE of the options.