

# CITY OF LITTLE ROCK

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## HUMAN RESOURCES DEPARTMENT

500 W. Markham - Suite 130W - Little Rock, Arkansas 72201-1428

(501) 371-4590 • FAX (501) 371-4496

[HRBenefits@littlerock.gov](mailto:HRBenefits@littlerock.gov)

## Unemployment Benefit Notice

**Effective 4/27/2020**, Emergency Rule 30 of the Arkansas Department of Workforce Services requires employers to notify employees of the availability of unemployment compensation benefits upon separation from employment (Appendix A to Rule 30).

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### Emergency Rule 30

**30.1.** This general rule is promulgated pursuant to the Director's authority as set out in Arkansas Code Annotated §11-10-306 and 307 and is necessary to comply with 42 U.S.C. §1103(h)(1)(C)(i) and (2) and receive supplemental federal funding.

**30.2** All employers in the State of Arkansas must provide the notice as set out in Attachment A of Rule 30 to an employee upon that employee's separation from employment.

**30.3** This rule shall become ***effective on April 27, 2020 and shall expire on December 31, 2020.***

**30.4 EMERGENCY CLAUSE.** The Director finds that because of the COVID-19 pandemic and the widespread closures of businesses an extraordinary amount of unemployment claims have been filed or will be filed as a result of such closures throughout the State of Arkansas. The Director further finds that Rule No. 30 is necessary in order for the State of Arkansas to receive emergency administrative grant funding from the United States Department of Labor pursuant to 42 U.S.C §1103(h)(1)(C)(i) and (2).

One of the conditions of receiving such funding is that employers must be required by the state to ***provide direct notice to their employees of the availability of unemployment compensation benefits.*** This rule is necessary to ensure that the Division of Workforce Services has adequate resources to meet the increased demand caused by the COVID-19 pandemic.

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## NOTICE City of Little Rock 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 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](http://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.

*Once your claim is filed, Workforce Services can use the contact information at the top of this page for City of Little Rock Human Resources.*