

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- OFFICE OF THE ADMINISTRATOR BULLETIN -

Date: November 3, 2020

Locator No. DPM-0537-AO

Subject: Notice to Employees Regarding
Availability of Unemployment Insurance at
Time of Separation

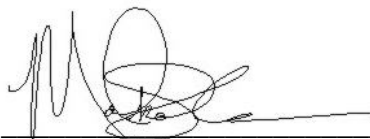
On March 18, 2020, the federal Families First Coronavirus Response Act (FFCRA) became law. Division D of the FFCRA is the Emergency Unemployment Insurance Stabilization and Access Act of 2020 (“EUISAA”). A state must take required actions to be eligible to receive the EUISAA grants. One EUISAA grant requirement is that the “State requires employers to provide notification of the availability of unemployment compensation to employees at the time of separation from employment.

To ensure compliance with the FFCRA, the Wisconsin Department of Workforce Development has adopted an emergency rule creating s. DWD 120.02, Wis. Admin. Code, requiring notification to employees at the time of separation. Effective November 2, 2020, all agencies must provide the following communication to departing employees separating from state service:

“You may file an unemployment claim in the first week that your employment stops or your work hours are reduced. See [digital poster](#) at <https://dwd.wisconsin.gov/eworkboard/unemployment/> for when and how to apply for unemployment benefits.”

When an employee submits their resignation or intent to retire, the best practice is to formally accept the resignation or retirement in writing and the above language should be included. This formal acceptance can be in email or paper form and a copy of the letter must be retained within the employee’s P-file. If a particular circumstance does not allow for formal written acceptance of the resignation prior to the employee’s departure, a letter of separation shall be issued to the employee including the language regarding the availability of unemployment insurance as soon as practicable and a copy placed in the employee’s P-file. For employees who are being terminated (including layoff, medical separation, non-medical unfit for duty, release from probation, etc.), the language above must be included in any letter of termination.

Agencies are directed to provide information and direction to all supervisors regarding this requirement and should update any applicable policies or procedures. Questions on this directive can be sent to Nicole Rute.



Malika S. Evanco, Administrator
Division of Personnel Management