



**UNIVERSITY OF REGINA  
FACULTY ASSOCIATION**

**URFA Member Emergency Fund**

**Policy**

The Executive Committee (EC) hereby establishes the Faculty Association Member Emergency Fund to provide a gift of financial support to members who have emergency circumstances due to the sudden loss or decline in remuneration from the University, or when a personal emergency arises.

The Fund shall be administered as follows:

1. The availability of this fund shall be communicated to URFA members at least annually.
2. Provision of Emergency funds 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 EC. The money shall come from the Association's general operating fund. The Executive Director (ED) shall make an annual report to EC on expenditures made from this fund.
3. Emergency allocations shall be made by decision of the ED on the basis of the particular information provided by the applicant. The ED shall seek the advice of a member(s) of the EC or others who would not be in a conflict of interest. At no time will the ED reveal the name of the individual, or personal circumstances which may identify them, without their express permission.
4. Emergency Funds may be provided directly to the recipient in cash or equivalent to 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 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. This policy shall not apply to emergency circumstances arising from strike action.

*Approved amendments by Executive Committee 2023 10 17*

*Approved 2019-01-15 EC friendly amendments to remove pronouns*

*Approved by Executive Committee 2008-03-14*