



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Member Emergency Fund Policy

Category: Member Benefits

Date last Revised: April 14, 2023

I. Overview

In 2005 by resolution of the Membership, the MRFA created an Emergency Support Fund to support members facing an extraordinary financial crisis. The amount budgeted for this Fund is approved by the Membership annually. This policy formalizes the operation of the Fund.

II. Authority

Allocations from the Fund shall be made, subject to the limits and conditions outlined below, by collective decision of the President and the Finance Officer of the Association.

Normally, the total maximum expenditure from the Fund shall be \$10,000 per year. Expenditures from the Fund beyond the \$10,000 maximum in a given year must be approved by the MRFA Executive Board.

III. Eligibility

For the purposes of this Fund, an individual eligible to receive funds, herein referred to as “member”, shall include any current member, any contract member who has had a contract in the past 12 months, normally any member on leave (other than absence without pay) except in extenuating circumstances, and any member currently receiving representational services from the MRFA.

Without limiting the discretion to determine individual cases, applications to the Fund may be based on bereavement; sudden or serious injury or illness of a member or immediate family member leading to extraordinary costs or a disruption in income; a sudden or unanticipated change of residence; or sudden or unanticipated change in employment status. A member is to submit a written request to the Senior Administrative and Faculty Relations Officer (SAFRO) (facultyrelations@mrfa.net) outlining the reason for the request and providing evidence, as appropriate, to support the request.

- The Fund shall not normally apply to cases where the regular remuneration or benefits are adequate for a member’s emergency expenses. Rather, the Fund is to be used when there is an *unexpected* change in remuneration or when an *extraordinary financial crisis* arises.
- 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.
- Expenditures from this Fund are not considered loans. However, should a recipient wish to make a future donation to this Fund, this shall be accepted.

IV. Allotments

Normally, expenditures shall be restricted to individual allotments of \$500, and members shall be eligible to receive up to a maximum of \$2,000 per fiscal year.

Members requesting funds beyond the initial allotment may be required to provide evidence of sustained and extraordinary or unexpected change in remuneration or financial crisis and may be approved as per the process noted below.

V. Process

- i. Funding requests shall be submitted, in writing, to the SAFRO.
- ii. Requests shall be redacted prior to distribution to the participants in the decision: all efforts shall be made to maintain the anonymity of the individual submitting the request. Where anonymity is not possible due to knowledge of member circumstances, participants in the decision shall maintain the confidentiality of the member requesting support.
- iii. All efforts shall be made to ensure a timely response to requests. A decision shall be made and communicated to the member within five business days of receipt of a funding request.
- iv. The President shall make an annual report to the Executive Board each May on expenditures made from this Fund. The report shall maintain members' anonymity and confidentiality.

VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Funding Allocations, Audit, and Appeals Policy