

Employee Emergency Relief Fund

About:

Westcliff has established the Westcliff University Emergency Relief Fund to provide financial support for full-time Westcliff faculty and staff suffering temporary, extreme financial hardship created by sudden, unexpected events. Availability of assistance is not guaranteed, as funding is limited.

After reviewing an application for support, the University will decide, in its sole and absolute discretion, the amount, if any, to be awarded.

Eligibility:

You must:

- Be a current full-time Westcliff University faculty or staff member
- Have been employed at Westcliff full-time for at least 90 days prior to the date you apply
- Have suffered a temporary extreme financial hardship
- Have submitted copies of all bills related to the hardship, plus all documentation requested during the application process
- Be in good standing at Westcliff University

Emergency Relief Amount:

The amount of relief will be determined according to your need and availability of funds. Payment will be issued by check.

Applications will be reviewed by the Westcliff University Employee Emergency Relief Fund Committee, the Director of Human Resources and Academic Personnel. All materials you submit will be treated confidentially.

Expenses That Can/Can't Be Covered by Fund:

Can:

- Personal, family, living, or funeral expenses
- Emergency temporary housing assistance
- Unexpected, uninsured medical, mental health, or dental costs
- Unplanned event-related travel expenses for medical care (ie. airfare, car rental, bus or train fare, etc.)
- Temporary food assistance.
- Unexpected event-related childcare costs incurred by persons required to work on campus during the time of unexpected extreme financial hardship

Can't:

- Everything covered by insurance or other sources
- Non-essential items and services
- Lost income or compensation (ie. wages, sick pay, family medical leave pay, etc.)
- Credit card debt
- Penalties, fines, parking and other tickets
- Non-essential expense
- Hardship created due to lack of planning or overspending

Decision Process:

You will be notified of an award, if any, within 14 days after Westcliff receives your completed application and all requested supporting documents. HR may contact you to review the application and suggest outside resources or services that might possibly help you. If your application is approved, the check will be mailed to the address specified on your application.

Note: Applications containing misleading or inaccurate information will be rejected.

Application Link:

<https://docs.google.com/forms/d/1WpsZpry0mojLKhUE2Hd9t9WymSwabHyd0jkyJcycEMc/>

For additional questions, please contact Human Resources: HR@westcliff.edu.