To apply for Unemployment Benefits in MA online go to

https://www.mass.gov/orgs/department-of-unemployment-assistance

You can apply by phone at (877) 626-6800, or online by clicking the "Log in as claimant" link. You will need to create a password for your online account.

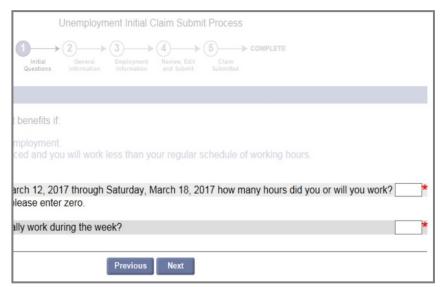
1. Getting Started – Documents and Information Needed for Claim

- Your Social Security Number
- If you are not a citizen of the United States, your alien registration ("green card") number
- Your residential address
- Your mailing address
- Your telephone number
- Your date of birth
- Your employment history for the last 15 months, which includes
 - o The names of **all** of your employers
 - o Each employer's address
 - o Each employer's phone number
 - The reason(s) for separation from your employer(s)
 - O The start and end dates of employment for each employer (Note: This is for statistical purposes. The start date should be the approximate date you started *in this type of work*. For example, if you have been teaching at ABC University since September 1, 2016, but have been teaching at colleges and universities in general since September 1, 2010, you should use the date of September 1, 2010.)
 - o Recall dates (if your employers have indicated when you will return to work)

Optional

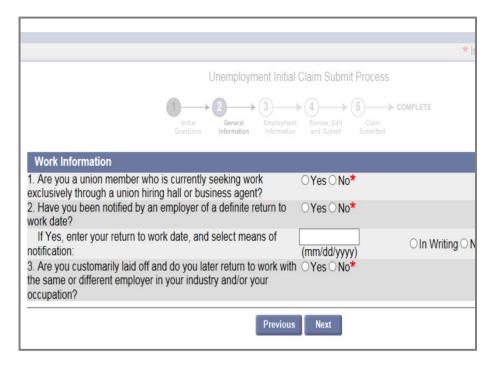
- o If you want to use direct deposit, you will need your bank routing number and your bank account number
- Your email address (we highly recommend providing an email address, and preferably not a campus email address)
- If these apply to you:
 - o The social security numbers and dates of birth for your dependents
 - Your union name and local number (if you are a member of a union)
 - o If you were in the Military, you will need information from your DD-214 Member 4

2. Enter your hours worked this week



Calculation of hours worked each week: This information is listed on your bi-weekly paystub. In general, during the fall or spring semester for a 3-credit class for 15-week semester, we recommend using 2.75 hours x 3 credits = 8.25 hours per week. The hours worked during summer session for a 5-week 3-credit class are 8.25 hours x 3 = 24.75 hours per week.

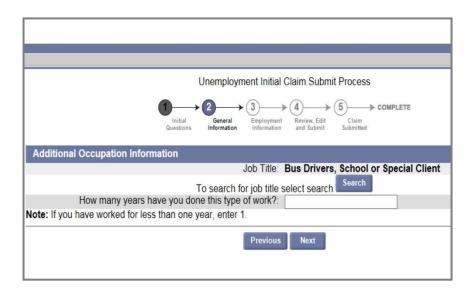
3. Employment Overview



Answers:

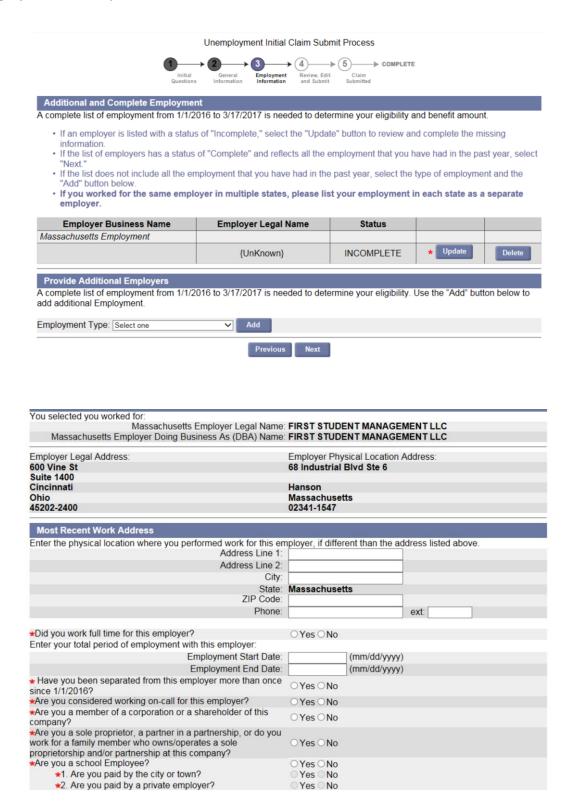
- 1. No.
- 2. No.
- 3. Yes

4. Enter Number of Years you worked this job



Number of years: Enter the number of years since you starting working as a faculty member, rounded up to a whole number of years. For example, if you have been teaching as a part-time faculty member for 13.5 years, enter 14 years. (Note: This is for statistical purposes. The start date should be the approximate date you started *in this type of work*. For example, if you have been teaching at ABC University since September 1, 2016, but have been teaching at colleges and universities in general since September 1, 2010, you should use the date of September 1, 2010.)

5. Employment History



Employer: ABC State University, be sure you enter individually each college and university you teach at, **as well as every other employer**, even if it is not a faculty position. The higher your earnings, the greater your unemployment compensation will be.

Did you work full-time? NO (for DGCE or day part-time work)

Total Period of Employment for this employer: Enter the number of years since you starting teaching as a DGCE of day part-time faculty at this university.

Have you been separated from this employer more than once? YES (unless this is your first semester teaching for this university)

Are you considered working on-call for this employer? NO

Member of a corporation or shareholder? NO

Sole proprietor? NO

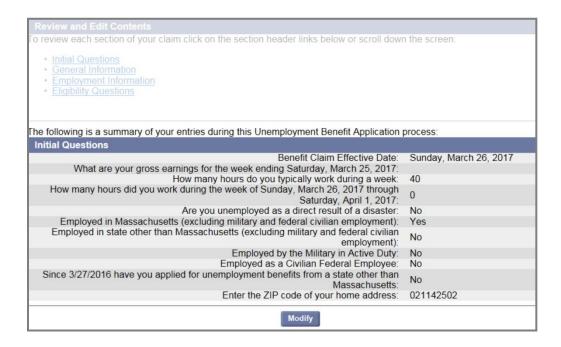
Are you a school Employee? NO (This is only for K-12 employees; this does not apply to higher education employees.)

6. Select reason for no longer working that job



Layoff (This is the recommendation of a former DUA employee, as it is the reason closest to the expiration of a DGCE or day part-time faculty contract.)

7. Review Initial Questions



Determine unemployment claim begin date: The DUA operates on weeks, beginning on Sunday. If your contract specified that your contract ended on May 31, 2020, then you should enter May 31, 2020 (as it is the week during which you are no longer employed). If your contract specified that your contract ended on May 27, 2020, then you should enter May 24, 2020, as that is the week your employment ended.

Gross earnings during certain week: This information is listed on your pay advice (see example below). The numbers you are looking for are under the "Current" heading. The "Regular Pay" line is the line you need for reporting. The "Hours" is the number of hours the universities reports that you are "working." The collective bargaining agreement gives a per-credit rate; the universities translate this into an hourly rate and hours worked.

·	HOURS AND EARNINGS		
Description	Rate	Current Hours	Earnings
Retro Regular Pay RET			0.03
Regular Pay Adjunct Faculty	41.794200	24.75	1,034.41
Earned Sick Lv Paid			0.00
Regular Pay No Leave Accrual			0.00

Note: Unemployment benefits are based on the location of the place of work, not the address where you reside. As a DGCE or day part-time faculty member teaching at a state university in Massachusetts should file for unemployment in Massachusetts even if you live in another state.

Guide to Unemployment Assistance Evidence CHECKLIST¹

Collective Bargaining Agreement: Highlight contract language that makes it clear your assignment is indefinite. Many agreements have language that refers to appointments as "tentative" or gives management the right to cancel a class for a number of reasons.

Academic calendar: Show that there were summer or winter sessions offered and that you were not given courses during those terms.

Statements from the University that make your reappointment less likely: Include statements regarding uncertainty of class schedules and budget issues that the college is facing.

Teaching availability: Show you are available and willing to work.

Evidence that courses you were assigned to have ultimately been cancelled: Include emails and schedules from the past few years that show that your courses were cancelled. You could use schedules to show that course offerings change frequently over the summer and winter break. You not only want to show that the courses for the upcoming semester have been cancelled, but you want to establish a pattern that you have often had courses cancelled after getting an assignment. Include letters or statements from the college that enrollment is down or that your work area will be reduced.

Evidence that DGCE courses have been offered pro rata: Include emails and other correspondence from the past few years that show you were told that courses would be running pro rata. You could use schedules or pay stubs to show that course offerings have changed. If you use pay stubs as evidence, make sure to explain what your normal pay would be under the Collective Bargaining Agreement.

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¹ Source: MTA Guide for Unemployment Benefits for Adjuncts