

## **ABOUT UA EMPLOYEE EMERGENCY FUND (EEF)**

### **Fund Description**

The University of Arizona community has a long history of caring for its members and for providing generous donations to colleagues in need. The University of Arizona Employee Emergency Fund (EEF) has been established to provide another opportunity to offer support to our colleagues who face an unexpected, temporary financial hardship, such as rent, utilities, and essential expenses, as a result of sudden illness, a family crisis or a natural disaster. Awards are contingent on adequate contributions to the fund.

### **Eligibility**

All University of Arizona benefits-eligible employees who have been employed for at least one year prior to the application for assistance are eligible to apply for a one-time grant from the EEF. The financial hardship must have occurred during this active, paid employment period. The hardship must be temporary, caused by a defined, time-limited, specific event. An applicant with longer-standing financial problems, though clearly in need of financial assistance, would not meet the “temporary hardship” requirement, and therefore, not be eligible.

### **Employee Emergency Fund Committee**

The EEF committee is comprised of one member each from the Faculty Senate, the Appointed Professionals Advisory Council, the Staff Advisory Council, and two presidential appointees. Appointments to the EEF Committee are for three (3) years. However, initial appointments will have staggered termination dates to allow for the long-term development of expertise and smooth annual transitions. The first committee will have two members with one (1) year terms, one member with a two (2) year term, and two members with a three (3) year term. A person may serve no more than two consecutive terms.

The committee will analyze each request individually and the committee chair will notify the HR coordinator of their decision. The HR coordinator will notify the applicant. If a review committee member recognizes an applicant based on their circumstances, he/she will excuse himself/herself from the discussion and decision. Award determinations can be made with four members present.

### **Funds Granted**

A maximum grant of \$750 is available per request. If approved, payment is made directly to the employee by the University of Arizona Foundation. Awards are subject to state and federal income tax, and will be reported to the IRS. The employee will receive a 1099 form from the UA Foundation if the gift is for \$600 or more.

### **Program Funding Sources**

Funds come from the generous donations of UA faculty and staff and non-university philanthropic organizations and individuals. Direct contributions may be made payable to the Employee Emergency Fund, in care of the University of Arizona Foundation. Employees may also contribute through convenient payroll deduction under the “UA Cares” option. Contributions may be tax deductible; please consult with your tax advisor. No State or other University of Arizona monies are used to fund the Employee Emergency Fund.

### **How to Apply for Emergency Funds**

To apply for EEF funds, complete and sign the application form, make a copy for your records, and submit the original application either by mail or email to:

Employee Emergency Fund  
c/o Angelica Engle  
Human Resources  
University Services Building, Room 113  
PO Box 210158