



### **Fund for Colleagues in Need (FCN)**

During the pandemic, Trinity became aware of the fact that while we were able to support student emergency financial needs with federal funds, we had no similar source of support for employee needs. We realize that, from time to time, an employee may face extraordinary emergency financial conditions and may need help to resolve them. For that reason, Trinity is creating a donor-supported Fund for Colleagues in Need (FCN) to provide emergency financial assistance to full-time employees with extraordinary emergency financial needs.

This fund is supported through private charitable donations from Trinity personnel. We are grateful to all faculty and staff who have made donations. We aim to raise a fund of about \$25,000. An anonymous donor has made a challenge grant of \$10,000 which means that all gifts will be matched on a 1:1 basis up to a total of \$10,000, thus seeding the fund with at least \$20,000 to start.

### **Fund Administration**

Trinity's Executive Director of Human Resources (EDHR) will administer the FCN. The EDHR will recommend individual grants to the president who must make the final approval; the president or EDHR may consult with supervisors as necessary.

General guidelines for FCN grants include:

1. One-time grants of up to \$5,000 are available to full-time employees of Trinity whose annual earnings are not more than \$80,000. In rare cases of extreme need, the president may consider grants above that threshold for good reason.
2. An individual may receive only one grant from this fund.
3. Individuals requesting FCN grants should meet in person with the EDHR to discuss the specific emergency need. The EDHR may ask for documentation of the extraordinary need, e.g., an eviction notice, notice of suspension of water or electrical service, auto repossession notice or similar. The EDHR will write a summary memo to the president detailing the nature of the need and the recommended grant. The president makes the final decision in every case.
4. Emergency circumstances may vary widely, but in general Trinity will need to know:
  - a. The general nature of the emergency and the amount of financial need;
  - b. Whether the staff member has other resources to support the financial need, or taken advantage of public funding;
  - c. Whether the financial need poses a threat to:
    - i. The ability of the staff member to remain in their home;
    - ii. Transportation for the staff member and family;
    - iii. Ability to get child care;
    - iv. Medical conditions for the staff member or a family member;
    - v. The ability of the staff member to get food or other basic life necessities.

5. At its sole discretion, Trinity has the right to award grants or to deny grants. Trinity also has the right to ask persons receiving emergency grants to make voluntary contributions to the FCN in the future at least in partial reimbursement for the grant.
6. Grants are only available if the FCN has sufficient funding to make grants. Trinity will not use operating dollars to fund emergency grants to staff.
7. Every effort will be made to protect the privacy of the person seeking assistance, and to reduce the amount of bureaucracy required. No one other than the president, EDHR, or supervisors consulted in the case has a right to know about the case or its disposition.
8. Each year the president will make a report to the donors to the FCN providing an aggregate summary of the dollar amounts awarded, the number of grants, and a general statement of the types of emergencies funded.
9. Contributions to this fund are not earmarked for specific individuals; contributions are charitable gifts and deductible for tax purposes.
10. Grants to individuals from this fund are taxable and will be reported on the staff member's W-2.

August 2, 2023