Policy Statement

There are occasions when emergency circumstances present a severe financial hardship for an employee. The UMMS Emergency Assistance Fund has been established to provide assistance in such situations. A qualified employee may apply for a grant from the Emergency Assistance Fund. Funds granted an employee are income and are subject to ordinary income tax withholding.

The Medical School’s Emergency Assistance Fund is made possible because of the support of UMMS employees. Employees may contribute up to four hours earned vacation time per year which will be converted to its net cash value and contributed to the fund or make a direct cash donation to the fund.

The annual contribution solicitation for the Emergency Fund Drive will be conducted during Valentine’s Day week.

Reason for Policy

The UMMS Emergency Assistance Fund provides limited financial assistance when an employee is unable to meet immediate, essential expenses and has exhausted available avenues of assistance. The fund is allocated to employees based on need and is a grant, not a loan. It is designed to address an emergency or catastrophe that is temporary, sudden, and non-recurring.

Given the limited amount of funds, all requests may not be approved even though there may be a clear need for assistance.

Entities Affected By This Policy

All benefitted employees, including faculty, residents and post-docs, with at least six months continuous service are eligible for grants from the Emergency Assistance fund. Temporary employees are not eligible.
Scope
A qualified applicant is a UMMS employee who has a temporary financial hardship resulting from an emergency situation that occurred while the applicant was employed at UMMS.

The temporary financial hardship has been caused by a defined, time-limited, specific event such as the death of a family member, a fire, serious illness, breakdown of the sole automobile, etc. An applicant with longer-standing financial problems, though clearly in need of financial assistance, would not meet the “temporary hardship” requirement, and, therefore, would not be eligible.

The following criteria apply to the Emergency Assistance Program:
- Medical School employee in good standing;
- Employed at least 6 months and working at least 20 hours a week and receiving benefits;
- Total grant(s) received by an eligible employee within the past twelve months have not exceeded $1,000;
- Other possible resources have been considered and are not available or are insufficient; and
- The employee does not owe UMMS any outstanding obligations.

Responsibilities

Qualified Applicant Complete Emergency Grant Request and submit it to the Emergency Assistance Committee, c/o The Employee Assistance Program (EAP)

Employee Assistance EAP will redact the employee's identifying information from the application before providing the request to the Emergency Assistance Committee. EAP will be the liaison to the employee. EAP will keep employee information in a confidential file.

Emergency Assistance Committee Approve/deny or request additional information from the employee before making a determination.

Payroll Payroll Services will issue a special check

Procedures

1. During the Emergency Fund drive held annually during Valentine’s week, an employee wishing to make a donation must complete the Emergency Donation Authorization Form and submit the form to Human Resources.
2. Donated employee vacation time will be converted to its net cash value and employee cash contributions will be deposited into a special account.

3. A qualified employee who has a temporary financial hardship who wishes to make application to the Emergency Assistance Fund must submit an Emergency Grant Request to the Emergency Assistance Committee, c/o The Employee Assistance Program (EAP).

4. The maximum amount that can be requested in a twelve month period is $1000.

5. The Emergency Assistance Committee is composed of the AVC of HR, AVC of DEO, or their designees; and 1 professional employee and 1 classified employee.

6. The Emergency Assistance Committee will consider the request and make a decision on the request within five business days. If the Committee needs additional information, EAP will contact the employee.

7. EAP will notify the employee of the Committee’s decision within 5 business days of receiving the request.

8. Grants that are approved will be documented on the Grant Request Form and placed in a confidential file in EAP.

9. A check request form will be submitted to Payroll by Human Resources.

10. The employee can pick up the special check from the Bursar’s Office at the Medical School or makes arrangements to have another individual with the necessary authorization pick up the check from the Bursar’s Office.

Definitions

None
Approvals

Phillips Kerr
Associate Vice Chancellor
Human Resources

December 15, 2008

___________________________
Date

Robert Jenal
Vice Chancellor Administration and Finance

December 15, 2008

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Date

Forms / Instructions

In support of this policy, the following forms are included:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Emergency Donation Authorization</td>
<td>HR 204</td>
</tr>
<tr>
<td>Emergency Grant Request</td>
<td>HR 203</td>
</tr>
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Appendices

In support of this policy, the following appendices are included:

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<thead>
<tr>
<th>Name</th>
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<tbody>
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