

Policies and Procedures

Self Help Board

POLICIES AND PROCEDURES OF THE SELF-HELP BOARD

Mission Statement:

To assist the WERTC employees contributing to the fund with a predetermined financial assistance amount in a time of emergency.

- 1.1 The Self Help Board will meet regularly on a Semi-Annual basis.
- 1.2 The Board will consist of a Chairperson, Vice Chairperson, Secretary-Treasurer, and at least two (2), not to exceed twelve (12) Board members.
- 1.3 A meeting agenda will be used to guide the board and will be provided by the Chairperson
- 1.4 Meeting Minutes will be taken and provided by the Secretary-Treasurer and will be distributed to each board member.
- 1.5 A budget report will be provided semi-annually by the Secretary-Treasurer.
- 1.6 Review of all requests since last semi-annual meeting to review with the budget.
- 1.7 Board members are obligated to attend at least one (1) meeting per year. Any member not fulfilling the attendance obligations will be subject to replacement and the position will remain vacant until the next board meeting to elect a member to the position.
- 1.8 Vacant positions will be filled by recruitment and elections.
 - If the vacancy is of the chairperson, vice-chairperson, or secretary-treasurer, elections will need to be held to fill this/these position(s).
 - Elections for the vacant position can occur during a regular or special meeting.
 - If the vacancy is a board member, recruitment will be done to fill this position.
 - This position must be approved by the board and can occur during a regular or special meeting.
- 1.9 The contributor requesting assistance must submit the “Self Help Assistance Request” application stating the reason for the request and the amount requested.
 - The contributor must personally contact a board member to request funds. No other requests will be honored.
 - Requests must be clear and understandable with contact information listed.
 - Request must be submitted in a timely manner.

- Requests may be taken over the phone by a board member in cases of extreme emergency, whereas, the contributor is in the hospital, or there as the next of kin to a patient and is unable to complete the application in person.
- For purposes of verifying an emergency status, the contributor shall provide supporting documentation, (i.e. a physician's note) to be included when the application is reviewed, (if available).

1.10 The maximum amount of assistance available in a one (1) year period will be either \$150.00 (One Hundred and fifty dollars), \$300.00 (Three Hundred Dollars), \$450.00 (Four Hundred and fifty dollars), depending upon contribution amount ***Maximum assistance amount is subject to change as determined by funds available and through board approval.*

- This assistance will be a donation.
- Loans from this fund will not be made
- The fund balance will be evaluated at least once a year and the assistance amount may be adjusted.
- The fund balance will not fall below \$500.00 (Five Hundred Dollars)
 - Any requests received when the fund falls to \$500.00 will be placed on hold pending accrual of funds into the account.
 - The Board may provide a lesser amount of the request if funds are at the account limit.
- The amount for which each assistance check is written will vary according to the circumstances.

1.11 The board will review the information provided on the application when determining the approval or denial of each request.

- Requests for assistance will be subject to verification at the Committee's discretion.
- Requests must have the approval and signatures of three (3) members of the board.
- Requests may be approved on special meetings or during regular meetings.
- The contributor may be present at the meeting to provide added information but will be excused from the discussion and voting.

1.12 Each Self-help contributor must be verified of eligibility by a board member before request is issued. Eligibility guidelines are as follows:

- Contributor's working status must either be full-time, part-time, or seasonal to be eligible for the program.
 - Temporary or substitute workers will not be eligible for this program.

- Eligibility for new contributors will begin ninety (90) days after the first contribution to the program and ends when contributions cease.
- If the assistance is used the contributor must not stop contributions to the fund until contributions to the fund have been made for twelve (12) months from the *first* contribution date.
- Funds contributed in the past are surrendered to the fund.
- Each contributor is requested to contribute a minimum of \$5.00 (five dollars) per pay period to receive the \$150.00 assistance amount. A contribution of \$10.00 is requested to receive the \$300.00 assistance amount. A contribution of \$15.00 is requested to receive the \$450.00 assistance amount.
- Present contributors are only eligible for the assistance amount based on their contributions to the fund.
- Any contributor who modifies their contribution to a new amount will have a thirty (30) day waiting period beginning from the date of change to be eligible for the maximum amount of assistance.
 - If assistance is requested before the thirty (30) day waiting period, the contributor will be eligible for one-half (1/2) of the new amount.
 - If the emergency still exists, a second request may be submitted after the thirty (30) day waiting period for the remaining half of the assistance.
 - **This date will become the new anniversary date for assistance.
- Contributor's eligibility will be based on their contribution to the fund. The anniversary date for the contributor's assistance is as follows:
 - Contributor's anniversary date for assistance is the date that the assistance was last used.
 - Assistance will not be given until this date the following year or any time after that depending on the balance of the fund.
 - **The anniversary date can change based on when you utilize the assistance.
 - If the anniversary date falls on a Saturday, Sunday, Holiday, or any other day the WERTC is closed, the request will not be processed until the next working day.
 - The day the assistance is issued will be the new anniversary date.
 - If the request is submitted on the eligibility date but is unable to be processed for any reason, it will not affect the eligibility date, and the anniversary date will remain the same and will not be changed to the date processed.

- Contributors who are seasonal employees or may be subject to lay-off periods will not be eligible during their off period.
 - Once they are recalled to work and their contributions start they will be eligible for assistance thirty (30) days after they re-start their contributions.
 - Any contributor who misses a contribution will only be eligible for half of the maximum assistance amount, *unless* all missed payments have been made and receipt of proof of payment is shown.
 - This includes all missed payments for seasonal workers, employees on disability leave, and employees on a lay-off period, or any employee without enough money on their check to make the payment will need to make up the missed payments before the full assistance amount is given.
- 1.13 All requests and other papers concerning employee will be filed under the contributor's name and updated as needed by the secretary of the board.
- 1.14 Employees interested in contributing to the fund must fill out a payroll deduction form and return to a board member or the Human Resources office.
- If the employee is a new employee, they will not have to wait for their probationary period to end before contributing to the fund.
- 1.15 Assistance from the fund will be only approved for the following emergencies:
- BURIAL ASSISTANCE: (*Immediate Family only)
 - Assistance will be issued to the contributor to assist in funeral expenses. A check will be issued for food needed during the funeral, providing the proper verification is supplied.
 - **Immediate family is defined as the contributor's spouse, significant other, domestic partner, fiancé/fiancée, parent, step parent, foster parent, father/mother in law, child, step child, foster child, son/daughter in law, sibling, step sibling, brother/sister in law, grandparent, great-grandparent, grandchild, great grandchild, aunt or uncle.*
 - FOOD ASSISTANCE: (Contributor only)
 - Allowed at times of critical family illness or extreme crisis. This EXCLUDES tobacco, alcohol, candy, and soft drinks.

- MEDICAL EXPENSES:
 - Emergency medical expenses not otherwise covered by insurance or other resources. NO ASSISTANCE WILL BE PROVIDED FOR TRAVEL TO DOCTOR APPOINTMENTS.
- FIRES AND NATURAL DISASTERS: (Contributor only)
 - Expenses related to a fire or natural disaster such as flood, tornado, or other geologic processes destroying or damaging contributor's personal property. Proof that damages are not covered by insurance may be required.
- VEHICLES:
 - Limited assistance will be available for emergency repairs. No assistance will be issued for regular maintenance of vehicle. (Examples: tune up, oil change) Assistance for the same vehicle will be on a one (1) time per year basis.
- HEATING ASSISTANCE:
 - Assistance needed for heating expenses, including fuel (propane, natural gas, wood or fuel oil) or furnace expenses. Assistance will be provided for emergency fuel needs, contributor may be required to provide fuel bill, or estimate showing the cost for fuel. Assistance for the repair of furnaces will be on a one (1) time bases during the winter months only. No assistance will be paid out for general maintenance of furnaces. (Cleaning, filters, Chimneys)

- 1.16 Any contributor who has concerns can submit this in writing to the Board Chairperson and they will call a meeting with other board members to discuss the concern. A reply in writing will be provided to contributor within ten (10) days of the meeting.
- 1.17 The Self-Help Board will review and revise (as needed) these policies annually (or as needed).