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| Governed By: **Human Resources**  | Effective Date: **4/1/2020** |
| **Policy**: Employee Assistance Fund (EAF)  | Updated Last: **4/1/2020** |

**Summary:**

The Employee Assistance Fund (EAF) has been established to provide financial assistance to employees who experience a financial hardship resulting from an emergency.

**Eligibility:**

A staff member in good standing is eligible to apply after 90 days of employment.

**Qualifying Event:**

The EAF is intended to assist employees who have experienced an emergency that has caused a temporary financial hardship.

The situation requiring assistance must be a “sudden and unexpected” occurrence beyond the employees’ control or a combination of occurrences which cause a pressing need for financial assistance.

Examples of events that will be considered as qualifying include but are not limited to uninsured costs for housing caused by fire, flood, crime or disaster, essential needs such as utility or water shut off or a hardship situation caused by a crime.

Long standing financial problems not related to a specific event do not meet the criteria of the fund or any cost considered non-essential.

All funds are subject to the availability of funds and extent of need.

**Awards:**

The financial assistance may not exceed $500 in any 36-month period or $750 throughout the total employment history.

**Fund Review Committee:**

The President, Vice President and Chief Financial Officer will act as the fund review committee. A Senior Administrative Team member may vote in the absence of a committee member.

Applications will be considered within 3 business days of application receipt.

Awards will be approved by a majority vote of the committee.

**Application process:**

All applications must be submitted to the Vice President at srosa@ceoempowers.org.

Supporting documentation will be requested to include:

* Death Certificate/Obituary
* Police Report
* Eviction or shut off notice and/or denial of services.

Due to limited funds, staff should seek assistance from other sources prior to applying for employer assisted funds.

The committee may recommend that the staff member seek assistance from other sources in lieu or in addition to EAF.

Approval of application is subject to availability of funds, extent of needs and satisfactory completion of application and/or supporting documentation.

Unless deemed necessary, payments will be made to the vendor the employee has identified or needs to acquire services or goods from within 5 business days of approval.

All Fund Committee decisions are final. An appeal process is not available.