



XAVIER UNIVERSITY

Employee Emergency and Childcare Emergency Funds Policy

Effective: April 1, 2019

Last Updated: January 1, 2023

Last Reviewed: March 29, 2023

Responsible University Office: Office of Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All continuing employees; faculty and staff

REASON FOR POLICY

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

There are two distinct funds governed by the same policy. Funds to support an employee that requests emergency funds for childcare are separate from other emergency funds.

POLICY

Eligibility

All continuing employees after three months of continuous employment.

Employees must submit supporting documentation with their applications. Examples of documentation include but are not limited to: bills, receipts, past due notices, invoice of expenses, and statements from health care providers or explanation of benefits from insurance indicating applicant's out-of-pocket medical expenses.

Grant Amounts and Frequency

In a 12-month period, eligible employees may apply for a total of up to \$2,500 before taxes for emergency funds.

In a 12-month period, eligible employees may apply for a total of up to \$500 before taxes for emergency

childcare funds.

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.

DEFINITIONS

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

PROCEDURES

Employee Emergency Fund Review Committee Membership

The Employee Emergency Fund Review Committee is comprised of 3 staff members, selected by the Staff Advisory Committee, and 2 faculty members, selected by the Faculty Committee. Members are appointed for 3 years on a staggered, rolling basis. 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.

Request for Funds

The requesting employee completes the [Employee Emergency Fund Request Form](#) and submits it via email to emergencyfunds@xavier.edu. The request is received by the Office of Human Resources (OHR). OHR redacts all identifying information from the request before forwarding it to the Employee Emergency Fund Review Committee for consideration.

Depending on the situation, the employee may request funds from both the employee emergency fund and the emergency childcare fund.

Review Process

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 decide 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. The Committee Chair will share the committee decision with OHR.

Communication of Emergency Fund Review Committee Decision

OHR will notify the employee of the funding decision. OHR will notify payroll if an employee's request for funds is approved.

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.