UA ACTS OF KINDNESS – EMPLOYEE EMERGENCY RELIEF FUND

RULES AND PROCEDURES

Article I
PURPOSE

The purpose of the Acts of Kindness – Employee Emergency Relief Fund ("Fund") is to provide appropriate relief to eligible faculty and staff of The University of Alabama ("UA") who experience a qualifying event or emergency. The Fund shall strive to accomplish that purpose by:

- Encouraging supporters of UA to voluntarily support the Fund
- Providing a mechanism for such support
- Providing aid and support to UA faculty and staff

Article II
COMMITTEE

A. Committee. The Fund shall be directed by a Committee that includes faculty and staff representation. Three individuals will be recommended by the appointing official(s) (as indicated below) to the President to serve as new and/or replacement members on the Committee. From these recommendations, the President will appoint 1 representative in each area to serve on the Committee. The Committee will consist of 7 members as follows:

- A representative of the faculty recommended by the Provost;
- A representative of the alumni recommended by the VP for Advancement;
- A representative of the faculty or staff recommended by the VP for Student Affairs;
- A representative of the staff recommended by the VP for Financial Affairs;
- A representative familiar with financial aid recommended by the Provost;
- A representative from athletics recommended by the Athletic Director;
- A representative appointed by the President.

At the discretion of the President, additional committees may be constituted in the same manner as the above in order to expedite applications and awards during catastrophic events.

A representative of the Office of Counsel may provide confidential and privileged legal advice as an *ex officio*, non-voting member of any duly constituted committee.

B. Terms of Office. Members of the Committee may serve indefinitely at the pleasure of the appointing official(s). Notice will be given to the Work Life Manager and the Fund Manager when new or replacement Committee members are appointed.

C. Attendance. Committee members must attend at least half of the Committee meetings in the fiscal year and may not miss more than three consecutive meetings. Those members who have not met the attendance requirements will be terminated from the Committee by a vote of the other 6 members, or by decision of the appointing official(s). Exceptions may be made based on extenuating circumstances as determined by the Fund Manager or appointing official(s).

D. Meetings. Meetings shall be scheduled by the Chair, Work Life Manager, Fund Manager, or by a majority of the Fund Committee members, but shall be held no less frequently than quarterly. Minutes and records of attendance shall be maintained for all meetings. A quorum of the Committee shall be four appointed members. An affirmative vote of four appointed members of the Committee shall be required to approve any application considered at any meeting at which a quorum is present. In general, meetings should not occur without at least twenty-four (24) hours notice.

E. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases in which they are applicable and consistent with these Rules and Procedures.

F. Conflict of Interest. Any member of the Committee who has applied for financial assistance or who otherwise knows he/she has a conflict of interest due to family or business associations shall refrain from voting on such matters. In the event that the Work Life Manager becomes aware of a conflict of interest, the Work Life Manager shall communicate the same to the member without violating the anonymity of the process, to the extent possible or practical.

Article III
OFFICERS, ADMINISTRATION, AND RECORDS

A. Officers - Committee Chair. The President shall appoint a Chair from among its appointed members. It shall be the duty of the Chair to preside at meetings and oversee Fund activities. The Chair shall also conduct the regular meetings of the Fund Committee and shall undertake such other duties as may be assigned by the appointing official(s). The Committee may elect such other officers as it may desire. Officers of the Committee may serve indefinitely at the pleasure of the Committee and appointing official(s). Notice will be given to the Work Life Manager and Fund Manager when new or replacement officers are appointed.

B. Administration – Accounting – Work Life Manager and Fund Manager. The accounts and records of the Fund shall be kept by a member of the Department of Human Resources (HR) or his/her designee (hereinafter "Work Life Manager"), and the budget shall be reviewed and evaluated by the Associate Vice President for Financial Affairs or his/her designee (hereinafter "Fund Manager"). The Work Life Manager and the Fund Manager shall be entitled to attend all meetings of the Committee, but will be non-voting members. The Fund Manager will assist in preparing the preliminary and final budgets, for approval of the Committee.

C. Records. The Committee, through HR, must maintain adequate records to show that payments further the Fund's charitable purposes and that the persons served are needy or distressed in the manner described in these Rules and Procedures. Generally, documentation should include:

- A complete description of the assistance provided

- Costs associated with providing the assistance, if any
- The purpose for which the financial assistance was given
- The objective criteria for disbursing financial assistance to each recipient
- The name, address, and amount distributed to each recipient
- Any conflict of interest or relationship between a recipient and Committee members

Article IV
CONTRIBUTIONS

Contributions by check, transfer of securities, cash, or by voluntary payroll deduction may be made by faculty, staff, and students of UA. Contributions from non-employees also may be accepted. Contributions will be used to support the purposes of the Fund. Contributors may not earmark funds for the benefit of a particular individual or family, or a particular division, department or college.

Article V
ELIGIBILITY FOR, AND EXPENDITURE OF, FINANCIAL ASSISTANCE

The Committee is authorized to expend resources of the Fund as follows:

A. Eligibility. Persons eligible for financial assistance shall be current employees of the University, either faculty or staff, who are classified as regular full-time or regular part-time and who have successfully completed their six (6) month introductory period. Retirees or retired disabled employees are eligible for 90 days following retirement. Persons who are not eligible to participate include temporary or irregular employees, those employees who do not receive benefits, students, work-study students, and employees of contractors.

B. Applications – Requests for Information.

1. Confidential applications shall be submitted to the Work Life Manager in the Department of Human Resources or his/her designee.

2. Employees seeking assistance have a responsibility to demonstrate that they are taking reasonable actions and attempting to use prudence in resolving their crisis. All decisions made by the Fund's Committee will be determined based only on the information submitted by the applicant.

3. The Committee may request additional information or documentation from the applicant before making a decision. To maintain anonymity, such requests may be communicated by the Work Life Manager or his/her designee. When the committee requests information in addition to what an applicant has provided, the applicant has two (2) weeks to provide the requested information or to explain why it cannot be provided. If the applicant does not provide the requested information in the two-week time period, then the application will be

denied and the applicant will have to wait six (6) months before making a new request for assistance.

4. Recommended documentation may include: income available to the applicant, expenses of the applicant, evidence of insurance, and how the hardship has impacted the household finances. Additional information may be requested based on the circumstances described in the application. For example, if the request for assistance is due to an emergency surgery requiring time off work, and the employee has no leave time available, the employee's leave time and Family Medical Leave paperwork will be verified, and documentation from the physician may be requested. Different cases may require different types of documentation.

C. Qualifying Event or Emergency.

1. Applicants to the Fund must have a documented event or emergency situation that has caused a financial hardship. This event or emergency must be an occurrence of any event or combination of circumstances or events that call for immediate action or any pressing need following a sudden and unexpected happening, the occurrence of which was wholly unforeseen by the applicant and beyond the employee's control. The event or emergency must directly impact the applicant. Events or emergencies directly affecting family members of applicants, with only an indirect effect on the applicant, are not qualifying events for which an award from the Fund will be made.

2. Examples of emergency situations that could be considered as a basis for assistance, include but are not limited to: fire; natural disaster such as flood, tornado, etc. resulting in destruction of the primary residence (rental properties are excluded); loss of employment of spouse; death in immediate family if accompanied by other hardships; or life-altering accidents.

3. Other qualifying events include time-limited, specific events that place an applicant who otherwise was not experiencing financial distress in a position of temporary financial hardship. Temporary means that with the assistance of this Fund, the applicant could regain financial stability within a relatively short period of time. Long standing financial problems not related to the time-limited, specific event do not meet the temporary hardship requirement and are not qualifying events for which an award from the Fund will be made.

4. Common life occurrences such as routine car and home repairs, car and home maintenance, legal fees, monthly bills, animal care, and living beyond one's means are not qualifying events for which an award from the Fund will be made. Also, financial hardships caused by garnishments, payday/title loans, and student loans do not qualify for assistance.

D. Standards to Provide Financial Assistance.

1. Financial assistance is not intended to replace all losses or to reimburse the cost of nonessential, luxury, or decorative items or services.

2. Financial assistance should be gratuitous, measured solely by need or distress, not related to services rendered, and not necessarily designed to place the recipient in the same economic position as prior to the qualifying emergency or event.

3. Any benefit to the University from such financial assistance should be, at most, incidental and tenuous.

4. All financial assistance shall be distributed in compliance with UA's non-discrimination policy.

E. Review/Decisions by Committee.

1. Applications will be presented for Committee review in such a manner that the identity of the applicant is not known to the Committee. Circumstances may occur in which an anonymous review is impossible or impractical, in which case the identity of the applicant may be revealed to the Committee. If the Committee wishes to interview an applicant to better understand the situation, the Work Life Manager will communicate this desire to the applicant, and if the applicant is agreeable, the Work Life Manager will set up the interview with the Committee.

2. The Committee will award financial assistance by a majority vote of all of the appointed members of the Committee (i.e., at least 4 appointed members must approve in all cases). Committee decisions are final, and no appeals process is available.

3. Financial assistance shall be based on an objective review of the applicant's need or distress caused by the qualifying event or emergency.

4. The Committee and/or the Work Life Manager may recommend that the applicant seek assistance from other resources before, or at the time of, providing financial assistance.

5. The financial assistance awarded may not exceed the following monetary limits:
   - No more than $1,250 may be awarded to an employee during any 12-month period.
   - No more than $3,750 may be awarded to an employee during his/her lifetime.

6. Financial assistance shall be limited to one recipient or one person per household.

7. After an employee receives notification of an award, the employee must wait six (6) months before applying for additional assistance. After the 6-month period has passed, the employee is eligible to apply for assistance for a qualifying event or emergency. The employee cannot resubmit an application that was previously denied.

F. Notification and Payment of Financial Assistance.

1. The applicant will be notified of the outcome of his or her case by the Work Life Manager.

2. Payment will be made by direct deposit. Deposits are usually issued within one week after the Committee approves the application.

3. Neither the Committee, Chair, Work Life Manager, nor the Fund Manager will provide financial assistance recipients with individual tax advice. Award recipients will be issued appropriate tax documentation, if applicable.

G. Unusual Circumstances or Events. The President may initiate additional action or suspend provisions of these Rules and Procedures as appropriate when unusual circumstances arise.

Article VI
TERMINATION OF COMMITTEE/DISSOLUTION OF FUND

A. Termination of Fund and/or Committee. The President of The University of Alabama may terminate the Fund or the Fund Committee.

B. Distribution of Fund. In the event of the termination of the Fund by the President, the President shall apply and distribute the assets of the Fund as follows:

- All liabilities and obligations of the Fund shall be paid, satisfied and discharged or adequate provisions shall be made therefor;
- All of the remaining assets of the Fund shall be transferred or conveyed to The Board of Trustees of The University of Alabama, and its successor, if said corporation, or its successor, shall qualify as a public corporation and an instrumentality of the State of Alabama or as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, and if said corporation as its successor shall not qualify, then to some other organization or organizations organized for charitable purposes and shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

C. Amendment of Rules & Procedures. These rules and procedures may be amended by a vote of 5 of the 7 Committee members, with final approval by the President.