

<b>Policies &amp; Procedures</b>		<b>Current Effective Date</b>	<u>12/1/19</u>
		<b>Last Review Date</b>	<u>11/15/19</u>
<b>Title:</b>	Employee Emergency Fund (EEF) (HRM.660)	<b>Supersedes:</b> Employee Assistance Fund (EAF)	
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<b>Owner:</b>	Chief Human Resources Officer		

**Scope:**  
Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

**Policy Statement:**  
Renown Health employees are eligible to apply for financial aid from the Employee Emergency Fund (EEF).

**Definitions:**

1. Severe Financial Hardship: A hardship as a result of a crisis or unforeseen event beyond the employee's control. Examples of crises and unforeseen events that can be considered for assistance include, but are not limited to:
  - a. Expenses for medical care incurred by the employee or the employee's spouse or dependents or amounts necessary for these persons to obtain medical care.
  - b. Payment of burial and funeral expenses for the employee's deceased parent, spouse, children or dependents.
  - c. Payment of repair expenses for the principal residence or vehicle of the employee.

These Policies and Procedures are guidance for the Organization. The Organization recognizes there may be specific facts and/or circumstances that warrant a departure from a specific policy provision. Nothing herein is intended to override an employee's ability to use good judgment in such circumstances.

- d. Payments for essential utilities such as power, water and phone service.

**Procedure:**

1. Employees interested in obtaining financial assistance must complete the Employee Emergency Fund Request Form.
2. To be considered for financial assistance, the employee must provide sufficient information to the Committee showing he or she is experiencing a severe financial hardship.
3. The Committee will review all requests. The Committee Chairperson will provide to the employee approval or denial of the request.
4. Financial assistance provided to the employee is not subject to repayment, but will be taxed as income.
5. The fund amount granted may not exceed \$1500 and is granted at the discretion of the Committee on a case-by-case basis.
6. An employee may only receive financial assistance from the Employee Emergency Fund once in a rolling 12-month period. Additionally, only one employee per household is eligible for financial assistance per rolling 12-month period.
7. Right to Amend
  - a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

[Click here for a copy of the Employee Emergency Fund Application](#)

**References/Regulations:**

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