**QUIZ – Unemployment Supervisor Training**

1. **In general, which of the following must be in place for an employee to be eligible for unemployment?**

* **Wages from current/past employers must be at a certain level.**
* **They must be willing and able to work and actively seeking suitable work.**
* **They must be out of work through no fault of their own.**
* **All of the above.**

1. **If an employee isn’t a fit in the first 100 days, I can just terminate without concern (T/F)?**

* **True – Employees who are terminated it the first 100 days don’t get unemployment benefits and there is no liability to the company.**
* **False – Employees may receive benefits, but if we clearly document that they were not able to do the job, the benefits will not be charged to our organization in NC. If an employee is not a fit, timely and clear documentation is important.**

1. **If an employee quits,** **which of the following is NOT important?**
   * **Try to get a resignation letter with a reason for the resignation in order to protect the company in case the employee later claims they were terminated or left for other reasons.**
   * **Remind the employee that they will NOT qualify for unemployment.**
   * **Contact HR if you are worried that the employee should have filed for FMLA or another protected leave instead of resigning.**
   * **Contact HR if the employee complains of serious issues in the workplace**
2. **If I am terminating an employee, which of the following is important?**
   * **Let them resign if they would like since it will mean they don’t get unemployment benefits**
   * **Document the issues well since not every termination will result in unemployment benefits.**
   * **Tell them that since they are terminated “for cause” they will not receive unemployment benefits.**
3. **Which of these is would likely result in no unemployment benefits?**
   * **Termination for bad attitude**
   * **Termination for missing one deadline**
   * **Termination after repeated warnings of behavior employee was clearly aware were not acceptable**
4. **Which of the following is most likely to help you prove misconduct?:**
   * **Signed disciplinary actions, reviews or policies related to an issue**
   * **Issues that have been noticed repeatedly but employee was not warned about**
   * **A general statement at a meeting with no attendance record**
5. **If an employee violates a policy such as workplace violence, harassment, etc. they should be:**

* **Terminated on the spot**
* **Suspended pending investigation and call to HR**
* **Asked to resign**
* **Just told not to do it again**

1. **Which of these is a reasonable response to an employee who is tardy?**
   * **Ask employee what happened & remind of policy a time or two, then a written disciplinary action if recurs within a short period of time**
   * **Tell them that if it occurs again they may be fired**
   * **Call HR**

**ANSWER KEY – Unemployment Supervisor Training**

1. **In general, which of the following must be in place for an employee to be eligible for unemployment?**

* **Wages from current/past employers must be at a certain level.**
* **They must be willing and able to work and actively seeking suitable work.**
* **They must be out of work through no fault of their own.**
* **All of the above.**

1. **If an employee isn’t a fit in the first 100 days, I can just terminate without concern (T/F)?**

* **True – Employees who are terminated it the first 100 days don’t get unemployment benefits and there is no liability to the company.**
* **False – Employees may receive benefits, but if we clearly document that they were not able to do the job, the benefits will not be charged to our organization in NC. If an employee is not a fit, timely and clear documentation is important.**

1. **If an employee quits, which of the following is NOT important?**
   * **Try to get a resignation letter with a reason for the resignation in order to protect the company in case the employee later claims they were terminated or left for other reasons.**
   * **Remind the employee that they will NOT qualify for unemployment.**
   * **Contact HR if you are worried that the employee should have filed for FMLA or another protected leave instead of resigning.**
   * **Contact HR if the employee complains of serious issues in the workplace**
2. **If I am terminating an employee, which of the following is important?**
   * **Let them resign if they would like since it will mean they don’t get unemployment benefits**
   * **Document the issues well since not every termination will result in unemployment benefits.**
   * **Tell them that since they are terminated “for cause” they will not receive unemployment benefits.**
3. **Which of these is would likely result in no unemployment benefits?**
   * **Termination for bad attitude**
   * **Termination for missing one deadline**
   * **Termination after repeated warnings of behavior employee was clearly aware were not acceptable**
4. **Which of the following is most likely to help you prove misconduct?:**
   * **Signed disciplinary actions, reviews or policies related to an issue**
   * **Issues that have been noticed repeatedly but employee was not warned about**
   * **A general statement at a meeting with no attendance record**
5. **If an employee violates a policy such as workplace violence, harassment, etc. they should be:**

* **Terminated on the spot**
* **Suspended pending investigation and call to HR**
* **Asked to resign**
* **Just told not to do it again**

1. **Which of these is a reasonable response to an employee who is tardy?**
   * **Ask employee what happened & remind of policy a time or two, then a written disciplinary action if recurs within a short period of time**
   * **Tell them that if it occurs again they may be fired**
   * **Call HR**