

# SAM HOUSTON STATE UNIVERSITY

## Employee Emergency Fund (EEF)

The Employee Emergency Fund (SEF), designed through Staff Senate and administered by People Operations (PO), is a donation-based fund that considers requests for a one-time payroll payment of \$500.00 for full-time, benefits-eligible Sam Houston State University (SHSU) employees who experience qualifying pressing financial need.

### **1. Purpose**

The EEF provides limited financial assistance to full-time employees of SHSU, who are experiencing a temporary hardship due to unexpected, unforeseen, or unavoidable circumstances. A temporary financial hardship is defined as one caused by a time-limited, specific event, such as natural emergencies, accidents, catastrophes, deaths, or illness. The fund is not intended to help employees with routine financial management.

### **2. EEF Funding**

- a. The EEF is funded through generous donations from individuals and employees interested in supporting employees in financial need due to unplanned circumstances.
- b. Donations may be made:
  - 1) Online through University Advancement,
  - 2) Payroll deduction by SHSU employees, or
  - 3) Through the mail campaign form.

### **3. Eligibility**

To be eligible for the EEF, an employee must meet the following:

- 1) be an active full-time, benefits-eligible, SHSU employee. Student employees are not eligible for the EEF but may be eligible for the [Bearkat Emergency Fund](#).
- 2) full-time continuous employment with SHSU for at least 12 months prior to the application date.
- 3) experience temporary financial hardship due to an emergency or significant event.
- 4) have exhausted other possible financial resources and must demonstrate an immediate need.
- 5) provide appropriate documentation to verify the circumstances listed on the application.

- 6) not received an EEF payment within the past 2 years.
- 7) have a gross income of less than \$75,000 annually, and
- 8) have not provided notice of retirement, resignation, or otherwise separating from the university.

#### **4. Program Administration**

- a. The program will be administered through SHSU PO.
- b. Emergency funding is not guaranteed and is contingent on fund availability, demonstrated need, short-term nature of financial hardship, and committee approval.
- c. Given the limited amount of funds (as the EEF is contingent on donations), not all requests, even when there is a clear need for assistance, will be approved. The EEF may be insufficient in the case of widespread disasters, community crisis, or war/terrorism.
- d. Funding is not immediate. Payment is processed through Payroll and is subject to federal taxation and appropriate deductions, as well as payroll deadlines (which could delay processing).
- e. Due to limited resources, the net award amount after taxes may not exceed \$500.

#### **5. Application Process**

- a. An online application is located on the following websites:
  - 1) Staff Senate under Staff Resources,
  - 2) Academic Affairs under \_\_\_\_\_, and
  - 3) People Operations, HR Benefits.An employee will complete and submit the online application with documentation of the circumstances.
- b. A PO administrator will be assigned as the EEF reviewer to verify applicant eligibility and review applications.
  - 1) Information submitted will be shared only with the PO personnel directly involved with the fund administration.
  - 2) To avoid any potential conflict of interest, should an employee assigned to a PO unit apply for EEF, the application will be verified for eligibility and availability of funds and then routed to the Controller for review and decision.
- c. Any application found to contain misleading or inaccurate information will be denied.

- d. Applicants may be contacted by the EEF reviewer for additional information and/or missing documentation, which may delay approval of funding.
- e. Applicants will be notified of the EEF decision within 10 business days after the application has been received. EEF decisions may be appealed to the AVP for People Operations.
- f. When approved, the EEF reviewer will process a one-time pay EPAF for payroll payment of the funds up to a net of \$500.00 (after the award is increased to cover any federal or state taxes the employee may owe),
  - 1) The emergency fund payment will be taxable to the employee and the total award will be increased (grossed up) in an amount to cover applicable FICA taxes and federal withholding are deducted from the payment.
  - 2) Payments are made during the next available payroll processing.