

CAMC Foundation Employee Fund

Description

The CAMC Foundation Employee Fund's purpose is to provide assistance to employees of CAMC Health System, Inc. companies who face a critical need and are suffering hardships beyond their control.

The fund provides assistance to employees of the companies who have personal financial emergencies. Examples of financial emergencies that qualify for funding include funeral expenses or travel, replacement of essential personal items lost to theft, flood, fire or other disaster, illness, emergency housing or relocation to escape dangerous living conditions. Assistance will not be provided for such things as utility payments, auto/home repairs, furnace and hot water heater replacement, etc., unless unusual circumstances surround such losses.

The fund receives support through employee contributions to the CAMC Foundation that are restricted to the fund. Grants will continue to be awarded as long as contributions are available through the fund.

Guidelines

1. Employees who are full-time or part-time will be eligible to apply for a grant. Temporary or per diem company employees and consultants are not eligible to apply. Employees are only eligible for grants after twelve consecutive months or more of employment.
2. Application forms are available from the company's human resources department. Application can be made by the employee or by another individual on behalf of the employee. If made on behalf of an employee, the employee must give permission to the person submitting the application. Completed applications should be submitted to the human resources department.
All applications will be kept confidential.
3. The severity of the crisis and the impact on the employee will be taken into consideration. Employees applying for assistance must provide documentation and/or verification of the emergency during the application process, such as photos, police or fire reports, verification from physician, or information on whether or not the loss is covered by insurance. Employees must provide verification of financial information. Upon request, other documentation as necessary may be required. Incomplete applications will be returned and may be re-submitted upon completion.
4. The CAMC Foundation Employee Fund committee reviews requests once a month. **All requests must be received by the last day of the month in order to be reviewed the following month.** The committee will strive to review and make a final decision on all applications at their monthly meeting assuming that all necessary information is included on the application. The fund shall not discriminate based on race, color, age, religion, national origin, sex, disability or veteran status. The committee's decision will be final.
5. Employees who submit applications after June 1, 2008, will be eligible for grant requests up to \$800. The committee will approve the actual amount requested validated by supporting documentation of the financial emergency. A grant is an award of financial assistance to the employee which does not need to be repaid.
6. Only one grant per family will be made to an applicant within a 12-month calendar period. Employees with documented catastrophic circumstances may be eligible for additional grant opportunities. The committee reserves the right to deny repeat requests for continuing circumstances extending over several years.
7. If the committee approves the request, the CAMC Foundation will forward information to the accounting department and the check will be mailed to the employee at his/her home address. Checks will be made payable to the applicant. If the committee denies the grant, a letter will be sent to the applicant immediately.
8. Along with the grant notification, a committee member will notify the applicant of other community resources. A list of community resources is available in the human resources department.
9. It is the CAMC Foundation Employee Fund committee's policy and practice to follow these guidelines. In the absence of a guideline, it is the committee's policy to develop a guideline and then follow it. If an application presents circumstances beyond the scope of these guidelines, the committee shall table the application while it drafts and adopts an appropriate amendment to the guidelines.