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# MEMORANDUM

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Date: July 28, 2015

To: The Honorable Chair and Members  
Pima County Board of Supervisors  
Presiding Judge, Superior Court  
Elected Officials  
Appointing Authorities

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Unemployment Insurance Claims – Authorization to Receive Termination Documents**

The County's Risk Management Division receives notices of unemployment benefits claims when former employees file for unemployment insurance benefits. Risk Management has a very short response time to provide claim-related documentation to our claims administrator. This short response time often requires that Risk Management obtain documents explaining the reason(s) for termination, both voluntary and involuntary, directly from Department Personnel Files rather than from Human Resources, as Human Resources may not yet be in possession of the documentation.

In accordance with Pima County Personnel Policy 8-118 H.3.a, I am authorizing the Risk Manager to request and receive from Department Personnel Files any and all termination documents necessary to respond to unemployment insurance claims only filed against Pima County. Such requests will be submitted on the attached form.

Because Pima County is responsible for all unemployment benefits awarded, the County must protest claims for benefits when an employee voluntarily or involuntarily terminates employment.

CHH/mjk

Attachment

c: Keith Dommer, Director, Finance and Risk Management  
Lauren Eib, Risk Manager, Finance and Risk Management



DEPARTMENT OF FINANCE AND RISK MANAGEMENT

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To: NAME  
TITLE  
DEPARTMENT

Date:

From: Lauren Eib  
Risk Manager  
Finance and Risk Management

Subject: Request for Resignation/Termination Documentation – FIRST & LAST NAME (EIN: #####)

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Pima County has received an unemployment insurance benefits notice for the above captioned employee, formerly with the DEPARTMENT NAME Department.

Payroll records indicate the employee either RESIGNED or WAS INVOLUNTARILY TERMINATED for REASON (code ## – see attached payroll cover sheet). For a resignation, please provide a copy of the employee's letter of resignation or the department's written confirmation of an oral resignation and all related documents. For an involuntary termination, please provide a copy of the employee's termination letter, Notice of Termination or Notice of Dismissal and all related documents.

Terminations, both voluntary and involuntary, must be protested with the State of Arizona in order to potentially reduce reimbursement charges owed to the State. As a reimbursable employer, Pima County is responsible dollar for dollar for all benefits awarded.

This request is time-sensitive as the response to the third party administrator handling the claim is due on DAY, DATE.

Please call Florina Lopez at 724-3653 when copies of the requested documentation are available for pick up.