

formation, 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 Division supervises the Employment Service program carried out by the Local Office Operations Division. The Employment Service Division also cooperates with the Governor's Committee to Promote Employment of the Physically Handicapped, the State Veterans Service Committee, the Baltimore City Committee on Aging and the Problems of the Aged, the Committee on Employment and Economic Problems of the Aging of the Maryland State Conference of Social Welfare, the Baltimore Council of Social Agencies, and the Maryland Commission for the Prevention and Treatment of Juvenile Delinquency.

#### **Research and Analysis Division**

This Division reports to the Federal Bureau of Employment Security on the operations of the Department's Employment Service and Unemployment Insurance programs. The Division obtains its information from the operating records of the local offices and the various units in the central office. This information is also used in preparing reports for officials of the agency and the Annual Report to the Governor. As part of a cooperative program to publish labor market data, the Division also furnishes to the U. S. Bureau of Labor Statistics monthly estimates of employment, hours and earnings, and labor turnover in Maryland and in the Baltimore Metropolitan Area. It compiles this information from monthly reports made by a representative sample of Maryland employers. In addition, the Division publishes bi-monthly newsletters covering labor market conditions in Maryland and the Baltimore Metropolitan Area, prepares reports on the labor market upon request, and conducts statistical research studies on specialized topics.

#### **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.

#### **Personnel and Training Division**

This Division provides staff for the Department and trains employees in all phases of the Department's operations, many of which are highly specialized. When the Department in 1957 integrated its unemployment insurance and employment services, the Person-