

LOST YOUR JOB?

Contact the unemployment office right away to apply for unemployment compensation benefits. Fill out the papers to see if you can get benefits. **You should get unemployment IF:**

- You have worked at the job steadily for 4 to 6 months AND
- You were laid off because of no work or the company closed down OR
- You couldn't get a job back after being off for health problems or child birth. (You have to report back to work as soon as your doctor says you're ready). OR
- You quit for a good reason connected with the job. For example:
 - being allergic to something at work that makes your asthma worse OR
 - having an illness or disability caused by the job. OR
 - You were fired for something that was not your fault.

Were you fired because you could not do a job? Were you fired because you made a bad mistake at work? You may still get unemployment.

You cannot get an unemployment check **IF ANY OF THE FOLLOWING IS TRUE:**



1. You quit your job without a good reason **connected with the job**. This is called a "voluntary quit". **OR**
2. You can't work because of illness or disability **NOT** caused by the job. **OR**
3. You were fired because you broke the company's alcohol and drug rules and **failed** a drug or alcohol test. **OR**
4. You were fired for "misconduct".



MISCONDUCT means you:

- didn't follow reasonable orders;
- did something to hurt your employer;
- took leave but didn't come back on time;
- were fired for being absent without letting your boss know
- wouldn't do your job the way you were supposed to. **OR**

5. You are unemployed because you are out on strike. (Strikes have special rules, so check with the unemployment office.) **OR**

6. You were offered a "suitable" job and turned it down. Suitable means:

- the pay is almost the same as your old job;
- the hours are almost the same as your old job;
- you don't have to drive a long way to get there;
- you don't have to join a union or quit one; and
- you are not replacing someone who is out on strike.

What if you start getting un-employment and then you turn down a suitable job? You will lose your unemployment.

IF THEY TURN YOU DOWN, YOU CAN APPEAL

Did you apply for unemployment and get turned down? You can **appeal**. When you appeal, a different person looks at your case. You must appeal within **15 days**. The 15 days start with the date on the letter that turned you down.

After you file an appeal, you will get a paper called an **Acknowledgement of Appeal**. Fill out the paper and mail it back. If you have new evidence, you will have to say what it is.

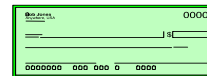
This time, the **Board of Review** looks at your case. If you have new witnesses or new evidence, the

Board may give you another hearing. Or they may decide your case after reading the papers from the first hearing.

Let the Board of Review know if you **MOVE OR CHANGE PHONE NUMBER**. If you don't you won't know what happens with your case.



If you win the appeal, you get your unemployment check. You get paid starting from the day you applied for unemployment.



IT'S EASY TO START AN APPEAL

Just fill out an **appeal paper** at your local unemployment office. Keep a copy of the appeal paper after you fill it out. You can appeal without a lawyer. But **having a lawyer at the first hearing can be very helpful**. The lawyer can help you get the evidence you need. In most cases, you can't give any new evidence after the first hearing. Need a lawyer? Call your local Legal Aid office to see if they can help you.

Appeal Step 1: Hearing

When you appeal, the Hearing Officer or Appeals Tribunal holds a hearing on your case. You may get a choice of doing the hearing by phone or in person. It may be best to do the hearing in person. This is true even if you have to travel to get there.

You have the right to bring a lawyer or other person with you to this hearing. The hearing is **NOT** like going to court. You and your boss both tell your side to the Hearing Officer.

IMPORTANT! Let the Hearing Officer know if you move or change phone numbers. If you don't you won't know what happens with your case.

If you have a lawyer, they will help you get ready for the hearing. If you don't have a lawyer, here's **how to get ready for the hearing**.

(A) **Find out what your boss said about why you lost your job.**

To win at the hearing, you must prove that what your boss said isn't true. To find out what the boss said, ask to see your file at the unemployment office. You have a right to see it.

(B) **Decide how to prove that what your boss said is not true.**

You will only have a few minutes to show why you lost your job. For example, you may need to prove that you did not quit on your own, or prove that you were not fired for misconduct.

Do you think your boss mistreats people? **Don't** talk about it unless you can prove this was why you lost your job. If not, don't talk about it. Also, **don't** talk about how hard it has been to lose your job. It will not help.

(C) **You have a right to bring your own witnesses to the hearing.**

Most of the time, you need witnesses at the hearing. You cannot just say what someone else told you. This is called **hearsay** and is allowed, but the judge cannot base his or her decision on hearsay.

Before you take a witness with you, ask them what they will say.

Be sure that what they say will help your case.

Don't take someone you just **think** will back you up. You have the right to have the unemployment office subpoena witnesses for you. A subpoena is a legal paper that says they **must** come to the hearing. Need a witness subpoenaed? Ask the Hearing Officer in writing **at least 3 days before the hearing**. Keep a

copy of your letter asking for the subpoena.

At the hearing, it is important for you to be polite. It helps people believe what you say. Don't interrupt your boss or other witnesses just because you disagree. You will have the chance to tell your side when you testify.



But, there is one time when you should interrupt. What if your boss tries to tell things he or she did not see or hear in person? **During the hearing interrupt by saying, "I object".** If you object to hearsay, it helps to make sure the judge will not base the decision on hearsay.

APPEAL STEP 2: BOARD OF REVIEW

If you lost at the hearing, you can appeal again. If you win, your boss can also appeal. The Board of Review will hear the appeal. The appeal must be made within **15 days**. The 15 days start with the date on the paper that says who lost at the hearing.

Are you going to appeal again? You must do this in writing. You can fill out the paper at the unemployment office. Keep a copy of the papers you fill out.

APPEAL STEP 3: COURT

If you lose at step 2, you may file a lawsuit in **Chancery Court**. You must file within **40 days**. The 40 days start with the date on the paper that says you lost at Step 2.

Did you already have a lawyer helping you with this case? Then they may go with you to Chancery Court.

What if you didn't have a lawyer before? Most lawyers won't take the case this late. That is because they can't change any mistakes you made earlier in the appeal.

WATCH FOR THE DEADLINES!

Don't let your 15 or 40 day deadlines go by! Once they have passed, you may not be able to make your appeal. This is true no matter how good your case is.

If you get unemployment, it can be cut off **IF**:

1. You don't follow the rules the unemployment office gives you about looking for a job.
2. You don't go to a job interview the unemployment office sets up for you.
3. You turn down a job offer without a good reason.
4. You win but your boss files an appeal and wins the appeal.



Before they cut off your check, they must send you a letter. If you don't go, they will cut off your check. If you do go, they will tell you what the problem is. Then you can tell your side of the story.

What if they do cut off your unemployment? Then you can go through the same 3 appeal steps listed in this booklet.

OFFICE HOURS AND LOCATIONS

Legal Aid of East Tennessee offices are open from 8:30 A.M. through 5:00 P.M. Monday to Friday.

Executive Director - David Yoder
(865)637-0484

Associate Director - Eric Miller

311 W. Walnut Street Johnson City, TN 37604 (423)928-8311 1(800)821-1312 Fax (423)928-9488	1001 W 2nd N. Street Morristown, TN 37814 (423)587-4850 1(800)821-1309 Fax (423)587-4857
--	--

Associate Director - Debra House

502 South Gay Street Suite 404 Knoxville, TN 37902 (865)637-0484 Fax (865)525-1162 and (865)525-5277	Compton Place 307 Ellis Avenue Maryville, TN 37801 (865)981-1818 Fax (865)981-1816
---	--

Associate Director - Russell Fowler

744 McCallie Avenue Suite 410 Chattanooga, TN 37403 (423)756-4013 1(800)572-7457 Fax (423)265-4164	85 Central Ave., NW Cleveland, TN 37311 (423)479-8577 1(800)445-3219 Fax (423)339-3282
---	--

Linea Gratis en Español 1(866)408-6573

No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

This pamphlet is intended for general information only. The circumstances of every case are different and need to be dealt with on a case-by-case basis. This is not a substitute for the advice of a lawyer. Also, the law may change and may be different from county to county.



U 8/07



LEGAL AID OF EAST TENNESSEE



UNEMPLOYMENT CHECKS

CAN YOU GET THEM?

WHAT CAN YOU DO IF THEY TURN YOU DOWN?

Serving Bledsoe, Bradley, Blount, Carter, Cocke, Grainger, Greene, Hamblen, Hamilton, Hancock, Hawkins, Jefferson, Johnson, Knox, Loudon, Marion, McMinn, Meigs, Monroe, Polk, Rhea, Sequatchie, Sevier, Sullivan, Unicoi and Washington Counties.