

Unemployment Insurance Division

This Division supervises the Unemployment Insurance Program carried out by the local office. The Unemployment Insurance Division also collects contributions from employers covered by the Maryland Unemployment Insurance Law, collects quarterly wage information on the employees of these employers, determines weekly benefit amounts in accordance with this wage information, issues benefit checks to local offices, reviews benefit payments to determine if any were improperly made, recovers improper payments, and pays benefits to individuals who formerly worked in Maryland, but who reside in other states, as provided by a reciprocal interstate agreement. The law provides for an experience-rating system under which employers who maintain steady employment are eligible for reduction in the rate of contributions. All funds collected under the law are deposited with the Federal Treasury for the credit of the Unemployment Trust Fund of Maryland and may be used only for the payment of benefits.

Employment Service Division

This is a staff division concerned with Employment Service technical functions. It is responsible for the development of programs, the evaluation of Employment Service activities, and the staff supervision of such functions as counseling; aptitude testing; employer relations and placement; and services to older workers and the handicapped. It furnishes job analysis and related service directly to employers. The Employment Service Division cooperates with the Governor's Committee to Promote Employment of the Handicapped; the Baltimore City Committee on Aging and Problems of the Aged; the Committee on the Economic and Employment Problems of the Aging of the Maryland State Conference of Social Welfare; the Baltimore Council of Social Agencies; the Maryland Commission for the Prevention and Treatment of Juvenile Delinquency; the Committees on Correctional Services and the State Coordinating Commission on Problems of the Aging.

Appeals Division

This Division, under the supervision of a director responsible to the Board of Appeals, conducts hearings on all appeals filed by claimants or employers from the determinations of claims examiners in the Department's local offices. Claimants may appeal from determinations disqualifying them for benefits, or employers from determinations allowing benefits, as the case may be. An Appeals Referee hears all such appeals. Any aggrieved party may further appeal to the Board of Appeals. Final appellate recourse is to the Courts of Maryland.

Methods and Personnel Division

This Division provides staff for the Department, trains employees in all phases of the Department's operations, and develops and prepares a manual of operational procedures for the guidance of personnel in the Department.

Administrative Management Division

This Division manages all fiscal operations of the Department, including budgetary control, inventory, cost accounting, supplies, services and maintenance. This Division is also responsible for the accumulation, study and dissemination of data relating to labor market statistics and characteristics.