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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.



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Fund Criteria

Employees who are the recipients of the EAP Assistance Fund must provide documentation of need as indicated by the EAP Manager. Documentation may include financial statements, bank statements, invoices or other relevant documents supporting the need for financial assistance.

Circumstances which shall be considered for an EAP Gift include but are not limited to the following:

- Financial need based upon an atypical, sudden and devastating life event such as a home fire or explosion, medical/mental health crisis or similarly injurious circumstances.
- Financial need based upon a violent or potentially violent or abusive family living situation for the employee and their dependents.
- Financial need based upon medical illness with Leave of Absence provisions resulting in reduced income with outstanding debts (i.e., medication co-payments, utility/power payments, transplantation expenses etc).
- Financial need as a result of a death in the family for burial needs or to travel out of state.

Fund Availability

Funding for the Gift Option is subject to the availability of funds through the Beaumont Foundation on an annual basis. Once the fund has been depleted within that given year, no additional monies will be available until the fund is replenished the following year. If funding is not available through the Foundation, requests cannot be honored under this policy. Gifts disbursed to employees will be granted on a one-time only basis.

Additional requests for funds cannot be honored.



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Other Monetary Options

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:

- CTO Cash Payout
- 403b Account Loan Provision
- · Personal Loan from a Financial Institution
- Debt Consolidation Company
- Legal Services/Bankruptcy

DETERMINATION

Irrespective of the funding source, the process of need determination shall include the support and approval of the following individuals:

- EAP Manager
- Divisional Human Resources Representative
- Divisional H.R. Director
- · Director, BEHP
- · Director, Benefits

DETAILED PROCEDURES

Signatory authority is only required of the Director, BEHP and Director of Benefits