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Owner: *Pamela Mitchell-Boyd: System
Director Diversity & Inclusion*

Policy Area: *Mission Services*

References:

Applicability: *Presence Health System Wide -
Operating Ministries*



Fund for Associate Relief

I. PURPOSE

The purpose of this Policy is to specify the requirements for providing and making available a System Emergency Relief Fund to assist associates. In alignment with our Mission, "Inspired by the healing ministry of Jesus Christ, we Presence Health, a Catholic Health System, provide compassionate, holistic care with a spirit of healing and hope in the communities we serve."

II. KEY PRINCIPLES

A. Qualification Criteria

1. An associate may apply for relief funds after they have been employed by a Presence Health ministry for a minimum of six (6) months.
2. To be eligible for consideration, the associate must not have received any corrective action at the written level or above within the last six (6) months.
3. The associate must document the nature of the emergency and the need for financial support.
4. The need must be based on an urgent and unforeseen genuine hardship that is a verifiable crisis for the associate. Requests will be considered for the following situations:
 - a. **Health Care Needs**
 - i. Medical expenses not covered, or not fully covered by insurance (excluding any services that would not be in alignment with the Ethical and Religious Directives for Catholic Health Care Services).
 - ii. Travel/housing expenses incurred due to illness.
 - b. **Catastrophic Events**
 - i. Loss of all possessions through a natural or man-made disaster.
 - ii. Death of an immediate family member.
 - c. **Other Unforeseen Hardship or Crisis**
 - i. Unanticipated event or circumstances which prevents associates from meeting financial obligations.
5. Applicants for cash support must identify the specified expenses that are requested to be covered, and must reasonably establish that other potential payment sources (insurance, savings, etc.) are

not available or do not exist.

III. DEFINITIONS

As used in this Policy:

Policy-Specific Definitions

- A. **FAR** - means Fund for Associate Relief
- B. **HR**- means Human Resources

Standard Definitions

- A. **Includes, or Including** – means including but not limited to the listed items.
- B. **Ministry** – means any Operating Ministry (such as a hospital, nursing home, physician practice or a clinical service line operated as a distinct business unit, such as home health) or Services Ministry (such as the System Finance, Human Resources or Mission departments, other System services functions and supporting organizations such as Presence Health Network, Presence Care Transformation Corporation and Presence Health Partners Services).
- C. **Presence Health or System** – means collectively, all legal entities comprising the Presence Health System and Ministries.

IV. REQUIRED PROCEDURES

A. Creation of Funds

Contributions to the Presence Health Fund for Associate Relief may be received through the donation of funds through payroll deductions (associates), or by cash contribution.

1. Accounting and management of funds will be managed by System Foundation Office.
2. Funds will be collected on an ongoing basis and deposited in an account allocated for the Fund for Associate Relief.
3. Once a donation (cash, payroll deduction), has been made to the fund, it cannot be returned to the donor.

B. Process for Application

1. An Associate may submit an application for funds from the Presence Health Website (form is available from the website and may be forwarded in hard or email copy form).
<https://www.presencehealth.org/for-associates>
 - a. The application will be received by a Central Point Person in Mission Effectiveness.
 - b. The Central Point Person in Mission Effectiveness will validate with the Service Delivery System in Human Resources that the associate meets all eligibility criteria.
 - c. The Central Point Person in Mission Effectiveness will forward the application of the FAR Review Committee.
 - d. The FAR Review Committee will review, then approve or deny the financial request based on the need. The FAR Review Committee, Mission Leader, or Human Resources Leader may also provide the appropriate referral(s) to other supportive entities/organizations, (e.g., Employee Assistance Program (EAP), Catholic Charities, etc.).

- e. The Central Point Person in Mission Effectiveness will connect with the Foundation (System) to determine the availability of funds in a timely fashion.
- f. The appropriate leader will communicate with the associate regarding the decision.
- g. The FAR Review Committee will submit the appropriate and invoices to the Central Point Person for payment processing.
- h. The Central Point Person will contact the vendor and finalize payment through P-Card or Payment Request, if necessary.
- i. The Central Point Person will submit reimbursement form(s) (*Request for Funds" form via intranet) and back up documentation (invoices, etc.) to the System Foundation Office for reimbursement to the cost center from which payment(s) were made.

C. Management and Distribution of Funds

- 1. Payments from the fund will be authorized and approved collaboratively by the FAR Review Committee, via consensus.
- 2. The Review Committee is the final authority in the approval of disbursements of funds.
- 3. No disbursement will be made unless the fund has a sufficient balance to cover the disbursement
- 4. Disbursements from individual Presence Health Ministry Associate Relief Funds will be the **INITIAL** source of disbursement. If funds are not available at the relevant ministry, then a request for disbursement from the Presence Health (System) Fund for Associate Relief may be made for approved applications.
- 5. If an associate receives a disbursement from the Presence Health (System) Fund for Associate Relief, the associate will not be eligible to again apply for funds for a 12-month period. Exceptions much be approved by FAR Review Committee.
- 6. Cash funds will not be provided directly to the associate; payments will only be disbursed and provided to the appropriate vendor (e.g. Gas Company, Pharmacy, Funeral Home).
- 7. If an applicant should apply for a third time to the Review Committee, the Review Committee will have two (2) members meet with the applicant in a face to face interview. A recommendation will be made that the applicant meets with EAP for budgeting and debt management guidance at the Review Committee's discretion.

V. IMPLEMENTATION FORMS AND OTHER DOCUMENTS

None

VI. RELATED SYSTEM OR MINISTRY POLICIES

None

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
Chief Mission Officer	Dougal Hewitt: Chief Mission Officer	2/20/2018
	Pamela Mitchell-Boyd: System Director Diversity & Inclusion	2/9/2018

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