

Employee Emergency Assistance Fund Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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Policy: The Employee Emergency Assistance Fund (EEAF) allows employees at St. Joseph Academy to request financial assistance due to life crisis events. Each employee has the opportunity to assist other employees who face intense difficulties.

CRITERIA FOR ELIGIBILITY FOR THE EEAF

- A. The purpose for which an individual receives financial assistance is to be consistent with the St. Joseph Academy's Mission and Values.
- B. The employee requesting money from the fund must have successfully completed six months of employment, and be a full-time or part-time employee. Temporary and seasonal employees are ineligible.
- C. The employee requesting money from the fund must be free of any written corrective action for six months before an Emergency Assistance Application will be considered.
- D. Funds are disbursed for life crisis events requiring emergency financial needs (i.e., deaths, serious illness, accidents, disabling trauma, and other events). Considerations influencing a decision regarding the approval and amount of financial assistance will include the availability of other community resources.
- E. Food, shelter and clothing are acceptable needs when accompanying a life crisis event. Regular monthly payments such as, tuition, car, house or similar payments are considered on-going needs and are not emergency criteria for purposes of qualifying for financial assistance under this program.
- F. An individual will not be eligible to receive financial assistance through the EEAF more than once per each twelve-month period. Maximum allowed is \$1,000.
- G. If an Emergency Assistance Fund request is approved, money is given as a gift. The monetary gift received by the recipient is not considered income; therefore, is not subject to taxes.

III. FUNDRAISING

- A. The EEAF can be funded in a number of ways including the following:
 - 1. A monetary gift from a Felician Sponsored Ministry.
 - 2. Employees may contribute a cash gift to the fund (by cash, check or credit card), or a cash gift utilizing an after tax payroll deduction. See Human Resources or Payroll to do so.

3. PTO hours can be converted to dollars at the donor's base rate of pay. Applicable state and federal taxes will be withheld, and the net amount will be deposited into the EEAF. In addition, the dollar amount of the converted PTO hours will be considered income to the donor, and reflected in the donor's total gross wages. Complete the *PTO Donation Form* and return to Human Resources
 4. Organizational-wide fund-raising event.
- B. Employees giving cash gifts or converting PTO hours to dollars cannot designate a specific employee or campus to be the recipient of the cash gift. The cash gift is deposited into the fund and employees experiencing a life crisis are encouraged to apply to the EEAF for financial assistance.
- C. Consult with your tax advisor regarding your gift's tax deductibility.

IV. PROCEDURE

- A. The application to request emergency assistance can be requested from Human Resources
- B. The employee completes an Emergency Assistance Application that includes the employee's name, date of application, employee number; and explains the Emergency Assistance Event, the financial burdens, and amount of money the employee is requesting.
- C. The completed form is taken to Human Resources for processing by the EEAF Committee.
- D. Human Resources will determine if the employee meets eligibility requirements.
- E. If the applicant/employee meets eligibility requirements, Human Resources will forward the application to the EEAF Committee for review.
- F. The EEAF Committee evaluates the application and makes a decision of whether or not to disburse funds to the employee.
- G. Human Resources will notify the employee of the decision as soon as possible, following the Committee's decision.
- H. If the employee is granted funds, a check request is completed and signed by the Director of Human Resources and the check is mailed or given directly to the employee or source to receive the funds. Funds may also be distributed in gift cards or other means that provide the same financial assistance to the employee.
- I. Any employee requesting EEAF assistance is offered information regarding EAP.

V. EEAF COMMITTEE

- A. Criteria for committee membership include:
1. Lives out the Felician Sponsored Ministries-Milwaukee Mission and Values personally as well as organizationally.
 2. Demonstrates personal attributes of respecting the dignity and worth of all people.
 3. Willingness to make a voluntary commitment.
 4. Employed at least six months.
 5. Has not received written corrective action within two years.

6. Ability to maintain confidentiality.
 7. Schedule flexible to meet or decide on a request within one week.
 8. Fair and unbiased.
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- B. The committee is made up of the Director of Mission and Values, the Finance Director and the Director of Human Resources.
 - C. The Committee meets within one week of the receipt of an application. The Director of Human Resources, or designee, is responsible for convening the Committee, processing applications, and disbursing checks.
 - D. The identity of the employee requesting assistance is confidential. The Committee knows the person only by the employee ID number.
 - E. The Committee evaluates the application based on the criteria and the uniqueness and conditions of the situation, considering available community resources.
 - F. The Committee makes a decision whether or not the requestor receives the money requested or a different amount. No more than \$1,000.00 is granted to any one applicant (per application).

Approved by:



President/Chief Executive Officer

Date:



