DLT Department of Labor and Training
RHODE ISLAND

Memorandum

To: Kathy Catanzaro, Interim Assistant Director, Income Support

CC: ALL Income Support Managers and Staff, UI Administrative Staff

From: Scott R. Jensen, Director, Department of Labor and Training

Date: June 08, 2020

Subject: Unemployment Insurance Notice – Employer Responsibility

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1. Purpose

This Memorandum sets out the Department's requirement that employers notify employees of the availability of unemployment compensation at the time of separation from employment.

2. Requirement

(a) It is the policy of the Department that, to meet the purposes and obligations set forth in Rhode Island Gen. Laws § 28-42-2, all employers must provide notice to separating employees of the availability of unemployment compensation at the time of the employee's separation from employment.

(b) Notice must be provided individually to separating employees.

(c) Significant flexibility is afforded to employers in fulfilling this requirement and providing the required notice; notice may be given in a number of formats, including but not limited to: a flyer, text, email, letter, or other communication provided to an employee upon separation.

(d) Employers may, but are not required to, use the attached sample language to supply the content of the notice to separating employees.

3. Duration

This policy shall remain in effect until revoked.

Attachment

Sample Notice Language

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws.

You may file a UI claim in the first week that employment stops or work hours are reduced.

For assistance or information about filing a claim, visit dlt.ri.gov/ui..

You will need to provide the Rhode Island Department of Training (DLT) with some or all of the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number; and
3. Your authorization to work (if you are not a US Citizen or resident).

To file a UI claim by phone, call: (401) 415-6772

To file a UI claim online, visit: dlt.ri.gov/ui

If you have questions, you can call the DLT at (401) 415-6772 or e-mail dlt.covid19@dlt.ri.gov.