

Roane State Community College

Guideline P-100

Subject: Roane State Employee Assistance Fund Guideline

Approved: June 2, 2026

I. Purpose

The Employee Assistance Fund (EAF) provides temporary financial support to eligible faculty and staff members experiencing unexpected and urgent financial hardship due to significant life events. This fund reflects the college's commitment to supporting its employees during times of crisis.

II. Funding Sources

- A. The EAF is funded through voluntary donations from employees, community members, and potential grant opportunities.
- B. Contributions may be made via:
 - 1. One-time donations
 - 2. Payroll deductions
 - 3. Periodic fundraising events

III. Scope of Assistance

- A. The fund does **not** support employees with chronic financial difficulties or those whose expenses consistently exceed their income.
- B. Assistance is intended for temporary hardship only, such as:
 - 1. Medical emergencies
 - 2. Natural disasters
 - 3. Accidents
 - 4. Sudden loss of household income
- C. Maximum award: up to **\$1,000** per approved request if funds are available.
- D. Discretion may be applied in exceptional cases, but assistance is generally limited to once per employee's career.

IV. Eligibility Criteria

Applicants must meet the following requirements:

- A. Be a full-time (82.1–100% FTE) continuous benefited employee (faculty or staff) for a minimum of 1 year.

- B. Not be in disciplinary status (e.g., progressive discipline or performance improvement plan).
- C. Be experiencing a temporary hardship due to a significant life event.
- D. Provide supporting documentation, which may include:
 - 1. Lease or mortgage statements
 - 2. Utility bills
 - 3. Layoff notices
 - 4. Paystubs
 - 5. Death certificates
 - 6. Police reports

V. Application Process

- A. Employees must submit a completed application and supporting documentation to humanresources@roanestate.edu.
- B. Human Resources will:
 - 1. Verify eligibility (employment status, FTE, disciplinary status).
 - 2. Redact personal identifying information to ensure anonymity.
 - 3. Forward the anonymized application to the EAF Committee.

VI. Committee Review

- A. The EAF Committee is composed of representatives from:
 - 1. Faculty Senate
 - 2. Staff Support Council
 - 3. Foundation
 - 4. Site Directors
 - 5. Administrative Staff
- B. The committee will:
 - 1. Review applications based on established criteria
 - 2. Vote on approval of assistance
- C. Requests are reviewed with utmost discretion and sensitivity. All information is confidential.
- D. If an employee submits a second request, HR must disclose this to the committee, noting that it meets the criteria for discretionary review.

VII. Fund Administration

- A. The Foundation holds and manages the EAF.
- B. Human Resources administers the application process.
- C. Employees may contribute to the fund at any time.

For questions, please contact: humanresources@roanestate.edu or submit the application below:

[Employee Assistance Fund Application – Collaboration.](#)