

## Employee Emergency Fund: Retention of Residence

### Overview

The Employee Emergency Fund makes available limited financial assistance for eligible employees when they are facing an immediate and substantial financial need. At the University of Pittsburgh, we care deeply about employees who are struggling, and already have programs that provide valuable help if and when you are facing a hardship. However, we understand that sometimes you may need extra support.

Employees eligible, across all five campuses, under this policy include full-time and part-time active executive, staff, faculty, research associates, and postdoctoral associates. Union-eligible employees should check their collective bargaining agreement for eligibility. There are no service time requirements to receive funding. Employees on a leave of absence, regardless of payment status, are eligible.

We recognize that varying local or natural disasters and personal emergencies can create temporary financial hardship for employees. As such, specific, immediate financial needs, referred to as covered hardships, have been identified as eligible for payment through the Employee Emergency Fund program.

### Application Process

An eligible employee can request a net amount up to \$1,500 once every two calendar years. If an employee is awarded an amount less than the maximum and another financial need arises, that employee may submit a new application.

*To request help, an eligible hardship must complete an online application and provide valid supporting documentation to explain their financial needs. Go to [hr.pitt.edu/EEFapplication](http://hr.pitt.edu/EEFapplication) or scan the QR Code.*



Payment to employees is not guaranteed and must be supported with documentation. Financial assistance through the emergency fund should only be requested when an eligible employee has exhausted all other available resources.

### Covered Hardship: Retention of Residence

Employees facing removal from their primary residence can request financial support through the Employee Emergency Fund. Payments necessary to prevent:

1. eviction or
2. foreclosure on the mortgage

#### Required Documentation:

→ Copy of eviction or foreclosure notice with balance owed and due date

### Documentation Provisions

- The address on the eviction/foreclosure notice must be the same as the address on the applicant's employment record
- The eviction/foreclosure notice must be in the applicant's name or the name of the applicant's spouse/domestic partner
  - If in the name of the applicant's spouse/domestic partner, additional documentation may be required
- Statement date on eviction/foreclosure notice cannot exceed 30 days prior to application
- The documentation provided must be valid and true, without alteration
  - If any information is determined to be false, you will be subject to the normal discipline process, including termination and/or referral for criminal prosecution, if applicable.