

# Title 192 WAC

## EMPLOYMENT SECURITY DEPARTMENT

### Chapters

<p><b>192-04</b> Practice and procedure.</p> <p><b>192-12</b> Substantive rules.</p> <p><b>192-15</b> Public disclosure and privacy of information.</p> <p><b>192-16</b> Interpretative regulations of the commissioner of the employment security department.</p> <p><b>192-17</b> State Environmental Policy Act—Interpretation.</p> <p><b>192-23</b> Benefit payment regulations.</p> <p><b>192-24</b> Claimant information.</p> <p><b>192-28</b> Recovery of benefit overpayments.</p> <p><b>192-32</b> Timber retraining benefits.</p> <p><b>192-33</b> Workforce development.</p> <p><b>192-34</b> Temporary total disability.</p> <p><b>192-36</b> Shared work.</p> <p><b>192-40</b> Hearing and review procedures under the Job Training Partnership Act.</p> <p><b>192-130</b> Employer notices.</p> <p><b>192-310</b> Reporting of wages and taxes due.</p>	<p>192-08-060</p> <p>192-08-061</p> <p>192-08-070</p> <p>192-08-080</p> <p>192-08-090</p> <p>192-08-100</p> <p>192-08-110</p>
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(part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Appearance and practice before the employment security department—Former employee as expert witness. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Examiners—Conflicts of interest—Change of examiner. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Computation of time. [Regulation 15, adopted and effective 5/15/58. Prior: WAC 192-08-010.] Repealed by Order 2602, filed 4/24/70.

Notice and opportunity for hearing in contested cases. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—By whom served. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—Upon whom served. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—Service upon parties. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—Method of service. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—When service complete. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Service of process—Filing with agency. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Interested parties. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Filing appeals. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Review by commissioner. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Where provided by law—Form. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Issuance to parties. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Service. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Fees. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Cost bills. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

Subpoenas—Proof of service. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 192-08 PRACTICE AND PROCEDURE

<p>Later promulgation, see chapter 192-09 WAC, Practice and procedure.</p> <p>192-08-001 Promulgation. [Regulation 15 (part), adopted 5/18/58.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-002 Promulgation. [Regulation 16, last paragraph, effective 1/1/66.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-009 Preamble. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-010 Appearance and practice before the employment security department—Who may appear. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53. Prior: Regulation 15, adopted and effective 5/15/58. Later promulgation, see WAC 192-08-070.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-020 Appearance and practice before the employment security department—Appearance in certain proceedings may be limited to attorneys. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] As reenacted effective 1/1/66, now codified as WAC 192-08-002, 192-08-010 through 192-08-060, and 192-08-080 et seq. Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-030 Appearance and practice before the employment security department—Solicitation of business unethical. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-040 Appearance and practice before the employment security department—Standards of ethical conduct. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.</p> <p>192-08-050 Appearance and practice before the employment security department—Appearance by former employee of agency or former member of attorney general's staff. [Regulation 16 (part), effective 1/1/66; Regulation 16</p>	<p>192-08-120</p> <p>192-08-130</p> <p>192-08-140</p> <p>192-08-141</p> <p>192-08-142</p> <p>192-08-143</p> <p>192-08-150</p> <p>192-08-160</p> <p>192-08-170</p> <p>192-08-180</p> <p>192-08-181</p> <p>192-08-190</p>
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192-08-200	Subpoenas—Quashing. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-390	Presumptions. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-210	Subpoenas—Enforcement. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-400	Stipulations and admissions of record. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-220	Subpoenas—Geographical scope. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-410	Form and content of decisions in contested cases. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-221	Withdrawal of appeal. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-420	Definition of issues before hearing. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-230	Depositions and interrogatories in contested cases—Right to take. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-430	Prehearing conference rule. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-240	Depositions and interrogatories in contested cases—Scope. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-440	Prehearing conference rule—Record of conference action. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-250	Depositions and interrogatories in contested cases—Officer before whom taken. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-450	Submission of documentary evidence in advance. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-260	Depositions and interrogatories in contested cases—Authorization. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-460	Excerpts from documentary evidence. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-470	Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-480	Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-290	Depositions and interrogatories in contested cases—Recordation. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-490	Expert or opinion testimony and testimony based on economic and statistical data—Supporting data. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-500	Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 192-08-470 or 192-08-480. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-310	Depositions and interrogatories in contested cases—Use and effect. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-510	Continuances. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-320	Depositions and interrogatories in contested cases—Fees of officers and deponents. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-511	Informal disposition of hearing. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-330	Depositions upon interrogatories—Submission of interrogatories. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-520	Rules of evidence—Admissibility criteria. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-340	Depositions upon interrogatories—Interrogation. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-530	Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-350	Depositions upon interrogatories—Attestation and return. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-540	Petitions for rule-making, amendment or repeal—Who may petition. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-360	Depositions upon interrogatories—Provisions of deposition rule. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/70.] Repealed by Order 2602, filed 4/24/70.	192-08-550	Petitions for rule-making, amendment or repeal—Requirements. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-370	Official notice—Matters of law. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-560	Petitions for rule-making, amendment or repeal—Agency must consider. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
192-08-380	Official notice—Material facts. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.	192-08-570	Petitions for rule-making, amendment or repeal—Notice of disposition. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.

- 192-08-580 Declaratory rulings. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
- 192-08-590 Forms. [Regulation 16 (part), effective 1/1/66; Regulation 16 (part), adopted 6/10/53, effective 6/20/53.] Repealed by Order 2602, filed 4/24/70.
- Chapter 192-09  
PRACTICE AND PROCEDURE**
- 192-09-010 Promulgation. [Order 2602, § 192-09-010, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-020 Promulgation. [Order 2602, § 192-09-020, filed 4/24/70. Formerly WAC 192-08-001.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-030 Preamble. [Statutory Authority: RCW 50.12.010 and 50.12.040. 89-03-070 (Order 3-89), § 192-09-030, filed 1/18/89. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-030, filed 8/14/78; Order 2602, § 192-09-030, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-035 Predetermination procedure—Separation issue. [Order 2-72, § 192-09-035, filed 7/6/72.] Repealed by 89-20-064 (Order 4-89), filed 10/4/89, effective 10/9/89. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-040 Interested parties defined. [Statutory Authority: RCW 50.12.010 and 50.12.040. 85-11-038 (Order 1-85), § 192-09-040, filed 5/15/85. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-040, filed 8/14/78; Order 2602, § 192-09-040, filed 4/24/70.] Repealed by 89-20-064 (Order 4-89), filed 10/4/89, effective 10/9/89. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-050 Appearance—Who may appear. [Order 2602, § 192-09-050, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-060 Appeals—Right to notice of. [Statutory Authority: Chapter 50.04 RCW, RCW 50.29.020, 50.12.010 and 50.12.040. 85-21-023 (Order 5-85), § 192-09-060, filed 10/10/85. Statutory Authority: RCW 50.12.010 and 50.12.040. 85-11-038 (Order 1-85), § 192-09-060, filed 5/15/85. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-060, filed 8/14/78; Order 2602, § 192-09-060, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-062 Appeals—Payments under federal programs. [Order 2-72, § 192-09-062, filed 7/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-063 Appeals—Who may appeal—Time limitation. [Statutory Authority: RCW 50.12.010 and 50.12.040. 89-03-070 (Order 3-89), § 192-09-063, filed 1/18/89; 85-11-038 (Order 1-85), § 192-09-063, filed 5/15/85; Order 2602, § 192-09-063, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-065 Appeals—Time computation. [Order 2602, § 192-09-065, filed 4/24/70. Formerly WAC 192-08-070.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-070 Appeals—Withdrawal of. [Order 2602, § 192-09-070, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-100 Hearings—Notice requirement. [Order 2-73, § 192-09-100, filed 11/15/73; Order 2602, § 192-09-100, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-105 Hearings—Scheduling—Location. [Order 2602, § 192-09-105, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-110 Hearings—Special scheduling—Postponement. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-110, filed 8/14/78; Order 2602, § 192-09-110, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-115 Hearings—Open to public—Exceptions. [Order 2602, § 192-09-115, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-120 Hearings—Representation—Cross-examination. [Order 2602, § 192-09-120, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-125 Hearings—Pleadings and papers to be served. [Order 2602, § 192-09-125, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-130 Hearings—Duty of examiner. [Order 2602, § 192-09-130, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-135 Hearings—Evidence. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-135, filed 8/14/78; Order 2602, § 192-09-135, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-140 Hearings—Disposition of motions and objections. [Order 2602, § 192-09-140, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-145 Hearings—Objections to be specified. [Order 2602, § 192-09-145, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-150 Hearings—Admissibility of evidence. [Order 2602, § 192-09-150, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-155 Hearings—Stipulations. [Order 2602, § 192-09-155, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-160 Hearings—Continuance. [Order 2602, § 192-09-160, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-165 Hearings—Consolidated cases. [Order 2602, § 192-09-165, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-170 Hearings—Separate locations. [Order 2602, § 192-09-170, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-200 Subpoenas—Procedure for issuance. [Order 2602, § 192-09-200, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-205 Subpoenas—Form. [Order 2602, § 192-09-205, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-210 Subpoenas—Service. [Order 2602, § 192-09-210, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-215 Subpoenas—Proof of service. [Order 2602, § 192-09-215, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-220 Subpoenas—Attendance fees—How computed. [Order 2602, § 192-09-220, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-225 Subpoenas—Fees—Certification. [Order 2602, § 192-09-225, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-230 Subpoenas—Procedure to quash. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-230, filed 8/14/78; Order 2602, § 192-09-230, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-09-235 Subpoenas—Judicial enforcement. [Order 2602, § 192-09-235, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-09-240	Subpoenas—Geographical scope. [Order 2602, § 192-09-240, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.
192-09-300	Decisions—Contents. [Order 2602, § 192-09-300, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-305	Decisions—Preparation and service. [Order 2602, § 192-09-305, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-310	Decisions—Disposition by other than decision on the merits—Petition from. [Order 2602, § 192-09-310, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-315	Decisions—Petition for review. [Statutory Authority: RCW 50.12.010 and 50.12.040. 89-03-070 (Order 3-89), § 192-09-315, filed 1/18/89. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-315, filed 8/14/78; Order 2602, § 192-09-315, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-400	Special proceedings—Prehearing conference—Purpose. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-400, filed 8/14/78; Order 2602, § 192-09-400, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-405	Special proceedings—Prehearing conference—Examiner's order. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-405, filed 8/14/78; Order 2602, § 192-09-405, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-410	Special proceedings—Depositions and interrogatories. [Order 2602, § 192-09-410, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-415	Special proceedings—Reopening of a closed case. [Order 2602, § 192-09-415, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-420	Special proceedings—Challenge of examiner—Bias or interest. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-420, filed 8/14/78; Order 2602, § 192-09-420, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-425	Special proceedings—Challenge of commissioner—Bias or interest. [Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-09-425, filed 8/14/78; Order 2602, § 192-09-425, filed 4/24/70.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-430	Petition for rule making, amendment or repeal—Who may petition. [Order 4-72, § 192-09-430, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-435	Petition for rule making, amendment or repeal—Requisites. [Order 4-72, § 192-09-435, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-440	Petition for rule making, amendment or repeal—Form. [Order 4-72, § 192-09-440, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-445	Petition for rule making, amendment or repeal—Consideration. [Order 4-72, § 192-09-445, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-450	Petition for rule making, amendment or repeal—Disposition. [Order 4-72, § 192-09-450, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-455	Declaratory ruling—Who may petition—Scope. [Order 4-72, § 192-09-455, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89, effective 1/1/90. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-09-460	Declaratory ruling—Form. [Order 4-72, § 192-09-460, filed 11/6/72.] Repealed by 89-24-030, filed 11/30/89,	
<b>Chapter 192-10</b>		
<b>HEARING AND REVIEW UNDER THE WORK INCENTIVE PROGRAM</b>		
192-10-010	Hearings and review under the work incentive program. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-010, filed 8/14/78; Order 4-72, § 192-10-010, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-015	Computation of time. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-015, filed 8/14/78.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-020	Purpose and scope. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-020, filed 8/14/78; Order 4-72, § 192-10-020, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-030	Hearings—Requests—Time limitations. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-030, filed 8/14/78; Order 4-72, § 192-10-030, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-040	Hearings—Requests—How made. [Order 4-72, § 192-10-040, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-050	Hearings—Preparation and service. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-050, filed 8/14/78; Order 4-72, § 192-10-050, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-060	Hearings—Notice requirements. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-060, filed 8/14/78; Order 4-72, § 192-10-060, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-070	Hearings—Scheduling—Location. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-070, filed 8/14/78; Order 4-72, § 192-10-070, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-080	Parties and presentation of the case. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-080, filed 8/14/78; Order 4-72, § 192-10-080, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-090	Duties of the examiner. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-090, filed 8/14/78; Order 4-72, § 192-10-090, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-100	Testimony and examination of witnesses. [Order 4-72, § 192-10-100, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-110	Recording of testimony. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-110, filed 8/14/78; Order 4-72, § 192-10-110, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-120	Access to records. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-120, filed 8/14/78; Order 4-72, § 192-10-120, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	
192-10-130	Admissibility of evidence. [Order 4-72, § 192-10-130, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.	

- 192-10-140 Documentar y evidence. [Order 4-72, § 192-10-140, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-150 Stipulations. [Order 4-72, § 192-10-150, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-160 Deposition and interrogatories. [Order 4-72, § 192-10-160, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-170 Subpoenas—Procedure for issuance. [Order 4-72, § 192-10-170, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-180 Subpoenas—Service. [Order 4-72, § 192-10-180, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-190 Subpoenas—Proof of service. [Order 4-72, § 192-10-190, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-200 Subpoenas—Attendance fees. [Order 4-72, § 192-10-200, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-210 Procedure to quash subpoenas. [Order 4-72, § 192-10-210, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-220 Judicial enforcement. [Order 4-72, § 192-10-220, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-230 Geographical scope. [Order 4-72, § 192-10-230, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-240 Medical evaluation. [Order 4-72, § 192-10-240, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-250 Continuances. [Order 4-72, § 192-10-250, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-260 Disposition by decision on the merits. [Order 4-72, § 192-10-260, filed 11/6/72.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 74.22.110 and 74.23.120.
- 192-10-265 Decision of appeals examiner. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-265, filed 8/14/78.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-270 Disposition by decision other than on the merits. [Order 4-72, § 192-10-270, filed 11/6/72.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 74.22.110 and 74.23.120.
- 192-10-280 Decisions—Preparation and service. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-280, filed 8/14/78; Order 4-72, § 192-10-280, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-290 Certification of novel questions of law or policy. [Order 4-72, § 192-10-290, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-300 Petition for review by the commissioner. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-300, filed 8/14/78; Order 4-72, § 192-10-300, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-310 Commissioner's review procedure. [Statutory Authority: RCW 74.22.110 and 74.23.120. 78-09-027 (Order 1-78), § 192-10-310, filed 8/14/78; Order 4-72, § 192-10-310, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-320 Withdrawal of request for hearing and of petition for review. [Order 4-72, § 192-10-320, filed 11/6/72.] Repealed by 94-22-043, filed 10/28/94, effective 11/28/94. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-10-330 Representation. [Order 4-72, § 192-10-330, filed 11/6/72.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

**Chapter 192-14  
PUBLIC DISCLOSURE**

- 192-14-010 Purpose. [Order 2-73, § 192-14-010, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-010.
- 192-14-020 Definitions. [Order 2-73, § 192-14-020, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-020.
- 192-14-030 Description of central and field organization of employment security department. [Order 2-73, § 192-14-030, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-030.
- 192-14-040 Operations and procedures. [Order 2-73, § 192-14-040, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-050 Public records available. [Order 2-73, § 192-14-050, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-060 Public records officer. [Order 2-73, § 192-14-060, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-070 Office hours. [Order 2-73, § 192-14-070, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-120.
- 192-14-080 Requests for public records. [Order 2-73, § 192-14-080, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-090 Copying. [Order 2-73, § 192-14-090, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-120.
- 192-14-100 Exemptions. [Order 2-73, § 192-14-100, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-110 Review of denials of public records requests. [Order 2-73, § 192-14-110, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-120 Protection of public records. [Order 2-73, § 192-14-120, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see chapter 192-15 WAC.
- 192-14-130 Records index. [Order 2-73, § 192-14-130, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-150.
- 192-14-140 Responsible addressee. [Order 2-73, § 192-14-140, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-160.
- 192-14-150 Forms. [Order 2-73, § 192-14-150, filed 11/15/73.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.13.030, 74.22.110 and 74.23.120. Later promulgation, see WAC 192-15-170.

**Chapter 192-18****EMPLOYEE CONFLICT OF INTEREST**

- 192-18-010 No outside compensation for performing official duties. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-010, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-012 Security of personal identification number (PIN). [Statutory Authority: RCW 50.12.010 and 50.12.040, 88-16-076 (Order 7-88), § 192-18-012, filed 8/2/88.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-020 Use of influence or position to aid individuals or organizations. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-020, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-030 Limitations on outside employment—Potential conflict of duties. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-030, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-040 Limitation on outside employment—Working hours—Use of state resources prohibited—Procedures. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-040, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-050 Limitations on transacting business with friends, relatives or co-workers. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-050, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-060 Definitions—Friend, relatives, co-workers. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-060, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-18-070 Violations—Sanctions. [Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-18-070, filed 6/12/80.] Repealed by 98-14-031, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.

**Chapter 192-20****OLD-AGE AND SURVIVORS INSURANCE**

- 192-20-010 Due dates for submission of reports and contributions—Interest on delinquent contributions. [Statutory Authority: RCW 41.48.050 (3)(a) and 50.12.010, 83-23-102 (Order 4-83), § 192-20-010, filed 11/23/83. Statutory Authority: RCW 50.12.010, 80-07-026 (Order 2-80), § 192-20-010, filed 6/12/80.] Repealed by 98-14-032, filed 6/23/98, effective 7/24/98. Statutory Authority: RCW 50.12.010 and 50.12.040.

**Chapter 192-30****MARGINAL LABOR FORCE ATTACHMENT**

- 192-30-010 Marginal labor force attachment definitions. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-010, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-30-020 Responsibilities of the department in determining MLFA status. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-020, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-30-030 Suspension of marginal labor force attachment requirements for claimants unemployed due to government action. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-030, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-30-040 Suspension of marginal labor force attachment requirements for claimants unemployed due to economic distress. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order

8-85), § 192-30-040, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-30-100 Modification of marginal labor force attachment work search requirements for economic conditions within a labor market area. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-100, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-30-200 Work search responsibilities for MLFA claimants. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-200, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-30-210 Job service center work search activity plans for MLFA claimants. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-210, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-30-220 Work search models—Purpose and description. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-220, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-30-230 Work search model—Definition of terms. [Statutory Authority: RCW 50.20.015, 50.20.016, 50.20.017, 50.12.010 and 50.12.040, 85-22-071 (Order 8-85), § 192-30-230, filed 11/6/85.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.

**Chapter 192-42****FAMILY INDEPENDENCE PROGRAM EMPLOYMENT, TRAINING, AND EDUCATION RULES**

192-42-005 Duration of program. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-005, filed 5/31/88, effective 7/1/88.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-42-010 Definitions. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW, 90-01-014, § 192-42-010, filed 12/11/89, effective 1/11/90. Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-010, filed 5/31/88, effective 7/1/88.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-42-020 FIP employment and training. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-020, filed 5/31/88, effective 7/1/88.] Repealed by 90-01-014, filed 12/11/89, effective 1/11/90. Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW.

192-42-021 Orientation. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW, 90-01-014, § 192-42-021, filed 12/11/89, effective 1/11/90.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-42-030 Employability plan. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW, 90-01-014, § 192-42-030, filed 12/11/89, effective 1/11/90. Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-030, filed 5/31/88, effective 7/1/88.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.

192-42-040 Job search allowance. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-040, filed 5/31/88, effective 7/1/88.] Repealed by 90-01-014, filed 12/11/89, effective 1/11/90. Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW.

192-42-050 Funding criteria. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040, 88-12-051 (Order 5-88), § 192-42-050, filed 5/31/88, effective 7/1/88.] Repealed by 90-01-014, filed 12/11/89, effective

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tive 1/11/90. Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW.  
Criteria for approval of employment and training activities and funding. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW. 90-01-014, § 192-42-056, filed 12/11/89, effective 1/11/90.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-42-057 

Notice of decisions. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW. 90-01-014, § 192-42-057, filed 12/11/89, effective 1/11/90.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-42-058 

Job search allowance. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW. 90-01-014, § 192-42-058, filed 12/11/89, effective 1/11/90.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-42-060 

Labor dispute. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040. 88-12-051 (Order 5-88), § 192-42-060, filed 5/31/88, effective 7/1/88.] Repealed by 96-18-035, filed 8/28/96, effective 9/28/96. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-42-070 

Grievance procedure and appeals—Administrative review. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040. 88-12-051 (Order 5-88), § 192-42-070, filed 5/31/88, effective 7/1/88.] Repealed by 90-01-014, filed 12/11/89, effective 1/11/90. Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW.
- 192-42-080 

Dispute resolution process. [Statutory Authority: Chapter 74.21 RCW, RCW 50.12.010 and 51.12.040. 88-12-051 (Order 5-88), § 192-42-080, filed 5/31/88, effective 7/1/88.] Repealed by 90-01-014, filed 12/11/89, effective 1/11/90. Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW.
- 192-42-081 

Dispute resolution process. [Statutory Authority: RCW 50.12.010, 50.12.040 and chapter 74.21 RCW. 90-01-014, § 192-42-081, filed 12/11/89, effective 1/11/90.] Repealed by 95-05-048, filed 2/10/95, effective 3/13/95. Statutory Authority: RCW 50.12.010 and 50.12.040.

**Chapter 192-04 WAC**

**PRACTICE AND PROCEDURE**

**WAC**

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- 192-04-190 Petition for reconsideration—Filing—Consideration—Disposition—Judicial review.
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**WAC 192-04-010 Adoption of model rules.** The model rules of procedure contained in chapter 10-08 WAC, as they exist now or may be hereafter amended, are, to the extent they are not inconsistent with the rules contained in this chapter, adopted as the rules of procedure before this agency. The rules contained in this chapter will, to the extent of any conflict with the model rules of procedure, be deemed to supersede the conflicting provisions of the model rules of procedure. The model rules of procedure will be included in the departmental publication provided for in RCW 50.12.160.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-010, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-020 Definitions.** Unless the context in this chapter clearly indicates otherwise, the following terms and phrases shall have these meanings:

- (1) "Appeal" means a request for a hearing before and decision by the office of administrative hearings in a matter involving unemployment insurance benefits.
- (2) "Petition for hearing" means a request for hearing before and decision by the office of administrative hearings in a matter involving unemployment insurance taxes.
- (3) "Petition for review" means a request directed to the commissioner for a review of the proceedings held and decision issued by the office of administrative hearings.
- (4) "Advisement order" means an order issued by the commissioner on his or her own motion assuming jurisdiction over a matter heard and/or decided by the office of administrative hearings.
- (5) "Commissioner" means the commissioner's review office of the employment security department.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-020, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-030 Appeals—Petitions for review—Payments under federal programs.** When the applicable federal law, regulations or guidelines for any federal program administered by the employment security department provides for the right of appeal, petition for hearing or petition for review from a determination or decision of the employment security department or the office of administrative hearings, the procedures outlined in Title 50 RCW, Title 34 RCW, and chapter 192-04 WAC shall, to the extent that said procedures are consistent with the federal law, regulations and guidelines, be utilized for the disposition of such appeals or petitions for review.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-030, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-040 Interested parties.** In all cases adjudicated under Title 50 RCW the employment security department is an interested party. Other interested parties are

- (1) Benefit appeals. The claimant and any employer entitled to notice under WAC 192-12-320 or defined as an interested employer in WAC 192-28-125, in cases involving the payment or recovery of benefits, including but not limited to the entitlement to, eligibility for or qualification for waiting period credit or benefits.

(2) Tax appeals. Employers whose contributions, experience rating, benefit charges, or rate of contribution are affected by:

- (a) An assessment for contributions;
- (b) A denial of a claim for refund of contributions, interest, penalties;
- (c) A denial of a request for relief of benefit charges made to their account; or
- (d) Their determined or redetermined rate of contribution.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-20-064 (Order 4-89), § 192-04-040, filed 10/4/89, effective 10/9/89.]

**WAC 192-04-050 Appeals—Petitions for hearing—Right to notice.** Notice of appeal or petition for hearing rights shall be set forth on the face of, or as an attachment to, each of the following:

- (1) Redetermination of an initial monetary determination.
- (2) Determination of allowance or denial of waiting period credit or benefits.
- (3) Redetermination of allowance or denial of waiting period credit or benefits.
- (4) An overpayment assessment or a denial of a request for waiver of an overpayment.
- (5) Order and notice of assessment of contributions, interest, or penalties.
- (6) Denial of a claim for refund of contributions, interest, or penalties.
- (7) Denial of a request for relief of benefit charges made to an employer's account.
- (8) Denial of a redetermination or adjustment of an employer's determined or redetermined rate of contribution.
- (9) Denial of approval or extension of standby status.
- (10) Denial of a request for commissioner approved training.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-050, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-060 Appeals—Petitions for hearing—Petitions for review—Time limitation—Forms.** Any interested party who is aggrieved by any decision of the department set forth in WAC 192-04-050 may file a written appeal or petition for hearing in person at, or by mailing it to, any job service center or district tax office or the unemployment compensation agency in any other state or territory in which he or she then resides. The appeal or petition for hearing shall be filed within thirty days of the date the decision is delivered or mailed, whichever is the earlier. If the appeal and/or petition for hearing is mailed, it shall be filed in accordance with the provisions of RCW 50.32.025.

Any interested party who is aggrieved by a decision of the office of administrative hearings, other than an order approving a withdrawal of appeal, an order approving a withdrawal of a petition for hearing, a consent order, or an interim order, may file a written petition for review in accordance with the provisions of WAC 192-04-170. The petition for review shall be filed within thirty days of the date of delivery or mailing of the decision of the office of administrative hearings, whichever is the earlier. If the petition for review is

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mailed it shall be filed in accordance with the provisions of RCW 50.32.025.

At the request of an interested, aggrieved party, the employment security department shall furnish forms for the filing of a notice of appeal, petition for hearing, or petition for review, but the use of such forms is not a jurisdictional requirement.

[Statutory Authority: RCW 50.12.010, [50.12.]040 and RCW 34.05.310 et seq. 95-18-055, § 192-04-060, filed 8/31/95, effective 10/1/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-060, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-063 Aggrieved party.** An aggrieved party is a claimant or an employer who receives an adverse decision of the department set forth in WAC 192-04-050 or an adverse decision of the office of administrative hearings.

[Statutory Authority: RCW 50.12.010, [50.12.]040 and RCW 34.05.310 et seq. 95-18-055, § 192-04-063, filed 8/31/95, effective 10/1/95.]

**WAC 192-04-070 Mailing addresses—Obligations of parties.** Once an appeal or petition for hearing has been filed, any interested party must notify the office of administrative hearings of any change of mailing address.

Once a petition for review has been filed, any interested party must notify the commissioner's review office of any change of mailing address.

Any interested party who fails to comply with this regulation will not be deemed to have good cause for failure to appear at a hearing or for late filing of a petition for review or untimely submission of a reply or petition for reconsideration.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-070, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-080 Appeals—Petitions for hearing—Petitions for review—Advisement orders—Time computation.** The time within which an appeal, a petition for hearing, a petition for review, or advisement order is to be perfected, under the provisions of the Employment Security Act (Title 50 RCW, as amended) shall be computed by excluding the day of delivery or mailing of the determination, redetermination, denial, order and notice of assessment, or decision and including the last day. If the last day is a Saturday or Sunday or a holiday, as defined in RCW 1.16.050, the appeal, petition for hearing, petition for review or advisement order must be perfected no later than the next business day.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-080, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-090 Untimely appeals—Petitions for hearing or petitions for review—Good cause.** (1) The following factors shall be considered in determining whether good cause exists under RCW 50.32.075 for the late filing of an appeal, petition for hearing or petition for review:

- (a) The length of the delay,
- (b) The excusability of the delay, and
- (c) Whether acceptance of the late filed appeal, petition for hearing, or petition for review will result in prejudice to other interested parties, including the department.



(2) In determining the excusability for the late filing of an appeal, petition for hearing or petition for review, the office of administrative hearings or the commissioner's review office shall take into account any physical, mental, educational or linguistic limitations of the appealing or petitioning party, including any lack of facility with the English language.

[Statutory Authority: RCW 50.12.010, [50.12.]040 and RCW 34.05.310 et seq. 95-18-055, § 192-04-090, filed 8/31/95, effective 10/1/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-090, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-100 Appeals—Petitions for hearing or petitions for review—Withdrawal of.** Any interested party may withdraw his or her appeal, petition for hearing or petition for review at any time prior to a decision thereon, in which case the previous determination, redetermination, denial, order and notice of assessment or decision shall be final in accordance with the provisions of the Employment Security Act. Such withdrawal shall, however, be subject to the approval of the office of administrative hearings in the case of an appeal or petition for hearing, or of the commissioner in the case of a petition for review.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-100, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-110 Hearings—Representation—Cross-examination.** Any interested party, or his or her legally authorized representative, shall have the right to give testimony and to examine and cross-examine any other interested party and/or witnesses with respect to facts material and relevant to the issues involved.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-110, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-120 Hearings—Postponements—Continuances.** Any party to a hearing may request a postponement of a hearing at any time prior to the actual convening of the hearing. The granting or denial of the request will be at the discretion of the presiding administrative law judge.

The presiding administrative law judge may in the exercise of sound discretion grant a continuance of a hearing at any time at the request of any interested party or on his or her own motion.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-120, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-130 Discovery—Depositions and interrogatories.** At the discretion of the presiding administrative law judge he or she may cause to be taken depositions or interrogatories on his or her own motion, or at the request of any interested party.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-130, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-140 Consolidated cases.** The presiding administrative law judge may hear individual matters on a consolidated record if there is a substantial identity of issues and the rights of no party will be adversely affected thereby.

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Such procedure should provide for the hearing of additional or unique issues relating to individual cases.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-140, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-150 Decisions—Contents.** Every decision issued by the office of administrative hearings, other than an order approving a withdrawal of appeal, an order approving a withdrawal of a petition for hearing, a consent order, or an interim order, and every decision issued by the commissioner pursuant to RCW 50.32.080, other than an interim order or an order granting or denying a motion for reconsideration or a stay, shall:

- (1) Be correctly captioned as to the name of the agency and name of the proceeding;
- (2) Designate all parties and representatives participating in the proceeding;
- (3) Include a concise statement of the nature and background of the proceeding;
- (4) Contain appropriate numbered findings of fact meeting the requirements in RCW 34.05.461;
- (5) Contain appropriate numbered conclusions of law, including citations of statutes and rules relied upon;
- (6) Contain an initial or final order disposing of all contested issues;
- (7) Be accompanied by or contain a statement of petition for review or petition for judicial review rights.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-150, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-160 Decision of commissioner—Incorporation.** A decision of the commissioner issued pursuant to RCW 50.32.080 may incorporate by reference any portion of the decision under review. Such incorporation shall be deemed to meet the requirements of WAC 192-04-150.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-04-160, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-170 Decision of commissioner—Petition for review—Filing—Reply.** (1) The written petition for review shall be filed in person at any job service center or by mailing it to the agency records center of the employment security department within thirty days of the date of mailing or delivery of the decision of the office of administrative hearings, whichever is the earlier. Out-of-state residents may file the petition for review in person at the unemployment compensation agency of the state or territory in which they then reside or by mailing it to the agency records center of the employment security department within thirty days of the date of the mailing or delivery of the decision of the office of administrative hearings, whichever is the earlier.

(2) Any written argument in support of the petition for review must be attached to the petition for review and be filed contemporaneously therewith. The commissioner's review office will acknowledge receipt of the petition for review by assigning a review number to the case, entering the review number on the face of the petition for review, and setting forth the acknowledgement date on the petition for review. The commissioner's review office will also mail copies of the acknowledged petition for review and attached argument in

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support thereof to the petitioning party, nonpetitioning party and their representatives of record, if any.

(3) Any reply to the petition for review and any argument in support thereof by the nonpetitioning party shall be filed in person at, or mailed to, the commissioner's review office. The reply must be received by the commissioner's review office within fifteen days of the date of mailing of the acknowledged petition for review. An informational copy shall be mailed by the nonpetitioning party to all other parties of record and their representatives, if any.

(4) The petition for review and argument in support thereof and the reply to the petition for review and argument in support thereof shall:

(a) Be captioned as such, set forth the docket number of the decision of the office of administrative hearings, and be signed by the party submitting it or by his or her representative.

(b) Be legible, reproducible and five (5) pages or less.

(5) Arrangements for representation and requests for copies of the hearing record and exhibits will not extend the period for the filing of a petition for review, argument in support thereof, or a reply to the petition for review.

(6) Any argument in support of the petition for review or in reply thereto not submitted in accordance with the provisions of this regulation shall not be considered in the disposition of the case absent a showing that failure to comply with these provisions was beyond the reasonable control of the individual seeking relief.

[Statutory Authority: RCW 50.12.010, [50.12.]040 and RCW 34.05.310 et seq. 95-18-055, § 192-04-170, filed 8/31/95, effective 10/1/95. Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-04-170, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-175 Advisement order.** On behalf of the commissioner, the commissioner's review office may prevent finality of any decision of the office of administrative hearings and take jurisdiction of the proceedings for review thereof by issuing an order so providing and mailing a copy of the advisement order to the parties of record and their representatives within the same period allowed for the filing of a petition for review. The parties of record will be given fifteen days to submit argument in support of or in opposition to the decision of the office of administrative hearings, as well as in response to any departmental memorandum suggesting to the commissioner's review office that it consider taking a decision of the office of administrative hearings under advisement. That argument and/or response from the parties of record must be hand delivered or mailed to the commissioner's review office and received by that office within fifteen days from the date of mailing of the order taking the decision of the office of administrative hearings under advisement.

[Statutory Authority: RCW 50.12.010, [50.12.]040 and RCW 34.05.310 et seq. 95-18-055, § 192-04-175, filed 8/31/95, effective 10/1/95.]

**WAC 192-04-180 Decisions—Disposition other than by hearing on the merits—Petition for review.** The presiding administrative law judge may dispose of any appeal or petition for hearing by an order approving a withdrawal of appeal, an order approving a withdrawal of a petition for

hearing, a consent order or an order of default. There shall be no petition for review rights from an order approving a withdrawal of appeal, an order approving a withdrawal of a petition for hearing or a consent order.

Any interested party aggrieved by the entry of an order of default may file a petition for review from such order by complying with the filing requirements set forth in WAC 192-04-170: *Provided, however,* That the default of such party shall be set aside by the commissioner only upon a showing of good cause for failure to appear or to request a postponement prior to the scheduled time for hearing. In the event such order of default is set aside, the commissioner shall remand the matter to the office of administrative hearings for hearing and decision.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-04-180, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-190 Petition for reconsideration—Filing—Consideration—Disposition—Judicial review.** (1) A written petition for reconsideration and argument in support thereof may be filed within ten days of the date of mailing or delivery of the decision of the commissioner, whichever is the earlier. It shall be mailed or delivered to the commissioner's review office, Employment Security Department, 212 Maple Park Drive, Olympia, WA, 98504, and to all other parties of record and their representatives.

(2) No matter will be reconsidered by the commissioner unless it clearly appears from the face of the petition for reconsideration and the argument submitted in support thereof that (a) there is obvious material, clerical error in the decision or (b) the petitioner, through no fault of his or her own, has been denied a reasonable opportunity to present argument or respond to argument pursuant to WAC 192-04-170.

(3) A petition for reconsideration shall be deemed to have been denied if, within twenty days from the date the petition for reconsideration is filed, the commissioner does not either (a) dispose of the petition for reconsideration or (b) mail or deliver to the parties a written notice specifying the date by which he or she will act on the petition for reconsideration. If no action is taken by the date specified in such written notice, the petition will be deemed to have been denied.

(4) A petition for reconsideration does not stay the effectiveness of the decision of the commissioner. The filing of a petition for reconsideration is not a prerequisite for filing a petition for judicial review. An order denying reconsideration or a written notice specifying the date upon which action will be taken on the petition for reconsideration is not subject to judicial review.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-04-190, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-200 Declaratory orders.** The commissioner will not issue a declaratory order on any matter that may be adjudicated under any statute, regulation or other provision of law. No declaratory order will be issued which is merely an advisory opinion.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-04-200, filed 11/30/89, effective 1/1/90.]

**WAC 192-04-210 Petitions for judicial review—Ser-  
vice on agency.** Delivery pursuant to RCW 34.05.542(4)  
shall be deemed to have been made when a copy of the peti-  
tion for judicial review has been received by the: Agency  
Records Center at 212 Maple Park Drive, Olympia, WA  
98504.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-04-  
210, filed 11/30/89, effective 1/1/90.]

**Chapter 192-12 WAC  
SUBSTANTIVE RULES**

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- 192-12-310 Notice to employer.
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50.20.180.
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- 192-12-340 Discharges for misconduct for felony or gross misde-  
meanor—Responsibility for providing information.
- 192-12-350 Interpretive regulation—Inclusion of farm labor con-  
tractor.

- 192-12-355 Interpretive regulation—Clarification of agricultural  
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- 192-12-360 Interpretive regulation—Inclusion of immediate family  
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- 192-12-365 Interpretive regulation—Definition of suitable work as  
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- 192-12-380 Definitions relating to RCW 50.04.140.
- 192-12-400 Employer request for benefit charge relief.
- 192-12-405 Conditions for relief of benefit charges.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

- 192-12-017 Definitions relating to use of shop facilities contingent  
upon compensation—Other consideration—RCW  
50.04.225. [Statutory Authority: RCW 50.12.010 and  
50.12.040, 82-17-052 (Order 6-82), § 192-12-017, filed  
8/17/82.] Repealed by 92-14-047, filed 6/24/92, effec-  
tive 7/25/92. Statutory Authority: RCW 50.12.010 and  
51.12.040.
- 192-12-019 Employer request for benefit charge relief. [Statutory  
Authority: RCW 50.12.010 and 50.12.040, 88-16-077  
(Order 8-88), § 192-12-019, filed 8/2/88. Statutory  
Authority: Chapter 50.04 RCW, RCW 50.29.020,  
50.12.010 and 50.12.040, 85-21-023 (Order 5-85), §  
192-12-019, filed 10/10/85.] Repealed by 92-14-047,  
filed 6/24/92, effective 7/25/92. Statutory Authority:  
RCW 50.12.010 and 51.12.040.
- 192-12-030 Reports required of persons or entities for whom per-  
sonal services are performed as provided by RCW  
50.12.070 and 50.20.150. [Statutory Authority: RCW  
50.12.010 and 50.12.040, 94-22-043, § 192-12-030,  
filed 10/28/94, effective 11/28/94. Statutory Authority:  
RCW 50.12.010, 78-09-027 (Order 1-78), § 192-12-  
030, filed 8/14/78; Order 2602, § 192-12-030, filed  
4/24/70; Regulation 3, filed 12/1/65, effective 1/1/66;  
Regulation 3, adopted 5/31/55, effective 7/3/55.]  
Repealed by 98-14-068, filed 6/30/98, effective 7/31/98.  
Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-12-040 Contributions by employers. [Statutory Authority:  
RCW 50.12.010 and 50.12.040, 85-11-038 (Order 1-  
85), § 192-12-040, filed 5/15/85; Order 2602, § 192-12-  
040, filed 4/24/70; Regulation 4, adopted 6/10/53, effec-  
tive 6/20/53.] Repealed by 98-14-068, filed 6/30/98,  
effective 7/31/98. Statutory Authority: RCW 50.12.010  
and 50.12.040.
- 192-12-041 Application of payments. [Statutory Authority: RCW  
50.12.010 and 50.12.040, 80-10-052 (Order 4-80), §  
192-12-041, filed 8/6/80. Statutory Authority: RCW  
50.12.010, 80-02-034 (Order 1-80), § 192-12-041, filed  
1/10/80.] Repealed by 98-14-068, filed 6/30/98, effec-  
tive 7/31/98. Statutory Authority: RCW 50.12.010 and  
50.12.040.
- 192-12-042 Reports and contributions subject to penalty. [Statutory  
Authority: RCW 50.12.010 and 50.12.040, 87-21-002  
(Order 5-87), § 192-12-042, filed 10/8/87. Statutory  
Authority: RCW 50.12.010, 80-02-034 (Order 1-80), §  
192-12-042, filed 1/10/80.] Repealed by 98-14-068,  
filed 6/30/98, effective 7/31/98. Statutory Authority:  
RCW 50.12.010 and 50.12.040.
- 192-12-120 Secrecy of information. [Order 2-73, § 192-12-120,  
filed 11/15/73; Regulation 11, adopted 6/10/53, effec-  
tive 6/20/53.] Repealed by 78-09-027 (Order 1-78),  
filed 8/14/78. Statutory Authority: RCW 50.12.010.
- 192-12-131 Pending of benefit claims—Notice. [Statutory Author-  
ity: RCW 50.12.010 and 50.12.040, 84-02-061 (Order  
1-84), § 192-12-131, filed 1/4/84.] Repealed by 84-13-  
050 (Order 4-84), filed 6/18/84. Statutory Authority:  
RCW 50.12.010 and 50.12.040.
- 192-12-132 Pending of benefit claims—Notice—Advice on rights.  
[Statutory Authority: RCW 50.12.010 and 50.12.040,  
84-02-061 (Order 1-84), § 192-12-132, filed 1/4/84.]  
Repealed by 84-13-050 (Order 4-84), filed 6/18/84.  
Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-12-134 Overpayments—Offsets—Right to hearing. [Statutory  
Authority: RCW 50.12.010 and 50.12.040, 84-02-061  
(Order 1-84), § 192-12-134, filed 1/4/84.] Repealed by  
87-01-026 (Order 5-86), filed 12/11/86. Statutory  
Authority: RCW 50.04.320, 50.12.010 and 50.12.040.
- 192-12-140 Registration and claims for benefits. [Order 2-72, § 192-  
12-140, filed 7/6/72; Regulation 13, effective 5/15/58.]  
Repealed by Order 2-77, filed 9/2/77.
- 192-12-157 Recovery of benefit payments. [Order 2-73, § 192-12-  
157, filed 11/15/73.] Repealed by 85-21-024 (Order 6-

- 85), filed 10/10/85. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040.
- 192-12-158 Belltown Job Service Center services. [Statutory Authority: RCW 50.12.010 and 50.12.040. 87-03-006 (Order 1-87), § 192-12-158, filed 1/9/87.] Repealed by 93-20-037, filed 9/28/93, effective 10/29/93. Statutory Authority: RCW 50.12.010 and 50.12.040.
- 192-12-305 Claimant responsibility for providing accurate employer address. [Statutory Authority: RCW 50.12.010 and 50.12.040. 91-19-007, § 192-12-305, filed 9/6/91, effective 9/8/91; 89-20-064 (Order 4-89), § 192-12-305, filed 10/4/89, effective 10/9/89.] Repealed by 96-16-018, filed 7/26/96, effective 8/26/96. Statutory Authority: RCW 50.12.010 and 50.12.040.

**WAC 192-12-005 Adequate notice and opportunity to be heard defined.** For the purposes of Title 50 RCW and Title 192 WAC the following definitions apply:

(1) "Adequate notice" means a written notice to a claimant explaining:

- (a) That his-her eligibility for benefits is in question.
- (b) The issue(s) raised.

(c) That the claimant has the right to report in person for a fact-finding interview regarding his or her eligibility for benefits and that he or she has the right to bring an attorney or other representative, witnesses and other documentary evidence, and the right to cross-examine witnesses or parties present.

(d) That the claimant is entitled to access to records or documents possessed by the department relevant to the issue raised.

(e) The date before which the claimant must respond as directed and an explanation that failure to respond may result in a denial and overpayment of benefits. The date must be no earlier than reasonable mailing time plus five working days.

(2) "Opportunity to be heard" means an offer to hold a fact-finding interview to resolve the department's questions regarding the claimant's eligibility for benefits.

At the fact-finding interview, prior to asking the claimant to respond, the department shall make available all information of which it is aware that could result in a denial of benefits. Upon request, the material will be provided to the claimant prior to the interview.

The department shall not incorporate into a determination of benefit eligibility new adverse information received after the fact-finding interview or after the claimant or other interested party has responded as authorized without first notifying the adversely affected party of the contents of that information and giving the adversely affected party the opportunity to be heard.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-12-005, filed 5/28/87, effective 8/30/87.]

**WAC 192-12-010 General definitions and use of terms.** (1) Section 40 of the act (RCW 50.12.010) provides: "It shall be the duty of the commissioner to administer this act. He shall have the power and authority to adopt, amend, or rescind such rules and regulations,\* \* \* as he deems necessary or suitable to that end.\* \* \*."

(2) The commissioner accordingly prescribes: In any rule or regulation now or hereafter promulgated, unless the context clearly indicates otherwise, all terms specially defined herein shall be given the meaning contained in such definition. However, the use of any term which has been spe-

cially defined in the act shall imply the same meaning as that term implies when used in the act. For purposes of contributions only:

(a) "Wages" shall include advances made to an individual in anticipation of services to be performed and such advances shall be deemed earned and paid when made. Petitions for refund or adjustment will be entertained in connection with contributions paid with respect to such advances, in the event that the anticipated services are not later performed.

(b) "Wages paid" include both wages actually received by an individual and wages constructively paid. Wages are constructively paid when they are credited to the account of or set apart for an individual so that they may be drawn upon by him at any time although not then actually reduced to possession. To constitute payment in such a case the wages must be credited or set apart to the individual without any substantial limitation or restriction as to the time or manner of payment or condition upon which payment is to be made, and must be made available to him so that they may be drawn at any time, and their payment brought within his own control and disposition.

(c) Deductions: Whenever under any act of congress or under the law of any state an employer is required or permitted to deduct any amount from the remuneration of an individual in its employ and to pay the amount deducted to the United States, a state, or any political subdivision thereof, the amount so deducted shall be considered as wages and shall be considered to have been paid to the individual at the time of such deduction. Other amounts deducted from the wages of an individual by an employer also constitute wages paid to the individual at the time of the deduction.

[Regulation 1, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-011 Continued claim definitions.** (1) A continued claim recipient is a claimant who has been:

- (a) Determined to be monetarily entitled to benefits; and
- (b) Determined to be nonmonetarily eligible for benefits; and

(c) Granted waiting period credit and/or benefits for one or more weeks in the benefit year and in the current continued claim series. Provided that: Any combination of four or more consecutive weeks for which claims are not filed, or weeks during which the claimant is not an unemployed individual as defined in RCW 50.04.310, ends continued claim status.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-12-011, filed 5/28/87, effective 8/30/87.]

**WAC 192-12-012 Conditional payment of continued claim recipients when eligibility is questioned.** An otherwise eligible continued claim recipient whose eligibility is questioned by the department shall be conditionally paid benefits without delay, for any week or weeks for which a claim for benefits is filed, until and unless the claimant has been afforded adequate notice and an opportunity to be heard except as provided in WAC 192-23-800 and 192-23-810.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-12-012, filed 5/28/87, effective 8/30/87.]

**WAC 192-12-015 Definitions relating to RCW 50.04.145 and 50.24.130.** For the purposes of RCW 50.04.145 and 50.24.130.

Definitions:

- (1) "Same work" is defined as work performed in the same trade or craft (i.e., carpenters, electricians, etc.).
- (2) "At the same time" is defined as occurring concurrently as opposed to the case of one contractor replacing another in the same trade.
- (3) "Project" is defined as any work performed under a contract within the scope of a building permit; or, if a building permit is not required, work performed under a contract.
- (4) "Separate set of books or records" is defined as records other than those maintained by the contractor for which services are performed.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 82-17-052 (Order 6-82), § 192-12-015, filed 8/17/82.]

**WAC 192-12-018 Definitions relating to musicians—Conditions for exemption of musicians and entertainers under chapter 50.04 RCW (section 1, chapter 47, Laws of 1985).** (1) A purchaser of musical or entertainment services will not be deemed the employer of the musician(s) or entertainers(s) if the following conditions are met:

- (a) There is a written contract for a specific engagement or engagements, in which the dates and/or times of performance are clearly set forth; and
- (b) Such contract identifies the owner(s) or leader of the music or entertainment group, or such contract is with a sole entertainer; and
- (c) The musician or entertainer performs no other duties for the purchaser other than those musical or entertainment services specifically contracted for; and
- (d) The musician or entertainer is not regularly and continuously employed by the purchaser.

Additionally, the purchaser will not incur secondary tax liability under RCW 50.24.130 if, at the time of performance of the services, the business, group, or individual providing the services is registered as an employer with the department.

(2) The music or entertainment business or the owner(s) or leader of a music or entertainment group, is/are deemed to be the employer of all other musicians and entertainers who perform as members of the group for unemployment insurance tax purposes when the conditions in subsection (1) are met. In such instances, the owner(s) or leader must register with the department for the purpose of determining reporting requirements.

(3) "Individuals employing musicians or entertainers on a casual basis" are not considered to be a music or entertainment business, nor are they considered to be a music or entertainment leader.

(4) Definitions as used in this section:

(a) A "music or entertainment business" is an organization whose principal business activity is music or entertainment, but does not include an organization which provides music or entertainment that is only incidental to its business activity.

(b) A "music or entertainment group" is an association whose principal business activity is music or entertainment.

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(c) A "music or entertainment group leader" is an individual whose group's principal business activity is music or entertainment.

(d) "Regularly and continuously employed" means:

- (i) Working for someone for a sufficient period of time that one could objectively be deemed to be an employee and not an independent venturer (the value and ownership of musical or sound equipment should be considered); or
- (ii) An employment (or contractual) relationship in which the musician or group is regularly available on an "on call" basis during the span of the contract; or
- (iii) A working relationship in which the individual musician(s) are hired by and under the direct control of the purchaser (or his or her agent) for an indefinite period of time.

(e) "Performs no other duties for the purchaser" means that a musician or entertainer provides no other duties under the contract outside of those in music or entertainment for which hired.

(f) "Employing on a casual basis" means:

- (i) Hiring performers on an occasional, random basis to perform services that are unrelated to the purchaser's business activity; or
- (ii) The services are not for the promotion of a business venture which is the purchaser's business activity.

[Statutory Authority: RCW 50.12.010, 50.12.040, chapter 50.04 RCW and 1985 c 47 § 1. 85-22-045 (Order 7-85), § 192-12-018, filed 11/1/85.]

**WAC 192-12-020 Week defined.** Section 37 of the act (RCW 50.04.360) provides: "'Week' means any period of seven consecutive calendar days ending at midnight as the commissioner may by regulation prescribe."

The commissioner accordingly prescribes: The term "week" shall mean a period of seven consecutive calendar days commencing with Sunday and ending at midnight the following Saturday.

[Regulation 2, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-025 Requirements of corporations electing coverage of corporate officers.** RCW 50.04.165 provides: "Services performed by corporate officers, as defined in RCW 23A.08.470, other than those covered by chapter 50.44 RCW, shall not be considered services in employment. However, a corporation may elect to cover not less than all of its corporate officers under RCW 50.24.160. If an employer does not elect to cover its corporate officers under RCW 50.24.160, the employer must notify its corporate officers in writing that they are ineligible for unemployment benefits. If the employer fails to notify any corporate officer, then that person shall not be considered to be a corporate officer for the purposes of this section."

In order for the employment security department to make timely and accurate employer liability determinations and unemployment insurance payments, the commissioner prescribes:

(1) The term "corporate officer" is defined the same as in RCW 23A.08.470, which states "The officers of a corporation shall consist of a president, one or more vice-presidents as may be prescribed by the bylaws, a secretary, and a treasurer, each of whom shall be elected by the board of directors

at such time and in such manner as may be prescribed by the bylaws. Such other officers and assistant officers and agents as may be deemed necessary may be elected or appointed by the board of directors or chosen in such other manner as may be prescribed by the bylaws. Any two or more offices may be held by the same person, except the offices of president and secretary, except that when all of the issued and outstanding stock of the corporation is owned of record by one shareholder, one person may hold all or any combination of offices."

(2) All services of corporate officers are deemed exempt until the effective date of approval of election of coverage by the commissioner.

(3) A written request for voluntary coverage must be submitted by the employer and be signed by someone authorized to legally bind the corporation. The request must be received by the department no later than thirty days prior to the end of the quarter in which the change of coverage is to begin.

(4) All changes in elected coverage of services of corporate officers can be effective from the beginning of any calendar quarter, and will remain in effect for not less than two calendar years. Coverage can be terminated only at the end of a calendar year, provided a written request for termination is submitted to the agency by the employer, on or before the 15th of January immediately following the end of the last calendar year of desired coverage.

(5) Wages or salary paid for services of corporate officers exempt under RCW 50.04.165 will not be used to determine liability of agricultural employers. However, if a corporation voluntarily covers its officers, the wages or salaries paid for such services shall be used to determine the liability of agricultural employers.

(6) A corporation exempt from covering the services of its officers under RCW 50.04.165 should not include those officers' names, social security numbers, wages or hours on any employment security quarterly wage and tax reports submitted for any calendar quarters which fall during the period of exemption.

(7) For wages paid on or after July 1, 1986, corporate officers are exempt under RCW 50.04.165 only if their employer has notified them in writing that they are ineligible for unemployment benefits, with the exemption becoming effective as of the date of the written notice. The written notice must contain the name(s) of the officer(s) to whom directed and the effective date of the exemption. The notice(s) must be signed by such officer(s) indicating acknowledgement of receipt. A copy of such notification(s) must be kept on file by the corporation and must be available for review by any agency official upon request.

[Statutory Authority: RCW 50.04.165, 50.12.010 and 50.12.040. 89-03-068 (Order 1-89), § 192-12-025, filed 1/18/89. Statutory Authority: RCW 50.04.165, 50.12.010, 50.12.040 and 1986 c 110. 86-14-031 (Order 2-86), § 192-12-025, filed 6/26/86. Statutory Authority: RCW 50.04.165, 50.12.010 and 50.12.040. 83-23-034 (Order 3-83), § 192-12-025, filed 11/9/83. Statutory Authority: RCW 50.04.165, 50.04.320, 50.12.010 and 50.12.040. 81-23-010 (Order 4-81), § 192-12-025, filed 11/10/81.]

**WAC 192-12-035 Registration of political subdivisions and instrumentalities thereof.** RCW 50.44.030 requires any political subdivision or instrumentality of one or

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more political subdivisions of this state or one or more political subdivisions of this state and any other state, to file a written registration with the commissioner before December 15, 1977. The commissioner accordingly prescribes:

(1) Such registration, in accordance with the form therefor furnished by the commissioner, shall specify the manner in which the unit of government will finance the payment of benefits.

(2) If written registration is not received by December 15, 1977, the unit of government will automatically be assigned the method provided in RCW 50.44.035 (local government tax) or the method provided in chapters 50.24 and 50.29 RCW (payment of contributions), as is appropriate for that unit of government.

(3) Units of government created after January 1, 1978, will have thirty days from the date of inception to submit written registration with the commissioner, if not submitted within thirty days the unit of government will automatically be assigned a manner of financing benefits as provided in subsection (2) of this section.

(4) The commissioner for good cause may extend the time limits for registration provided in subsections (2) and (3) of this section.

[Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-12-035, filed 8/14/78.]

**WAC 192-12-043 Definition of student for purpose of RCW 50.44.040(8).** RCW 50.44.040 provides in part:

" . . .

"The term 'employment' as used in RCW 50.44.010, 50.44.020 and 50.44.030 shall not include service performed:

" . . .

"(8) In the employ of a school, college, or university, if such service is performed (a) by a student who is enrolled and is regularly attending classes at such school, college, or university, . . .

" . . ."

The status of the employee as a student performing the services shall be determined on the basis of the relationship of such employee with the organization for which the services are performed. Thus, an employee who performs services in the employ of a school, college, or university as an incident to and for the purpose of pursuing a course of study at such school, college, or university has the status of a student in the performance of such services.

[Order 2-72, § 192-12-043, filed 7/6/72.]

**WAC 192-12-050 Records.** RCW 50.12.070 provides: "Each employing unit shall keep true and accurate work records, containing such information as the commissioner may prescribe . . ."

RCW 50.12.010 provides: "The commissioner shall administer this title. He or she shall have the power and authority to adopt, amend, or rescind such rules and

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regulations, . . . as he or she deems necessary or suitable to that end."

The commissioner accordingly prescribes:

(1) Each person or entity shall preserve existing records with respect to personal services performed for it on and after January 1, 1936. On and after the effective date of this regulation, each such person or entity shall establish and maintain records with respect to each individual performing services for it, which records shall show the following: (a) The name of each such individual; (b) his or her Social Security account number; (c) the days and weeks during which each such individual performed services for said person or entity; (d) hours spent in employment and in nonservice work with respect to any pay period; (e) the amount of wages or remuneration paid or payable to such individual on account of such services, said amounts to be segregated in such records into cash payment and payments in media other than cash; (f) the location at which such services were performed; (g) the date upon which each such individual was engaged or reengaged to perform services or returned to work after a temporary layoff; (h) the date when any individual's name was removed from the payroll; (i) in the case of any individual whose separation from work was due to discharge, the cause of such discharge, or if his or her work was terminated by quit, the cause of such quit if known to such person or entity; (j) in the case of a farm operator contracting with a crew leader or a farm labor contractor, the name of the crew leader or farm labor contractor, the inclusive dates of the contract, the types of services performed, and the number of persons performing such services; and (k) in the case of students exempt under RCW 50.04.150, written certification by the worker acknowledging his or her status as a student during the period of employment. A student, for agricultural purposes, is defined as an individual who is enrolled and regularly attending classes, or is between two successive academic years or terms, at an elementary school, a secondary school, or an institution of higher education which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where its educational activities are carried on. The student's course of study must be taken for credit at such institution.

(2) Records relating to services performed in employment shall be maintained and preserved for not less than four years subsequent to the date contributions have been paid in respect thereto. Records relating to services not performed in employment shall be preserved and maintained for not less than four years subsequent to the calendar year in which the remuneration for such services was paid.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 90-08-028, § 192-12-050, filed 3/29/90, effective 4/29/90. Statutory Authority: RCW 50.12.010, 78-09-027 (Order 1-78), § 192-12-050, filed 8/14/78; Regulation 5, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-060 Joint accounts.** RCW 50.24.170 provides:

"The commissioner shall prescribe regulations for the establishment, maintenance, and dissolution of joint accounts by two or more employers and shall, in accordance with such regulations and upon application by two or more employers to establish such account, or to merge their several individual

(1999 Ed.)

accounts in a joint account, maintain such joint account as if it constituted a single employer's account."

The commissioner accordingly prescribes:

Any two or more employers may consolidate their accounts for the purposes of reporting and dealing with the division of unemployment compensation when the ends of convenience will be served thereby if the commissioner shall find that the plan of consolidated reporting proposed by such employer will not impair the obligation of any such employers to the division of unemployment compensation or interfere with the payment of benefits to workers and will adequately provide for the maintenance of all records necessary under the Employment Security Act, and if such proposed plan of joint reporting will not result in administrative inconvenience to the division of unemployment compensation nor allow an employer to receive an experience rate to which he would not otherwise be entitled. No consolidation of accounts shall occur until the plan of consolidation has been approved by the commissioner in writing.

[Order 2602, § 192-12-060, filed 4/24/70; Regulation 6, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-066 Tips as wages—Remuneration.** RCW 50.04.320 provides in part: "For the purpose of payment of benefits and payment of contributions, the term 'wages' includes tips which are received after January 1, 1987, while performing services which constitute employment, and which are reported to the employer for federal income tax purposes."

For the employment security department to make timely and accurate employer liability determinations and unemployment insurance payments, the commissioner prescribes:

(1) For the purposes of this chapter, "tips which are reported to the employer for federal income tax purposes" are those tips that the employee is required to report to the employer by federal law.

(2) Tips must be reported by the employer for unemployment insurance purposes, each quarter on an as paid basis. Tips are considered "paid" when they are reported by the employee to the employer for federal income tax purposes, or when they are distributed by the employer to the employee.

(3) Individuals receiving unemployment insurance benefits for a given week, must report all tips received during that week as earnings. At a claimant's request, the department will adjust benefits when tips that have been reported by the claimant for benefit purposes are later deemed nonreportable to the employer for federal income tax purposes.

[Statutory Authority: RCW 50.04.320, 50.12.010 and 50.12.040, 87-01-026 (Order 5-86), § 192-12-066, filed 12/11/86.]

**WAC 192-12-070 Cash value of certain remunerations.** RCW 50.04.320 provides:

"'Remuneration' means all compensation paid for personal services including commissions and bonuses and the cash value of all compensation paid in any medium other than cash. The reasonable cash value of compensation paid in any medium other than cash and the reasonable value of gratuities shall be estimated and determined in accordance with rules prescribed by the commissioner." The commissioner accordingly prescribes:

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(1) Effective January 1, 1982, the value of meals and/or lodging provided for the convenience of the employer is not considered remuneration except when it comprises twenty-five percent or more of the employee's total compensation. "Convenience of the employer" means provided by the employer, on the employer's business premises, or as a condition of employment.

(2) Compensation for personal services paid in kind or in any medium other than cash shall, for all purposes under the act, except as indicated in (1) above, be given its actual cash value to the worker, and such value shall be used in computing contributions due under the law. If any contract of hire shall fix the value of such items, the value so fixed shall be taken as the actual value thereof. If the actual cash value of any item of compensation is not readily determinable, it shall be fixed by the commissioner. In the latter case, until a specific determination is made by the commissioner, board and lodging furnished in addition to, or in lieu of money wages shall be deemed to have not less than the following values:

Full board and room, weekly . . . . .	\$75.00
Meals, per meal . . . . .	\$ 2.00
Lodging, per week . . . . .	\$50.00

[Statutory Authority: RCW 50.12.010 and 50.12.040. 85-11-038 (Order 1-85), § 192-12-070, filed 5/15/85. Statutory Authority: RCW 50.04.165, 50.04.320, 50.12.010 and 50.12.040. 81-23-010 (Order 4-81), § 192-12-070, filed 11/10/81. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-12-070, filed 8/14/78; Rule 1, filed 12/1/65, effective 1/1/66; Rule 1, adopted 11/21/49, effective 10 days after filing with secretary of state and publication.]

**WAC 192-12-072 Predecessor-successor relationship defined.** For the purposes of Title 50 RCW, a predecessor employer is any individual or type of organization defined as an employer under RCW 50.04.080 that transfers, during any calendar year, either all of its operating assets, or a portion of its operating assets or a separate unit or branch of its trade or business, to another individual or type of organization, whether by sale, lease, gift, or any legal process unless specifically exempted below.

A successor is any individual or type of organization that acquires, during any calendar year, either all of the operating assets of an employer, or a portion of the operating assets, or a separate unit or branch of an employer's trade or business, whether by purchase, lease, gift, or any legal process unless specifically exempted below.

Operating assets[,] as used above, are defined as those properties of a business usually used in the normal course of business operations to generate the operating income of that business. They may include properties that are real or personal, tangible or intangible, such as land, buildings, machinery, equipment, stock of goods, wares, merchandise, fixtures or goodwill.

For purposes of Chapter 50.24 RCW, a predecessor-successor relationship will not exist when the property is acquired through court proceedings to enforce a lien, security interest, judgment, or repossession under a security agreement unless otherwise specified by the court.

For the purposes of Chapter 50.29 RCW, a predecessor-successor relationship will not exist where any four consecutive calendar quarters, one of which includes the acquisition

date, pass without reportable employment by either the predecessor, successor, or a combination of both.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 92-14-047, § 192-12-072, filed 6/24/92, effective 7/25/92; 85-11-038 (Order 1-85), § 192-12-072, filed 5/15/85.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 192-12-074 Predecessor-successor transfers through intermediaries.** RCW 50.04.320 and 50.29.062 describe predecessor-successor transactions. Certain franchise transactions, repossessions, or other economic activities result in the transfer of operating assets from one employer to another through an intermediary whose function is to arrange or facilitate the transfer process.

The presence of such an intermediary will not necessarily negate a predecessor-successor relationship between the original and final user of the operating assets transferred.

In such cases, the presence or absence of a predecessor-successor relationship will be considered on a case-by-case basis. In making a determination the department will consider the intent of the parties involved and the economic reality of the transactions, as opposed to the strict legal format of the multiple transfers.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 85-11-038 (Order 1-85), § 192-12-074, filed 5/15/85.]

**WAC 192-12-076 Delinquent predecessor contributions.** RCW 50.29.062 provides that under certain circumstances a successor employer, as defined in WAC 192-12-072, will take on the contribution rate of the predecessor employer. When a successor employer has been assigned the maximum contribution rate due to late payment or nonpayment of contributions by a predecessor, the successor employer shall, upon written application to the department and after payment of those delinquent contributions by the cut-off date, be assigned for the rate year following the cut-off date the contribution rate the predecessor would have transferred to the successor had those contributions been paid in a timely manner. The successor will then retain this rate until eligible under experience rate statutes for a different rate.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 85-11-038 (Order 1-85), § 192-12-076, filed 5/15/85.]

**WAC 192-12-080 Workers to procure Social Security account numbers.** Section 40 of the act (RCW 50.12.010) provides: "It shall be the duty of the commissioner to administer this act. He shall have the power and authority to adopt, amend, or rescind such rules and regulations,\* \* \* as he deems necessary or suitable to that end. \* \* \*"

The commissioner accordingly prescribes:

(1) Each employer shall ascertain the federal Social Security account number of each individual engaged by him in employment subject to the Washington employment security law.



(2) The employer shall report the individual's federal Social Security account number in making any report required by the employment security department with respect to an individual in employment.

(3) If an employer has in his employ an individual engaged in employment who does not have an account number, such employer shall request the individual to show him a receipt issued by an office of the Social Security Administration acknowledging that the individual has filed an application for an account number. The receipt shall be retained by the individual. In making any report required by the employment security department with respect to such an individual, the employer shall report the date of issue of the receipt, its termination date, the address of the issuing office, and the name and address of the individual exactly as shown in the receipt.

(4) If an individual fails to report to the employer his correct federal Social Security account number or fails to show the employer a receipt issued by an office of the Social Security Administration acknowledging that he has filed an application for an account number, the employer shall inform the individual that applicable regulations of the Bureau of Internal Revenue, United States Treasury Department, under the Federal Insurance Contributions Act provide that:

(a) Each individual shall report to every employer for whom he is engaged in employment, his federal Social Security account number and his name exactly as shown on the account number card issued to him by the Social Security Administration.

(b) Each individual engaged in employment who has not secured an account number shall file an application for a federal Social Security account number on Form SS-5 of the Treasury Department, Bureau of Internal Revenue. The application shall be filed on or before the seventh day after the date on which the individual first performs employment for wages, except that the application shall be filed on or before the date the individual leaves the employ of his employer if such date precedes such seventh day. Copies of Form SS-5, "Application for a Social Security account number," can be secured at the field office of the Social Security Administration nearest the individual's place of employment or the local post office.

(c) If, within 14 days after the date on which the individual first performs employment for wages for the employer, or on the day on which he leaves the employ of the employer, whichever is the earlier, the individual does not have a federal Social Security account number, and has not shown the employer a receipt issued to the worker by an office of the Social Security Administration acknowledging that he has filed an application for an account number, the individual shall furnish the employer an application on Form SS-5, completely filled in and signed by the individual. If a copy of Form SS-5 is not available, the individual shall furnish the employer a written statement, signed by the individual, of the date of the statement, the individual's full name, present address, date and place of birth, father's full name, mother's full name before marriage, individual's sex and color, and a statement as to whether the individual had previously filed an application on Form SS-5, and, if so, the date and place of such filing. Furnishing the employer with an executed Form

SS-5, or statement in lieu thereof, does not relieve the individual of his obligation to make an application on Form SS-5 as required in paragraph (b).

(5) The employer shall inform the individual, in instances in which the information is pertinent, that in accordance with applicable regulations of the Bureau of Internal Revenue, United States Treasury Department:

(a) Any individual who has lost his federal Social Security account number card may secure a duplicate card by applying at the field office of the Social Security Administration nearest the individual's place of employment.

(b) Any individual may have his account number changed at any time by applying to a field office of the Social Security Administration and showing good reason for a change. Any individual whose name is changed by marriage or otherwise, or who has stated incorrect information on Form SS-5, should report such change or correction to a field office of the Social Security Administration. Copies of the Form OAAAN-7003, "Employee's request for change in records," for making such reports may be obtained from any field office of the Social Security Administration, the central office of the employment security department, or any local office of the Washington state employment service.

(c) Any individual who has more than one Social Security account number shall report all numbers to the field office of the Social Security Administration nearest the worker's place of employment or to a local employment office.

[Regulation 7, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-090 Employer elections to cover individuals performing personal services in more than one state.** RCW 50.12.060 provides:

"The commissioner is hereby authorized to enter into arrangements with the appropriate agencies of other states, foreign governments or the federal government whereby services performed by an individual for a single employing unit for which services are customarily performed in more than one state shall be deemed to be services performed entirely within any one of the states (a) in which any part of such individual's service is performed, or (b) in which such individual has his residence, or (c) in which the employing unit maintains a place of business: *Provided*, That there is in effect as to such services, an election by the employing unit with the acquiescence of such individual, approved by the agency charged with the administration of such state's unemployment compensation law, pursuant to which all the services performed by such individual for such employing unit are deemed to be performed entirely within such state."

RCW 50.12.010 provides:

"It shall be the duty of the commissioner to administer this act. He shall have the power and authority to adopt, amend, or rescind such rules and regulations,\* \* \* as he deems necessary or suitable to that end. \* \* \*"

The commissioner accordingly prescribes:

(1) The following regulation shall govern the Washington employment security department in its administrative cooperation with other states subscribing to the interstate reciprocal coverage arrangement, hereinafter referred to as "the arrangement."

(2) **Definitions.** As used in this regulation, unless the context clearly indicates otherwise:

(a) "Jurisdiction" means any state of the United States, the District of Columbia, or, with respect to the federal government, the coverage of any federal unemployment compensation law;

(b) "Participating jurisdiction" means a jurisdiction whose administrative agency has subscribed to the arrangement and whose adherence thereto has not terminated;

(c) "Agency" means any officer, board, commission or other authority charged with the administration of the unemployment compensation law of a participating jurisdiction;

(d) "Interested jurisdiction" means any participating jurisdiction to which an election submitted under this regulation is sent for its approval; and "interested agency" means the agency of such jurisdiction;

(e) "Services 'customarily performed' by an individual in more than one jurisdiction" means performed in more than one jurisdiction during a reasonable period, if the nature of the services gives reasonable assurance that they will continue to be performed in more than one jurisdiction or if such services are required or expected to be performed in more than one jurisdiction under the election.

**(3) Submission and approval of coverage elections under the interstate reciprocal coverage arrangement.**

(a) Any person or entity for whom personal services are performed may file an election, on appropriate forms, to cover under the law of a single participating jurisdiction all of the services performed for him by any individual who customarily performs services for him in more than one participating jurisdiction.

Such an election may be filed with respect to an individual, with any participating jurisdiction in which (1) any part of the individual's services are performed; (2) the individual has his residence; or (3) the employing unit maintains a place of business to which the individual's services bear a reasonable relation.

(b) The agency of the elected jurisdiction (thus selected and determined) shall initially approve or disapprove the election.

If such agency approves the election, it shall forward a copy thereof to the agency of each other participating jurisdiction specified thereon, under whose unemployment compensation law the individual or individuals in question might, in the absence of such election, be covered. Each such interested agency shall approve or disapprove the election, as promptly as practicable; and shall notify the agency of the elected jurisdiction accordingly.

The Washington agency before taking such action, shall require from the electing person or entity for whom personal services are performed satisfactory evidence that the affected individuals engaged to perform services have been notified of, and have acquiesced in, the election.

(c) If the agency of the elected jurisdiction or the agency of any interested jurisdiction, disapproves the election, the disapproving agency shall notify the elected jurisdiction and the electing person or entity of its action and of its reasons therefor.

(d) Such an election shall take effect as to the elected jurisdiction only if approved by its agency and by one or more interested agencies.

An election thus approved shall take effect, as to any interested agency, only if it is approved by such agency.

(e) In case any such election is approved only in part, or is disapproved by some of such agencies, the electing person or entity may withdraw its election within ten days after being notified of such action.

**(4) Effective period of elections.**

(a) **Commencement.** An election duly approved under this regulation shall become effective at the beginning of the calendar quarter in which the election was submitted, unless the election, as approved, specifies the beginning of a different calendar quarter.

If the electing unit requests an earlier effective date than the beginning of the calendar quarter in which the election is submitted, such earlier date may be approved solely as to those interested jurisdictions in which the employer had no liability to pay contributions for the earlier period in question.

**(b) Termination.**

(i) The application of an election to any individual under this regulation shall terminate, if the agency of the elected jurisdiction finds that the nature of the services customarily performed by the individual for the electing unit has changed, so that they are no longer customarily performed in more than one participating jurisdiction. Such termination shall be effective as of the close of the calendar quarter in which notice of such findings is mailed to all parties affected.

(ii) Except as provided in subparagraph (i) above, each election approved hereunder shall remain in effect through the close of the calendar year in which it is submitted and thereafter until the close of the calendar quarter in which the electing unit gives written notice of its termination to all affected agencies.

(iii) Whenever an election under the regulation ceases to apply to any individual, under subparagraph i or ii (above), the electing unit shall notify the affected individual accordingly.

**(5) Reports and notices by the electing unit.**

(a) The electing unit shall promptly notify each individual affected by its approved election, on the appropriate forms supplied by the elected jurisdiction, and shall furnish the elected agency a copy of such notice.

(b) Whenever an individual covered by an election under this regulation is separated from his employment, the electing unit shall again notify him, forthwith, as to the jurisdiction under whose unemployment compensation law his services have been covered. If at the time of termination the individual is not located in the elected jurisdiction, the electing unit shall notify him as to the procedure for filing interstate benefit claims.

(c) The electing unit shall immediately report to the elected jurisdiction any change which occurs in the conditions of employment pertinent to its election, such as cases where an individual's services for the employer cease to be customarily performed in more than one participating jurisdiction or where a change in the work assigned to an individual requires him to perform services in a new participating jurisdiction.

[Order 2602, § 192-12-090, filed 4/24/70; Regulation 8, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-100 Posting of notices by employers.**

Section 82 of the act (RCW 50.20.140) provides: "\* \* \* Each employer shall post and maintain printed statements of such regulations in places readily accessible to individuals in his employment and shall make available to each such individual at the time he becomes unemployed, a printed statement of such regulations and such notices, instructions and other material as the commissioner may by regulation prescribe. Such printed material shall be supplied by the commissioner to each employer without cost to him\* \* \*."

The commissioner accordingly prescribes: Every employer (including every person or entity for whom personal services are performed which has, with the approval of the commissioner, become an employer by election under the provisions of the act) shall post and maintain printed notices to individuals in his employ informing them that he is liable for contributions under the Employment Security Act. Such notices shall also include information applicable not only to workers who are separated but also to workers who are working less than full time and informing such individuals of their rights to benefits and instructions as to the procedure for registering for work and for filing claims for benefits. No such notice shall be posted or maintained by any person or entity to whom an unemployment compensation account number has not been assigned by the commissioner or who has ceased to be an employer. Such notices shall be furnished by the commissioner in such numbers as he may determine to be necessary and shall be posted and maintained in conspicuous places near the actual locations where the personal services are performed. Other notices including information as to individuals' rights to benefits and instructions as to procedure for registering for work and for filing claims for benefits shall be furnished by the commissioner to, and shall be similarly posted by, every person or entity for whom personal services are performed as the commissioner in his discretion deems administratively practicable so that any individual entitled to benefits (whether the person or entity for whom services are or were performed is or is not an employer) may be informed of his rights to benefits and the means of attaining them.

[Regulation 9, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-110 Employing unit's liability for contributions due from contractors or subcontractors.** RCW 50.24.130 provides: "No employing unit which contracts with or has under it any contractor or subcontractor who is an employer under the provisions of this title shall make any payment or advance to, or secure any credit for, such contractor or subcontractor (for) or on account of any contract or contracts to which said employing unit is a party unless such contractor or subcontractor has paid contributions, due or to become due, for wages paid or to be paid by such contractor or subcontractor for personal services performed pursuant to such contract or subcontract, or has furnished a good and sufficient bond acceptable to the commissioner for payment of contributions, including interest. Failure to comply with the provisions of this section shall render said employing unit directly liable for such contributions and interest and the

commissioner shall have all of the remedies of collection against said employing unit under the provisions of this title as though the services in question were performed directly for said employing unit."

RCW 50.12.010 provides: "It shall be the duty of the commissioner to administer this act. He shall have the power and authority to adopt, amend, or rescind such rules and regulations,\* \* \* as he deems necessary or suitable to that end.\* \* \*."

The commissioner accordingly prescribes:

(1) No employing unit under the provisions of RCW 50.24.130 of the act shall be held liable for contributions due the unemployment compensation fund from any contractor or subcontractor of such employing unit in excess of the amount of contribution attributable to the services performed by individuals engaged by such contractor or subcontractor for the employing unit pursuant to the contract or contracts in question.

(2) Whenever the commissioner deems that any bond that has been deposited with him pursuant to the provisions of RCW 50.24.130 of the act and this regulation is insufficient to guarantee payment of contributions collection of which was intended to be assured by such bond, he shall mail by registered mail addressed to the principal and to the surety named in the bond at their last known addresses a notice that such bond is no longer sufficient or acceptable to the commissioner as a guarantee of payment of the contributions in question and the reason therefor, and if within ten days from the mailing of the notice the bond is not increased so as to be acceptable to the commissioner, or a new bond furnished acceptable to the commissioner, as required in the notice, the bond on deposit, and deemed insufficient by the commissioner as stated in the notice, shall no longer be deemed a good and sufficient bond acceptable to the commissioner for the purposes of RCW 50.24.130. No recovery on any bond furnished to the commissioner shall be prejudiced by the provisions of this regulation or notices mailed pursuant to its provisions. Upon payment being made of all contributions and interest guaranteed by any bond furnished the commissioner, the commissioner shall forthwith cancel such bond.

(3) Any employing unit, may, in lieu of requiring a contractor or subcontractor to furnish a bond, withhold from any payment of indebtedness due a contractor or subcontractor on any contract involving the performance of personal services an amount sufficient to pay the actual or estimated contributions due or to become due in respect to services performed for the employing unit pursuant to such contract and pay the same over to the employment security department or local office thereof for credit to the account of such contractor or subcontractor and in such event the employing unit shall be relieved of any direct liability for payment of such contributions to the extent of the amount so withheld and paid over to the employment security department and the account of the contractor or subcontractor shall be credited with such payment.

(4) If any contractor or subcontractor or any other person or entity on behalf of the contractor or subcontractor provides proof of payment of the contributions in question, such contributions paid shall relieve the employing unit of direct liability therefor to the extent of the payment made.

[Order 2-73, § 192-12-110, filed 11/15/73; Regulation 10, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-115 Bonding and deposit requirements, nonprofit organizations.** RCW 50.44.070 provides:

"In the discretion of the commissioner, any nonprofit organization that elects to become liable for payments in lieu of contributions shall be required . . . to execute and file with the commissioner a surety bond approved by the commissioner or it may elect instead to deposit with the commissioner money or securities. . . .

"[. . .]The amount of the bond or deposit . . . shall be an amount deemed by the commissioner to be sufficient to cover any reimbursement payments which may be required from the employer attributable to employment during any year for which the election is in effect . . . The determination made pursuant to this subsection shall be based on payroll information, employment experience, and such other factors as the commissioner deems pertinent."

The commissioner accordingly prescribes:

(1) For up to the first two years of employment, any newly registered nonprofit organization that elects to become liable for payments in lieu of contributions is required to execute and file a surety bond, establish an assigned savings account, or deposit money or securities. At the end of the initial period of reimbursement (maximum two years), assuming continuation of the election, a renewal of the bond, assigned savings, or deposit may be necessary if:

(a) The employer is delinquent in the payment of reimbursable charges, or

(b) The employer has failed to file a quarterly report.

(2) Any active or previously active nonprofit organization that elects to become liable for payments in lieu of contributions may be required to execute and file a surety bond, establish an assigned savings account, or deposit money or securities if:

(a) The employer is delinquent in the payment of reimbursable charges, or

(b) The employer has failed to file a quarterly report.

(3) For active employers, the amount of bond, savings, or deposit shall be determined by reviewing and computing taxable wages paid during the previous four quarters. For newly registered employers, the amount shall be determined by estimating the taxable wages for the next four quarters. Taxable wages will be determined on the basis of the coming year's taxable wage base. The net annual taxable wage so developed multiplied by the current average industry tax rate will produce the amount of bond, savings, or deposit necessary for the coming calendar year.

The amount of bond requirement may be rounded in accordance with the following scale:

Computed Bond Requirement	May Be Rounded Down To
Up to \$500	Even \$5 segment
\$501 to \$5000	Even \$25 segment
\$5001 to \$50,000	Even \$100 segment
OVER \$50,000	Even \$1000 segment

(4) In the event an organization did not pay wages during the prior four consecutive quarters, then an estimated payroll

based on the best information available will be used for the computation described in subsection (3) of this section.

(5) Bond, savings, or deposit requirements will be reviewed annually during the third quarter of each calendar year to determine if renewal is necessary. The employer will be notified of any necessary change.

(6) The following categories of nonprofit organizations are exempt from the bonding, assigned savings, and deposit requirement: Hospitals, colleges and universities.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-23-002 (Order 6-87), § 192-12-115, filed 11/5/87. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-12-115, filed 8/14/78.]

**WAC 192-12-130 Unemployment benefits for interstate claimants.** (1) **What is an "interstate claimant"?** An "interstate claimant" is a person who files a claim for one state's unemployment benefits from another state. For example:

(a) You are an interstate claimant if you live in Oregon and file a claim in Oregon for Washington state benefits.

(b) You are an interstate claimant if you live in Washington and file a claim in Washington for benefits from Oregon.

(c) You are NOT an interstate claimant if you live in Oregon but file your claim for Washington benefits in a Washington state employment security office; this is because your claim was filed in the same state that will be paying your benefits.

The state where you file your claim is called an "agent state". The state that pays your claim is the "liable state".

(2) **Where can I apply for benefits?** You can file your application in any state, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or Canada.

(3) **How do I apply for benefits?**

(a) If you are applying in Washington, you must file your application in person at an employment security office.

(b) If you are applying in another state, you must file your application as required by that state.

(4) **Who decides if I am eligible for benefits?** Every state has its own laws which control who is eligible for benefits. If you file a claim for Washington benefits, your eligibility for benefits will be decided by Washington state law even if you file in another state. If you file for benefits against another state, your eligibility for benefits will be decided under that state's laws.

(5) **Do I have to register for work?** You must register for work in the state in which you filed your claim.

(6) **When can I apply for benefits?** You can apply for benefits at any time, even if you are working. However, if you already have a valid claim in one state, you must continue with that claim as long as benefits are available before a new claim against another state can be paid. A "valid" claim is one that has not been denied, terminated, or the benefits exhausted (paid out).

(7) **How do I file my claim?**

(a) If you are applying for Washington benefits, mail your completed claim form directly to the interstate office of the Washington state employment security department.

(b) If you are applying for benefits against another state, mail your completed claim form directly to the address provided for the liable state.

(c) Once your claim is established, you will be instructed to continue filing by mail or by telephone.

**(8) How often must I file my claim?**

(a) If you are filing for Washington benefits, file your claim each week unless you are instructed to file on a biweekly basis.

(b) If you are filing against another state, file your claim according to the schedule and method directed by that state.

**(9) When is a claim for Washington benefits considered late?**

(a) Until you receive your first payment, your claim is considered late if it is filed more than seven days (one week) after the Saturday of the week being claimed. You will not be paid for these weeks unless you can prove you had a good reason for filing late.

(b) After you have received your first payment, your claim is considered late if it is filed more than 28 days (four weeks) after the Saturday of the last week being claimed. Any week or weeks that are filed late will be conditionally paid. This means you will be paid benefits, but you will be asked to prove you had a good reason for filing late. If you cannot do so, you will receive a notice telling you to repay benefits for the week(s) you filed late.

**(10) How do I file an appeal?** If you wish to file an appeal regarding your claim, you can do so by:

(a) Mailing your appeal directly to the liable state. Your appeal will be considered filed on the postmarked date; or

(b) Filing your appeal with the agent state, which will forward it to the liable state. Your appeal will be considered filed on the date it is received by the agent state.

All appeal hearings will be conducted by the liable state by telephone. The liable state will notify you of the date, time, and telephone number.

[Statutory Authority: RCW 50.12.010, [50.12.]040, 50.20.010, [50.20.]140 and 50.12.050. 95-18-107, § 192-12-130, filed 9/6/95, effective 10/7/95; Rule 12, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-141 Applying for unemployment benefits.** (1) If you apply for Washington state benefits in another state, follow the instructions in WAC 192-12-130. If you apply for benefits in Washington state, follow the instructions below.

**(2) How do I apply for benefits?**

(a) In most areas of the state, you must file your application for benefits in person at a Washington state employment security office.

(b) In areas designated by the commissioner you may file your application for benefits by mail.

You may apply at any time, even if you are working. If you file your application in person, your claim is effective the week in which you report to the employment security office. If you file your application by mail, your claim is considered filed on the postmarked date.

**(3) Do I have to register for work?** You must register for work unless you are partially unemployed or on standby. (See WAC 192-12-150.)

**(4) Will I receive benefits immediately?** The first week you are eligible for benefits is your waiting week. You will not be paid for this week.

**(5) Do I continue to file a claim for benefits?** You must file a claim as instructed for all weeks for which you want to be paid. Every week begins on Sunday and ends at midnight on Saturday. Your claim must be filed after the end of the week(s) you are claiming.

**(a) What information do I report on my claim form?**

The claim form must contain:

(i) The Saturday date(s) of the week(s) you are claiming;

(ii) Answers to the questions (your claim will be considered legal if at least one question is answered);

(iii) Your signature or, if filing by telephone, your personal identification number;

(iv) The amount and source of any pension you are receiving for the week claimed;

(v) Any holiday earnings received during the week claimed;

(vi) Any vacation pay received during the week claimed, and the dates for which such pay was accrued; and

(vii) Any earnings and the number of hours you worked during the week claimed, unless you are not eligible for benefits because you are fully employed.

A claim that does not meet these requirements is incomplete and will be returned to you with a request for additional information.

**(b) How do I file my claim?** When you apply, you will be told to file your claim in person, by mail, or by telephone. If you file by mail, the claim is considered filed on the postmarked date.

**(c) How often must I file my claim?** When you apply, you will be told to file weekly or biweekly.

(i) If you file weekly, you will claim the week which ended the preceding Saturday.

(ii) If you file biweekly, you will claim the two weeks which ended on the preceding Saturday.

(iii) Other filing schedules can be authorized for the purpose of study, in cases of emergency, or where unusual circumstances make weekly or biweekly filing difficult.

**(6) Are there other times when I am required to report in person?** You may be instructed to report in person for any reason. If you do not report, you will not receive benefits for that week, except:

(a) If you return to work and cannot report in person as instructed, you can file your claim by mail;

(b) If you have been instructed to file in person on a Friday (or the last business day of a week), you can file your claim on the next business day; or

(c) When you can show you had good cause for not reporting in person. "Good cause" includes factors which would cause another person in similar circumstances to be unable to report as directed.

**(7) When is my claim considered late?** (a) Until you receive your first payment, your claim is considered late if it is filed more than seven days (one week) after the Saturday of the last week being claimed. You will not be paid for these weeks unless you can prove you had a good reason for filing late.

(b) After you have received your first payment, your claim is considered late if it is filed more than 28 days (four weeks) after the Saturday of the last week being claimed. Any week or weeks that are filed late will be conditionally

paid. This means you will be paid benefits, but you will be asked to prove you had a good reason for filing late. If you cannot do so, you will receive a notice directing you to repay benefits for the week(s) you filed late.

(8) **How do I reopen my claim?** If you have stopped filing claims for one or more weeks, you must reopen your claim by reporting as directed to your local employment security office.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.20.140. 98-06-097, § 192-12-141, filed 3/4/98, effective 4/4/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010, 50.20.140 and 50.12.050. 95-18-107, § 192-12-141, filed 9/6/95, effective 10/7/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 93-10-025, § 192-12-141, filed 4/28/93, effective 5/29/93; 87-12-021 (Order 2-87), § 192-12-141, filed 5/28/87, effective 8/30/87; Order 2-75, § 192-12-141, filed 2/10/75.]

**WAC 192-12-142 Claims, appeals, petitions—Filing not to be refused.** No employee or agent of the employment security department shall refuse to accept for filing any claim, appeal, or petition relating to any program administered by the department regardless of his or her personal evaluation of the efficacy of such action.

[Order 2-72, § 192-12-142, filed 7/6/72.]

**WAC 192-12-150 Payment of benefits to partially unemployed persons and stand-by workers as provided by RCW 50.04.310, 50.20.010, and 50.20.130. (1) Definitions.**

(a) The term "employer" as used in this regulation shall mean any person or entity for whom personal services are performed for wages.

(b) A partially unemployed individual is one who during a particular week earned some remuneration but less than his or her weekly benefit amount, was employed by his or her regular employer and worked less than his or her normal customary full hours for such regular employer because of lack of full-time work.

(c) With respect to a partially unemployed individual whose remuneration is paid on a calendar week basis, a week of partial unemployment shall consist of the calendar week.

(d) With respect to partially unemployed individuals whose pay periods do not coincide with calendar weeks, remuneration earned during such pay periods may, if not allocated by the employer, be allocated by a representative of the commissioner directly from the employer's payroll records or from certified earnings reports from the employer to each calendar week during which such remuneration was earned.

(e) A "stand-by" worker is an individual who is totally unemployed, but who expects to resume work with his or her regular employer within a reasonable time and whose best interests and those of the individual's regular employer are served, in the judgment of the commissioner, by the individual remaining in readiness to resume such work.

(2) **Employer responsibility in the initiation of first claim for partial benefits in a new spell of partial unemployment.**

(a) Immediately after the termination of any week beginning a new spell of partial unemployment in which an employer has furnished any individual in its employ less than such individual's customary full time hours of work and earnings of less than the maximum weekly benefit amount estab-

lished by law, or, if weekly benefit amount is known, earnings less than such weekly benefit amount, such employer shall either

(i) Advise the worker that he or she may be entitled to partial benefits by handing the worker a weekly low earnings report or a substitute device for presentation at an employment office, or

(ii) Notify the local employment office nearest the establishment and await and abide by the instructions of that office concerning the taking of claims.

(3) **Weekly low earnings report or substitute devices.** After the employer has given notice to individuals in its employment and/or the employment office, as required above, the employer shall, throughout the continuance of the spell of partial unemployment, after the termination of each pay period within such spell, issue to each affected individual a weekly low earnings report showing the actual earnings of each such individual for each week of partial unemployment occurring within such pay period or shall furnish such individual with a payroll by-product. Such weekly low earnings reports or payroll by-products shall be issued by the employer not more than thirty days after the end of the week of partial unemployment to which they pertain. The payroll by-product must show in ink or typewriting:

(a) The name and official unemployment compensation code number of the employer;

(b) The name and Social Security account number of the individual in employment;

(c) The beginning or ending date of such week;

(d) The amount of remuneration earned in such week;

(e) The following certification: "I certify that the above amount represents reduced earnings in a week of less than full-time work because of lack of work."

(f) A signature (actual or facsimile) by the employer to the above certification, or other positive identification of the authority supplying the evidence.

In the event the local employment office furnishes a representative at the employer's establishment for the purpose of taking the claims and obtaining from the employer verification of earnings and affirmative evidence that all available work with such employer was taken by each claimant, no such low earnings report or substitute thereof shall be required.

Utilization of the payroll by-product is permissible only in the event the pay period for partial unemployment coincides with the calendar week.

(4) **Registration and filing of claims for partial unemployment.** An individual attached to a regular job may file a claim with respect to any calendar week during the next succeeding four calendar weeks following the receipt from the employer of information as to his or her earnings in any such week: *Provided*, That if the commissioner finds that the failure of any individual to file a claim for partial unemployment benefits within such four weeks was due to failure on the part of the employer to comply with any of the provisions of subsection (b) and (c) above of this regulation, or to coercion or to intimidation exercised by the employer to prevent the prompt filing of such claim, or to failure by the employment security department to discharge its responsibilities promptly in connection with such partial unemployment, the commis-

sioner shall extend the period during which such claim may be filed to a date which shall be not less than one week after the individual has received appropriate notice of his or her potential rights to benefits and his or her earnings during the period of such partial unemployment.

A partially unemployed applicant for benefits who is attached to a regular job shall not be required to register for work in any week with respect to which the applicant is partially unemployed, and prior registration shall not be a condition precedent to the filing of a claim for benefits for partial unemployment. Registration for work, initial applications, and claims for waiting period credit and benefits may be filed by mail on forms furnished by the employment security department, and given the same effect as though filed in person at an established employment security office whenever, in the judgment of the commissioner, the personal reporting of such claimant is or becomes impracticable.

(5) **Registration and filing of claims by "stand-by" workers.** The commissioner may waive the requirement of registration for work by a "stand-by" worker during the first four weeks of such worker's unemployment, and in such event prior registration shall not be a condition precedent to filing a claim for benefits for such four weeks. Such worker shall, however, during any calendar week for which benefits are claimed report in person, and in the next succeeding period of two calendar weeks shall make a certification with respect to the week for which benefits are claimed: *Provided*, That registration for work, initial applications, and claims for waiting period credit and benefits may be filed by mail on forms furnished by the employment security department, and given the same effect as though filed in person at an established employment security office whenever, in the judgment of the commissioner, the personal reporting of such claimant is or becomes impracticable; and *Provided further*, That whenever failure to comply with this regulation is for reasons which, in the judgment of the commissioner, constitute good cause, the commissioner may make such exceptions to this regulation as he deems necessary.

Whether or not any claimant shall be determined by the commissioner to be in a "stand-by" status shall depend upon the length of the prospective period of unemployment, the availability of other suitable work, the temporary or permanent nature of the new prospective employment, the effect upon the employer and the worker of acceptance of new employment, the nature of the contract to be entered into by the worker in prospective new employment, and such other factors as the commissioner deems pertinent.

(6) **Employer records in connection with partial unemployment.** Each employer shall maintain its payroll records in such form that it will be possible from an inspection thereof by the employment security department to determine with respect to each individual in its employ who may be eligible for partial benefits: (a) Remuneration earned, by weeks, in such manner as to make possible and practical the allocating to calendar weeks of remuneration earned if the pay period does not coincide with calendar weeks; (b) whether any week was in fact a week of less than full-time work; and (c) time lost, if any, by each such worker, due to his or her unavailability for work.

(1999 Ed.)

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-22-043, § 192-12-150, filed 10/28/94, effective 11/28/94. Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-12-150, filed 8/14/78; Regulation 14, adopted and effective 5/15/58.]

**WAC 192-12-151 Benefit payments—Not a determination of allowance.** Benefit payments which are identified as "conditional payments" in the message portion of the mailer will not be deemed determinations of allowance under RCW 50.20.160(3).

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-12-151, filed 6/18/84.]

**WAC 192-12-153 Payment of benefits—Initial allowance—Employer appeal.** A determination of allowance of benefits shall result in the prompt payment of any benefits due. The filing of an appeal by the employer shall not serve to stay the payment of benefits.

[Order 2-72, § 192-12-153, filed 7/6/72; General Order 2, § 192-12-153, filed 12/9/70.]

**WAC 192-12-154 Payment of benefits by appeals tribunal—Claimant appeal.** To the extent that any appeals decision allows benefits by reversing or modifying a local office determination such benefits shall be promptly paid. The filing of a petition for the commissioner's review shall not operate to stay the effect of the appeals tribunal decision.

[Order 2-72, § 192-12-154, filed 7/6/72; General Order 2, § 192-12-154, filed 12/9/70.]

**WAC 192-12-155 Payment of benefits by commissioner—Petition to court.** To the extent that any commissioner's decision allows benefits by reversing or modifying an appeal tribunal decision, such benefits shall be promptly paid. The filing of a petition for judicial review shall not operate to stay the effect of the commissioner's decision.

[Order 2-72, § 192-12-155, filed 7/6/72; General Order 2, § 192-12-155, filed 12/9/70.]

**WAC 192-12-156 Overpayment of benefits—Credit to employers' account.** Benefits paid pursuant to WAC 192-12-153 through 192-12-155 shall be recoverable to the extent allowable pursuant to RCW 50.20.190 in the event that the decision allowing benefits is ultimately modified or reversed. Such ultimate reversal or modification shall not affect previous benefit charges based thereon; however, benefit credits in an amount equal to the erroneous charges shall be applied to the employers' account for the calendar year in which the decision is ultimately modified or reversed.

[Order 2-72, § 192-12-156, filed 7/6/72; General Order 2, § 192-12-156, filed 12/9/70.]

**WAC 192-12-160 Withdrawals from trust fund.** Section 62 of the act (RCW 50.16.030) provides: "Moneys shall be requisitioned from this state's account in the unemployment trust fund solely for the payment of benefits and repayment of loans from the federal government to guarantee solvency of the unemployment compensation fund in accordance with regulations prescribed by the commissioner.\* \* \*."

The commissioner accordingly prescribes: Moneys may be requisitioned from the unemployment trust fund from time to time when it shall be necessary for the payment of benefits upon requisitions signed by either the commissioner, the deputy commissioner, the supervisor of the unemployment compensation division or the treasurer of the unemployment compensation fund. Requisitions signed by any of the foregoing persons shall be deemed to be requisitions of the commissioner.

[Regulation 17, filed 12/1/65, effective 1/1/66; Regulation 17, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-170 Unemployment compensation administration fund.** Section 64 of the act (RCW 50.16.050) provides: " \* \* \* The unemployment compensation administration fund shall consist of all moneys received from the United States of America or any department or agency thereof, or from any other source, for such purpose. All moneys in this fund shall be deposited, administered, and disbursed by the treasurer of the unemployment compensation fund under rules and regulations of the commissioner and none of the provisions of section 5501 of Remington's Revised Statutes, as amended, shall be applicable to this revolving fund \* \* \* ."

The commissioner accordingly prescribes: The treasurer shall deposit in, administer and disburse from the unemployment compensation administration fund in accordance with the terms of part IV (Fiscal management) of the Employment Security Manual, United States Department of Labor, Bureau of Employment Security, as it now is or as it may hereafter be amended.

[Regulation 18, adopted 6/10/53, effective 6/20/53.]

**WAC 192-12-173 Federal programs—Maintenance of regulations and guidelines.** The employment security department shall maintain a compilation of the federal law, regulations and guidelines governing the operations of federal programs administered by this agency. The compilation will be available at each local office and at the central office in Olympia. Each office shall have at least one person available to assist individuals seeking information on such programs.

[Order 2-72, § 192-12-173, filed 7/6/72.]

**WAC 192-12-180 Training defined.** (1) As used in RCW 50.20.043 the term "training" means a course of education with the primary purpose of training the applicant in skills that will allow him or her to obtain employment.

(2) The term "training" does not include beginning a course of education primarily intended to meet the requirements of a baccalaureate or higher degree.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 93-16-053, § 192-12-180, filed 7/29/93, effective 8/29/93. Statutory Authority: RCW 50.20.043, 50.12.010 and 50.12.040. 89-03-069 (Order 2-89), § 192-12-180, filed 1/18/89; Order 2-73, § 192-12-180, filed 11/15/73.]

**WAC 192-12-182 Training—Approval by commissioner.** Conditions for approval of training by the commissioner are as follows:

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(1) No training shall be considered for approval by the commissioner or his or her authorized representative unless:

An application to take such training is made in writing and submitted to the commissioner at any local office of the Washington employment security department, or in the case of an individual in another state, to the local office of such state through which the individual is filing his or her claim for unemployment compensation against the state of Washington.

(2) In the approval of any training, the commissioner shall assess, among other factors, the following:

(a) The applicant's plan for completion of the training, and

(b) The nature of the facility and the quality of the training, and

(c) Whether the training relates to an occupation or skill for which there are, or are expected to be, reasonable employment opportunities in the labor markets in which the individual intends to seek work, and

(d) Whether an oversupply of qualified workers exists, and

(e) Whether the individual has the qualifications and aptitudes to successfully complete such training; and further

(f) Whether employment opportunities for which the individual is fitted by past training and experience do not exist or have substantially diminished in the labor market due to business or economic conditions in the area, or because of conditions peculiar to the individual such as health, physical stature, criminal background, or other circumstances of a similar nature, to the extent that in the judgment of the commissioner the individual will experience an extended period of unemployment and dependence upon the unemployment compensation program.

(3) Any training required within an occupation shall be approved by the commissioner: *Provided, That:*

(a) The training is a condition of continued employment, and

(b) The scheduling of the training is determined by a work related entity, and not by the claimant, and

(c) The training meets the requirements of subsections (2)(a), (b), (c), (d), and (e) of this section.

(4) An academic training course may be approved if the conditions of subsections (1) and (2) of this section are met, and the training meets specific requirements for certification, licensing, or specific skills necessary for the occupation.

(5) In the case of individuals with physical or sensory handicaps or other unusual individual circumstances, a written decision of the commissioner may waive any of the requirements of this section on an individual basis.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 93-16-053, § 192-12-182, filed 7/29/93, effective 8/29/93. Statutory Authority: RCW 50.20.043, 50.12.010 and 50.12.040. 89-03-069 (Order 2-89), § 192-12-182, filed 1/18/89. Statutory Authority: RCW 50.12.010 and 50.12.040. 80-10-052 (Order 4-80), § 192-12-182, filed 8/6/80; Order 2-73, § 192-12-182, filed 11/15/73.]

**WAC 192-12-184 Training—Unemployment benefits while pursuing training.** The commissioner prescribes the following:

(1) Training shall be full-time and the training facility will determine whether the claimant is enrolled in training on



a full-time basis and whether he or she is making satisfactory progress.

(2) The claimant shall notify the department if he or she discontinues or suspends the training, or reduces enrollment to less than full-time.

(3) If enrollment drops below full-time or satisfactory progress is not being made, the claimant may be required to show that he or she is meeting the availability for work and active search for work requirements of RCW 50.20.010(3) and the provisions of RCW 50.20.080 relating to failure to apply for, or refusal to accept suitable work.

(4) For the purposes of RCW 50.20.050(3), participation in training previously approved by the commissioner works an unreasonable hardship on the individual when he or she would be required to continue in employment beyond the start or resumption date of the training.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-12-184, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 93-16-053, § 192-12-184, filed 7/29/93, effective 8/29/93; 80-10-052 (Order 4-80), § 192-12-184, filed 8/6/80; Order 2-73, § 192-12-184, filed 11/15/73.]

**WAC 192-12-186 Training—Commissioner approval or denial of training.** The decision of the commissioner to approve or disapprove an application for training shall be in writing and shall set forth the reasons therefor. Decisions of the commissioner pursuant to these regulations shall be served upon all interested parties and shall be subject to appeal and review as provided under RCW 50.32.020, 50.32.070, and these regulations.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 93-16-053, § 192-12-186, filed 7/29/93, effective 8/29/93; Order 2-73, § 192-12-186, filed 11/15/73.]

**WAC 192-12-190 Directive to attend job search workshop or training or retraining course according to RCW 50.20.044.** (1) The commissioner may direct a claimant, in writing, to attend a job search workshop or training or retraining course if the commissioner finds that a claimant's chance to become reemployed will be enhanced by enrollment in a job search workshop, training or retraining course.

(2) The department shall not direct a claimant to attend a job search workshop, training or retraining course, if:

(a) The individual has a verifiable bona fide job offer beginning within two weeks; or

(b) The workshop or training location is outside the individual's labor market; or

(c) Cost of child care, transportation, or other training related expense would substantially exceed the costs of conducting an active work search and would result in an unreasonable hardship on the individual; or

(d) Attendance at the workshop or course would work an unreasonable hardship on the individual; or

(e) The individual is a member in good standing of a full referral union, unless such individual is also being required to begin an independent search for work or has been identified as a dislocated worker as defined in RCW 50.04.075.

(3) Directives to attend training or retraining courses will be subject to periodic review of appropriateness of attendance in courses exceeding three weeks in duration.

(4) An individual who has received a directive and who fails without good cause to attend a substantial portion of the training course or workshop during a week will be ineligible for the entire week. Good cause shall include illness or disability of the claimant or the claimant's immediate family, or claimant's presence at a job interview scheduled with an employer. Reasons for absence shall be subject to verification.

(5) An individual attending a job search workshop shall not be ineligible as the result of such attendance for failure to be available for work or to actively seek work under the provisions of:

(a) RCW 50.20.010(3); or

(b) RCW 50.22.020(1).

(6) An individual attending a training or retraining course resulting from a directive shall not be ineligible as the result of such attendance for failure to seek work or failure to apply for or to accept work under the provisions of:

(a) RCW 50.20.010(3);

(b) RCW 50.20.080; or

(c) RCW 50.22.020 (1).

(7) Definitions. For purposes of this regulation:

(a) "Available at public expense" means a job search workshop, training or retraining course that is offered at no expense to the individual by:

(i) The employment security department; or

(ii) Any other governmental or publicly funded organization; or

(iii) Any organization offering a job search workshop or training or retraining program funded privately, but open to the general public; or

(iv) Any educational institution, if expenses are paid by the institution, by a grant to the institution, or a grant to the individual for training expenses.

(b) "Unreasonable hardship" means a result, not due to the individual's voluntary action, that would cause a reasonable person to be unable to attend.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-12-190, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.20.044. 84-24-061 (Order 6-84), § 192-12-190, filed 12/5/84.]

**WAC 192-12-300 Mailing addresses for notice to employer.** Notices to employers required by RCW 50.20.150 and WAC 192-12-310 will be mailed as follows:

(1) The notice to the last employer of the claimant will be mailed to the address provided by the claimant. However, an alternative mailing address may be used in the following circumstances:

(a) If the job service center knows an employer is represented for unemployment insurance purposes by an employer representative or cost control firm, the notice to the last employer may be mailed directly to that firm; or

(b) If an employer has notified the job service center that unemployment claim notices should be mailed to a specified address, the notice to the last employer may be mailed directly to that address.

(2) The notice to any base year employer who has reported wages to the department will be mailed to the employer's mailing address of record provided by the employer for tax purposes.

(3) The notice to any other employer from whom the claimant has a potentially disqualifying separation (without sufficient subsequent employment to purge a separation disqualification) will be mailed to the address provided by the claimant.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 96-16-018, § 192-12-300, filed 7/26/96, effective 8/26/96; 91-19-007, § 192-12-300, filed 9/6/91, effective 9/8/91; 89-20-064 (Order 4-89), § 192-12-300, filed 10/4/89, effective 10/9/89.]

**WAC 192-12-310 Notice to employer.** (1) At the time of filing any new claim (the filing of an application for initial determination) a notice will be mailed to:

(a) The claimant's last employer, and

(b) Any prior employer from whom the claimant has a potentially disqualifying separation (without sufficient subsequent employment to purge a separation disqualification)

(2) The notice in subsection (1) above will provide the employer with information provided to the department by the claimant and request that the employer provide information to the department if the separation was for reasons of other than lack of work.

(3) At the time of filing any new claim (the filing of an application for initial determination) that results in the establishment of a benefit year a notice will be mailed to all base year employers. This notice to base year employers will include information on wages reported and benefit charging related information and will request employer response if wage information is incorrect or if the employer wishes to request relief of benefit charging.

(4) At the time of filing an additional claim for benefits (reopening a claim after subsequent employment) a notice will be mailed to the last employer reported by the claimant and to any prior employer from who the claimant has a potentially disqualifying separation (without sufficient subsequent employment to purge a separation disqualification) and who has not previously been notified.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 91-19-007, § 192-12-310, filed 9/6/91, effective 9/8/91; 89-20-064 (Order 4-89), § 192-12-310, filed 10/4/89, effective 10/9/89.]

**WAC 192-12-320 Mailing of determination notices under RCW 50.20.180.** (1) The claimant will be mailed a notice of determination

(a) That denies the claimant benefits; or

(b) That allows benefits and is also mailed to an employer.

(2) The last employer will be mailed a determination notice if the claimant was separated from employment for reasons other than lack of work.

(3) Any employer from whom the claimant has a potentially disqualifying separation (without sufficient subsequent employment to purge a separation disqualification) will be mailed a determination notice if the claimant was separated from employment for reasons other than lack of work.

(4) A determination of eligibility will be made and a notice mailed to any employer since the beginning of the claimant's base year who provides information that the claimant was discharged as a result of a felony or gross misdemeanor connected with the work.

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(5) A determination of eligibility for benefits based on an issue other than a separation from employment will be mailed to an employer if the employer provides relevant information relating to eligibility for a specific week.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-12-320, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 91-19-007, § 192-12-320, filed 9/6/91, effective 9/8/91; 89-20-064 (Order 4-89), § 192-12-320, filed 10/4/89, effective 10/9/89.]

**WAC 192-12-330 Predetermination procedure—Separation issue.** (1) No determination on a separation issue (RCW 50.20.050, 50.20.060) will be issued until both parties to the separation have had an opportunity to present information and rebuttal, if necessary and appropriate, on the matters at issue.

(2) If an employer does not respond within ten days to the notice required by WAC 192-12-310, the department may at that time make a determination based on available information.

(3) If the department receives information from the employer after the end of the ten-day response period, but before the determination has been made, the information provided by the employer will be considered prior to making the determination if the information was mailed to the job service center where the claim was filed.

(4) If the department receives information from the employer after the end of the ten-day period and within thirty days following the mailing of a determination, the department will consider that information for the purposes of a redetermination under RCW 50.20.160 or as an appeal of the determination.

(5) Any information received within thirty days of the mailing of the notice required by WAC 192-12-310 may be considered a request for relief of benefit charges under RCW 50.29.020.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 91-19-007, § 192-12-330, filed 9/6/91, effective 9/8/91; 89-20-064 (Order 4-89), § 192-12-330, filed 10/4/89, effective 10/9/89.]

**WAC 192-12-340 Discharges for misconduct for felony or gross misdemeanor—Responsibility for providing information.** In any separation where there is a potential disqualification under RCW 50.20.065 it is the responsibility of the employer to notify the department in a timely manner of any resolution of issues.

In any case where the employer has raised the potential of a disqualification under RCW 50.20.065 within ten days of receiving the notice required by WAC 192-12-310 and the department establishes that there is a possibility of such disqualification, the department will review the claimant's eligibility for benefits.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-12-340, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 89-20-064 (Order 4-89), § 192-12-340, filed 10/4/89, effective 10/9/89.]

**WAC 192-12-350 Interpretive regulation—Inclusion of farm labor contractor.** As defined in RCW 50.04.150(1), agricultural labor performed on a farm, in the employ of any

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person includes labor performed for a farm labor contractor or a crew leader.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-08-028, § 192-12-355, filed 3/29/90, effective 4/29/90.]

**WAC 192-12-355 Interpretive regulation—Clarification of agricultural liability.** A student or immediate family member, otherwise exempt under RCW 50.04.150, shall be deemed to be in covered employment from January 1 of any year that his or her employer meets or exceeds the levels of remuneration or employment set forth in RCW 50.04.155. Such student or immediate family member will remain in covered employment until his or her employer is free of the provisions of RCW 50.04.155.

Penalties and interest will not be charged for any calendar quarters that are prior to the quarter the employer met the aforementioned levels of remuneration or employment: *Provided*, That all taxes due for those prior quarters are paid before the taxes become delinquent for the quarter in which one or more of the levels are first met except for good cause shown.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-08-028, § 192-12-355, filed 3/29/90, effective 4/29/90.]

**WAC 192-12-360 Interpretive regulation—Inclusion of immediate family members of partners.** The exemption in RCW 50.04.150 for family employment on corporate farms includes family employment of the partners in a partnership as well as family employment of corporate officers.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-08-028, § 192-12-360, filed 3/29/90, effective 4/29/90.]

**WAC 192-12-365 Interpretive regulation—Definition of suitable work as it applies to agricultural labor.** RCW 50.20.100 requires that:

". . . for individuals with base year work experience in agricultural labor, any agricultural labor available from any employer shall be deemed suitable unless it meets the conditions in RCW 50.20.110 or the commissioner finds elements of specific work opportunity unsuitable for a particular individual."

For the purposes of determining the suitability of agricultural labor, the commissioner may consider the degree of risk involved to the individual's health, safety, and morals, the individual's physical fitness, the individual's skill level, the individual's length of unemployment and prospects for securing local work in the individual's customary occupation, the distance of the available work from the individual's residence, and such other factors that are pertinent to the individual's capacity to perform the work.

As it applies to suitable work, the department will use the definition of agricultural labor in RCW 50.04.150.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-08-028, § 192-12-365, filed 3/29/90, effective 4/29/90.]

**WAC 192-12-380 Definitions relating to RCW 50.04.140.** For the purposes of RCW 50.04.140:

(1) "Principal place of business from which the service is performed" shall be the physical location of the business from which the contract of service is directed and controlled.

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(2) "Within a reasonable period" for establishing an account with state agencies shall be the time prior to the first date on which the individual begins performance of service toward the contract or the date upon which the individual is required to establish an account with a state agency, as otherwise required by law, whichever event shall last occur.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 91-24-056, § 192-12-380, filed 11/27/91, effective 1/1/92.]

**WAC 192-12-400 Employer request for benefit charge relief.** For purposes of RCW 50.29.020(2), a contribution-paying base year employer may request relief from certain benefit charges which result from the payment of benefits to an individual. The following procedures are to be followed to request such relief:

(1) The employer request for benefit charge relief must be in writing.

(2)(a) The employer request for benefit charge relief must be received or postmarked within 30 days of mailing of the notification of the initial determination ("Notice to Base Year Employer," EMS 166).

(b) In the case of an employer added to a monetary determination as a result of a redetermination, the employer request for benefit charge relief must be received or postmarked within 30 days of mailing the notification of redetermination ("Notice to Base Year Employer," EMS 166).

(c) The commissioner may consider a request for benefit charge relief not received or postmarked within the 30 day period if the employer establishes good cause for not requesting relief in a timely manner.

(3) If, upon receipt of the employer's written request, the department requires additional information, the employer shall provide the requested information within 30 days from the date of mailing of the request by the department. Failure to respond within 30 days will result in a denial of benefit charge relief for the employer unless the employer establishes good cause for the untimely response.

(4) It shall be the responsibility of the employer to provide all pertinent facts to the satisfaction of the department to make a determination of noncharging relief or good cause for failure to respond in a timely manner.

(5) Any denial of a request for noncharging relief shall be in writing and will be the basis of appeal pursuant to RCW 50.32.050.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 92-14-047, § 192-12-400, filed 6/24/92, effective 7/25/92.]

**WAC 192-12-405 Conditions for relief of benefit charges.** For purposes of RCW 50.29.020(2), a contribution-paying base year employer may request relief from certain benefit charges which result from the payment of benefits to an individual. An employer who requests relief of benefit charges in accordance with WAC 192-12-400 may be granted relief if:

(1) The benefit charges result from payment to an individual who last left the employ of such employer voluntarily for reasons not attributable to the employer.

(a) Reasons not attributable to the employer for voluntarily leaving shall be personal reasons, not work connected.

These reasons shall include reasons without good cause, and are not limited to:

- (i) Employee illness or disability;
- (ii) Illness or death of member(s) of the employee's immediate family;
- (iii) Employee's leaving to accept work with another employer;
- (iv) Incarceration of employee;
- (v) Marital or domestic responsibilities of the employee;
- (vi) Employee's pursuit of additional education;
- (vii) Personal dissatisfaction with wages, hours, or other work factors which were generally known at the time of hire; or
- (viii) Unreasonable hardship on health or morals.

(b) Reasons considered to be attributable to the employer are those work related factors of such a compelling nature as to cause a reasonably prudent person to leave employment after such work factors were reported to the employer and the employer failed to improve the factors within a reasonable period of time. Such work related factors may include, but are not limited to:

- (i) Change in work location (increased distance and/or difficulty of travel) only if the distance and/or difficulty of travel is clearly greater than is customary for workers in the individual's job classification and labor market;
- (ii) Deterioration of work site safety provided the employee has reported such safety deterioration to the employer and the employer has failed to correct the hazards within a reasonable period of time;
- (iii) Employee skills no longer required for the job; or
- (iv) Such other work related factors as the commissioner may deem pertinent.

(2) The benefit charges result from payment to an individual who was discharged for misconduct connected with the work (not to include inability to meet the minimum job requirements).

(3) A claimant is regularly scheduled and continuously employed on a permanent part-time basis. Relief of benefit charges shall cease when the employment relationship with the claimant ends. Such relief shall not apply to shared work employers covered under RCW 50.60.

(4) The benefit charges were a direct result of a closure or severe curtailment of operations at the employer's plant, building, work site, or facility due to a fire, flood, or other natural disaster.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 92-14-047, § 192-12-405, filed 6/24/92, effective 7/25/92.]

**Chapter 192-15 WAC**

**PUBLIC DISCLOSURE AND PRIVACY OF INFORMATION**

<b>WAC</b>	
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**WAC 192-15-010 Purpose.** The purpose of this chapter is to insure compliance by the employment security department with the provisions of RCW 42.17.250 through 42.17.320 concerning disclosure of public records, and to interpret and implement the provisions of chapter 50.13 RCW concerning the privacy and confidentiality of information or records held by the employment security department.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-010, filed 8/14/78.]

**WAC 192-15-020 Definitions.** (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-020, filed 8/14/78.]

**WAC 192-15-030 Description of central and field organization of employment security department.** (1) The employment security department is a public service agency. The administrative office of the employment security department and its staff are located at 212 Maple Park, Olympia, Washington 98504.

(2) The employment security department is headed by a commissioner appointed by the governor. Under the commissioner are an executive assistant, three deputy commissioners, and a limited number of special staff that report directly to him. There are also assistant attorneys general assigned to the department who provide legal services in all agency matters.

(a) Under the executive assistant to the commissioner are the public information office, the veterans services office, the legislative liaison, and the labor liaison.

(b) Under the deputy commissioner for field services are the personnel section, the reviewing officers, the monitor advocate, and the community organizations liaison.

(c) Under the deputy commissioner for resources and programs are employment and training (CETA), staff development, employment services, and unemployment insurance.

(d) Under the deputy commissioner for support services are the office of management and budget and the office of general administration.

(3) Job service centers and tax offices are located throughout the state and are headed by a manager.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-030, filed 8/14/78.]

**WAC 192-15-040 Procedures for obtaining public records—Designation of departmental employees responsible for public records.** (1) The public records of the employment security department shall be in the custody of the administrator, office of general administration, who will be responsible for implementing departmental regulations regarding the release of public records and for insuring compliance by departmental employees with chapters 50.13 and 42.17 RCW and chapter 192-15 WAC.

(2) The department shall appoint a responsible employee or employees in each job service center and tax office to handle requests for public records. In the central office, the records officer, and such agents as he appoints, shall handle such requests.

(a) The responsible departmental employees shall familiarize themselves with chapters 50.13 and 42.17 RCW, and chapter 192-15 WAC.

(b) All identifiable requests for public records shall be referred to these employees, except in cases of subpoenas which shall be handled as specified by WAC 192-15-070.

(3) Requests for public records may be made orally, except in the case of governmental agency requests for individual or employing unit records under RCW 50.13.060 which shall be handled as specified by WAC 192-15-060.

(a) If the responsible departmental employee is reasonably satisfied that the public record may be released under the provisions of chapters 42.17 and 50.13 RCW and these regulations, he may release it or provide access to the individual requesting it. If the employee is not satisfied that the requested information should be released, he shall refuse access to the public record.

(b) The departmental employee may consult with the department's records officer, or his agents, and/or any assistant attorney general for the department if he is unsure whether the public record should be released.

(4) Anyone refused access to public records held by the department who feels this refusal was improper may complete a request for public records form provided by the department at one of its offices.

(a) This form shall be published by the department's records officer and shall include a space for description of the records requested and for specification of reasons why the refusal of access was improper.

(b) The responsible departmental employee shall send the completed form to the department's records officer for consideration of the refusal.

(i) If the records officer, or his agents, decides that the public records may be disclosed under chapters 50.13 and 42.17 RCW and these regulations, he shall send the requested records to the appropriate departmental office or advise the date and place where the records will be available.

(ii) If the records officer, or his agents, decides that the public record cannot be disclosed or can only be partly disclosed under chapters 50.13 or 42.17 RCW and these regulations, he shall prepare a statement briefly explaining the reason that the record cannot be disclosed, including a statement of the specific statute prohibiting disclosure and an explanation of how the statute applies to the withheld record. This statement shall be forwarded to the proper job service center or tax office or to the person or agency requesting the records.

(iii) The records officer, or his agents, shall act as promptly as circumstances allow.

(5) In the event that the responsible departmental employee refuses access to records or information requested pursuant to RCW 50.13.050(1), the request form shall be sent to the appeal tribunal for handling by the examiner who is to hear the case in question. The examiner shall authorize the disclosure of the information or records if he deems them material to the proceeding. If the examiner does not deem the information or records material, he shall notify the interested party that they will not be disclosed and include an explanation of his action in his decision in the proceeding. After the decision of the appeal examiner and within the time limit provided in RCW 50.32.070, the interested party may petition the commissioner for a new hearing or the reopening of a hearing if the refusal to disclose was improper and prejudiced the presentation of the party's case. This procedure for review by the commissioner shall be in lieu of the procedure provided in WAC 192-15-050.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-040, filed 8/14/78.]

**WAC 192-15-050 Commissioner's review of denials of public records requests.** (1) Any person who objects to the written denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review to the records officer, or other staff member denying the request. The written request shall specifically refer to the written statement by the records officer, or other staff member, which constituted or accompanied the written denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the records officer, or other staff member denying the request, shall refer it to the commissioner of the employment security department. The commissioner shall immediately consider the matter and either affirm or reverse such written denial. In any case, the request shall be returned with a final decision, within two business days following the original written denial.

(3) Administrative remedies shall not be considered exhausted until the employment security department has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-050, filed 8/14/78.]

**WAC 192-15-060 Access to individual or employing unit records or information by government agencies—RCW 50.13.060.** (1) Applications by government agencies

for information or records deemed private and confidential by chapter 50.13 RCW shall be made to the responsible departmental employees specified in WAC 192-15-040. The applications shall be in writing on forms provided by the department.

(a) If the departmental employee is reasonably satisfied that the application meets the requirements of RCW 50.13.060, the government agency may have access to the information or records.

(b) If the departmental employee is not reasonably satisfied that the application meets the requirements of RCW 50.13.060 and refuses access, the agency may attach its application to the form specified by WAC 192-15-040(4) and obtain review of the refusal in the manner outlined in WAC 192-15-040 and 192-15-050.

(2) In the event of a refusal by a responsible departmental employee to release records or information under RCW 50.13.060(3), the government agency can immediately contact the commissioner for appeal.

(3) RCW 50.13.060(5) shall be interpreted to permit establishment of routine procedures for detection of fraud by claimants under the various social programs administered by government agencies. This statute permits access only to information needed to identify individuals improperly claiming under different programs. Further investigation of employment security department files concerning these individuals may be accomplished only if the normal requirements of RCW 50.13.060 are met.

(4) The term "other official of the agency" as used in RCW 50.13.060 (1)(b) means an employee who has substantial responsibility for the operation of the requesting agency or for one or more of its programs or administrative units.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-060, filed 8/14/78.]

**WAC 192-15-070 Response to subpoenas—RCW 50.13.070.** An employee called to testify in a judicial or administrative proceeding shall not disclose information or records deemed private and confidential under chapter 50.13 RCW, unless the presiding officer makes a finding that the need for the disclosure outweighs any reasons for the privacy and confidentiality of the records or information, or unless the employee is responding to a subpoena containing such a finding.

An employee receiving a subpoena should notify one of the responsible departmental employees who has been designated to handle requests for public records pursuant to WAC 192-15-040. This latter employee should make arrangements for the appropriate response to the subpoena, including attendance of the proper employee before the tribunal. The departmental employee may contact the records officer for guidance.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-070, filed 8/14/78.]

**WAC 192-15-080 Access to public records for operation and management purposes—RCW 50.13.080.** RCW 50.13.080 shall be interpreted to permit incidental access to private or confidential information and records by private parties who are assisting the department in such areas as data

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processing and collection of employment security contributions. These parties are bound by the rules of confidentiality and privacy applicable to departmental employees and their activities will be monitored by the department to insure that private and confidential information or records are being handled correctly.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-080, filed 8/14/78.]

**WAC 192-15-090 Consent to release of records or information—RCW 50.13.100.** RCW 50.13.100, concerning consent to release of information or records deemed private and confidential, shall be liberally interpreted so that the department may release information or records to third parties who have been able to supply the department with reasonable written or oral assurances of their identity and that they are acting with the approval of the individual or employing unit whose records are involved. In cases where a certain record contains information about more than one individual or employing unit, all individuals or employing units concerned must give their consent before a record may be released or disclosed to other than the individuals or employing units.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-090, filed 8/14/78.]

**WAC 192-15-100 Disclosure related to employment security programs.** Chapter 50.13 RCW shall not be interpreted to prevent the employment security department from:

(1) Disclosing information in carrying out the department's duties under Title 50 RCW or under any other program for which the department is responsible; or

(2) Disclosing information to the employment security agencies of other states when such disclosure relates to the administration of the employment security law of the requesting state; or

(3) Disclosing information to the Internal Revenue Service when such disclosure relates to the Federal Unemployment Tax Act.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 195-15-100 (codified as WAC 192-15-100), filed 8/14/78.]

**WAC 192-15-110 Public records available.** All public records of the employment security department, as defined in WAC 192-15-020 shall be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-110, filed 8/14/78.]

**WAC 192-15-120 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the employment security department. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 50.13.030, 78-09-027 (Order 1-78), § 192-15-120, filed 8/14/78.]

**WAC 192-15-130 Copying.** No fee shall be charged for the inspection of public records. The employment security department shall charge an established amount per page of copy for providing copies of public records and for use of the employment security department copy equipment. This charge is the amount necessary to reimburse the employment security department for its actual costs incident to such copying.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-130, filed 8/14/78.]

**WAC 192-15-140 Protection of public records.** When a public record is turned over for inspection or copying, a place will be provided so that adequate surveillance may be made to prevent damage, disorganization, and loss of such records. At no time shall the original record be transported from one area to another without a member of the agency staff being present.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-140, filed 8/14/78.]

**WAC 192-15-150 Records index—Available material.** The department finds that it would be unduly burdensome and would interfere with agency operations to maintain an index of records as specified in RCW 42.17.260(2), because of the complexity and diversity of its operations and the resulting volume of correspondence, reports, survey, staff studies and other materials. The department will make available for public inspection and copying all indexes which may at a future time be developed for agency use.

The following records shall be available for inspection and copying through the office of the public records officer and, in addition, those marked with an asterisk (\*) shall be available for inspection at the department's job service centers.

- (1) Laws relating to employment security.\*
- (2) Employment security department rules and regulations\* Title 192 WAC.
- (3) Digest commissioner's decisions.\*
- (4) Employer field audit manual (Tax).
- (5) Field office operations manual (Tax).
- (6) Benefits policy guide.\*
- (7) Manual of local office benefit functions.\*
- (8) Inventory of equipment.

[Statutory Authority: RCW 50.12.010. 80-07-026 (Order 2-80), § 192-15-150, filed 6/12/80. Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-150, filed 8/14/78.]

**WAC 192-15-160 Responsible addressee.** All communications with the employment security department including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the employment security department's decisions and other matters, shall be addressed as follows: Employment Security Department, Attention: Administrator, Office of General Administration, Olympia, Washington 98504.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-160, filed 8/14/78.]

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**WAC 192-15-170 Forms.** The employment security department will provide forms for use by all persons requesting inspection and/or copying or copies of its records.

[Statutory Authority: RCW 50.13.030. 78-09-027 (Order 1-78), § 192-15-170, filed 8/14/78.]

### Chapter 192-16 WAC

## INTERPRETATIVE REGULATIONS OF THE COMMISSIONER OF THE EMPLOYMENT SECURITY DEPARTMENT

### WAC

192-16-001	Interpretative regulations—Employer reports—Effect of omitting information—Limitation.
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192-16-004	Interpretive regulation—Benefit year—Further defining initial separation from employment—RCW 50.04.030.
192-16-005	Interpretative regulations—Applications for initial determinations—Backdating—RCW 50.04.030.
192-16-009	Interpretative regulations—Disqualification for leaving work voluntarily—Meaning of good cause—RCW 50.20.050 (1) and (3).
192-16-011	Interpretative regulations—Leaving work to accept bona fide job offer—RCW 50.20.050 (2)(a).
192-16-013	Interpretative regulations—Leaving work because of illness or disability of self or immediate family member—RCW 50.20.050 (2)(b).
192-16-015	Interpretative regulations—Leaving work for marital or domestic reasons—RCW 50.20.050(4).
192-16-016	Interpretive regulations—Satisfying disqualification under RCW 50.20.050(4) when separation is for reasons of marital status and marriage occurs after date of separation.
192-16-017	Interpretative regulations—Satisfying disqualifications under RCW 50.20.050 (1) and (4), 50.20.060 and 50.20.080.
192-16-019	Interpretative regulations—Effective date of RCW 50.20.065—Discharges for felony or gross misdemeanor.
192-16-021	Interpretative regulations—Suitable work factors—RCW 50.20.100.
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192-16-030	Interpretive regulation—Computation of pension deductions under RCW 50.04.323.
192-16-033	Interpretive regulation—Regular shareable benefits defined.
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192-16-040	Interpretive regulation—Good prospects of obtaining work within a reasonably short period of time under RCW 50.22.020(3)—Shareable, extended, or additional benefits.
192-16-042	Interpretive regulation—Failure to apply for or accept work under RCW 50.22.020 (4)(b)—Shareable, extended, or additional benefits.
192-16-045	Interpretive regulation—Disqualification for failing to accept an offer of or to apply for suitable work—Shareable, extended, or additional benefits.
192-16-047	Interpretive regulation—Interpretation of requirements of RCW 50.22.020(5)—Tangible evidence of a systematic and sustained effort to obtain work—Shareable, extended, or additional benefits.
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192-16-051	Special coverage provisions for educational employees—Definitions—RCW 50.44.050(1).
192-16-052	Objective criteria used to define "academic year"—RCW 50.44.050(5).
192-16-055	Interpretive regulations—Special coverage provisions—Bona fide notification of intent for substitute teacher—RCW 50.44.050(1).
192-16-057	Interpretive regulation—"Under the same terms and conditions of employment" defined.
192-16-061	Interpretive regulation—Permanent residence in the United States under color of law—RCW 50.20.098.

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192-16-070 Interpretive regulations—Voluntary quit—RCW 50.20.050.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

- 192-16-003 Interpretative regulations—Effect of repeal of RCW 50.20.030—Pregnancy disqualification. [Order 4-75, § 192-16-003, filed 8/29/75, effective 10/6/75.] Repealed by 78-09-027 (Order 1-78), filed 8/14/78. Statutory Authority: RCW 50.12.010.
- 192-16-007 Interpretative regulations—Disqualification for leaving work voluntarily—Effective date of RCW 50.20.050. [Order 2-77, § 192-16-007, filed 9/2/77.] Repealed by 95-09-085, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010.
- 192-16-024 Definition of a "public agency"—RCW 50.04.320 (4)(c). [Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.12.070. 96-11-002, § 192-16-024, filed 5/2/96, effective 6/2/96.] Repealed by 98-19-120, filed 9/23/98, effective 10/24/98. Statutory Authority: RCW 50.12.010.
- 192-16-065 Interpretive regulations—Effective date of chapter 83, Laws of 1988. [Statutory Authority: RCW 50.12.010 and 50.12.040. 88-10-020 (Order 3-88), § 192-16-065, filed 4/29/88.] Repealed by 95-09-085, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010.

**WAC 192-16-001 Interpretative regulations—Employer reports—Effect of omitting information—Limitation.** RCW 50.12.070 generally requires employers to maintain accurate employment records and file required reports. Due to the failure on the part of certain employers to accurately report the number of weeks worked on their quarterly detail reports the processing of benefit claims has been hampered. In view of the requirements of federal law that unemployment insurance claims be promptly paid the department felt it necessary to have available to it a method of establishing and computing entitlement, at least on an interim basis, in an expeditious though necessarily arbitrary manner. The amendatory section was submitted with this remedy in mind.

The section is to be applied in the computation and establishment of initial claims filed on and after the week commencing June 29, 1975. If an employer reports -0- weeks on the form it will be deemed a completed report and the entitlement will be computed on that basis. If the employer leaves the "weeks worked" box blank, the computation called for in the act will be applied in establishing the individual's right to benefits as set forth in the initial determination issued pursuant to RCW 50.20.140.

All employers are required to report the number of hours worked by each worker beginning July 1, 1977. If an employer reports -0- hours on the quarterly wage report form, EMS 5208, it will be deemed a completed report and the entitlement will be computed on that basis. If the employer leaves the "hours worked" column blank the computation called for in the act will be applied in establishing the individual's right to benefits as set forth in the initial determination issued pursuant to RCW 50.20.140.

The mathematical computation made by the department in accordance with this section will not be subject to employer appeal; however, the subsequent submittal of accurate and complete reports may result in a redetermination by the department. Benefits paid prior to the redetermination which are based on the arbitrary computation will be charged to each employer's account as though the initial determina-

tion were accurate even though subsequent redetermination based on accurate information would result in the issuance of a determination that the claim was invalid.

The amount paid to any claimant on the basis of the initial determination issued in accordance with the arbitrary computation procedure will not be established as an overpayment in the absence of fraud, misrepresentation or nondisclosure on the part of the claimant (RCW 50.20.160(1)); however, the department will not continue to pay benefits to a claimant once a redetermination of nonentitlement, based on accurate information on a complete wage detail report, has been issued. It was not the intention of the department in submitting the legislation, nor do we believe it was the intention of the legislature in adopting the legislation, to establish an exception to the qualification criteria, RCW 50.04.030, which would allow the continued payment of unemployment insurance benefits to individuals clearly not meeting the basic qualification criteria. It would be an unsound policy to disperse public funds in the guise of a penalty against an employer who has failed to comply with the provisions of the law when in fact it is the unemployment insurance fund which suffers the detriment and only the unqualified individual who is benefited.

[Statutory Authority: RCW 50.12.010. 78-09-027 (Order 1-78), § 192-16-001, filed 8/14/78; Order 2-77, § 192-16-001, filed 9/2/77; Order 4-75, § 192-16-001, filed 8/29/75, effective 10/6/75.]

**WAC 192-16-002 Employer reports—Further defining hours worked—RCW 50.12.070.** This section defines the hours that should be included on quarterly wage reports provided by employers to the department.

(1) **Vacation pay.** The employer will report the actual number of hours an employee is on leave with pay. Vacations without pay will not count as hours worked. Cash payments in lieu of vacations will not be counted as hours worked.

(2) **Sick leave pay.** The employer will not report sick pay excluded under the provisions of RCW 50.04.330(1). However, the employer will report the number of hours of sick pay which is not excluded under the provisions of RCW 50.04.330(1).

(3) **Overtime.** The employer will report the number of hours actually worked for which overtime pay or compensatory time is provided, without regard to the amount of compensation paid.

(4) **Employees on salary.** If a salaried employee works a nonstandard week, the employer will report the actual number of hours worked.

(a) In the absence of reliable time figures, the employer will report a full-time salaried employee for 40 hours worked for each week in which any of his or her duties are performed.

(b) In the case of faculty members of community and technical colleges, a teaching load of at least 15 contact hours per week is considered full time. A teaching load of less than 15 contact hours per week is considered part time. The term "contact hours" means classroom and laboratory instruction hours.

(i) In the absence of reliable time figures for a part-time salaried faculty member, the employer will report a number that is equal to the proportion of a 35 hour week corresponding to the proportion of contact hours taught per week divided



by 15. Example: An instructor teaches 12 contact hours per week. 12 divided by 15 equals 80%. 35 hours multiplied by 80% equals 28 hours, which is the number the employer will report.

(ii) Any part-time salaried faculty member who does not establish a valid claim because of this formula may provide the department with documentation of hours worked which exceeds the number reported by the employer.

(5) **Commissioned employees.** An employer will report the actual number of hours worked by employees paid by commission. In the absence of reliable time figures, the employer will report a full-time commissioned employee for 40 hours worked for each week in which any of his or her duties [are] [were] performed.

(6) **Wages in lieu of notice.** When an employee is paid wages in lieu of notice, the employer will report the actual number of hours for which the employee was compensated.

(7) **Severance pay.** Employers will not report additional hours for severance pay since the payment is based on past service[s]. Severance pay compensates an employee for the separation from the employment itself. This is different from wages in lieu of notice which compensates the employee for the amount of wages or salary he or she would have earned during the specified [notice] [time] period.

(8) **Payments in kind.** The employer will report the actual number of hours worked (or a reasonable estimate) for performing services which are compensated only by payment in kind.

(9) **Bonuses, tips and other gratuities.** An employer will not report additional hours for bonuses, tips or other gratuities if such compensation is received during the course of performing regular compensated services for which hours are reported. However, the employer will report hours if the sole compensation for services performed is from any of these items.

(10) **Fractions of hours.** If the employee's total number of hours for the quarter results in a fraction amount, the total figure will be rounded to the next higher number.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.12.070, 96-11-002, § 192-16-002, filed 5/2/96, effective 7/1/96. Statutory Authority: RCW 50.12.010, 78-09-027 (Order 1-78), § 192-16-002, filed 8/14/78; Order 2-77, § 192-16-002, filed 9/2/77.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems inefficual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 192-16-004 Interpretive regulation—Benefit year—Further defining initial separation from employment—RCW 50.04.030.** RCW 50.04.030 requires in part, "That a benefit year cannot be established if the base year wages include wages earned prior to the establishment of a prior benefit year unless the individual worked and earned wages since the initial separation from employment in the previous benefit year of not less than six times the weekly benefit amount." For the purposes of RCW 50.04.030,

(1) "Initial separation from employment in the previous benefit year" means the last separation from employment before the application for initial determination.

(2) "Employment" means employment covered by Title 50 RCW.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 90-17-104, § 192-16-004, filed 8/21/90, effective 8/21/90.]

**WAC 192-16-005 Interpretative regulations—Applications for initial determinations—Backdating—RCW 50.04.030.** (1) General rule. A benefit year begins no earlier than the first day of the calendar week in which the individual files an application for an initial determination. However, at the convenience of the department or for good cause shown, the application for initial determination may be backdated.

(2) Definitions. As used in this section:

(a) "For the convenience of the department" is intended to embrace those situations in which the backdating of an initial application is required by circumstances which render impracticable or impossible the acceptance of an initial application during a week in which it would normally be filed. Such factors could be but are not limited to special handling prescribed by practicabilities of service, equipment breakdown, departmental employee-management disputes and lack of available personnel to accept applications.

(b) "Good cause" means factors peculiar to the claimant. "Good cause" in this context means factors which would effectively prevent a reasonable person facing similar circumstances from filing an initial application. Such circumstances include but are not limited to acting or failing to act based on authoritative advice directly from departmental personnel upon which a reasonable person would normally rely, severe weather conditions precluding safe travel to the point of filing, incapacity due to illness or injury and other factors of similar gravity.

(3) Limitations as to good cause.

(a) Good cause will not be found for backdating an application if an individual does not file the request for backdating during the first week in which factors constituting "good cause" for failure to file were not present.

(b) In backdating an application for good cause, the effective date will not be prior to the first week in which the conditions existed that precluded the individual from filing the application.

(c) Backdating of initial applications will not be allowed if the claimant alleges "good cause" based on erroneous advice or information from departmental personnel if he or she could be reasonably expected to question the accuracy of the information and knew or should have known of redetermination or appeal rights which he or she failed to exercise in a timely manner.

[Order 2-77, § 192-16-005, filed 9/2/77.]

**WAC 192-16-009 Interpretative regulations—Disqualification for leaving work voluntarily—Meaning of good cause—RCW 50.20.050 (1) and (3).** (1) General rule. Except as provided in WAC 192-16-011 and 192-16-013, in order for an individual to establish good cause within the meaning of RCW 50.20.050(1) for leaving work voluntarily it must be satisfactorily demonstrated:

(a) That he or she left work primarily because of a work connected factor(s); and

(b) That said work connected factor(s) was (were) of such a compelling nature as to cause a reasonably prudent person to leave his or her employment; and

(c) That he or she first exhausted all reasonable alternatives prior to termination: *Provided*, That the individual asserting "good cause" may establish in certain instances that pursuit of the otherwise reasonable alternatives would have been a futile act, thereby excusing the failure to exhaust such reasonable alternatives.

(2) Exceptions. Notwithstanding the provisions of subsection (1) above, neither the distance of the work from the individual's residence, if known at the time of hire nor any other work factor which was generally known and present at the time of hire will provide good cause for voluntarily leaving work unless the individual demonstrates to the satisfaction of the department:

(a) That the distance from the individual's residence at time of hire is substantially greater than the distance customarily traveled by workers in the individual's job classification and labor market; or,

(b) That the related work connected circumstances have so changed as to amount to a substantial involuntary deterioration of the work factor; or

(c) That other work related circumstances would work an unreasonable hardship on the individual if he or she were required to continue in the employment.

(3) Definitions. For purposes of subsection (2) above:

(a) "Distance customarily traveled" means a distance normally traveled by a significant portion of the work force in the individual's job classification in the labor market area;

(b) "Generally known" means commonly known without reference to specific cases or individuals; and

(c) "Individual's job classification" means the job classification in which the individual was working when the individual voluntarily left work; and

(d) A "labor market" is the geographic area in which those workers in the individual's job classification, living in the vicinity of his or her residence, customarily work; and

(e) "Substantial involuntary deterioration" means an actual and considerable worsening of the work factor outside the control of the individual; and

(f) "Unreasonable hardship" means a result, not due to the individual's voluntary action, that would cause a reasonable person to leave that employment.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 82-17-052 (Order 6-82), § 192-16-009, filed 8/17/82; 80-10-052 (Order 4-80), § 192-16-009, filed 8/6/80; Order 2-77, § 192-16-009, filed 9/2/77.]

**WAC 192-16-011 Interpretative regulations—Leaving work to accept bona fide job offer—RCW 50.20.050 (2)(a).** An individual who leaves work to accept a bona fide offer of employment will be found to have good cause within the meaning of RCW 50.20.050(1) only if he or she satisfactorily demonstrates that:

(1) Prior to leaving work, the individual received a definite offer of employment; and

(2) The individual had a reasonable basis for believing that the offeror had authority to make the offer; and

(3) A specific starting date and the terms and conditions of the employment were mutually agreed upon; and

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(4) The individual continued in his or her old employment for as long as was reasonably consistent with whatever arrangements were necessary to start working at the new job.

[Order 2-77, § 192-16-011, filed 9/2/77.]

**WAC 192-16-013 Interpretative regulations—Leaving work because of illness or disability of self or immediate family member—RCW 50.20.050 (2)(b).** (1) General rule. In order for an individual to establish good cause within the meaning of RCW 50.20.050 (2)(b) for leaving work voluntarily because of his or her illness or disability or the illness, disability, or death of a member of his or her immediate family it must be satisfactorily demonstrated:

(a) That he or she left work primarily because of such illness, disability, or death; and

(b) That such illness, disability, or death necessitated his or her leaving work; and

(c) That he or she first exhausted all reasonable alternatives prior to termination, including but not limited to:

(i) Promptly notifying the employer of the reason for the absence; and

(ii) Prior to the time of separation, requesting reemployment when again able to return to work. (A request for reemployment made after the date of termination is not required to establish good cause within RCW 50.20.050 (2)(b).)

(2) Exception. Notwithstanding the provisions of subsection (1)(c) above the individual asserting good cause may establish in certain instances that the otherwise reasonable alternatives would have been a futile act, thereby excusing the failure to exhaust such reasonable alternatives.

(3) Definitions. As used in subsection (1) above:

(a) "Disability" means the temporary or permanent loss of an individual's former capacity or capacities due to physical, mental or emotional impairment; and

(b) "Immediate family" means the individual's spouse, children (including unborn children), step-children, foster children, or parents of either spouse, whether living with the individual or not, and other relatives who temporarily or permanently reside in the individual's household.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 80-10-052 (Order 4-80), § 192-16-013, filed 8/6/80; Order 2-77, § 192-16-013, filed 9/2/77.]

**WAC 192-16-015 Interpretative regulations—Leaving work for marital or domestic reasons—RCW 50.20.050(4).** (1) General rule. An individual whose marital status or domestic responsibilities are the primary cause of his or her voluntarily leaving employment shall be disqualified from benefits pursuant to the terms of RCW 50.20.050(4). This rule applies whether or not the individual took reasonable precautions to preserve his or her employment. Domestic responsibilities mean obligations or duties relating to the individual's immediate family, and include the illness, disability, or death of a member of the claimant's "immediate family" as defined in WAC 192-16-013.

(2) Exception. Notwithstanding the provisions of subsection (1) above, an individual who leaves employment because of the illness, disability, or death of a member of his or her immediate family as defined in WAC 192-16-013 and who establishes good cause under RCW 50.20.050 (2)(b), will not be subject to disqualification under RCW

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50.20.050(4): *Provided*, That if such individual fails to establish good cause under RCW 50.20.050 (2)(b), disqualification will be imposed under RCW 50.20.050(4) rather than under RCW 50.20.050(1).

[Statutory Authority: RCW 50.12.010 and 50.12.040, 80-10-052 (Order 4-80), § 192-16-015, filed 8/6/80; Order 2-77, § 192-16-015, filed 9/2/77.]

**WAC 192-16-016 Interpretive regulations—Satisfying disqualification under RCW 50.20.050(4) when separation is for reasons of marital status and marriage occurs after date of separation.** In *Yamauchi v. Department of Employment Security*, 96 Wn.2d 773 (1982), the Washington state supreme court held that an individual who leaves work to be married and relocate to a place outside of reasonable commuting distance and who is not married at the time of the leaving does so for reasons of marital status and should be disqualified from benefits pursuant to RCW 50.20.050(4) if there is a causal nexus between the marital status and leaving work. However, the court also ruled that an individual who so leaves work shall not benefit from the lesser disqualification of RCW 50.20.050(4) prior to the date of the marriage and move.

(1) An individual who voluntarily leaves work to marry and relocate to a place outside of reasonable commuting distance has left work for reasons of marital status pursuant to RCW 50.20.050(4) if there is a causal nexus between the marriage and leaving work.

(2) Any individual who leaves work for reasons of marital status as described in subsection (1) above shall be granted no credit toward satisfying the disqualification of benefits under RCW 50.20.050(4) described as the alternate method of satisfying the disqualification in WAC 192-16-017(2), for any week ending prior to marriage or relocation, whichever is the latter.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 82-17-052 (Order 6-82), § 192-16-016, filed 8/17/82.]

**WAC 192-16-017 Interpretative regulations—Satisfying disqualifications under RCW 50.20.050 (1) and (4), 50.20.060 and 50.20.080.** (1) The disqualification imposed by RCW 50.20.050 (1) and (4), 50.20.060, and 50.20.080 may be satisfied if the claimant demonstrates that:

(a) At least five calendar weeks have elapsed since the occurrence of the disqualifying act; and

(b) The individual has obtained work and earned wages of not less than five times his or her suspended weekly benefit amount: *Provided*, That the wages earned need not be in covered employment; however, the department must be satisfied that the employment is not a sham designed in whole or in part to avoid the effect of the disqualification.

(2) Claimants filing in other states who are ineligible for benefits under RCW 50.20.050(4) may requalify by:

(a) Reporting as described in RCW 50.20.050(4); or

(b) Reporting by mail to the interstate office of the department and certifying in each of ten different calendar weeks that the requirements of RCW 50.20.050(4) have been met.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010, 95-09-085, § 192-16-017, filed 4/19/95, effective 5/20/95; Order 2-77, § 192-16-017, filed 9/2/77.]

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**WAC 192-16-019 Interpretative regulations—Effective date of RCW 50.20.065—Discharges for felony or gross misdemeanor.** (1) Effective date. The provisions of RCW 50.20.065 are effective as to all discharges or suspensions occurring on July 3, 1993, and thereafter.

(2) Definitions.

(a) "Felony" means every crime which is defined as such by the applicable state or federal statutes.

(b) "Gross misdemeanor" means every crime which is defined as such by the applicable state or federal statutes.

(c) A "competent authority" may be:

(i) A court (including magistrate or court commissioner), prosecuting attorney, or law enforcement agency, or;

(ii) An assistant attorney general or an administrative law judge, or;

(iii) A regulatory agency or professional association charged by statute with maintaining professional standards or codes of conduct, or;

(iv) Any other person or body exclusive of the employer with authority to administer disciplinary action with regard to the claimant.

(d) Admissions of commission of a felony or gross misdemeanor to the employer or to an employee of the employment security department are not to be considered admissions to a competent authority for the purposes of RCW 50.20.065.

(3) Any individual who has been discharged because of a felony or gross misdemeanor of which he or she has been convicted or has admitted committing shall have all hourly wage credits based on that employment canceled when:

(a) The felony or gross misdemeanor is connected with the individual's work; and

(b) The admission is made to each and every element of the felony or gross misdemeanor which caused the individual to be discharged; and

(c) The admission is made to a competent authority.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010, 95-09-085, § 192-16-019, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.12.040, 82-17-052 (Order 6-82), § 192-16-019, filed 8/17/82; Order 2-77, § 192-16-019, filed 9/2/77.]

**WAC 192-16-021 Interpretative regulations—Suitable work factors—RCW 50.20.100.** (1) Suitable work factors.

(a) Suitable work is employment in keeping with the individual's prior work experience, education, or training. If the individual lacks such prior work experience, education, or training or such employment is not available in the general area suitable work shall include any employment which the individual would have the physical and mental ability to perform.

(b) In addition to the considerations set forth above and those set forth in RCW 50.20.110, the department shall consider the following factors in determining whether work is suitable to an individual:

(i) The degree of risk involved to the individual's health, safety, and morals;

(ii) The individual's physical fitness;

(iii) The individual's length of unemployment and prospects for securing work in the individual's customary occupation;

(iv) The distance of the available work from the individual's residence; and

(v) The existence of any state or national emergency.

(2) Definition of general area. "General area" means an individual's labor market area and includes the geographic area within which an individual would customarily seek work in a given occupation.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-16-021, filed 4/19/95, effective 5/20/95; Order 2-77, § 192-16-021, filed 9/2/77.]

**WAC 192-16-023 Interpretative regulations—Disqualification of students—RCW 50.20.095.** (1) General rule. An individual registered at an established school in a course of study providing scholastic instruction of twelve or more hours per week, or the equivalent thereof, is disqualified from receiving benefits or waiting period credit.

(2) The period of disqualification. The period of disqualification begins with either the first week of such scholastic instruction or the week of leaving employment to return to school, whichever is earlier. The disqualification ends midnight Saturday of the week that precedes the first full week in which the individual is no longer registered for twelve or more hours of scholastic instruction: *Provided*, That such individual shall be required to certify to the department that he or she is not currently registered for twelve or more credit hours and will not be registered for 12 or more credit hours for at least 60 days. An individual who fails to abide by the terms of the certification will be deemed to have been overpaid all benefits paid based on the certification. Such overpayment will be subject to assessment and recovery under RCW 50.20.190. Preregistration for classes beginning 60 or more days in the future will not serve to extend the disqualification described in this subsection.

(3) Full-time students to whom disqualification does not apply. The disqualification shall not apply to any individual who:

(a) Is in approved training within the meaning of RCW 50.20.043; or

(b) At the time he or she applies for benefits, demonstrates by a preponderance of the evidence that his or her student status does not significantly interfere with his or her actual availability for work.

(4) Definitions. As used in this section:

(a) "School" includes primary schools, secondary schools, and institutions of higher education, as that phrase is defined in RCW 50.44.030;

(b) "Scholastic instruction" includes all teaching or opportunity for learning subjects other than those of a strictly vocational nature. Subjects of a vocational nature are those embraced in the definition of "training" contained in WAC 192-12-180.

(c) "Twelve or more hours per week" means twelve or more credit hours per week or the equivalent thereof;

(d) "Preponderance of evidence" means evidence sufficient to persuade a reasonable person considering all the evidence, that the proposition sought to be established by that evidence is more probably true than not true.

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(5) Other sections of act not preempted by student disqualification. Students who claim benefits are subject to all of the provisions of the Employment Security Act including:

(a) RCW 50.20.050 dealing with those who leave work voluntarily without good cause; and

(b) RCW 50.20.010(3) requiring claimants to be able and available for and actively seeking work.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 80-10-052 (Order 4-80), § 192-16-023, filed 8/6/80; Order 2-77, § 192-16-023, filed 9/2/77.]

**WAC 192-16-025 Lump sum retirement payment.**

(1) Lump sum payments as described in RCW 50.04.323(3) will be prorated over the life expectancy of the individual in accordance with Table I in Regulation 1.72-9 of the Internal Revenue Code as amended as of the effective date of the individual's benefit year, and the prorated amount deducted from benefits.

(2) The withdrawal, upon separation from employment, of only the funds, and interest thereon, contributed to a retirement pension by an individual will not serve to reduce benefits.

(3) When an individual receives a lump sum retirement payment and transfers it within sixty days to another long-term retirement plan, such as an Individual Retirement Account (IRA), the portion reinvested is not deductible from benefits.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-16-025, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.12.040. 80-10-052 (Order 4-80), § 192-16-025, filed 8/6/80.]

**WAC 192-16-030 Interpretive regulation—Computation of pension deductions under RCW 50.04.323.**

RCW 50.04.323 provides, in part, that the amount of any reduction under that section shall take into account contributions made by the individual for the pension, retirement or retired pay, annuity, or other similar periodic payment, in accordance with regulations prescribed by the commissioner. There will be presumed to have been no employee contribution unless the claimant provides evidence satisfactory to the department that such a contribution was made.

In the absence of a written certification from the administrators of the plan under which the claimant is receiving the pension, retirement or retired pay, annuity, or other similar periodic payment which verifies the specific percentage of the individual's contributions to the plan, the deductible pension amount will be calculated in the manner set forth in the following paragraph.

The deductible pension amount shall be determined as of the last pay period in the individual's base year for which contributions were made. For example, during such period the employees contributed 6% of gross wages and the employer contributed 7% of gross wages. The total contributions is 13% of gross wages. Dividing the employer's contributions by the total results in an employer share of contributions of 54%. The employer share represents that portion of the gross monthly pension that is deductible.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 81-13-016 (Order 2-81), § 192-16-030, filed 6/11/81.]

**WAC 192-16-033 Interpretive regulation—Regular shareable benefits defined.** The term "regular shareable benefits" refers to regular benefits in excess of 26 times an individual's weekly benefit amount, paid with respect to weeks of unemployment which occur during an extended benefit period.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 81-13-016 (Order 2-81), § 192-16-033, filed 6/11/81.]

**WAC 192-16-036 Interpretive regulation—Requalification for regular shareable, extended, or additional benefits under RCW 50.20.050(4).** An individual disqualified under RCW 50.20.050(4) who has requalified on the basis of reporting for ten weeks will not be eligible for regular shareable, extended, or additional benefits unless such an individual has, subsequent to the disqualifying separation, obtained work and earned wages equal to five times his or her suspended weekly benefit amount. This requirement shall not apply to weeks of unemployment exempted by RCW 50.22.020.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 94-22-043, § 192-16-036, filed 10/28/94, effective 11/28/94; 82-17-052 (Order 6-82), § 192-16-036, filed 8/17/82; 81-13-016 (Order 2-81), § 192-16-036, filed 6/11/81.]

**WAC 192-16-040 Interpretive regulation—Good prospects of obtaining work within a reasonably short period of time under RCW 50.22.020(3)—Shareable, extended, or additional benefits.** As provided in RCW 50.22.020, an individual shall be deemed to have a good prospect for work within a reasonably short period of time if said individual has (1) a definite recall or hire date, within five weeks, or (2) a probable recall or hire date within five weeks, based on an extremely favorable position on a union out-of-work list, seasonal factors, or historical experience. This provision shall not apply to any week of unemployment specifically exempted by the statute.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 94-22-043, § 192-16-040, filed 10/28/94, effective 11/28/94; 82-17-052 (Order 6-82), § 192-16-040, filed 8/17/82; 81-13-016 (Order 2-81), § 192-16-040, filed 6/11/81.]

**WAC 192-16-042 Interpretive regulation—Failure to apply for or accept work under RCW 50.22.020 (4)(b)—Shareable, extended, or additional benefits.** As provided in RCW 50.22.020, a person will be disqualified from receiving extended, shareable, or additional benefits for failure to accept or apply for suitable work if the job at issue was either offered to the person in writing or was listed with the employment security department and the other requirements of the statute have been met. This regulation shall not apply to any week of unemployment exempted by the statute.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 94-22-043, § 192-16-042, filed 10/28/94, effective 11/28/94; 82-17-052 (Order 6-82), § 192-16-042, filed 8/17/82; 81-13-016 (Order 2-81), § 192-16-042, filed 6/11/81.]

**WAC 192-16-045 Interpretive regulation—Disqualification for failing to accept an offer of or to apply for suitable work—Shareable, extended, or additional benefits.** (1) If, during a week for which an individual has claimed regular shareable, extended, or additional benefits, he or she fails to accept any offer of work or fails to apply for any work

to which he or she was referred by the employment security department:

(a) Such individual will be disqualified from benefits under the terms of RCW 50.20.080 if the work was "suitable" under the provisions of RCW 50.20.100 and RCW 50.20.110 and if the individual's failure was without "good cause";

(b) Such individual, if disqualified from benefits under RCW 50.20.080 as provided in subparagraph (a) above, will further be disqualified from regular shareable, extended, and additional benefits as provided by RCW 50.22.020;

(c) Such individual may be disqualified from benefits under only the provisions of RCW 50.22.020 if the provisions of RCW 50.20.100 and RCW 50.20.080 have been met.

(2) This regulation shall not apply to any week of unemployment exempted by RCW 50.22.020.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 94-22-043, § 192-16-045, filed 10/28/94, effective 11/28/94; 82-17-052 (Order 6-82), § 192-16-045, filed 8/17/82; 81-13-016 (Order 2-81), § 192-16-045, filed 6/11/81.]

**WAC 192-16-047 Interpretive regulation—Interpretation of requirements of RCW 50.22.020(5)—Tangible evidence of a systematic and sustained effort to obtain work—Shareable, extended, or additional benefits.** Work search efforts for individuals claiming shareable and extended benefits must be of a quality and frequency that would clearly indicate that the individual is making sincere efforts to immediately return to gainful employment.

The completed work search section of the continued claim form which includes the date of work seeking contact, the name of the employer or union involved, and the type of work sought will be considered as tangible but not conclusive evidence of a systematic and sustained effort to obtain work.

An individual engaged in a training program approved by the commissioner in accordance with the requirements of 26 U.S.C. §3304 (a)(8), WAC 192-12-182, and 192-12-184 will be deemed to meet the requirements of RCW 50.22.020(5).

This regulation shall not apply to any week of unemployment exempted by RCW 50.22.020.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 94-22-043, § 192-16-047, filed 10/28/94, effective 11/28/94; 82-17-052 (Order 6-82), § 192-16-047, filed 8/17/82; 81-13-016 (Order 2-81), § 192-16-047, filed 6/11/81.]

**WAC 192-16-050 Diversion of unemployment benefits to satisfy child support obligations.** RCW 50.40.050 requires the department, upon proper notification by a child support agency, to withhold a portion of an individual's unemployment insurance benefits to be transmitted to the child support agency to satisfy child support obligations.

(1) Notification to claimant. The child support agency will serve notice on the claimant of the order to withhold unemployment insurance benefits.

(2) Overpayments. In the event an individual receives benefits to which he or she is not entitled, and those benefits are recoverable under the provisions of RCW 50.20.190, the overpayment will include the amount withheld and transmitted to the child support agency. The withheld benefits for child support obligations are considered to have been paid to the individual and then paid by the individual to the child support agency.

(3) Erroneous withholding. If an amount greater than the amount which should have been deducted from benefits is paid to the child support agency, that agency shall be responsible for reimbursing the individual claimant for any amount in excess of the amount properly received. If an amount less than the amount which should have been paid to the child support agency is withheld and paid, subsequent benefit entitlement of the claimant will be applied to satisfy the amount underpaid to the child support agency.

(4) Appeal rights.

(a) Any appeal regarding the validity of the child support obligation upon which the order to withhold is based including whether the obligation is owed, the total amount of obligation, and the amount to be withheld from benefits and paid over to the child support agency shall be resolved between the claimant and the child support agency. The employment security department will not be responsible for any appeals regarding such matters.

(b) Any appeal regarding the validity of the employment security department's authority to make deductions, the applicable weeks for which the deduction was made, and the accuracy of the amount deducted may be appealed in the same manner in which nonmonetary benefit determinations are appealed. The department's notification to the claimant shall contain an appeals notice. The laws and regulations relating to benefit appeals shall apply to appeals regarding matters subject to this regulation.

(5) Effective date of withholding. No amount shall be withheld from unemployment benefits paid for weeks prior to the date the notice to withhold is served on the individual, or prior to the date when an agreement to withhold is reached between the individual and the child support agency.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010, 95-09-085, § 192-16-050, filed 4/19/95, effective 5/20/95. Statutory Authority: Chapter 50.40 RCW and 1982 1st ex.s. c 18, 82-13-057 (Order 3-82), § 192-16-050, filed 6/14/82.]

**WAC 192-16-051 Special coverage provisions for educational employees—Definitions—RCW 50.44.050(1).**

(1) "**Contract**" means an obligation that is binding on the part of the an educational institution to provide work and on an individual to perform services.

(2) "**Reasonable assurance**" requires the educational institution to give an individual a bona fide notification of intent to assign him or her work in an instructional, research, or principal administrative capacity. "Reasonable assurance" does not include an agreement that is contingent on enrollment, funding or program changes. If there is a disagreement regarding whether an individual has "reasonable assurance" of continued employment, the educational institution must provide the department with documentation that reasonable assurance exists.

(3) "**In such capacity**" or "**in the same capacity**" are equivalent to "under the same terms and conditions of employment" as defined by WAC 192-16-057.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.12.070, 96-11-002, § 192-16-051, filed 5/2/96, effective 6/2/96. Statutory Authority: RCW 50.12.010 and 50.12.040, 82-17-052 (Order 6-82), § 192-16-051, filed 8/17/82.]

**WAC 192-16-052 Objective criteria used to define "academic year"—RCW 50.44.050(5).** (1) **What is the legislative intent?** The legislature made specific findings and statements of legislative intent that:

(a) As a general matter with limited exceptions, employees of educational institutions expect to be employed for no more than a nine or ten month school year with a break between school years for the traditional summer break;

(b) For part-time faculty at two-year institutions of higher education, summer quarter may be expected to be a time of employment;

(c) With respect to services performed by part-time faculty at community and technical colleges, "academic year" means fall, winter, spring, and summer quarters unless, based upon objective criteria including enrollment and staffing, the quarter is not, in fact, a part of the academic year for the particular institution; and

(d) RCW 50.44.050(5) was not intended to change the general rules used by this department prior to the *Evans vs. ESD 72 Wn.App. 862* (1994) decision regarding unemployment compensation for any other employees of educational institutions.

(2) **What objective criteria are used to determine whether summer quarter is part of the "academic year" of a particular institution with respect to services performed by part-time faculty?** The determination of whether a particular school meets this criteria will be made by this department based on enrollment and staffing data provided by the State Board for Community and Technical Colleges.

(3) **Which faculty are covered by this rule?** This rule applies only to part-time faculty at community and technical colleges. Full-time community college faculty, and employees of other educational institutions, are generally employed for no more than nine or ten months per year. Their eligibility for benefits during the summer is determined by the general rules used by this department prior to the *Evans* decision.

(4) **Is summer part of the academic year for a community or technical college?** (a) With respect to services performed by part-time faculty, the summer quarter is part of the academic year for a particular community or technical college if:

(i) Total enrollment during the summer quarter is more than one-third of the average enrollment for the preceding fall, winter, and spring quarters of the preceding two years for a particular institution; and

(ii) Total part-time faculty employed during the summer quarter is at least fifty percent of the average of the part-time faculty employment during the preceding fall, winter, and spring quarters during the preceding two years for a particular institution.

(b) When a summer quarter is part of the academic year for at least one community or technical college within a district, that quarter will be part of the academic year for all colleges within the district that are under the jurisdiction of the same board of trustees. A "district" is defined by RCW 28B.50.040.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.12.070, 96-11-002, § 192-16-052, filed 5/2/96, effective 6/2/96.]

**WAC 192-16-055 Interpretive regulations—Special coverage provisions—Bona fide notification of intent for substitute teacher—RCW 50.44.050(1).** In determining whether a notification of intent for a substitute teacher is bona fide, consideration shall be given, but not necessarily limited to the following factors:

- (1) With respect to the preceding academic year(s) or term(s):
  - (a) Number of full-time teaching positions,
  - (b) Student enrollment,
  - (c) Number of schools,
  - (d) Size of substitute list at beginning, during, and end of academic year(s) or term(s),
  - (e) Priorities affecting the assignment of substitute teachers,
  - (f) Average number of substitute teachers assigned each day.
- (2) With respect to the ensuing academic year or term:
  - (a) Projected number of full-time teaching positions,
  - (b) Projected student enrollment,
  - (c) Projected number of schools,
  - (d) Projected size of substitute list at beginning, during, and end of academic year(s) or term(s),
  - (e) Priorities affecting the assignment of substitute teachers,
  - (f) Projected average number of substitute teachers assigned each day.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 82-17-052 (Order 6-82), § 192-16-055, filed 8/17/82.]

**WAC 192-16-057 Interpretive regulation—"Under the same terms and conditions of employment" defined.** For the purposes of RCW 50.44.050 and 50.44.053, the phrase "under the same terms and conditions of employment" includes economic terms and conditions of employment such as wages, duration of contract, hours of work, and general nature of work, but does not include noneconomic conditions and details such as specific work location, specific duties, or assignment. It is not necessary that a position be identical to the previous position to meet the "under the same terms and conditions of employment" test. A position would be considered to be under the same terms and conditions of employment if it is of similar or equivalent type or classification, with similar pay, fringe benefits, hours of work, general type of work, and duration of employment.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 88-10-020 (Order 3-88), § 192-16-057, filed 4/29/88.]

**WAC 192-16-061 Interpretive regulation—Permanent residence in the United States under color of law—RCW 50.20.098.** For the purposes of RCW 50.20.098, an individual is permanently residing in the United States under color of law if the individual's presence is known to the Immigration and Naturalization Service (INS) but the individual continues to reside in the United States without a final order of deportation having been entered against the individual. Persons who are currently residing under color of law in the United States and who intend to remain will be considered "permanently residing" in the United States.

(1999 Ed.)

[Statutory Authority: RCW 50.12.010 and 50.12.040. 88-05-034 (Order 1-88), § 192-16-061, filed 2/12/88.]

**WAC 192-16-070 Interpretive regulations—Voluntary quit—RCW 50.20.050.** A layoff or reduction-in-force will not be considered to be a voluntary quit pursuant to RCW 50.20.050, if:

- (1) The employer announced a layoff or reduction-in-force; and
- (2) The claimant volunteered to be one of the people included in the layoff or reduction-in-force; and
- (3) The employer determines which individuals are laid off or released through a reduction-in-force; and
- (4) The employer accordingly laid off or released the claimant due to a reduction-in-force.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 93-18-054, § 192-16-070, filed 8/30/93, effective 9/30/93.]

### Chapter 192-17 WAC

#### STATE ENVIRONMENTAL POLICY ACT— INTERPRETATION

##### WAC

192-17-010 Exemption from provisions of WAC 197-10-800.

**WAC 192-17-010 Exemption from provisions of WAC 197-10-800.** The employment security department of the state of Washington has reviewed its authorized activities and found all of them to be exempt from the provisions of Title 197 WAC. This statement is provided as compliance with the requirements that the employment security department adopt guidelines consistent with Title 197 WAC.

[Order 1-76, § 192-17-010, filed 4/12/76.]

### Chapter 192-23 WAC

#### BENEFIT PAYMENT REGULATIONS

##### WAC

192-23-001	Failure to respond to request for information results in a presumption of disqualifying information.
192-23-002	Failure to respond defined.
192-23-011	Failure to provide details of employment.
192-23-012	Failure to provide details on holiday and/or vacation pay.
192-23-013	Failure to report in person.
192-23-014	Failure to establish ability to or availability for work.
192-23-015	Failure to establish active search for work.
192-23-016	Failure to meet work search requirements.
192-23-017	Failure to respond to a request for information regarding late filing of claims.
192-23-018	Failure to report as directed to reopen a claim for benefits after a break in claim series.
192-23-019	Directive to report for reemployment services.
192-23-051	Failure to provide details on separation from employment.
192-23-052	Failure to respond to a request for information regarding voluntary quit.
192-23-061	Failure to respond to a request for information regarding a discharge from work.
192-23-081	Failure to provide details on a refusal of an offer of work.
192-23-082	Failure to respond to a request for information regarding failure to apply for work.
192-23-091	Failure to respond to a request for information regarding labor dispute.
192-23-096	Failure to provide information regarding attendance at school.
192-23-113	Failure to respond to a request to provide information regarding athletic employment.

192-23-301	Failure to respond to a request for information regarding reasonable assurance of return to work.
192-23-320	Failure to respond to a request for documentation of a systematic and sustained work search.
192-23-350	Failure to respond to a request for pension information.
192-23-800	Certification of ineligibility.
192-23-810	Certification of return to full-time work or report of hours worked consistent with full-time work.
192-23-900	Claimant liable for repayment of overpayments caused by conditional payment.

**WAC 192-23-001 Failure to respond to request for information results in a presumption of disqualifying information.** If a claimant provides potentially disqualifying information or fails to provide necessary information and then fails to respond to a request for specific information, the failure to respond will result in a presumption of disqualifying information and the issuance of a formal determination of disqualification. The presumption of disqualifying information is rebuttable. RCW 50.20.160 provides the department the authority to issue redeterminations. If a claimant successfully rebuts the presumption of disqualifying information, provides information sufficient to establish eligibility, and a redetermination is permitted by RCW 50.20.160, a redetermination will be issued allowing benefits.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-001, filed 6/18/84.]

**WAC 192-23-002 Failure to respond defined.** An individual will be deemed to have failed to respond to a request for information if the claimant has not reported in person, if so directed, or responded in writing by the response date indicated in the request for information, providing all the information requested.

If the request for information requires an in-person response and the individual responds in writing, the individual will be deemed to have failed to respond unless the written response provides specific information that will establish good cause for a failure to respond in person.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-002, filed 6/18/84.]

**WAC 192-23-011 Failure to provide details of employment.** (1) If a claimant reports that he or she had work or earnings for one or more weeks, and fails to provide employer name and address information and fails to respond to a request for employer name and address information, the claimant will be presumed to be not unemployed as defined in RCW 50.04.310 and therefore not eligible for benefits pursuant to RCW 50.20.010.

(2) If a claimant reports that he or she has received or will receive remuneration for a week(s) not yet claimed and subsequently claims benefits for such week(s) without providing employer name and address information and the amount of remuneration, and fails to respond to a request to provide such information, the claimant will be presumed to be not unemployed as defined in RCW 50.04.310 and therefore not eligible for benefits pursuant to RCW 50.20.010.

(3) The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which work and earnings information is incomplete.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-011, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-011, filed 6/18/84.]

**WAC 192-23-012 Failure to provide details on holiday and/or vacation pay.** (1) If a claimant certifies that he or she has received holiday and/or vacation pay and the amount, and fails to respond to a request for specific information with respect to the holiday and/or vacation pay, the claimant will be presumed to be not unemployed as defined in RCW 50.04.310 and subject to denial pursuant to RCW 50.20.010.

(2) If a claimant reports that he or she has received or will receive remuneration for a week(s) not yet claimed and subsequently claims benefits for such week(s) without providing employer name and address information and the amount of remuneration, and fails to respond to a request to provide such information, the claimant will be presumed to be not unemployed as defined in RCW 50.04.310 and therefore not eligible for benefits pursuant to RCW 50.20.010.

(3) The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which vacation and/or holiday pay information is incomplete.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-012, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-012, filed 6/18/84.]

**WAC 192-23-013 Failure to report in person.** (1) If a claimant fails to report in person when directed and fails to respond to provide information to explain why he or she did not report in person, the claimant will be presumed to have failed to report in person without good cause and be subject to denial pursuant to RCW 50.20.010(1).

(2) The denial of benefits authorized by this section is a denial for a definite period of time, being the week or weeks in which the claimant failed to report as directed.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-013, filed 6/18/84.]

**WAC 192-23-014 Failure to establish ability to or availability for work.** (1) If a claimant certifies that he or she was not able to work or not available for work in any week or fails to certify whether he or she was able to work or was available for work, and fails to respond to provide details relating to his or her ability to and or availability for work, the claimant will be presumed to be not able or not available for work and subject to denial of benefits pursuant to RCW 50.20.010(3).

The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which information on the claimant's ability to work or availability for work is incomplete.

(2) If a claimant certifies to a condition of continuing ineligibility and provides information supporting a finding that he or she is not able to work or not available for work because of a circumstance expected to continue beyond the immediate week or weeks claimed, and if the claimant fails to respond to a request to provide information regarding his or her ability to and/or availability for work, the individual shall be subject to denial of benefits pursuant to RCW 50.20.010(3).



The denial of benefits authorized by this section is indefinite in nature, and will be applied beginning with the first week claimed to which the circumstances apply and remain in effect until the circumstances no longer exist.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-014, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-014, filed 6/18/84.]

**WAC 192-23-015 Failure to establish active search for work.** (1) If a claimant certifies that he or she was not actively seeking work, fails to certify whether he or she made an active search for work, and/or fails to provide complete work search details and other information as directed and fails to respond to provide details relating to work search activity, the individual will be presumed to be not actively seeking work and will be subject to denial pursuant to RCW 50.20.010(3).

(2) For the purpose of this subsection complete work search details include:

- (a) Names of employers contacted,
- (b) Date of each employer contact,
- (c) Employer location,
- (d) Type of work sought, and
- (e) Methods of contact.

(3) The denial of benefits authorized by this section is a denial for a definite period of time, being the week or weeks for which work search information is incomplete.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-015, filed 6/18/84.]

**WAC 192-23-016 Failure to meet work search requirements.** (1) If a claimant has been directed pursuant to WAC 192-24-030 to meet specific work search requirements, fails to report a work search that meets those requirements, and fails to respond to a request to provide additional work search information or responds with information that does not meet the specific requirements, the claimant will be presumed to not be actively seeking work as directed and subject to denial pursuant to RCW 50.20.010(3).

(2) The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which work search information does not meet specific work search requirements.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-016, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-016, filed 6/18/84.]

**WAC 192-23-017 Failure to respond to a request for information regarding late filing of claims.** (1) If a claimant files a claim late as defined in WAC 192-12-141 and fails to respond to a request for an explanation of why the claim was filed late, it shall be presumed that the claim has not been filed as required and the individual will be subject to denial pursuant to RCW 50.20.010(2) and WAC 192-12-141.

(2) The denial of benefits authorized by this section is a denial for a definite period of time, being the week or weeks which were filed late.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-017, filed 6/18/84.]

(1999 Ed.)

**WAC 192-23-018 Failure to report as directed to reopen a claim for benefits after a break in claim series.**

(1) After a break in weeks claimed, your claim for benefits will be denied under RCW 50.20.010(1) if you fail:

- (a) To report as directed during the first week for which you wish to be eligible for benefits, and
- (b) To respond to a request to report as directed to reopen your claim, or
- (c) To establish good cause for failure to report as directed to reopen your claim.

(2) The denial of benefits will remain in effect until you report as directed to reopen your claim.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.20.140. 98-06-097, § 192-23-018, filed 3/4/98, effective 4/4/98. Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-018, filed 5/28/87, effective 8/30/87.]

**WAC 192-23-019 Directive to report for reemployment services.** The commissioner may direct a claimant in writing to report in person for reemployment services as provided in RCW 50.20.010(5).

(1) **Exceptions.** An individual will not be required to participate in reemployment services if the individual:

- (a) Is a member in good standing of a full referral union;
- (b) Is partially unemployed or on standby as defined by WAC 192-12-150; or

(c) Within the previous year has completed, or is currently scheduled for or participating in, similar services.

(2) **Minimum services.** The services will consist of one or more sessions which include, but are not limited to:

- (a) Information about the local labor market;
- (b) Information about available reemployment and retraining services;
- (c) Successful job search attitudes;
- (d) Self assessment of job skills and interests;
- (e) Job interview techniques;
- (f) The development of a resume or fact sheet; and
- (g) The development of a plan for reemployment.

(3) **Sanctions.** An individual who has received a directive, and fails to participate in reemployment services during a week, will be disqualified from benefits for that week unless justifiable cause is demonstrated.

(4) **Justifiable cause.** Justifiable cause for failure to participate in reemployment services as directed will include factors specific to the individual which would cause a reasonable person in similar circumstances to fail to participate. Justifiable cause includes, but is not limited to:

- (a) Illness or disability of the individual or the individual's immediate family;
- (b) The individual's presence at a job interview scheduled with an employer; or
- (c) Severe weather conditions precluding safe travel.

Reasons for absence will be subject to verification. In all such cases, the individual's ability or availability for work is an issue.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 95-12-014, § 192-23-019, filed 5/30/95, effective 6/30/95.]

**WAC 192-23-051 Failure to provide details on separation from employment.** If a claimant reports no work or

earnings in a week following a week during which work and earnings were reported and does not provide complete employer and separation information, and does not respond to a request to supply complete employer and separation information, the claimant will be presumed to have voluntarily left work without good cause and will be denied pursuant to RCW 50.20.050.

(1) A separation from employment occurs whenever the employer-employee relationship is interrupted or ended. For the purpose of this section a separation from employment occurs whenever:

(a) An employee is not scheduled to work for a period of one week or more.

(b) A claimant has a week with no earnings following a week in which the claimant had earnings.

(2) For the purpose of this section, complete employer and separation information consists of the following items:

(a) Name of employer,

(b) Complete address of employer,

(c) Last day worked,

(d) Reason for separation from employment,

(e) Information on hours worked and earnings if not previously reported.

(3) The denial of benefits authorized by this section is indefinite in nature, and will remain in effect until the claimant meets the requalification provisions of RCW 50.20.050.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-051, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-051, filed 6/18/84.]

**WAC 192-23-052 Failure to respond to a request for information regarding voluntary quit.** (1) If a claimant fails to respond to a notice to provide detailed information with respect to voluntarily quitting work, the claimant shall be presumed to have voluntarily left work without good cause and denied benefits pursuant to RCW 50.20.050.

(2) The denial of this section is indefinite in nature and will be applied until the claimant meets the requalification provisions of RCW 50.20.050.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-052, filed 6/18/84.]

**WAC 192-23-061 Failure to respond to a request for information regarding a discharge from work.** (1) If a claimant fails to respond to a request for information regarding a discharge from work and has provided insufficient information to identify or contact the employer, the claimant may be presumed to be discharged for misconduct connected with the work and denied benefits pursuant to RCW 50.20.060. If the claimant has supplied the agency with sufficient information to contact the employer, the claimant may not be denied benefits pursuant to RCW 50.20.060 unless the employer has established by a preponderance of evidence that the claimant has been discharged for misconduct connected with the work.

(2) The denial of this section is indefinite in nature and will be applied until the claimant meets the requalification provisions of RCW 50.20.060.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-061, filed 6/18/84.]

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**WAC 192-23-081 Failure to provide details on a refusal of an offer of work.** (1) If a claimant certifies that he or she refused an offer of work or fails to certify whether he or she refused an offer of work, and fails to respond to a notice to report or request to provide details relating to refusing an offer of work, the individual will be presumed to have refused an offer of available, suitable work without good cause and will be subject to denial of benefits pursuant to RCW 50.20.080.

(2) The denial of benefits under this section is indefinite in nature and will be applied until the claimant meets the requalification provisions of RCW 50.20.080. The beginning date of the denial will be the first day of week in which the claimant certified that he or she refused an offer of work or failed to indicate whether he or she refused an offer of work.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-081, filed 6/18/84.]

**WAC 192-23-082 Failure to respond to a request for information regarding failure to apply for work.** If the agency has directed a claimant to apply for work, the agency is advised that the claimant failed to apply as directed, and the claimant fails to respond to a request for information regarding the failure to apply as directed, the claimant shall be deemed to have failed to apply for available, suitable work without good cause and shall be subject to denial pursuant to RCW 50.20.080.

(2) The denial of benefits under this section is indefinite in nature and will be applied until the claimant meets the requalification provisions of RCW 50.20.080. The beginning date of the denial will be the date the claimant was directed to apply for work.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-082, filed 6/18/84.]

**WAC 192-23-091 Failure to respond to a request for information regarding labor dispute.** (1) If an individual fails to respond to a request for information regarding a labor dispute, the individual will be presumed to be unemployed due to the labor dispute and directly interested in and/or participating in the dispute.

(2) The presumption that the claimant is unemployed due to the labor dispute and directly interested in and/or participating in the dispute shall continue until the claimant provides information otherwise.

(3) The employer must establish that a stoppage of work caused by a labor dispute has resulted in the claimant being unemployed before the claimant may be denied benefits pursuant to RCW 50.20.090.

(4) The denial of benefits under this section is indefinite in nature and will continue as long as the employer can establish that there is a stoppage of work caused by a labor dispute.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-091, filed 6/18/84.]

**WAC 192-23-096 Failure to provide information regarding attendance at school.** (1) If claimant or another party notifies the agency that the claimant is in school and the claimant fails to respond to a request for information regarding school attendance, the claimant shall be presumed to be

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registered for academic instruction of twelve or more hours and to have a limited attachment to the labor market, and to be not available for work, and shall be subject to denial of benefits pursuant to RCW 50.20.095 and 50.20.010(3).

(2) The denial of benefits under this section is indefinite in nature and continues until the individual reestablishes eligibility pursuant to RCW 50.20.095 and 50.20.010(3).

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-096, filed 6/18/84.]

**WAC 192-23-113 Failure to respond to a request to provide information regarding athletic employment.** (1) If a claimant bases his or her eligibility for benefits on employment as a sport or athletic event participant and refuses to respond to a request for information regarding participation in past and coming seasons, the claimant shall be presumed to have a reasonable assurance of performing such services in an upcoming season and thereby be subject to denial of benefits pursuant to RCW 50.20.113.

(2) The denial in this section is definite in nature and applies to the entire period between seasons.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-113, filed 6/18/84.]

**WAC 192-23-301 Failure to respond to a request for information regarding reasonable assurance of return to work.** (1) In the case of a claimant whose benefits are based on services for an educational institution, and whose employer has provided information that the claimant has reasonable assurance of returning to employment during the following term, academic year or period following holiday or vacation, failure of the claimant to respond to a request for information concerning such assurance will result in a denial pursuant to the applicable section of RCW 50.44.050.

(2) The denial of benefits under this section is definite in nature, applying to the period between terms, between academic years, or the appropriate vacation and/or holiday period.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-301, filed 6/18/84.]

**WAC 192-23-320 Failure to respond to a request for documentation of a systematic and sustained work search.** As provided in RCW 50.22.020: (1) If a claimant is receiving shareable or extended benefits and fails to report a systematic and sustained work search and fails to respond to a request to provide work search information, the claimant shall be presumed to have failed to actively engage in seeking work and be subject to denial of benefits.

(2) The denial of benefits under this section is indefinite in nature and shall continue until the requalifying provisions are met.

(3) This regulation shall not apply to any week of unemployment exempted by the statute.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-22-043, § 192-23-320, filed 10/28/94, effective 11/28/94; 84-13-050 (Order 4-84), § 192-23-320, filed 6/18/84.]

**WAC 192-23-350 Failure to respond to a request for pension information.** (1) If a claimant certifies that he or she

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has applied for a retirement pension or that his or her retirement pension has changed since his or her last claim or the claimant has failed to indicate whether he or she has applied for a pension or his or her pension changed, and fails to respond to a request for pension information, or responds with inadequate pension information, the individual will be presumed to be receiving a pension in an amount greater than his or her weekly benefit amount and contributed to solely by a base year employer and be subject to denial of benefits pursuant to RCW 50.04.323.

(2) The denial of benefits under this section is indefinite and will continue until the claimant establishes that he or she is no longer subject to disqualification pursuant to RCW 50.04.323.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-350, filed 6/18/84.]

**WAC 192-23-800 Certification of ineligibility.** (1) If a claimant submits a claim form certifying that he or she was not available for work, or was not able to work on one or two days of a week or weeks being claimed, and if the day or days to which the condition of ineligibility applies are normal working days in the claimant's regular occupation, and if the information supplied clearly supports this certification, benefits shall be reduced pursuant to RCW 50.20.010(3) and 50.20.130 without requiring additional information or interview.

The denial of benefits authorized by this section is for a definite period of time and applies only to the day or days for which the claimant specifically indicates ineligibility.

(2) If a claimant submits a claim form certifying that he or she was not available for work, or was not able to work for three or more days of a week or weeks being claimed, and if the days to which the condition of ineligibility applies are normal working days in the claimant's regular occupation, and if the information supplied clearly supports this certification benefits shall be denied pursuant to RCW 50.20.010(3) without requiring additional information or interview.

The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which the claimant specifically indicates ineligibility.

(3) If a claimant submits a claim form certifying to a condition of continuing ineligibility and the information supplied clearly supports a finding that he or she is not able to work or not available for work because of a circumstance expected to continue beyond the immediate week or weeks claimed, benefits shall be denied pursuant to RCW 50.20.010(3) without requiring additional information or interview.

The denial of benefits authorized by this section is indefinite in nature and will be applied beginning with the first week claimed to which the circumstance applies and will remain in effect until the circumstance no longer exists.

(4) If a claimant submits a claim form with information clearly certifying that he or she does not intend to claim benefits for the week or weeks, benefits shall be denied pursuant to RCW 50.20.010(2) without requiring additional information or interview.

The denial of benefits authorized by this section is for a definite period of time and applies only to the week or weeks for which the claimant specifically indicates ineligibility.

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(5) Any denial of benefits issued pursuant to this section shall be issued without delay.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-800, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-800, filed 6/18/84.]

**WAC 192-23-810 Certification of return to full-time work or report of hours worked consistent with full-time work.** (1) If a claimant certifies that he or she has returned to full-time work or reports hours worked consistent with full-time work for that occupation, the certification shall be sufficient to determine that the claimant is no longer an unemployed individual as defined in RCW 50.04.310 and is subject to denial pursuant to RCW 50.20.010 without requiring additional information or interview.

(2) The denial of benefits authorized by this section is for a definite period of time, and applies only to the week or weeks claimed at the time of the certification of return to full-time work or report of hours worked consistent with full-time work.

(3) Any denial of benefits issued pursuant to this section shall be issued without delay.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 87-12-021 (Order 2-87), § 192-23-810, filed 5/28/87, effective 8/30/87; 84-13-050 (Order 4-84), § 192-23-810, filed 6/18/84.]

**WAC 192-23-900 Claimant liable for repayment of overpayments caused by conditional payment.** (1) If an overpayment of benefits results from a conditional payment and subsequent denial of benefits, the claimant is not eligible for waiver of that overpayment pursuant to RCW 50.20.190.

(2) A claimant who submits a claim form that fails to clearly establish eligibility and which results in a conditional payment is not without fault with respect to any overpayment subsequently established and therefore not eligible for the waiver provisions of RCW 50.20.190.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-23-900, filed 6/18/84.]

## Chapter 192-24 WAC CLAIMANT INFORMATION

### WAC

192-24-001	Information for claimants.
192-24-010	Claimant information booklet.
192-24-020	Presentation of benefit rights.
192-24-030	Claimant directive.

**WAC 192-24-001 Information for claimants.** (1) The employment security department will provide claimants with information necessary for filing claims for benefits.

(2) The department will provide assistance at its job service centers or in writing to any person needing assistance in filing claims.

(3) A person given written information by the department will be responsible for acting in accord with that information for the duration of the claim and will be presumed to understand the information unless the individual asks for help in understanding.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-24-001, filed 6/18/84.]

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### WAC 192-24-010 Claimant information booklet.

(1) The department will publish an *Information for Claimants* booklet, form number EMS 8139 to provide basic information on the law, rules and procedures related to claims for unemployment insurance benefits. Single copies of the booklet will be available to the public at no charge.

(2) Each person filing a new claim for benefits will be given a copy of the most recent revision of the *Information for Claimants* booklet, form number EMS 8139.

(3) Each person given a copy of the information booklet will be responsible for filing claims in accordance with the instructions in the booklet.

(4) A replacement booklet will be given to any person who requests one.

(5) Each person given a booklet will be responsible for reporting and filing claims according to the information in the booklet for the duration of the claim unless other specific information is given to the person in writing.

(6) In its job service centers, the department will assist any person who may have difficulty understanding the booklet.

(7) If a person fails to ask for help in understanding the booklet, the person will be presumed to understand the contents of the booklet and held responsible for any failure to act as directed by the booklet.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-24-010, filed 6/18/84.]

### WAC 192-24-020 Presentation of benefit rights.

(1) The department will give each person filing a claim for benefits a presentation of benefit rights.

(2) If there is a change in eligibility requirements or if a person appears to need assistance, the department may require an individual to attend a presentation of benefit rights.

(3) Any person wishing to attend a presentation of benefit rights for general information or review may do so at a time convenient to the department.

(4) A person filing claims for benefits will be responsible for filing claims and providing information as directed in the presentation of benefit rights unless other written instructions are given after the presentation of benefit rights.

(5) If there is a conflict between written and spoken information given to a person, the written information will be held to apply.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-24-020, filed 6/18/84.]

### WAC 192-24-030 Claimant directive.

RCW 50.20.010(3) provides that to be eligible for benefits, an individual must be actively seeking work pursuant to customary trade practices and through other methods when so directed by the commissioner or his agents.

(1) A "claimant directive" is a notice to a claimant advising him or her that specific methods of work search are required in order to meet the actively seeking work requirements.

(2) No claimant directive will be effective until a written copy of the directive has been received by the claimant.

(3) A claimant directive may be issued to advise a claimant of any requirement related to the work search including the method of reporting of work search required.

(4) An individual given a claimant directive will be required to abide by the directive until it is replaced by a new written directive.

(5) A directive shall remain in effect until a claimant establishes a new valid benefit year or until a new written directive is given.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 84-13-050 (Order 4-84), § 192-24-030, filed 6/18/84.]

### Chapter 192-28 WAC

#### RECOVERY OF BENEFIT OVERPAYMENTS

##### WAC

192-28-105	Recovery of benefit overpayment—Notification to individual.
192-28-110	Recovery of benefit overpayment—Fault provisions.
192-28-115	Recovery of benefit overpayment—Equity and good conscience provisions.
192-28-120	Recovery of benefit overpayment—By repayment or offset against past or future benefits.
192-28-122	Application of offsets or cash repayments.
192-28-125	Recovery of benefit overpayment—Notification of right to appeal.
192-28-130	Minimum payment calculation.
192-28-135	Recovery of benefit overpayment—Overpayment collection and maximum benefit payable.
192-28-145	Overpayment subject to interest charges.
192-28-150	Benefit overpayment interest charges—Definitions.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

192-28-100	Recovery of benefit overpayment—General provisions. [Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040. 85-21-024 (Order 6-85), § 192-28-100, filed 10/10/85.] Repealed by 95-09-085, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010.
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**WAC 192-28-105 Recovery of benefit overpayment—Notification to individual.** (1) If a potential overpayment exists, the department will provide you with an overpayment advice of rights, in writing, explaining the following:

- The reasons you may have been overpaid;
- The amount of the possible overpayment as of the date the notice is mailed;
- The fact that the department will collect overpayments as provided in WAC 192-28-120;
- The fact that final overpayments are legally enforceable debts which must be repaid whether or not you are claiming unemployment benefits;
- The fact that these debts can be the basis for warrants which can result in liens, notices to withhold and deliver personal properties, garnishment of salaries, and possible sale of real and personal properties;
- An explanation that if you are not at fault, you may request a waiver of the overpayment. Waiver means the overpayment does not have to be repaid; and
- A statement that you have 10 days to submit information about the possible overpayment and whether you are at fault. Failure to do so means the department will make a decision based on available information about the overpayment and your eligibility for waiver.

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[Statutory Authority: RCW 50.12.010 and 50.12.040. 96-20-051, § 192-28-105, filed 9/25/96, effective 10/26/96; 88-10-021 (Order 4-88), § 192-28-105, filed 4/29/88; 86-17-023 (Order 3-86), § 192-28-105, filed 8/12/86. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040. 85-21-024 (Order 6-85), § 192-28-105, filed 10/10/85.]

**WAC 192-28-110 Recovery of benefit overpayment—Fault provisions.** (1) When an overpayment occurs, the department will make a finding of fault or nonfault based on information provided by the individual and/or by the employer and from information contained in the department's records. After reviewing all such information, the individual will be considered to be at fault when the overpayment is:

- The result of fraud, misrepresentation, wilful nondisclosure; or
- The result of a discharge for a felony or gross misdemeanor pursuant to the provisions of RCW 50.20.065; or
- Based on the presence of all of the following three elements:

(i) The individual was paid benefits in an amount greater than he or she was entitled to receive and he or she accepted and retained those benefits; and

(ii) The payment of these benefits was based on incorrect information or a failure to furnish information which the individual should have provided as outlined in the information for claimants booklet, claimant directives and other reasonable written communications issued by the department; or information which the individual caused another to fail to disclose; and

(iii) The individual had sufficient notice that the information should have been reported.

(2) In accordance with WAC 192-23-900, an individual who is overpaid as the result of a conditional payment is liable for repayment.

(3) The individual may be considered to be at fault, even though he or she provided the department with all material information prior to the issuance of an applicable benefit eligibility decision, if the overpayment is the result of payment that the individual should reasonably have known was improper. Following are some, but not all, examples of instances in which an individual should reasonably have known that a payment was improper and therefore is at fault. These are intended as examples only and do not mean that the department would rule in this manner in every such situation.

(a) The individual correctly reported earnings but the department paid benefits at the full amount or incorrectly deducted the earnings.

(b) The individual reported that he or she was unavailable for one or more customary work days, but the department paid at the full amount and the payment was not a conditional payment.

(c) The individual received a retroactive pension payment that he or she had applied for and was reasonably sure would be awarded.

(d) The individual did not inform the department that he or she was eligible for benefits on an unexpired claim against another state.

(e) A lower level decision was reversed by the office of administrative hearings, the commissioner or a court because of new information that the individual failed to disclose to the department.

(f) Other circumstances in which department fact finding indicates that the individual knew the payment was improper.

(4) In determining whether or not an individual is at fault, the department shall also consider education, mental abilities, emotional state, the individual's experience with claiming unemployment insurance and other elements of the individual's personal situation which affect his or her knowledge and ability to comply with reporting all material information that is relevant to benefit eligibility. This includes information contained in the information for claimants booklet, claimant directives and other reasonable written communications issued by the department.

(5) The individual will be considered without fault when he or she provided the department with all material information prior to the issuance of an applicable benefit eligibility decision and the overpayment is the result of payment that the individual would not reasonably have known was improper. Following are some, but not all, examples of instances in which an individual may not reasonably have known that a payment was improper and therefore is not at fault. These are intended as examples only and do not mean that the department would rule in this manner in every such situation.

(a) The department erroneously removed a payment stop, resulting in improper payment.

(b) The individual received a retroactive pension which was backdated by the pension source, not at the individual's request.

(c) A combined wage or federal claim was filed against Washington that should have been filed against another state.

(d) Extended benefits were paid by the department when the individual would have been eligible for a new claim against this or another state.

(e) A lower level decision, in which all information was provided by the individual, was reversed by the office of administrative hearings, the commissioner or a court.

(f) Other circumstances in which department fact finding indicates that the individual did not know the payment was improper.

(6) Fault and waiver are not considered if the individual agrees to an account adjustment as explained in WAC 192-28-120(4).

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-28-110, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.01.040 [50.12.040]. 88-10-021 (Order 4-88), § 192-28-110, filed 4/29/88; 86-17-023 (Order 3-86), § 192-28-110, filed 8/12/86. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040. 85-21-024 (Order 6-85), § 192-28-110, filed 10/10/85.]

**WAC 192-28-115 Recovery of benefit overpayment—Equity and good conscience provisions.** (1) The department will not consider or grant waiver of an overpayment and will not consider or accept an offer in compromise of an overpayment, when the overpayment is based on an overpayment decision written by a state other than Washington.

(2) The department will grant waiver of an overpayment when it is found that the individual was without fault in the overpayment and when it is determined that to require repayment would be against equity and good conscience. It will be against equity and good conscience to deny waiver when repayment of the overpayment would deprive the individual

of income required for necessary living expenses unless there are unusual circumstances which would militate against waiver.

(3) The individual will be required to provide financial information for the determination of waiver of the overpayment. Failure on the part of the individual to provide such information within 10 days from the request date will result in the department making a decision, based on available information, regarding the individual's eligibility for waiver. All such information is subject to verification by the department. Any overpayment amount waived on the basis of information which is later determined to be fraudulent or misrepresented shall be restored to the overpayment balance.

(4) The financial information requested shall include:

(a) An account of the individual's income and to the extent available to the individual, other financially contributing members of the household for the month preceding, the current month and the month following the date the financial information is requested.

(b) An account of the individual's current and readily available liquid assets. Liquid assets may include, but are not limited to, checking and savings account balances, stocks, bonds and cash on hand.

(c) An account of the individual's expenses for the month preceding, the current month and the month following the date the financial information is requested.

(5) If average monthly expenses equal or exceed average monthly income and there are no substantial liquid assets available, waiver of the overpayment will be considered. The presence of unusual circumstances may justify waiver on other than a financial basis when not to waive would be unconscionable.

(6) When an individual has been denied waiver or waiver was not considered, the individual may enter into a payment agreement with the department.

(7) When an individual has been denied waiver or has been unable to reach a payment agreement with the department, he or she may make an offer in compromise pursuant to the provisions of RCW 50.24.020. The allowance or denial of an offer in compromise will be in accordance with the same criteria used by the department for allowance or denial of waiver of an overpayment. Any overpayment amount compromised on the basis of information which is later determined to be fraudulent or misrepresented shall be restored to the overpayment balance.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-17-103, § 192-28-115, filed 8/21/90, effective 9/21/90; 86-17-023 (Order 3-86), § 192-28-115, filed 8/12/86. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040. 85-21-024 (Order 6-85), § 192-28-115, filed 10/10/85.]

**WAC 192-28-120 Recovery of benefit overpayment—By repayment or offset against past or future benefits.** (1) If you do not repay an overpayment in full or make the minimum monthly payments provided for in WAC 192-28-130, the overpayment will be deducted from benefits payable for each week(s) you claim.

(2) For overpayments assessed under RCW 50.20.010 because you asked to have your unemployment insurance claim cancelled, the amount deducted will be one hundred percent of benefits payable for each week(s) you claim. The

department will ensure you are informed of the advantages and/or disadvantages of cancelling an existing claim to file a new claim.

(3) If you are currently claiming benefits, the overpayment will not be offset from future weeks payable unless you have missed two or more payments as provided in WAC 192-28-130. If you have missed two or more payments, the overpayment will be offset as described in (a) and (b) below:

(a) If the overpayment was caused by a denial for fraud, misrepresentation, or wilful nondisclosure as provided in RCW 50.20.070, the amount deducted will be one hundred percent of benefits payable for each week(s) you claim. These overpayments will be collected first.

(b) For all other overpayments, the amount deducted will be fifty percent of benefits payable for each week you claim. However, you may request the overpayment be repaid at one hundred percent of benefits payable for each week you claim.

(4) If the overpayment has been assessed by another state, the amount deducted will be as follows:

(a) If the overpayment was caused by a denial for fraud, misrepresentation, or wilful nondisclosure, the amount deducted will be one hundred percent of benefits payable for each week(s) you claim. These overpayments will be collected first.

(b) For all other overpayments, the amount deducted will be fifty percent of benefits payable for each week you claim. However, you may request the overpayment be repaid at one hundred percent of benefits payable for each week you claim.

(5) If you have been denied waiver, or if waiver was not considered, you will be notified in writing of your right to enter into a payment agreement with the department or to make an offer in compromise. An offer in compromise will not be approved if the overpayment was caused by a denial under RCW 50.20.065 or 50.20.070 unless there are unusual circumstances which would justify a compromise.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 96-20-051, § 192-28-120, filed 9/25/96, effective 10/26/96. Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010, 95-09-085, § 192-28-120, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010 and 50.01.040 [50.12.040], 88-10-021 (Order 4-88), § 192-28-120, filed 4/29/88; 86-17-023 (Order 3-86), § 192-28-120, filed 8/12/86. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040, 85-21-024 (Order 6-85), § 192-28-120, filed 10/10/85.]

**WAC 192-28-122 Application of offsets or cash repayments.** (1) Offsets will only be applied against the overpayment assessment.

(2) Cash repayments will be applied against the outstanding balance as follows:

- (a) Court assessments and warrant fees.
- (b) Interest charges.
- (c) The overpayment assessment.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 90-17-105, § 192-28-122, filed 8/21/90, effective 9/21/90.]

**WAC 192-28-125 Recovery of benefit overpayment—Notification of right to appeal.** (1) The department shall ensure that all interested employers and the individual to whom the overpayment is assessed are notified in writing of the overpayment assessment and their right to appeal any

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or all of the following elements of the overpayment assessment:

- (a) The reason for the overpayment;
- (b) The amount of the overpayment;
- (c) The finding of fault or nonfault;
- (d) The reason for waiver or denial of waiver of the overpayment.

(2) For the purposes of this chapter, interested employer means (1) any employer who provides information to the department which results in an overpayment assessment and (2) when waiver has been allowed all base year employers who make payments in lieu of contributions to the department.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 86-17-023 (Order 3-86), § 192-28-125, filed 8/12/86. Statutory Authority: RCW 50.20.190, 50.12.010 and 50.12.040, 85-21-024 (Order 6-85), § 192-28-125, filed 10/10/85.]

**WAC 192-28-130 Minimum payment calculation.**

Unless otherwise authorized by the commissioner or his/her designee, the minimum monthly payment shall be as follows:

(1) A minimum monthly payment will not be calculated for overpayments assessed by states other than Washington. Recovery of benefit overpayments by offset against future benefits will be done in accordance to WAC 192-28-120 (5)(a) and (b).

(2) For overpayments assessed under RCW 50.20.070, the minimum monthly payment amount will be the individual's weekly benefit amount or three percent of the remaining overpayment balance at the time of the billing statement rounded to the next lower multiple of one dollar, whichever is greater.

(3) For all other overpayments, the minimum monthly payment amount will be one-third of the weekly benefit amount, three percent of the remaining overpayment balance at the time of the billing statement rounded to the next lower multiple of one dollar, or twenty-five dollars, whichever is greater.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 90-17-103, § 192-28-130, filed 8/21/90, effective 9/21/90; 88-10-021 (Order 4-88), § 192-28-130, filed 4/29/88.]

**WAC 192-28-135 Recovery of benefit overpayment—Overpayment collection and maximum benefit payable.** (1) No otherwise eligible individual shall receive as benefit payment an amount in excess of the maximum benefit payable from an entitlement as established pursuant to the provisions of RCW 50.20.120 and/or 50.22.040 and 50.22.050.

(2) An individual may certify for offset of an overpayment on a valid benefit year as provided in WAC 192-28-120.

(a) Provided, when the new balance available on a valid benefit year is equal to or less than the balance of an overpayment on that benefit year, the offset shall be at the rate of one hundred percent, regardless of the provisions of WAC 192-28-120 and/or 192-28-130.

(b) Overpayments established on other than the current benefit year shall be offset from a valid benefit year as provided in WAC 192-28-120 and/or 192-28-130.

(3) Within a valid benefit year the total benefits properly paid plus the offset credits properly granted shall not exceed the maximum benefits payable.

(4) Any offset of an overpayment granted on the basis of information later determined to be fraudulent or misrepresented shall be cancelled and the amount restored to the overpayment balance.

(5) If any provision of this section is in conflict with federal regulation, the federal regulation shall apply.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-20-065 (Order 5-89), § 192-28-135, filed 10/4/89, effective 11/4/89.]

**WAC 192-28-145 Overpayment subject to interest charges.** (1) Overpayments assessed by another state, but collected by this department, will not be charged interest.

(2) No interest will be charged in months when the minimum monthly payment is received on or before the due date except on overpayments assessed pursuant to RCW 50.20.070. If a claimant appeals a charge of misrepresentation, interest continues to accrue during the period of the appeal. Interest is assessed if the overpayment is upheld.

(3) Overpayments based on misrepresentation (RCW 50.20.070) will be charged interest at the rate of one percent per month.

(4) Overpayments not based on misrepresentation will be charged interest at the rate of one percent per month if two or more minimum monthly payments are delinquent.

(5) Overpayments containing both misrepresentation and nonmisrepresentation will be charged interest in accordance with (3) and (4) above.

(6) If unusual circumstances exist, the commissioner or authorized delegate may suspend the assessment or collection of interest charges.

(7) A month, with respect to the charging of interest, begins on the day following the last Saturday of one month and ends on the last Saturday of the next month.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-10-044, § 192-28-145, filed 5/2/94, effective 5/2/94; 90-17-105, § 192-28-145, filed 8/21/90, effective 9/21/90.]

**WAC 192-28-150 Benefit overpayment interest charges—Definitions.** (1) The "outstanding balance" is defined as the total of all unpaid overpayment assessments, warrant fees, court assessments and interest charges.

(2) The "due date" is defined as the date shown on the department's monthly statement, mailed to the claimant's last known address.

(3) "Delinquent" is defined as the minimum payment due, not being received on or before the due date.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 90-17-105, § 192-28-150, filed 8/21/90, effective 9/21/90.]

### Chapter 192-32 WAC

#### TIMBER RETRAINING BENEFITS

##### WAC

192-32-010	Definitions.
192-32-035	Residence in rural natural resources impact area at time of last separation from employment.
192-32-040	Employment in the forest products industry.
192-32-045	Unlikely to return to employment.

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192-32-050	Benefits payable only to workers enrolled in approved training.
192-32-055	Training program deadlines.
192-32-065	Training program application requirements.
192-32-075	Occupation in demand outside labor market.
192-32-085	Full-time training.
192-32-095	Certification of satisfactory progress.
192-32-100	Modifying a training plan.
192-32-105	Interstate claims.
192-32-115	Out-of-state training.
192-32-130	Five weeks for work search following training.
192-32-135	Thirteen weeks for remedial education.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

192-32-001	Scope of chapter. [Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-32-001, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-001, filed 9/20/91, effective 10/21/91.] Repealed by 98-05-042, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090.
192-32-015	Interpretive rule—Effective date of RCW 50.22.090. [Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-32-015, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-015, filed 9/20/91, effective 10/21/91.] Repealed by 98-05-042, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090.
192-32-025	Post training benefits. [Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-32-025, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-025, filed 9/20/91, effective 10/21/91.] Repealed by 98-05-042, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090.
192-32-120	Forest products workers. [Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315. 92-05-051, § 192-32-120, filed 2/13/92, effective 3/15/92.] Repealed by 98-05-042, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090.
192-32-125	Dislocated workers in timber impact areas. [Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315. 92-05-051, § 192-32-125, filed 2/13/92, effective 3/15/92.] Repealed by 98-05-042, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090.

**WAC 192-32-010 Definitions.** For the purpose of this chapter and RCW 50.22.090:

(1) "Commissioner" means commissioner of the employment security department.

(2) "Department" means the employment security department.

(3) "Displaced worker" means an individual who is unlikely to return to employment in his or her principal occupation or previous industry because of a diminishing demand within his or her labor market for his or her skills in the occupation or industry;

(4) "Labor market" means the area in which workers of specific occupation customarily have found work. Labor market is based on the worker's place of residence and occupation.

(5) "Satisfactory progress" means maintaining a grade point average sufficient to graduate, and taking sufficient credit hours to complete the approved course of study within the time frame established under the approved training plan.

(1999 Ed.)



(6) "Timber retraining benefits," abbreviated TRB, means the additional unemployment insurance benefits authorized by RCW 50.22.090(3).

(7) "Wages" means wages earned in employment as defined in chapter 50.04 RCW. This means that only wages in covered employment can be considered in determining if a worker has earned wages in employment in the forest products industry or in the fishing industry assigned Standard Industrial Code 0912.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-010, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-32-010, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-010, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-035 Residence in rural natural resources impact area at time of last separation from employment.** (1) If you met the residence requirements at the time you filed your initial claim for benefits, you have met those requirements until you establish a new benefit year, regardless of subsequent employment or relocation to another area.

(2) If you met the residence requirements when you filed your initial claim, you have met those requirements until a new benefit year is established, even if your residence ceases to fall within a designated rural natural resources impact area.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-035, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-035, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-040 Employment in the forest products industry.** "Earned wages in the forest products industry" means earned wages in employment in the forest products industry.

(1) Employment reported in the following SIC codes is considered to be employment in the forest products industry:

- 24 Lumber and wood products, except furniture
- 26 Paper and allied products
- 08 Forestry
- 2861 Gum and wood chemicals
- 3553 Woodworking machinery
- 3554 Paper industry machinery

(2) Employment reported in the following SIC codes may be employment in the forest products industry. The specific nature of the business of the employer may be reviewed to determine whether it represents employment in the forest products industry:

- 2823 Cellulistic manmade fibers (rayon, etc.)
- 3425 Saw blades and handsaws
- 3531 Construction machinery and equipment (trucks, off-highway; chippers; draglines; log splitters; logging equipment)
- 3711 Motor vehicles and passenger car bodies (tractors, trucks: for highway use)

- 4212 Local trucking without storage (log trucking, trucking timber)
- 4449 Water transportation of freight, NEC (log rafting and towing)
- 4491 Marine cargo handling

(3) Other employment may be considered to be employment in the forest products industry if it involves:

- (a) The planting and/or cultivation of trees for eventual harvest for lumber or paper manufacturing;
  - (b) The harvest of logs for lumber or pulp production;
  - (c) Hauling logs;
  - (d) Hauling lumber or paper products from point of manufacture;
  - (e) Scaling logs;
  - (f) Repair of logging trucks or equipment; or,
  - (g) Manufacture of wood processing or logging equipment,
  - (h) Distribution of wood processing or logging equipment
- (i) Other activities clearly involved in the forest products industry.

(4) Examples of employment in the forest products industry that may be performed for businesses not primarily involved in the forest products industry include:

- (a) Cutting or hauling timber as part of right of way clearing for a highway or building construction project;
- (b) Driving wood chip truck for a general transportation company;
- (c) Manufacturing forest products material handling equipment—such as log stackers—for a firm involved in general heavy equipment manufacturing;
- (d) Sales of logging equipment at a used equipment dealer.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-040, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-045 Unlikely to return to employment.**

(1) For the purposes of paying timber retraining benefits, you will have met the unlikely to return to work requirement of RCW 50.22.090 (4)(b)(ii) if the tests in subsections (2) and (3) of this section are met.

(2) You have:

- (a) Become unemployed due to a permanent plant closure;
- (b) Received a federal WARN act notice; or
- (c) Received a notice of indefinite layoff as a result of a permanent reduction of operations at your place of employment; and

(3) Your skills are in diminishing demand within your labor market in your principal occupation or previous industry.

(4) You will not be considered unlikely to return to work if you:

- (a) Are on standby from the principal employer;
- (b) Have a definite date of recall with the principal employer within six months; or
- (c) Are unemployed due to a regular seasonal layoff.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-045, filed 2/11/98, effective 3/14/98. Statutory Authority:

ity: RCW 50.12.010, 50.12.040 and 50.20.010. 95-09-085, § 192-32-045, filed 4/19/95, effective 5/20/95. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-045, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-050 Benefits payable only to workers enrolled in approved training.** To receive timber retraining benefits, you must be enrolled in and making satisfactory progress in an approved training program. You are enrolled in training if:

- (1) Preregistered for classes or on a waiting list; and
- (2) Have a starting date of training; and
- (3) The starting date is not more than one quarter or term away.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-050, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-050, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-055 Training program deadlines.** (1) You have 60 days to submit a training plan to the department for approval. The 60 days is counted from the date you file a new or additional claim for unemployment [insurance] benefits. This means if you return to work, and become unemployed, the 60 day period is counted from the date your claim is reopened.

(2) You have 90 days to enroll in a training program. The 90 days is counted from your last separation from employment when you filed your new or additional claim for unemployment benefits. This means if you return to work, and become unemployed, the 90 day period is counted from your last separation from employment.

[Statutory Authority: 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-055, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-055, filed 9/20/91, effective 10/21/91.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 192-32-065 Training program application requirements.** (1) The following information must be included in your training program application:

- (a) Your name and Social Security account number;
- (b) Name of educational institution;
- (c) Address of educational institution;
- (d) Department of educational institution, if applicable;
- (e) Name of training program;
- (f) Description of training program, including remedial requirements if necessary;
- (g) Duration of training program;
- (h) Occupation(s) trained for;
- (i) Beginning enrollment date or place on waiting list and expected enrollment date;
- (j) Verification of enrollment provided by the educational institution;
- (k) Release of information form authorizing the educational institution to release grades, attendance, and other measures of program progress to the department; and
- (l) Your signature.

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(2) WAC 192-12-180 and 192-12-182 will be used to evaluate your training program application and any modifications made to your training plan.

[Statutory Authority: 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-065, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-065, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-075 Occupation in demand outside labor market.** A training plan may be approved in an occupation not in demand in the local labor market if:

(1) The occupation is in demand in another labor market; and,

(2) You are willing and able to relocate to that labor market when the training is completed; and

(3) There is not a current demand for workers with your skills in that labor market. The demand for workers in that labor market must be at wages comparable to those paid in your current labor market, based on any differences in the cost of living between the two areas.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-075, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-075, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-085 Full-time training.** The educational institution providing the training will determine whether you are enrolled full time.

[Statutory Authority: 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-085, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-085, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-095 Certification of satisfactory progress.** You will be determined to be making satisfactory progress in a training program if the educational institution certifies to the department that you are maintaining a grade point average sufficient to graduate and attending all scheduled classes included in your approved training plan for the current academic period. This certification must be signed by the registrar or an equivalent person designated by the educational institution.

[Statutory Authority: 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-095, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-095, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-100 Modifying a training plan.** (1) You must notify the department immediately upon making a significant modification to your approved training plan. A significant modification is one that impacts any of the approval criteria listed in WAC 192-12-182 and includes, but is not limited to, changes in your course of study or major, training institution, projected start and completion dates, and enrolled credit hours. The department will review these changes to determine whether approval of your training plan will be continued.

(2) You may change your course of study or major one time. Your new course of study must be for an occupation or skill for which there are reasonable employment opportunities in the labor market in which you intend to seek work.

Subsequent changes in your course of study or major will not be approved except in unusual individual circumstances.

(3) You may withdraw from training and reenroll at a later date one time. Subsequent applications to reenroll in a training program will not be approved except in unusual individual circumstances.

(4) The restriction in subsection (2) does not apply while you are enrolled in remedial training.

[Statutory Authority: 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-100, filed 2/11/98, effective 3/14/98.]

**WAC 192-32-105 Interstate claims.** The additional benefit period for targeted rural natural resources impact areas applies only to counties within the state of Washington. Individuals filing interstate claims (with Washington as the liable state) may qualify for timber retraining benefits based on employment in the forest products industry or in the fishing industry assigned SIC 0912.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-105, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-105, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-115 Out-of-state training.** Out-of-state training may be approved at educational institutions equivalent to those described in RCW 28B.10.016 and 28C.04.410(3).

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-115, filed 2/11/98, effective 3/14/98. Statutory Authority: RCW 50.12.010, 50.12.040 and 1991 c 315 § 4. 91-20-012, § 192-32-115, filed 9/20/91, effective 10/21/91.]

**WAC 192-32-130 Five weeks for work search following training.** The five weeks of additional benefits provided by RCW 50.22.090 (3)(c) are available for work search activities following completion of or termination or withdrawal from training. Once you begin work, these additional benefits are not available during any subsequent period of unemployment.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-130, filed 2/11/98, effective 3/14/98.]

**WAC 192-32-135 Thirteen weeks for remedial education.** The thirteen weeks of additional benefits provided by RCW 50.22.090 (3)(d) are payable under the following conditions:

(1) The remedial education program deemed necessary by the educational institution delayed the start date, or extended the completion date, of your approved training program; and

(2) The TRB benefits provided by RCW 50.22.090 (3)(b) have been exhausted; and

(3) You have not yet completed your approved training program.

[Statutory Authority: RCW 50.12.010, 50.12.040, 50.20.010 and 50.22.090. 98-05-042, § 192-32-135, filed 2/11/98, effective 3/14/98.]

(1999 Ed.)

## Chapter 192-33 WAC WORKFORCE DEVELOPMENT

### WAC

192-33-005	Definitions—Dislocated workers.
192-33-006	Dislocated workers in rural natural resources impact areas.

**WAC 192-33-005 Definitions—Dislocated workers.** For the purposes of RCW 50.70.010:

(1) "Forest products worker" means an individual who has or had employment, either for wages or in self-employment, in the industries set forth in WAC 192-32-040.

(2) "Salmon fishing worker" means an individual who has or had employment, either for wages or self-employment, in the salmon industry. This includes employment in at least one of the industry line items listed within the following Standard Industrial Coded industries:

(a) Commercial salmon fishing (found within SIC 0912);

(b) Preparation of canned or cured salmon food products, including smoked, salted, dried, and pickled salmon products (found within SIC 2091);

(c) Preparation of fresh or frozen salmon products, including fish fillets or fish sticks (found within SIC 2092);

(d) Operation of boats or party fishing, in relation to salmon fishing (found within SIC 7999).

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.70.010. 98-05-042, § 192-33-005, filed 2/11/98, effective 3/14/98.]

**WAC 192-33-006 Dislocated workers in rural natural resources impact areas.** (1) For the purposes of RCW 50.12.270, the term "dislocated workers in rural natural resources impact areas" includes, but is not limited to:

(a) Dislocated forest products workers as defined in RCW 50.70.010(2) and WAC 192-33-005; and

(b) Dislocated salmon fishing workers as defined in RCW 50.70.010(4) and WAC 192-33-005.

(2) These individuals are persons who at the time of last separation from work, for either wages or self-employment, resided in a rural natural resources impact area and who:

(a) Have been terminated or received notices of termination from employment and are unlikely to return to employment as defined in WAC 192-32-045 in their principal occupation or previous industry because of a diminishing demand for their skills in that occupation or industry; or

(b) Are self-employed and have been displaced from their business because of diminishing demand for the business's services or goods.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 98-05-042, § 192-33-006, filed 2/11/98, effective 3/14/98.]

## Chapter 192-34 WAC TEMPORARY TOTAL DISABILITY

### WAC

192-34-010	Definitions.
192-34-015	Exclusions.
192-34-020	Failure to apply in a timely manner.
192-34-025	Additional injuries.

**WAC 192-34-010 Definitions.** The following words and phrases as used in this chapter shall have the meanings set forth in this section unless the context otherwise requires:

(1) "Effective date of temporary total disability," for the purpose of establishing a base year, shall be Sunday of the week in which the individual:

(a) Became eligible for industrial insurance or crime victims compensation payments; or

(b) Became totally physically disabled due to a nonwork-related injury or illness.

(2) "Illness" means a condition marked by pronounced deviation from the normal healthy state, characterized by sickness, disease or disorder. The presence of alcohol abuse, drug abuse, antisocial behavior, or criminal history alone, or the commitment of an individual to a treatment program, is insufficient by itself to justify a finding of "illness" within the meaning of this chapter.

(3) "Industrial insurance" includes any program established by a public or private agency under the industrial insurance laws of this state, any other state, or the federal government to provide compensation to individuals who suffer an industrial disability that is total but of temporary duration.

(4) "Injury" means a trauma to the integrity or function of a tissue or organ and the physical conditions resulting therefrom.

(5) "Physician" means any person licensed to practice one or more of the following professions: Medicine and surgery; osteopathic medicine and surgery; chiropractic; naturopathic medicine; podiatry.

(6) "Reentry date," as it relates to a temporary total disability resulting from a nonwork-related injury or illness, shall be the date on which a physician releases the individual to return to work.

(7) "Temporary total disability" means an injury or illness, lasting thirteen or more consecutive calendar weeks, during which an individual is unable to follow continuously a substantially gainful occupation without seriously risking his or her health, as determined by a physician.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-07-115, § 192-34-010, filed 3/21/94, effective 5/2/94.]

**WAC 192-34-015 Exclusions.** The special provisions of chapter 50.06 RCW will not be available to individuals when:

(1) The injury or illness results to an individual from the deliberate intention of the individual to produce such injury or illness;

(2) The injury or illness is incurred while the individual is engaged in the attempt to commit, or the commission of, a criminal act. A "criminal act" shall include any unlawful action punishable as a felony or gross misdemeanor of which the individual has been convicted or has admitted committing to a competent authority; or

(3) The injury or illness is incurred as a result of the individual driving under the influence of intoxicating liquor or drugs or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor or drugs.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-07-115, § 192-34-015, filed 3/21/94, effective 5/2/94.]

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**WAC 192-34-020 Failure to apply in a timely manner.** In the event a claimant fails to apply for initial determination within the time period prescribed by RCW 50.06.030 (1) and (2), a late filing shall be accepted for good cause shown.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-07-115, § 192-34-020, filed 3/21/94, effective 5/2/94.]

**WAC 192-34-025 Additional injuries.** Two or more separate injuries or illnesses, resulting in two or more separate periods of temporary total disability, may not be combined or joined. A unique base year and benefit year shall be established for each injury or illness pursuant to chapter 50.06 RCW.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 94-07-115, § 192-34-025, filed 3/21/94, effective 5/2/94.]

## Chapter 192-36 WAC SHARED WORK

### WAC

192-36-010	Information for employees participating in an approved shared work plan.
192-36-015	Criteria for approving a shared work plan.
192-36-020	Information for employers with an approved shared work plan.
192-36-025	Are corporate officers eligible for participation in the shared work program?

**WAC 192-36-010 Information for employees participating in an approved shared work plan.** (1) **How do I file a claim for benefits?** Follow the instructions contained in WAC 192-12-141 when filing an initial application or a continued claim for unemployment benefits, except that:

(a) In addition to the information required by WAC 192-12-141 (5)(a) to be included in your claim, you must also report the number of hours for which you received holiday, vacation, or sick pay; and

(b) Your initial application must be filed at the job service center designated by the department. Continued claims can be filed in person, by mail, or by telephone. The job service center at which your initial application was filed will remain the office of record for your claim as long as you participate in the shared work plan.

(2) **How will my shared work benefits be calculated if the total number of hours worked is not a whole number?** If the total number of hours you worked in a week includes a fraction of an hour, the department will round the number down to the next whole number. This rounded number will be calculated against your usual hours of work to determine your shared work weekly benefit amount. Example: You work 28.5 hours of a normal 40-hour work week; 28 hours divided by 40 means you worked 70% of the available hours. Your shared work weekly benefit amount would be 30% of your regular weekly unemployment compensation benefit amount.

(3) **What if I don't accept all hours of work offered by the shared work employer?** (a) You must work all hours for which you have been scheduled or you are not eligible for the shared work program for that week.

(b) You must be available for additional hours of work, up to full-time, with the shared work employer. If your

employer provides you at least 24 hours notice that additional work is available and you do not work those additional hours, you are not eligible for benefits under the shared work program for that week.

(c) Your eligibility for other unemployment compensation benefits for any week in which you are not eligible for shared work benefits will be determined according to the provisions of Title 50 RCW.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.60.901. 96-11-141, § 192-36-010, filed 5/22/96, effective 6/22/96.]

**WAC 192-36-015 Criteria for approving a shared work plan.** In addition to meeting the criteria listed in RCW 50.60.030, an employer who wishes to participate in the shared work program must:

- (1) Be current in the payment of all unemployment insurance taxes required under Title 50 RCW; or
- (2) Have an approved deferred payment contract on file with the department.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.60.901. 96-11-141, § 192-36-015, filed 5/22/96, effective 6/22/96.]

**WAC 192-36-020 Information for employers with an approved shared work plan.** (1) **What information am I responsible for providing to my employees?** Once your shared work plan is approved, you are responsible for advising your employees:

- (a) That they are approved for participation in the shared work program; and
- (b) The location of the job service center where they must file their claim for benefits.

(2) **What if I want to modify an approved plan?**

(a) If you want to make a change to an approved plan, such as modifying the work unit(s) affected or the percentage of employees included in the plan, you must submit a written modification in advance to the department's shared work unit.

(b) If the names of individual employees participating in the plan change, you must notify the department's shared work unit in advance in writing.

(c) If the hours worked by an employee change from week to week, you are not required to submit the information to the department in writing if you have a signed authorization to modify the plan on file with the department.

(3) **What information am I responsible for providing to the department?** In addition to the plan modification information required under subsection (2), you are responsible for verifying the information contained on the shared work payments report provided by the department, and reporting any discrepancies in writing to the job service center that is processing your employees' unemployment claims.

(4) **How many times can I have a shared work plan approved?** An approved plan may last for up to twelve months after its effective date. Upon expiration, you may submit a new plan to the department for approval. Effective January 1, 1997, a new plan will not be approved for your company if your employees have been participating in the shared work program for three consecutive twelve-month periods. You will not be eligible for a new plan until at least twelve consecutive months have elapsed since the expiration date of your most recent approved plan.

(1999 Ed.)

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.60.901. 96-11-141, § 192-36-020, filed 5/22/96, effective 6/22/96.]

**WAC 192-36-025 Are corporate officers eligible for participation in the shared work program?** Corporate officers who elect coverage under RCW 50.04.165 may participate in an approved shared work plan. However, as part of the request for plan approval, the corporation must submit to the department documents verifying that the corporate officers participating in the plan worked full-time for the corporation. Documentation may include federal or state tax records, corporate officer individual earnings records, or other acceptable evidence verifying the number of hours worked.

[Statutory Authority: RCW 50.12.010, 50.12.040 and 50.60.901. 96-11-141, § 192-36-025, filed 5/22/96, effective 6/22/96.]

**Chapter 192-40 WAC**

**HEARING AND REVIEW PROCEDURES UNDER THE JOB TRAINING PARTNERSHIP ACT**

**WAC**

192-40-010	Introduction—Purpose of rules.
192-40-020	Definitions.
192-40-030	Local hearings—Obligation.
192-40-040	Review of local decisions.
192-40-050	Review of local decisions—Finality of assistant commissioner decision.
192-40-060	Review of decisions—Delegation of responsibility.
192-40-070	State level hearing request.
192-40-080	State level hearing procedure.
192-40-090	State level decision by office of administrative hearings.
192-40-100	Review of state level decision.
192-40-110	Savings provision.

**WAC 192-40-010 Introduction—Purpose of rules.**

These rules are intended to assist persons, organizations or governmental entities in fulfilling their obligations or exercising their rights under the Job Training Partnership Act and the regulations enacted pursuant thereto. The rules will describe two procedures, the first dealing with complaints, alleged adverse actions or grievances in which a hearing is required to be conducted at the administrative entity, recipient, or direct subrecipient level. The procedures for dealing with these matters are identified as procedures applicable to local hearings and decisions. The second set of procedures deals with complaints, alleged adverse action or grievances properly brought at the state level.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 86-08-073 (Order 1-86), § 192-40-010, filed 4/1/86.]

**WAC 192-40-020 Definitions.** The definitions set forth in this section shall apply throughout this chapter unless the context clearly requires otherwise.

(1) "Assistant commissioner" means the senior administrator for the training and employment analysis division of the employment security department.

(2) "Interested party" means an individual who participates in or applies for participation in a program administered under the JTPA, or a person or organization which is directly or adversely affected by organizations or individuals operating programs under JTPA.

(3) "JTPA" means the Job Training Partnership Act of 1982, Public Law No. 97-300, as amended, codified as 29 U.S.C. § 1501 et seq.

(4) "TEA" means the training and employment analysis division.

(5) "Provisions" means the Job Training Partnership Act provisions issued by the employment security department.

(6) "Reviewing officer" means the commissioner's review office which acts as the commissioner's delegate in the review of employment security adjudicative matters.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-40-020, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-020, filed 4/1/86.]

**WAC 192-40-030 Local hearings—Obligation.** Each administrative entity, subrecipient, and direct subrecipient shall provide hearings in accordance with the Job Training Partnership Act, regulations, and state provisions.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 86-08-073 (Order 1-86), § 192-40-030, filed 4/1/86.]

**WAC 192-40-040 Review of local decisions.** Any person adversely affected by a local decision or by the failure of the responsible entity to comply with its responsibilities to hold a hearing and issue a decision may request review of the decision or inaction, as the case may be, by filing a petition with the "assistant commissioner."

(1) Any individual or organization may petition for review of a local level decision or lack thereof when:

(a) Applicable JTPA procedures have been exhausted; and

(b) A decision was not received within sixty days of the filing of the complaint, alleged adverse action, or grievance; or

(c) The decision received was unsatisfactory to an interested party.

(2) A petition for review will be regarded as filed on the date a written request is received by the assistant commissioner of the training and employment analysis division of the employment security department. Petitions must be filed within ten days after the date on which the local decision was mailed or within ten days from the date on which the complainant should have received the local decision. If the petition is mailed, it will be deemed filed with the addressee on the postmark date if it is properly addressed and has sufficient postage. The petition for review will be addressed to: Assistant Commissioner, Training and Employment Analysis Division, Employment Security Department, Mailstop KG-11, Olympia, Washington 98504.

(3) Within five days of any request from the assistant commissioner the local authority will transmit all records pertaining to the matter under review to the assistant commissioner.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-40-040, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-040, filed 4/1/86.]

**WAC 192-40-050 Review of local decisions—Finality of assistant commissioner decision.** The review of local decisions shall be confined to the record under review and shall be limited to consideration only of those matters over which the assistant commissioner has jurisdiction. In the event that the record is incomplete, or otherwise provides

insufficient information upon which to base a decision, the assistant commissioner may remand the matter to the responsible local authority for the taking of further evidence and issuance of a new decision based thereon, subject to further review, or should he or she be convinced that a fair hearing will not be provided by the local authority he or she may assign the case to be heard by an administrative law judge to be designated by the office of administrative hearings. In the latter event the administrative law judge shall conduct a hearing and issue a decision which will be deemed the decision of the local authority subject to review by the assistant commissioner in the same manner as any other local decision.

The decision of the assistant commissioner upon review of local decisions is a final agency action and is subject to review under RCW 34.05.570.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-40-050, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-050, filed 4/1/86.]

**WAC 192-40-060 Review of decisions—Delegation of responsibility.** In the interest of fairness, the assistant commissioner reserves the option to delegate the review procedure as described in WAC 192-40-050 to the commissioner's review office of the employment security department or other qualified legal authority. The decision of the delegated review authority is a final agency action and subject to review under RCW 34.05.570.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-40-060, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-060, filed 4/1/86.]

**WAC 192-40-070 State level hearing request.** Any aggrieved party with a timely complaint, alleged adverse action, or grievance against the state administrative office for JTPA shall be provided a written description of the training and employment analysis division complaint procedures including notification of their right to file a complaint and instructions on how to file.

Any party aggrieved by an unresolved complaint, alleged adverse action, or grievance properly filed with the state administrative office for JTPA operations will be deemed to have filed a request for hearing unless the party has waived right to hearing.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 89-24-030, § 192-40-070, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-070, filed 4/1/86.]

**WAC 192-40-080 State level hearing procedure.** Upon receipt of a request for hearing, the training and employment analysis division will request the office of administrative hearings to conduct a hearing pursuant to 29 U.S.C. §§1554 and 1577, except for complaints of discrimination filed pursuant to 42 U.S.C. §2000(d), et seq.

Advance written notice of the hearing will be provided by regular mail to all interested parties at least twenty days prior to the hearing to permit adequate preparation of the case. The notice will include:

(1) The time, date, and place of the hearing. Hearings shall be held at the regularly established hearing locations

most convenient to the interested parties, or at the discretion of the presiding administrative law judge, by telephone;

(2) The name, address, and telephone number of the person to notify in the event it is not possible for the party or its legal counsel to attend the scheduled hearing;

(3) The hearing procedures, a statement of the issues, and any other information which would provide the party or its legal counsel with an understanding of the proceedings and contribute to the effective presentation of the party's case;

(4) An explanation that the party or its legal counsel may examine the case file prior to the hearing.

Any interested party may waive his/her right to notice either in writing or on the record.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-40-080, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-080, filed 4/1/86.]

**WAC 192-40-090 State level decision by office of administrative hearings.** After affording the interested parties an opportunity for hearing on the matter, the presiding administrative law judge shall issue his/her decision in the case. The decision shall be issued within 60 days of the initial filing of the request for hearing.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-40-090, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-090, filed 4/1/86.]

**WAC 192-40-100 Review of state level decision.** When a request for review is made of a state level decision, a proceeding under WAC 192-40-070, the review shall be conducted by the commissioner's review office of the employment security department. A request for such review must be directed to the commissioner's review office within twenty days of the issuance of the decision of the administrative law judge. Said review will be of the record prepared by the office of administrative hearings and will result in a decision in writing affirming, modifying, or reversing the decision of the administrative law judge, or in the event that the record is incomplete, or otherwise provides insufficient information upon which to pass a decision, the commissioner's review office may remand the matter to the office of administrative hearings for the taking of further evidence and the issuance of a new decision based thereon. The decision of the commissioner's review office shall be deemed a final state action subject to petition for judicial review pursuant to RCW 34.05.570.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 89-24-030, § 192-40-100, filed 11/30/89, effective 1/1/90; 86-08-073 (Order 1-86), § 192-40-100, filed 4/1/86.]

**WAC 192-40-110 Savings provision.** To the extent that any regulations adopted in this chapter are in conflict with provisions of federal law or regulations or state law, the conflicting provisions shall be deemed inoperative solely to the extent of the conflict.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 86-08-073 (Order 1-86), § 192-40-110, filed 4/1/86.]

(1999 Ed.)

## Chapter 192-130 WAC EMPLOYER NOTICES

### WAC

192-130-050 Notice of filing of application—RCW 50.20.150.

**WAC 192-130-050 Notice of filing of application—RCW 50.20.150.** (1) Whenever an individual files an initial application for unemployment benefits, or reopens a claim after subsequent employment, a notice will be mailed to the applicant's most recent employer as stated by the applicant. Any employer who receives such a notice and has information which might make the applicant ineligible for benefits shall report this information to the employment security department at the address indicated on the notice within ten days of the date the notice was mailed. If the employer does not reply within ten days, the department may allow benefits to the individual, if he or she is otherwise eligible.

(2) If an employer reports information which it claims makes an individual ineligible for benefits, the department will issue a written decision regarding the individual's eligibility and mail a copy to the employer.

[Statutory Authority: RCW 50.12.010 and 50.12.040, 98-14-068, § 192-130-050, filed 6/30/98, effective 7/31/98.]

## Chapter 192-310 WAC

### REPORTING OF WAGES AND TAXES DUE

#### WAC

192-310-010 Employer reports—RCW 50.12.070.  
192-310-020 Tax payments by employers—RCW 50.24.010.  
192-310-025 Application of payments.  
192-310-030 Reports and tax payments subject to penalty.

**WAC 192-310-010 Employer reports—RCW 50.12.070.** (1) **Master application.** Every person or entity which has one or more individuals performing services for it in the state of Washington must file with the department a master application in a format prescribed by the commissioner.

#### (2) Quarterly tax and wage reports:

(a) **Tax report.** Each employer must file a quarterly tax report with the commissioner listing the total wages paid to all individuals in its employ during that calendar quarter.

(b) **Report of employee's wages.** Each employer must file a quarterly report of employee's wages with the commissioner. This report must list each employee by name, social security number, hours worked, and wages paid during that calendar quarter.

(c) The quarterly tax and wage reports must be filed in a format prescribed by the commissioner. They are due by the last day of the month following the end of the calendar quarter being reported. Calendar quarters end on March 31, June 30, September 30 and December 31 of each year. Therefore, reports are due by April 30, July 31, October 31, and January 31, respectively. Exceptions to the time and manner of filing the report must be approved in advance by the commissioner.

(d) **Termination of business.** Each employer who ceases business or whose account is closed by the department must immediately file:

(i) A tax report for the current calendar quarter which covers tax payments due to the date such account is closed;

(ii) A report of employee's wages for the current calendar quarter which includes all wages paid to the date such account is closed.

(3) **Report form instructions.** All form preparation instructions issued by the employment security department have the same force and effect as if they had been incorporated into this regulation.

[Statutory Authority: RCW 50.12.070. 98-14-068, § 192-310-010, filed 6/30/98, effective 7/31/98.]

**WAC 192-310-020 Tax payments by employers—RCW 50.24.010.** (1) Taxes are payable quarterly. Each quarterly payment must include the taxes due on all wages paid during that calendar quarter. Payments are due to the department by the last day of the month following the end of the calendar quarter for which such taxes have accrued. Payments made by mail are considered paid on the postmarked date. If the last day of the month falls on a Sunday or a legal holiday, the tax payment must be received or postmarked on the next working day.

(2) Tax payments are due immediately when an employer ceases business or the account is closed by the department. Taxes not paid immediately are delinquent, but interest will not accrue until the first day of the second month following the end of the calendar quarter for which such taxes have accrued.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 98-14-068, § 192-310-020, filed 6/30/98, effective 7/31/98.]

**WAC 192-310-025 Application of payments.** (1) A payment received with a tax report will be applied to the quarter for which the report is filed. A payment exceeding the legal fees, penalties, interests and taxes due for that quarter will be applied to any other debt as provided in subsection (2). If no debt exists, a credit statement will be issued for any overpayments.

(2) A payment received without a tax report will be applied in the following order of priority, beginning with the oldest quarter:

- (a) Lien fees
- (b) Warrant fees
- (c) Late tax report penalty
- (d) Late tax payment penalty
- (e) Interest charges
- (f) Tax payments.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 98-14-068, § 192-310-025, filed 6/30/98, effective 7/31/98.]

**WAC 192-310-030 Reports and tax payments subject to penalty.** (1) **Tax reports.** An employer who files a late or incomplete tax report as described in WAC 192-310-010 (2)(a) is subject to a penalty of ten dollars per violation, unless the penalty is waived by the department.

(2) **Report of employee's wages.** Any decision to assess a penalty for filing a late or incomplete report of employee's wages as described in WAC 192-310-010 (2)(b) will be made on an individual basis by the chief administrative officer of the tax branch as provided in RCW 50.12.220.

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(3) **Delinquent tax payments.** For purposes of RCW 50.12.220, tax payments are delinquent as provided in WAC 192-310-020 and RCW 1.12.070.

(4) **Late penalty.** For tax payments due on wages paid, a minimum \$10.00 penalty will be assessed for late payments.

(5) **Penalty waivers.** The department may, for good cause, waive penalties in the following situations:

(a) The return was filed on time but inadvertently mailed to another agency;

(b) The delinquency was due to an action of an employee of the department, such as providing incorrect information to the employer when the source can be identified, or not furnishing proper forms to permit the filing of tax reports or the payment of taxes on time;

(c) The delinquency was caused by the death or serious illness, before the filing deadline, of the employer, a member of the employer's immediate family, the employer's accountant, or a member of the accountant's immediate family;

(d) The delinquency was caused by the accidental destruction of the employer's place of business or business records; or

(e) The department finds the employer to be out of compliance during an employer-requested audit, but the department determines the employer made a good faith effort to comply with all applicable laws and rules.

(6) **Waiver requests.** A request for a waiver of penalties must be written, contain all pertinent facts, be accompanied by available proof, and be filed through a tax office. In all cases the burden of proving the facts is on the employer.

(7) **Extensions.** The department, for good cause, may extend the due date for filing a report. The employer must make a deposit with the department in an amount equal to the estimated tax liability for the reporting period or periods for which the extension is granted. This deposit will be credited to the employer's account and applied to the employer's debt. The amount of the deposit is subject to approval by the department.

[Statutory Authority: RCW 50.12.010 and 50.12.040. 98-14-068, § 192-310-030, filed 6/30/98, effective 7/31/98.]