



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

## University Operating Policy/Procedure (OP) OP 52.68: Employee Emergency Fund

<b>Approval Authority:</b>	President
<b>Policy Type:</b>	University Operating Policy and Procedure
<b>Policy Owner:</b>	Vice President for Administration and Finance
<b>Responsible Office:</b>	Director of Human Resources
<b>Next Scheduled Review:</b>	12/01/2027. This OP will be reviewed in September of every third year, or as needed, by the Vice President for Administration and Finance with substantive revisions forwarded to the President.

### I. Policy Statement/Purpose

The purpose of this Operating Policy/Procedure (OP) is to establish an Employee Emergency Fund Program for benefits-eligible employees of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

### II. Application of Policy

This policy is applicable to benefits-eligible employees of MSU.

### III. Policy/Procedure

#### A. General Policy

##### 1. Purpose

The Employee Emergency Fund (EEF) provides limited financial assistance to MSU employees who are experiencing a temporary hardship due to a significant life event. A temporary financial hardship is defined as one caused by a time-limited, specific event, including, but not limited to, death of a family member (as defined by [TTU System Regulation 07.12, Employee Leave](#)), natural disaster, serious illness, or critical injury. Documentation supporting the temporary financial hardship and the specific event may be required for the application.

##### 2. Eligibility

To be eligible for assistance, the employee must meet all of the following criteria:

- a. Must be continuously employed as a full-time or part-time, benefits-eligible, MSU employee for at least 12 consecutive months prior to the application date;
- b. Have not received a disciplinary action within the previous 12 months;
- c. Have considered other possible resources;
- d. Have not received an EEF award within the past 24 consecutive months;
- e. Not currently serving as a member of the EEF Committee; and
- f. Not a spouse or an immediate family member of an employee who is serving as a member of the EEF Committee, or Faculty or Staff Senate President.
- g. If a member of the EEF Committee experiences a qualifying need and would like to apply for assistance, the employee will recuse themselves from the committee. A replacement member will be appointed by the respective senate.

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

#### B. Program Administration

1. The EEF Committee will be composed of three Faculty Senate members appointed by the Faculty Senate and three Staff Senate members appointed by the Staff Senate.
2. All identifying information contained within the application will be redacted to maintain anonymity of the applicant prior to review by the Employee Emergency Fund Committee. In order to notify applicant of approval/denial and to award funds (if approved), applicant's name will be made known to the EEF Committee Chair, Faculty/Staff Senate President, Human Resources Director (or representative), and/or Payroll representative. In accordance with the [Texas Public Information Act](#), all application materials will be subject to Open Records Requests.
3. Employee emergency funding is not guaranteed and is based on demonstrated need, short-term nature of the financial hardship, committee approval, and available funds. Due to the limited amount of funds, all requests cannot be approved even though there may be a clear need for assistance.
4. Applications for employee emergency funds may be approved at any time during the fiscal year, but they should be submitted to the EEF Committee through the application process listed below within three months of the date of the event.
5. Award amount may not exceed \$500 (processed through Payroll with appropriate deductions taken).

#### C. Application Process

1. Complete and print the application (Attachment A), then sign and date to verify that the information is valid and accurate.

- 2. Submit completed application and supporting documentation related to the hardship to the MSU Human Resources Director (or representative):
  - a. In person at Room 210 of the Hardin Administration Building; or
  - b. Via e-mail: [human.resources@msutexas.edu](mailto:human.resources@msutexas.edu).

The MSU Human Resources Director (or representative) will forward submitted applications to the EEF Committee for its review.

- 3. Applicants may be contacted by the Human Resources Director (or representative) to provide supporting documentation.
- 4. The EEF Committee will respond to all applicants, as timely as possible but within 10 business days after the completed application has been received. All decisions of the committee are final.
- 5. If the application is found to contain misleading or inaccurate information, it will be considered invalid.

**IV. Related Statutes, Rules, Regulations, Policies, and Resources**

Related Statutes/Rules/Regulations:  
[TTU System Regulation 07.12, Employee Leave](#) (defining *family member*)

Related Resources:  
[Attachment A: Employee Emergency Fund Application](#)

**V. Responsible Office**

Contact: Human Resources  
Phone: (940) 397-4221  
E-mail: [human.resources@msutexas.edu](mailto:human.resources@msutexas.edu)

**VI. Revision History**

— 2024: Adopted and approved by MSU President Stacia Haynie as MSU Operating Policy and Procedure (OP) 52.68: Employee Emergency Fund.

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Stacia Haynie, President  
Midwestern State University

Date Signed: \_\_\_\_\_