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Announcement

To: Vice Presidents, Chancellors, Deans, Directors and Department Chairs
From: Vivian Fernández, Vice President for Faculty & Staff Resources
Re: State of New Jersey Unemployment Form Requirement

In accordance with the mandates set forth by the New Jersey Department of Labor and Workforce Development, employers, including Rutgers, must issue Form BC-10 to employees who are separated from employment.

In the past, the state did not require employers to give Form BC-10 to employees who were laid off for fewer than seven days. However, as a result of recent state legislation (L. 2011, c. 87 http://www.njleg.state.nj.us/2010/Bills/AL11/87_.PDF), Form BC-10 must be given to any employee who becomes unemployed for any reason, whether the unemployment is permanent or temporary. The new law also requires that employers provide separated workers with the following additional information on Form BC-10:

At hire or reappointment, the Form BC-10 needs to be given to:

- Class 7 Part-Time Lecturers
- Class 8 Other Period Pay Appointments

If you have any questions about the use of this form, please contact University Human Resources at 848-932-3020.

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