

Colleague Emergency Assistance Fund

Through the generosity of employees who contribute to the program, funds are set aside for the Emergency Assistance Fund. These funds exist to help colleagues in times of emergency by providing financial assistance to aid in resolving the crisis. All regular active colleagues who are considered in good employment standing are eligible to apply for emergency funds, regardless of their participation in colleague giving.

While there are times that financial pressures are very stressful and may result in unfortunate situations, we must restrict loans to those events that are true unanticipated events without other available resources to address the problem. Clearing up debt, payment of mortgages, rent, taxes, tuition payments, or other household bills in absence of an emergency, and consumer credit issues are not appropriate for funding. Funds requested must be tied to a specific expense for which there is documentation of the costs involved. Funds cannot be given for general use, as in a personal loan.

Loans cannot be given while on leave of absence or in advance of a leave as replacement of wages or to pay bills while on leave from duty. In order to ensure funds for all eligible people, Emergency Assistance are granted one time.

Procedure:

The Executive Director of Mission Integration administers the fund. Colleagues who seek emergency funds must fill out the application and fax it to the Mission Integration office at 860-714-8826. The Mission Leader will verify receipt of the application, review the information and direct you to any alternative sources of assistance if appropriate.

In some cases, the Mission Leader will review the request—without any identifying information—with the Emergency Assistance Advisory Group. This group assists in situations when the eligibility of the situation as an emergency is unclear or there are other extenuating circumstances.

If assistance is approved, the Mission Leader will verify with the manager that the colleague is in good standing, without disclosing the nature of the request. Payment will be made in your paycheck. You must sign a payroll deduction agreement before funds will be released. Funds should be paid back as quickly as possible to ensure ongoing availability to those seeking assistance. Should you leave employment before the loan is repaid, the remaining balance will be deducted in full from your last check. Any additional balance must be paid within 30 days.