

ARKANSAS REGISTER

Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State

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For Office

Use Only:

Effective Date _____ Code Number _____

Name of Agency _____

Department _____

Contact _____ E-mail _____ Phone _____

Statutory Authority for Promulgating Rules _____

Rule Title: _____

Intended Effective Date

(Check One)

Date

Emergency (ACA 25-15-204) Legal Notice Published _____

10 Days After Filing (ACA 25-15-204) Final Date for Public Comment _____

Other _____ Reviewed by Legislative Council _____
(Must be more than 10 days after filing date.)

Adopted by State Agency _____

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)

Signature

Phone Number

E-mail Address

Title

Date

Rule No. 5

POSTING AND PROVIDING NOTICE TO WORKERS

This Rule is hereby amended, promulgated, and adopted by the Director, Arkansas Division of Workforce Services, pursuant to Arkansas Code 11-10-520, to read as follows:

Every employing unit which is, or becomes an employer, under the provisions of the Arkansas Division of Workforce Services Law (Law) shall do the following:

(A)(1) post, on a continuing basis, a printed notice informing his workers that he is an employer under the Law and that, in the event of their unemployment, they may be eligible for unemployment benefits.

(2) Provide the notice in Appendix A to this Regulation to each employee upon that employee's separation from employment. The method of delivery of the notice shall be at the employer's discretion.

(B) The notices shall be maintained in locations readily accessible to the employer's workers.

(C) The notices shall not be posted by any employing unit that has not been determined to be, or who has ceased to be, an employer under the Law.

(D) The Director shall supply notices to employing units for posting when they are determined to be employers under the Law or upon request.

(E) Any Lessor Employing Unit will provide individual, written notice to each employee specifying the appropriate Division of Workforce Services account number and employer name to be used for the purpose of applying for unemployment insurance benefits.

(F) PURPOSE. Pursuant to the Director's authority as set out in Ark. Code Ann. §11-10-520, the Director finds that Rule 5 as amended, is necessary in order that the citizens of Arkansas

who are separating from employment are given notice of where to file for unemployment benefits or receive information concerning the availability of such benefits. Further, the Director finds that especially due the COVID-19 pandemic and the widespread closures of businesses an extraordinary amount of unemployment claims have been filed or will be filed in the State of Arkansas; and that the provision of the notice as set out in Appendix A to this Rule is necessary. This amended rule shall take effect upon review of the Arkansas Legislature.

APPENDIX A TO RULE 5

NOTICE TO EMPLOYEE

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Arkansas UI eligibility laws. You may file a UI claim in the first week that employment stops, or work hours are reduced.

You will need to provide the Arkansas Division of Workforce Services with the following information for the Division to process your claim:

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

To file a UI, claim online, visit our Arkansas' online claims filing site at <https://www.ezarc.adws.arkansas.gov/> from 6 am through 6 pm Sunday through Saturday.

To file a UI claim by telephone, call 1-844-908-2178 or 501-534-6304 from 8 a.m. to 3:30 p.m. Monday through Friday.

To file a UI claim by paper, please visit your nearest Arkansas Workforce Center. To find the nearest Arkansas Workforce Center please visit www.dws.arkansas.gov/contact.

For general assistance or more information about filing a UI claim, call 1-855-225-4440 or 501-682-2121. HOURS: Monday – Friday, 8am - 3:30pm

If you have questions about the status of your UI claim, you may call your local office or 1-855-225-4440.