

COLLEGE OF THE HOLY CROSS EMPLOYEE COVID-19 EMERGENCY HARDSHIP FUND

Purpose of the Fund

The fund has been established to support employees of the College who are experiencing financial hardship as a result of the COVID-19 emergency. Examples of the types of events that might result in financial hardship include, but are not limited to, the loss of income from the College due to furloughs, the need for COVID-19-related medical treatment, or school or daycare closures due to COVID-19.

Financial hardship is an inability of the employee to meet an everyday financial obligation necessary for basic living. Examples such financial obligations include, but are not limited to, rent or mortgage payments, utility bills, the cost of food or everyday household items, emergency car repairs where the car is used for commuting, out-of-pocket medical costs, or increased child-care costs due to school or daycare closures. Not included would be items such as payments on a boat or second home, vacation rentals, private school tuition or fees, or other non-essential costs that an employee might voluntarily incur.

The financial hardship must be the result of the COVID-19 emergency and must otherwise be beyond the control of the employee. The financial obligation that cannot be met must be one that is not otherwise reimbursable to the employee from some other source (e.g., a medical bill that is covered by insurance where the employee has yet to submit the claim or the claim is pending final disposition).

The fund is not intended to shield employees from the consequence of poor financial management or other voluntary decisions to undertake non-essential financial risk.

Who is Eligible to Apply?

Active regularly scheduled exempt and non-exempt employees of the College, excluding Faculty, who have completed their Introductory Period are eligible to apply for funds. Additionally, regularly scheduled employees who have not completed their Introductory Period, but who have been furloughed, are also eligible to apply for funds. To be eligible to receive funds, the employee must be actively employed at the time they apply and must remain employed through the date of distribution.

Faculty, Student Employees, On-call Employees, Temporary Employees, and Banquet Employees are not eligible to apply for funds.

The College retains sole discretion to determine the categories of employees eligible to participate, and whether a particular employee falls within such categories.

Application Process

The request will be submitted on a form created for this purpose, but the Committee has discretion to accept submissions in other formats, so long as they are in writing and signed or affirmed by the employee. The identity of the employee will not be disclosed to the Committee.

Employees may submit more than one request during the COVID-19 emergency but may not resubmit the same or a substantially similar request more than once.

Operations of the Decision-Making Committee

Decision regarding whether to award funds to an applicant will be made by a committee composed of:

1. At least one member from Mission/Chaplains Office
2. At least one member of the Jesuit Community
3. At least one Faculty member

A representative from Human Resources will manage the application and distribution processes, but will not be a member of the decision-making Committee or otherwise participate in the actual decision-making process.

Members of the Committee are appointed by the Vice President of Administration and Finance, who may also remove Members and appoint replacement Members. One Member will be appointed as the Head of the Committee. Decisions will be made by a majority of the members. If a member is unavailable to participate in a decision, the participation of the other two members will constitute a quorum sufficient to render a decision.

Decisions will be made by the Committee on at least a semi-monthly basis.

Decisions will be based on the criteria set forth in the Purpose of the Fund section above. The Committee may require such supporting documentation from the employee as it deems appropriate. The HR representative will oversee compliance with College policies with regard to such documentation, including securing it in a confidential manner.

Distribution of Funds

Funds will be distributed to successful applications in increments of \$250.00, \$500.00, or \$750.00 gross, before taxes are withheld. The maximum amount of funds that may be awarded for any one request will be \$750.00 gross, before taxes are withheld. The maximum amount distributed to any one employee during the COVID-19 emergency period will be \$1,500.00 gross, before taxes are withheld.

There must be sufficient money in the fund to make a distribution. If the monies are insufficient, the distribution will be made up to the amount available or, in the case of multiple pending requests, money may be allocated across those requests on a pro-rata basis, in which case distributions may be made in increments other than the above-specified increments.

The decisions of the Committee are final and there will be no right of appeal.

The award amount is taxable income to the employee and taxes will be deducted from it. It will be considered and treated as other "one time payments" made by the College, and will be reflected as earnings on the employee's annual IRS Form W-2.

The award will be paid on the employee's next regular payroll date following the Committee's decision.

Management of the Fund and Fund Processes

The College reserves the right to start, stop, suspend, change or amend the Fund and this Fund Document, its purposes, the form or composition of the Decision-Making Committee or any of the Fund Processes at any time, in the exercise of its sole discretion.