



## The Employee Emergency Fund

### History of the EEF

The EEF was established after the January 1998 Ice Storm, with a generous start-up gift from a member of the Board of Trustees. The fund continues to be supported through employee donations and is a method for helping employees who face financial crises due to urgent and unexpected situations, and who have no other means of monetary assistance. The EEF is administered by a committee of six, with one representative from each of the following employee groups: CSEA, SEIU, PCPSOA, Confidential/Executive Secretaries, faculty and administrative staff. The Human Resources Director for Employee Benefits serves as coordinator for the committee and is the primary contact for employees.

### Loans

#### Q: When does the EEF make an emergency loan?

A: Loans are approved for extraordinary expenses that an employee cannot meet ANY other way (i.e., bank loan, loan from a supplemental retirement account, loan from a relative) and are considered urgent in nature. Examples of emergency situations in which an employee may apply for an EEF loan are to pay for fuel oil expenses in winter; automobile repairs in order to get to work; and medical, funeral or legal expenses.

#### Q: How does an employee apply for an emergency loan?

A: Loan applications are available in the Human Resources Office (Vilas G-1) and are made to the Human Resources Director for Employee Benefits. Loans are charged with the lowest rate of interest possible to meet legal requirements.

### Grants

In some extreme circumstances, the EEF may award a grant to the employee facing an emergency situation. For instance, a grant may be awarded due to an unexpected financial need resulting from a death in the immediate family or a fire destroying one's primary residence, creating a need for shelter and/or clothing.

### What can you do to help?

**CONTRIBUTE!! Your gift is tax deductible!**

The EEF
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Please Print

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Enclosed is my gift in the amount of \$\_\_\_\_\_ OR, I would like my gift to be completed through payroll deductions. Please have the Business Office deduct \$\_\_\_\_\_ per month for \_\_\_\_\_ months beginning \_\_\_\_\_ (Month & Year) and ending \_\_\_\_\_ (Month & Year).

Signature \_\_\_\_\_ (Detach & Return)