



Policy Title:	Employee Emergency Fund (HRM.660)
Policy Owner Job Title:	Chief Human Resources Officer

This section to be completed by Compliance

Current Effective Date	<u>12/2022</u>
Last Review Date	<u>12/2022</u>
Committee Approved By:	HR Approval Steering Committee
Additional Committee Approvals:	N/A

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.

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

Policy:

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

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 and documentation to the Committee showing they are experiencing a severe

financial hardship.

3. The Committee will review all requests. The Committee liaison will provide to the employee approval or denial of the request.
4. Financial assistance provided to the employee is not subject to repayment, but any legally mandated withholdings will be deducted from the final amount granted to the employee.
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. Repeat requests will be reviewed by the committee to determine continued eligibility.
8. Any corrective actions on file from the previous rolling 12-month period will be taken into consideration to help to determine eligibility.
9. Right to Amend
 - a. The employer reserves the right to amend this policy as circumstances necessitate.

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

References/Regulations:

N/A