

Staff Emergency Fund Application



Instructions

The Texas Tech University Staff Emergency Fund (SEF) was established to provide limited financial assistance to both exempt and non-exempt staff employees of Texas Tech University who are experiencing a temporary hardship due to a significant life event.

The SEF is possible because of the support of the Texas Tech University President, Texas Tech Staff Senate, and generous donors. Awards are contingent on fund availability and other requirements set forth below.

Fund Eligibility

To be eligible for assistance, staff members must meet the following criteria:

- Must be continuously employed as a full-time or part-time, benefits-eligible, non-faculty Texas Tech University staff member for at least 12 consecutive months prior to the application date;
- Must have a current performance evaluation on file and have received an overall rating of “strong performer” or above;
- Have not received a disciplinary action within the previous 12 months;
- Have considered other possible resources;
- Have not received an SEF award within the past 24 consecutive months;
- Not currently serving as a member of the Staff Senate SEF Committee, Staff Senate President, or Staff Senate Treasurer; and
- Not a spouse or an immediate family member of an employee who is serving as a member of the Staff Senate SEF Committee, Staff Senate President, or Staff Senate Treasurer.

Selection for the award will not be made based on an employee's protected status.

Nature of Expense

A temporary financial hardship is one caused by a defined, time-limited, specific event including, but not limited to:

- Death of a family member
- Natural disaster (fire/flooding/tornado/etc.)
- Serious illness or critical injury

Emergency funding is not guaranteed and is based on demonstrated need, short-term nature of the financial hardship, committee approval, and available funds.

**Given the limited amount of funds, all requests cannot be approved even though there may be a clear need for assistance. This fund may be insufficient in the case of widespread disasters, community crises, or war/terrorism.*

Application Process

- Complete the application, then sign and date to verify that the information is accurate.
- Submit completed application and supporting documentation related to the hardship for review by the SEF Committee.
- Applications can be submitted in the following ways:
 - By campus mail to Staff Emergency Fund at Mail Stop 1093
 - Through the eRaider protected form on the Staff Senate website: www.staffsenate.ttu.edu
 - In person at the Doak Conference Center Room 160
- You may be contacted by the Human Resources representative to provide supporting documentation.
- Staff Senate will respond to all applicants within 10 business days after the completed application has been received. All decisions of the committee are final.
- If your application is found to contain misleading or inaccurate information, it will be considered invalid.



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Employee Information

Employee Name: _____ Employee R#: _____

Department: _____

College/Division: _____

Campus: _____ Length of Service: _____

TTU Email Address: _____

Home/Cell Phone: _____ Alternate Phone: _____

Is it ok to leave a message? Yes No

Certification of Accuracy

In completing the SEF application, I certify that the information provided, including the supporting documents, is complete and accurate and that my financial hardship is genuine. I will apply all money received toward debts related to my hardship. I certify that I have read and understand the Staff Emergency Fund Guidelines and information provided may need to be verified. Verification information may include, but is not limited to:

- I have been employed as a full-time or part-time, benefits-eligible, non-faculty Texas Tech University staff member for at least 12 consecutive months prior to the application date
- I have a current performance evaluation on file and have received an overall rating of "strong performer" or above
- I have not received a disciplinary action within the previous 12 months
- I have considered other possible resources
- I have not received an SEF award within the past 24 consecutive months
- I am not currently serving as a member of the Staff Senate SEF Committee, Staff Senate President, or Staff Senate Treasurer; and
- I am not a spouse or an immediate family member of an employee who is serving as a member of the Staff Senate SEF Committee, Staff Senate President, or Staff Senate Treasurer

I understand that all decisions rendered by the SEF Committee are final and the award amount will be processed through Payroll and Tax Services with appropriate deductions taken.

Employee Signature: _____ Date: _____

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Details of Temporary Hardship

Please answer each question as best as you can. If you need more space, you may attach additional pages.

1. Total Request Amount: \$ _____ (a maximum of \$500.00 may be requested)

2. How did you arrive at your Total Requested Amount (see #1 above):

3. Please describe the nature of the emergency:

4. Please describe how this emergency affects you:

5. What is your most urgent bill/expense?

6. Has this emergency impacted your work at TTU? If so, how:

7. Have you missed time from work? Yes No If Yes, roughly how many days? _____

8. Have you received or will you be receiving insurance payments from a claim that partially or fully covers expenses related to this temporary hardship? Yes No

* Additional documentation may be requested by HR and/or the SEF Committee.

SEF Committee Only

Date Received: _____ Application Number _____

Approved - Amount \$ _____ SEF Committee Chair: _____ Date: _____

Denied Staff Senate Treasurer: _____ Date: _____

Date SEF Sent to HR _____