

Beaumont[®]

William Beaumont Hospital

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Prepared By Corporate Human Resources	Prior Issue Date 08/01/08	Issue Date 08/01/14	

GENERAL

It is the policy of Beaumont Hospitals to provide limited emergency financial assistance to Beaumont employees who are experiencing financial hardship as a result of an extraordinary life event or an unforeseen circumstance that has placed the individual in a financial crisis.

RESPONSIBILITY

It shall be the responsibility of the Corporate Human Resources Department to administer the Employee Assistance Program Fund for all divisions within the organization.

EMPLOYEE ELIGIBILITY

In order to be eligible for the Employee Assistance Program Fund, employees must meet the following criteria:

- Must be a regular full-time or part-time (16 hours or more) employee.
- Must have completed at least one full year of service.
- Must possess a good work record, free of Corrective Action.

FUND ADMINISTRATION

The Employee Assistance Fund shall be administered by Corporate Human Resources. Requests for emergency financial assistance shall be submitted to Corporate Human Resources by the EAP Managers in conjunction with the employee along with supportive documentation.

If approved, the signatory authority for fund amounts under \$5,000 shall be approved by the Director, BEHP and Director of Benefits. Fund amounts exceeding \$5,000 shall require the authorization of the Vice President, Human Resources.

FUND PROVISIONS

The EAP Financial Assistance Program shall provide funding in the way of a gift option.

Employees who are recipients of the Gift Option shall receive EAP funds without penalty or without a repayment requirement.

MANAGEMENT MANUAL



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Other Monetary Options	<p>Based upon the information presented by the employee and the review of need conducted by the EAP Manager, additional options for funding may be determined. Such alternative sourcing may include but are not limited to the following:</p> <ul style="list-style-type: none"> • CTO Cash Payout • 403b Account Loan Provision • Personal Loan from a Financial Institution • Debt Consolidation Company • Legal Services/Bankruptcy
<u>DETERMINATION</u>	<p>Irrespective of the funding source, the process of need determination shall include the support and approval of the following individuals:</p> <ul style="list-style-type: none"> • EAP Manager • Divisional Human Resources Representative • Divisional H.R. Director • Director, BEHP • Director, Benefits
<u>DETAILED PROCEDURES</u>	<p>Signatory authority is only required of the Director, BEHP and Director of Benefits</p>