



Employee Emergency Assistance Fund

Consistent with our college values, Lord Fairfax Community College promotes a caring and compassionate culture. When one of our employees is experiencing a challenging circumstance, we all wish to help. Therefore, LFCC has established an employee emergency assistance fund designed for this purpose.

This fund is made possible through the LFCC Educational Foundation, and donations are gratefully accepted. Employees who would like to make a gift are encouraged to contact the LFCC Foundation at (540) 868-4089 or foundation@lfcc.edu.

1. Confidentiality will be maintained on all requests.
2. The fund is available to all LFCC employees and is subject to availability of funds. Generally, employees are required to have worked for three consecutive months at LFCC.
3. Requests for assistance originate from the employee who needs the assistance and will be reviewed on a case-by-case basis.
4. The employee seeking the assistance will complete the required [confidential request form](#) which routes to Human Resources.
5. Requests for emergency assistance will be considered on the basis of what is clearly recognized as a bona fide emergency:
 - a. Food
 - b. Shelter: this includes possible eviction from present housing.
 - c. Utilities: to prevent utilities from being disconnected during an emergency situation.
 - d. Under limited circumstances cell phone and internet services. Emergency funds can be used to pay for basic telephone service and internet connection. The funds cannot be used to pay for the full charges of a bundled service or special telephone applications or call/text charges in excess of the service contract.

- e. Transportation: to aid in costly repairs only when car is necessary to continue employment; aid not to include car payments, insurance premiums, taxes, or normal maintenance and repair charges.
 - f. Deaths: to aid in expenses surrounding the death of immediate family member (spouse, mother, father, children, legal guardian, mother-in law, father-in law, son-in law, brother, sister).
 - g. Medical: to aid employee in medical emergency not reimbursable by insurance or where insurance coverage does not apply. Normal health maintenance expenses are not eligible.
 - h. Credit card bills will not be considered.
6. Applications must include copies of bills for which the help is requested or an explanation of the need. In the case of house or apartment fires, robberies, etc., fire and police reports or some form of documentation may be requested.
7. Repeat requests for assistance will not normally be given favorable consideration.
8. Payment will be made directly to a third party whenever possible. Requests on behalf of employees are limited to \$300. Confidential disbursements will be arranged by the Office of Human Resources.
9. A committee will be formed to consider requests for assistance. The Associate Vice President of Human Resources will designate committee members. Each committee will be composed of three members. A representative of human resources will contact committee members to organize a meeting to review requests received. This committee will be composed of a member of Classified Staff Council, a member of Faculty Council, and a member of Administrative/Professional Faculty Council. A supervisor of the requestor may not serve on the committee. A majority of the committee members must be in agreement for disbursement from the fund to occur.
10. The following will be considered by the committee in making decisions:
 - a. Will the assistance be used for one-time basic health or welfare needs?
 - b. Has the employee investigated other sources of assistance?
 - c. Has the employee requested funds previously?
 - d. Does the employee need a referral for assistance from another agency?