

Vermont Department of Labor

P.O. Box 488

Montpelier, VT 05601-0488

802-828-4344

www.labor.vermont.gov

THE SECOND QUARTER 2015 C101 REPORT FILING DUE JULY 31, 2015

Annual UI Rate Notices

UI Rate notices will be mailed at the end of June. Please do not confuse your new rate with your current rate for this quarter (2nd quarter 2015). The rate on this Quarterly Return is correct and should NOT be altered or changed. We have additional information along with Frequently Asked Questions available on the VDOL website at www.labor.vermont.gov – click “Unemployment Insurance”, then under “Employers” click on “UI Rates”.

Health Care Declaration Forms (HC-2)

Declaration of Health Care Coverage forms are required to be completed by employees only if the employer offers to pay a portion of a health care plan that provides hospital and physicians services to at least some of their employees. These forms must be maintained by the employer for a minimum of three years. Copies of the form can be obtained on our website at www.labor.vermont.gov under “Forms”, “Unemployment Insurance Forms”, “Employer Forms”, then “Employer Health Care Reporting Forms”.

New Hire Reporting

Reports of new hire must be filed within 10 days of the first day services are performed. If the employee was previously employed by the employer, but has been separated for at least 60 consecutive days prior to the new hire, a report of new hire must be filed.

State Information Data Exchange System – SIDES

SIDES is an electronic application made available to employers for electronic reporting of employee separation information. If you choose to utilize SIDES, your response in regards to your employee’s separation will be submitted electronically so you will not have to mail in a paper response to the department.

How does SIDES work?

- When a claim for unemployment insurance benefits is filed, a separation form will be sent to the employer. A login Personal Identification Number (PIN) will be provided on the separation form. The SIDES application can be accessed at www.uisides.org.
- The employer then logs onto the SIDES website by selecting Vermont, providing the employer FEIN, Vermont UI account number and the PIN provided on the separation form.
- Upon accessing the SIDES website, the employer then enters the information requested and electronically submits a response to the department.
- Like the paper version, it is critical that the information provided is complete and accurate.

If you need assistance, please call us at 877-214-3331.

Workers’ Compensation

First Report of Injury – An employer is required by law to promptly report a work injury that results in either medical attention or one or more lost days of work. Filing a First Report of Injury does not mean the employer agrees that a work injury occurred. The insurance adjuster will investigate the claim and accept or deny it.

Prompt Reporting – An employer must report a work injury within 72 hours of notice or knowledge of an injury. The value of prompt reporting cannot be overstated. A large number of disputes arise over late-reported injuries. Sometimes when an employer doubts the validity of a claim they do not report it, but this works against the employer because the insurer only has 21 days to investigate from the date the **employer** had notice of the injury. If an employee reports an injury to an employer, the employer must report it. Statistics show that there is a correlation between the cost of a claim in relation to the timeliness of reporting delay (increased delay = increased claim costs).

Vermont WARN Act

Vermont's Notice of Potential Layoffs Act took effect on January 15, 2015. The Act requires that employers laying off 50 or more full or part-time employees within a 90 day period notify the Department of Labor in advance and provide information necessary to aid in worker reemployment efforts, unemployment insurance benefit processing and to access state and federal resources in order to mitigate the adverse economic impacts of the layoffs. For more information on the Notice of Potential Layoffs Act please contact the Department of Labor.

If you have questions or are in need of assistance, please contact the Vermont Department of Labor's Employer Services Unit at 802-828-4344.