

Si necesita ayuda para entender este documento en español, puede solicitarlo sin costo adicional llamando a nuestro Centro de Contacto con el Cliente al 1-888-832-2383.



Ellen Marie Hess
Commissioner

COMMONWEALTH OF VIRGINIA

Virginia Employment Commission

P.O. BOX 1358
703 East Main Street
Richmond, Virginia 23218-1358

CLAIMANT :
SSN :
LOC :
EFF. DATE:
MAIL DATE:

EMPLOYER NOTICE OF TELEPHONIC FACT-FINDING INTERVIEW

You are notified that a fact-finding interview will be conducted by telephone on

The purpose of this proceeding is to obtain facts concerning the separation of the claimant from your employ. If you have someone represent you, this person should have direct knowledge of the circumstances surrounding the separation. You have the right to legal representation and to provide witnesses. The Deputy may request information on severance and or vacation pay or discuss other issues affecting entitlement to unemployment benefits during this proceeding. If you are unable to take part in the proceeding as scheduled, and you are unable to designate another individual at the company to speak in your place, you should submit a detailed written statement of the events resulting in the separation for consideration in making a determination in this matter. That statement, along with any other written documentation and witness statements you wish to have considered, must be received two (2) business days (not including state or federal holidays) prior to the scheduled interview date.

ADDRESS OF DEPUTY:

It is important that you read the following instructions prior to beginning the proceeding. The proceeding will be conducted by a Deputy of the Virginia Employment Commission.

Failure to participate in this interview will result in a decision being issued based on the best available information.

PROCEDURES FOR THE INTERVIEW

The Deputy will call you at the scheduled time so please be sure your line is free. If you do not answer your phone for any reason, including being unavailable when called or failing to remove blocks placed on your phone for "unknown callers", you will lose your opportunity to participate.

Once the proceeding begins each party will have the opportunity to speak, present its case fully, address all information presented by the other party, and pose relevant questions for other participants. It is important to:

1. Identify yourself before speaking and speak clearly and slowly.
2. Do not interrupt the speaker. You will have the opportunity for rebuttal to pertinent disputed statements.
3. If, at any time during the proceeding, you have difficulty hearing the conversation, notify the Deputy immediately.
4. If you lose the connection, hang up and wait for the Deputy to call you again to continue the proceeding.