



helping hands
employee giving club

Policies & Procedures 2007-08

Emergency Crisis Fund

- I. Policy
 - a. It is the policy of Tri-City Hospital Foundation (TCHF) to allow employees to donate to an established, 100% employee-owned Employee Crisis Fund, under the auspices of the Helping Hands Employee Giving Club.
- II. Purpose
 - a. To permit any TCMC employee to request financial assistance for unanticipated emergent situations which will cause (or have caused) the employee hardship.
- III. General Information
 - a. Definition
 - i. "Unanticipated" is defined as a situation that the employee could not have had an opportunity to plan for.
 - ii. "Emergent" is defined as a catastrophic situation that requires immediate remedy.
 - iii. "Emergency Crisis Fund" is defined as a fund supported by employees not for any particular individual, but for the good of all.
- IV. Eligibility
 - a. An employee is eligible to receive financial assistance if the following criteria is met:
 - i. Employee must be a full-time, part-time, or per diem employee of TCMC having successfully completed their probationary period (90 days).
 - ii. Employee must be able to demonstrate that there is an unanticipated emergent situation.

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- V. Procedure
 - a. Requestor must complete an application for emergency funding and be approved prior to money being distributed.
 - i. Applications for emergency funding are available:
 - 1. Tri-City Hospital Foundation office; Monday through Friday 8:00 a.m. to 5:00 p.m.
 - 2. On the TCMC intranet (under Foundation page)
 - 3. Via email (send email to Gina Pierce at piercerm@tcmc.com to request a form or call (760) 940-3372)
 - ii. Application will be considered complete when the following parameters are met:
 - 1. Employee signature, current date, employee address, city, state, zip code, home phone, work phone, and employee ID.
 - 2. Description of the nature of the situation, severity, and anticipated duration.
 - 3. Purpose of request (i.e. airfare, or other expense).
 - 4. Verifications and documentation is included (appropriate documentation).
 - a. NOTE: without proper and legitimate documentation, request will be considered incomplete and invalid.

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5. Authorization to release information to appropriate persons only regarding the basis for the request.
- iii. Amount of request is not to exceed \$500.00, unless otherwise determined by the Helping Hands Committee.
 1. NOTE: A TCMC employee may receive up to \$500.00 per calendar year, unless otherwise determined by the Helping Hands Committee.
- iv. The request will be routed to the Foundation liaison for procedural review.
 1. A submission to Foundation liaison, the requestor's name shall be kept confidential throughout the stream of approval/denial, and shall only be seen by:
 - a. Foundation liaison
 - b. Financial & Research Analyst (to cut check)
 2. NOTE: Foundation liaison only determines the validity of each request and does not approve/deny requests.
- v. If verified by the Foundation liaison, request is immediately routed to either Co-Chair of the Helping Hands Committee for approval/denial.
 1. NOTE: If determining Co-Chair encounters a request which warrants further questioning, that Co-Chair has the right to call an ad-hoc meeting of all Helping Hands Committee members to receive consensus.
- vi. If approved by Co-Chair of the Helping Hands Committee, request is immediately routed to Executive Director of Tri-City Hospital Foundation for final approval/denial.
- vii. If approved by Executive Director, request then submitted to Financial & Research Analyst for check process.
- viii. Upon resolution of emergency crisis and/or before sixty (60) days from check submission, employee recipient must submit receipts to the Foundation liaison.
 1. These receipts should total amount previously received from Helping Hands.

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- VI. Miscellaneous
 - a. No employee may directly or indirectly solicit, intimidate, threaten or coerce or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving or using donated benefits under this program.
 - b. All emergency applications will be reviewed as quickly as possible (as there is great potential for one-day turnaround), but requestor should anticipate 4-5 business days for turnaround.

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- c. Using emergency funds for wrongful purposes, or for falsifying documentation in request process, will subject the employee recipient to discipline, up to and including termination.

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- d. All decisions made by the Helping Hands Employee Giving Club Committee are final.