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## AUHR 7.11 UNEMPLOYMENT CLAIMS

### Purpose

The City of Portland is a covered employer under the [State of Oregon Unemployment Insurance](#). Employees may be eligible for unemployment insurance compensation if employment with the Auditor's Office is terminated under circumstances that meet the eligibility criteria established by the State of Oregon Employment Department.

### Process

A former employee must file with the Oregon Employment Department to be considered for unemployment insurance.

Information provided by the claimant and the City of Portland will be considered before the Employment Department determines an individual's eligibility for unemployment benefits, and an individual may be entitled to an [employment hearing](#).

### Disqualifying Conditions

Generally, voluntary resignations, refusal to accept a reasonable offer of employment or reemployment, unavailability for work and misconduct may be disqualifying conditions for unemployment insurance.

### Procedure

The Bureau of Human Resources coordinates all matters related to unemployment insurance and provides the City's responses to all inquiries from the unemployment insurance offices.

If the Auditor's Office receives a "Notice of Claim Filed," it shall immediately forward it to the Bureau of Human Resources. All questions, concerns, or unemployment insurance forms should be immediately directed to the Bureau of Human Resources.

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## Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 7.11  
Unemployment Claims.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 5, 2002.