Policy ID:	ADM-HUM-63 Minor Revision 5 Status: C
Title:	UCO Cares - Employee Relief Program
Description:	An employee disaster and emergency relief program, funded by employees and others through the Foundation.
Category:	Human Resources
Applies to:	Staff,Faculty
Contact:	Human Resources
Purpose:	Through generous gifts from employees and others, the *UCO Cares Employee Relief Program* is available to help employees with short-term financial assistance during unexpected and unavoidable financial hardships and emergencies.

Policy Statement:

Overview:

Employees are eligible to apply for UCO Cares funds under multiple circumstances. However, employees should first use available resources such as medical/life/property insurance, short/long term disability coverage, personal savings, assistance from family members, etc., before applying for assistance. In the event an unexpected and unavoidable emergency places a financial hardship on an employee, he or she may apply for assistance.

Qualifications:

Situations that may qualify for assistance include, but may not be limited to:

- Accident or illness of the employee, or immediate family member* (assistance will not be provided for expenses covered by medical or disability insurance);
- Death of an immeditate family member*
- Travel and other expenses related to the care of a critically ill employee, or immediate family member*;
- Natural disaster (flood, tornado, etc.);
- Other critical incidents: fire; emergency home repairs necessary for the physical well-being of the employee; or acts of violence that cause a dramatic disruption in income or loss of primary residence.

*Immediate family is defined as: spouse/life partner, brother/sister, children, step children, grandchildren, parents, step-parents, grandparents, current inlaws (mother/father-in-law, son/daughter-in-law).

Guidelines:

Under the *UCO Cares Employee Relief Program and* based on availability of funds, financial assistance may be extended to employees with at least six months of service. If an employee and spouse/life partner or other immediate family member are concurrently employed by UCO, only one application per family will be accepted for consideration per incident.

Type of Emergency or Disaster Considered

Home Catastrophe / Natural Disaster
Fire, flood, tornado -- living expenses; living arrangements;
emergency home repairs necessary for the immediate physical well-being
of employee; etc.

Funeral / Emergency Travel Expense
Funeral expenses or travel expenses for attending a funeral or caring for a terminally ill employee or immediate family member.

Personal or Medical Emergency
Accident or illness of employee or immediate family member, including care of a critically ill employee or immediate family member; or other non-medical emergencies.

How to Apply:

If an emergency has exhausted an employee's resources, he or she may qualify for funds from the UCO Cares Employee Relief Program. Since some people have difficulty asking for assistance, a co-worker may apply on behalf of an employee that could benefit from this program.

Download an *application* for the UCO Cares Employee Relief Program.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

Approved on:	05/15/2013
Effective date:	05/15/2013
Keyword(s):	employee financial assistance, employee relief, cares, uco cares
Last review date:	06/12/2013
Date posted:	Jun 5 2013 11:20AM
Modified By:	
Date Modified:	Jun 12 2013 4:49PM