

XAVIER UNIVERSITY

Employee Emergency Fund Policy

Effective: April 1, 2019

Last Updated: April 1, 2019

Responsible University Office: Office of Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All continuing employees; faculty and staff

A. REASON FOR POLICY

Following our Jesuit principle of Cura Personalis, Xavier University is committed to supporting employees when they are faced with unforeseen situations which are no fault of the employee, such as illness, death, accidents, catastrophes, or natural disasters. Funds are not intended to help employees out of financial trouble due to poor financial management.

B. POLICY

1. Eligibility

All continuing employees after three months of continuous employment.

2. Grant Amounts and Frequency

In a 12 month period eligible employees may apply for a total of up to \$3,000 before taxes.

3. Tax Liability

Awarded funds are considered taxable income and tax withholding is required. The total amount will be included as income on the fund recipient's W-2.

C. DEFINITIONS

1. Continuing Employees – employees whose positions have an assigned FTE (full time equivalent).

D. PROCEDURES

1. Employee Emergency Fund Review Committee Membership

The Employee Emergency Fund Review Committee is comprised of 3 current or past Staff Advisory Committee members, selected by the Staff Advisory Committee, and 2 faculty members, selected by the Faculty Committee. Chair of the Committee will be selected by the Committee. A non-voting member from the Office of Human Resources will serve as a liaison to the Committee.

2. Request for Funds

The requesting employee completes the [Employee Emergency Fund Request Form](#) and submits it via email at emergencyfunds@xavier.edu to the Chair of the Employee Emergency Fund Review Committee.

3. Review Process

Employees are assured of confidentiality of their request. Within 3 business days of receiving a fully completed Employee Emergency Fund Request Form the Committee Chair will convene the Employee Emergency Fund Review Committee who will review the request and make a decision on whether or not to award funds. In order for a decision to be made the Committee must have a majority of members present, including at least one faculty and one staff member.

4. Communication of Emergency Fund Review Committee Decision

The Employee Emergency Fund Review Committee Chair will notify the employee of the funding decision.

5. Application of the Funds

If funds are approved, they will be distributed to the requesting employee either by check or direct deposit within 5 business days of the approval of the request.

Other applicable policies and/or resources: