



UAW Local 1250 Cleveland Engine Plant

September 11 down week (P/E 9/17/17) Unemployment & SUB pay instructions

The purpose of this communication is to provide employees with information about unemployment, and SUB pay for the September 11-17 down week. Questions regarding this communication should be directed to **Labor Relations at 216-676-7748 or 216-676-7571.**

Ohio Unemployment & SUB Pay

- Filing for unemployment benefits is a two-step process. First, employees must file an application for benefits during the week of the layoff. Second, employees must claim the week of unemployment during the week *after* the layoff. Employees who have questions about filing requirements for the state of Ohio should use the following resources:
 - Online: <https://unemployment.cmt.ohio.gov/cmtview/loginc.jsp>
 - Phone: 1-877-644-6562
- Important. If you are a recent transfer from a plant outside of Ohio, and have an open claim in your former state, DO NOT open a claim in Ohio. Call or see Maggie in Labor Relations to expedite your claim.
- AWS Employees. You must claim your income for Sunday, September 10, if you work it.

SUB Pay Eligibility

Provided the employee follows the appropriate guidelines to claim Unemployment Benefits through the State of Ohio, SUB pay processing will be generated through Employee Payments. Please be advised, the State of Ohio provides Unemployment benefit payment information to the Company every Wednesday, which is then processed by Employee Payments the following day. SUB is payable the following Monday, unless Monday is a holiday, otherwise SUB is payable Tuesday.

- TPT and STS employees are not eligible for SUB pay.
- In-Progression employees shall be eligible for SUB pay as long as they have at least 1 year of seniority as of the last day of work prior to the layoff week.

Waiting Week

If you are serving a waiting week, you will need to bring a printout of your claim summary/ payment history (showing "WW Served") to Labor Relations and complete a Manual SUB Application/ SUB Card. The Labor Relations Office is open from 5:30am- 5pm, Monday- Friday.

If you receive benefit payment from Ohio Unemployment, SUB pay will be processed automatically by Employee Payments, and it will not be necessary for you to come to Labor Relations.

Ohio Department of Job and Family Services
MASS LAYOFF INSTRUCTION SHEET

Return to work date: September 18, 2017

For employees of Ford Motor Co 1221, 17601 Brookpark Rd., Cleveland, OH	Last day worked September 8, 2017
--	--------------------------------------

The following mass layoff number is to be used when filing your application for unemployment benefits. The mass layoff number applies only to applications filed on the last day of work shown above.

Mass Layoff Number: 1700556

To file your application for unemployment benefits, take the following action starting September 10, 2017 but no later than September 16, 2017

File online at unemployment.ohio.gov (accessible 24 hours a day, 7 days a week). Service may be limited while our system is being updated.

If you do not have internet access, call 877-644-6562 and select option 1. (Business hours are 8:00 a.m. to 5:00 p.m., Monday - Friday, except holidays.) Filing later in the week listed above will not affect your claim eligibility, because claims are effective the Sunday of the week in which you file your application.

You should be prepared to provide the following information:

- Your Social Security number and either your driver's license or state ID number
- Your name, address, telephone number, and email address (if applicable)
- The name, address, telephone number, and dates of employment with each employer for whom you worked during the past 6 weeks of employment. If you were on assignment from a temporary placement agency (often called a "temp agency"), the temp agency - not the employer they assigned you to - is the employer you need to identify.
- If you had out-of-state employment within the past 18 months: the name, address, telephone number, and dates of employment for each employer with whom you worked out of state during the past 18 months
- If you were separated from military service with any branch of the U.S. armed forces within the past 18 months, your discharge papers (form DD-214, member 4)
- If you were employed by the federal government within the past 18 months, the SF-8 or SF-50 form given to you by your government employer at the time of your separation
- Dependents' names, Social Security numbers and dates of birth, including your spouse's
- Alien Registration Number and the expiration date of your work authorization (if you are not a U.S. citizen or national)
- Direct deposit information (if preferred, you will need your bank routing number and account number)

Once your application has been filed, you will receive further information in the mail or email, based on your correspondence preference.

Applying for unemployment benefits is a two-step process. First, you must file your application for benefits, then on the following week starting on Sunday you must claim the week of unemployment by accessing the website or using the interactive voice response (JVR) system at 877-644-6562 option 2.