



**EAF**

**Employee Assistance Fund**



**SUBURBAN HOSPITAL**

**JOHNS HOPKINS MEDICINE**

## WHO IS ELIGIBLE?

The **Employee Assistance Fund (EAF)** objective is to aid employees experiencing an unanticipated financial emergency. Funds are designed to have a direct impact on the lives of employees affected by financial hardship and further enhance workforce morale.

All full-time and part-time regular status employees budgeted to work a minimum of 20 hours per week are eligible to apply.

Employees who:

- Have been employed for at least one (1) year (12 consecutive months) with Suburban Hospital or one of the Johns Hopkins entities.
- Have had no disciplinary action in the twelve (12) months preceding this request.
- Have not received an award from the fund within the previous rolling twelve (12) months.

## WHAT FINANCIAL EMERGENCIES WILL BE CONSIDERED?

The emergency for which the employee is seeking assistance should involve a situation that was unforeseen, temporary and unlikely to recur in the next six (6) months. Considerations may be made for other circumstances. Such emergencies include, but are not limited to:

- Death in immediate family (parent, spouse, child or sibling) where an employee incurs funeral, burial, travel and related expenses.
- Mortgage or Rent only under threat of eviction or foreclosure—Court Order Notices.
- Utility bills under threat of turn-off notification.
- Catastrophic conditions, i.e. flood, fire, other disasters for which an employee has no insurance, or is waiting for insurance payment.
- Medical emergency not covered by health insurance.
- Other personal hardship.

## WHAT FINANCIAL SITUATIONS WILL NOT BE CONSIDERED?

- Income replacement.
- Auto maintenance/repairs.
- Car payment to prevent repossession.

- Personal purchases.
- Vacations.
- Recurring and predictable expenses such as income tax payments, auto license or registration, tuition, etc.
- Personal debts.
- Other, as described by the review committee.

## WHAT ARE THE APPLICATION GUIDELINES?

- Employee can apply two (2) times within a 12-month period for maximum distribution of \$2,000.
- The EAF Review Committee will determine the amount of financial assistance to be awarded. All requests will be considered and the amount awarded to the employee may be lower than the requested amount. The final amount will be decided case-by-case based on the availability of funds, employee's needs and other pending requests.
- Checks will be made directly to the appropriate party/vendor in an effort to expedite the payment of the incurred debt.
- The applicant must not have any disciplinary actions that resulted from violating Johns Hopkins Health System or any of their affiliate's policies within the past twelve (12) months. If an employee is being investigated for potential violations thereof, the application will be placed "on hold" pending the final decision. If cleared, the employee will be eligible for consideration for financial assistance.
- All applicants will be provided information about the **Employee Assistance Program (EAP)**. All employees are eligible to receive confidential personal and financial counseling as well as legal referral services, for themselves and their immediate family.

## HOW CAN EMPLOYEES APPLY?

- Applicant must fill out an EAF application available in the Human Resources Department or the Suburban Hospital intranet located under HR Forms.
- Provide all necessary documents related to your financial need.
- All applications will remain confidential.

## HOW WILL DECISIONS BE MADE?

- The EAF Review Committee will determine the amount to be awarded on a case by case basis, depending on available funds, and employee's needs.
- Applications will be reviewed and processed within 7 days from receipt.

## HOW CAN EMPLOYEES CONTRIBUTE TO THE FUND?

- Annual contribution by check or credit card payable to: Suburban Hospital Foundation or online at [www.donate.suburbanhospital.org](http://www.donate.suburbanhospital.org), please designate EAF.
- Employees can contribute to the fund through payroll deduction with a minimum contribution of \$1.00 per pay period (post-tax basis).
- All contributions are tax deductible to the extent allowed by law.
- Employees receiving assistance are encouraged to “pay-it-forward” by contributing to the fund whenever possible to provide for fellow employees to receive assistance.

***For further details, please contact Pam Fogan in the Volunteer Services Department at 301-896-3093.***