

URFA Member Emergency Fund

Policy

The Executive Committee hereby establishes the Faculty Association Member Emergency Fund to support members who have emergency circumstances due to the sudden loss or decline in remuneration from the University.

The Fund shall be administered as follows:

1. The availability of this fund shall be announced in the Association newsletter, at least annually.
2. Expenditures will not normally exceed \$1,500 per person per year, to a total maximum expenditure from the fund of \$10,000 per year. Expenditures from the fund beyond these maximums in a given year must be approved by the Executive Committee. The money shall come from the Association's general operating fund. The Executive Director shall make an annual report to the Executive Committee on expenditures made from this fund.
3. Emergency allocations shall be made by decision of the Executive Director on the basis of the particular information provided by the applicant. The Executive Director shall seek the advice of a member(s) of the Executive Committee or others who would not be in a conflict of interest. At no time will the Executive Director divulge the name of the individual, or personal circumstances which may identify her/him, without his/her express permission.
4. Expenditures may be in cash form, alternatively a decision may be made to purchase certificates or issue cheques directly to suppliers.
5. The emergency fund will not apply to cases where the normal remuneration is inadequate for the individual's expenses. Rather, this fund is to be used when there is an unexpected change in remuneration, or when a personal emergency arises.
6. Individuals who have held sessional or term appointments which have recently terminated will be eligible for consideration for this fund, even though the individual is currently not a member of the Association. Likewise, a member on leave without pay will be eligible for consideration.
7. This fund is not a replacement for the normal assistance provided from government or other agencies. The Association may refer individuals to the appropriate agencies for assistance.
8. Expenditures from this fund are considered as loans, normally to be repaid in one calendar year. The terms of repayment will be flexible, taking into consideration the circumstances of the recipient and may be forgiven if the circumstances warrant.
9. This policy shall not apply to emergency circumstances arising from strike action.