

## Separation Checklist

**Attention: Refer to the operative collective bargaining agreement for guidelines on disciplinary and discharge procedures, which may impose additional requirements for discipline of union members.**

### Still Active

<u>Yes</u>	<u>No</u>	
_____	_____	Have hours been reduced?
_____	_____	Is the employee working a regular part-time schedule?
_____	_____	Is the employee working full-time hours?
_____	_____	Is the employee on-call or working on an as-needed basis?

The Dept. of Labor considers full-time work to be 40 hours a week. If an employee is on-call or as-needed this is usually considered entitlement to partial unemployment benefits. In order to contest a claim on a part-time employee, we will need to provide the state with a guaranteed schedule and hours with no fluctuation. Example: An individual was hired at 25 hours per week and there is no fluctuation in hours or days worked.