

**COUNTY OF VENTURA
EMPLOYEE EMERGENCY ASSISTANCE PROGRAM
PLAN DOCUMENT**

1. **PURPOSE:** To provide a program by which County of Ventura employees and retirees, members of the public, and outside organizations can make cash contributions to eligible recipients who need emergency financial assistance through the Ventura County Employee Emergency Assistance Program.
2. **DESCRIPTION OF PROGRAM:** Two emergency funds have been set up to receive contributions that are administered by the Auditor-Controller. The Designated Emergency Assistance Trust Fund accepts contributions designated by the contributor for a specific eligible recipient. The Undesignated Emergency Assistance Trust Fund accepts undesignated contributions. The Auditor-Controller distributes funds to pre-designated eligible recipients on direction and to other eligible recipients as deemed appropriate by the review committee.
3. **ELIGIBILITY:** Any full-time or part-time regular permanent or probationary employee, retirees receiving County retirement benefits, or survivors of either a qualifying employee or qualifying retiree within 6 months of the qualifying individual's death, may participate in this program as a recipient ("eligible recipient"). Any person may participate in this program as a contributor.
4. **ADMINISTRATION OF PROGRAM:** The program is administered by a review committee comprised of representatives from the following in conjunction with the Auditor-Controller of Ventura County:

International Union of Operating Engineers, Local 501
Service Employees International Union, Local 721
California Nurses Association
Specialized Peace Officers' Association of Ventura County
Ventura County Professional Firefighters Association
Ventura County Deputy Sheriffs' Association
Ventura Employees' Association
Ventura County Professional Peace Officers Association
Ventura County Sheriff's Correctional Officers' Association
Criminal Justice Attorneys' Association of Ventura County
County Executive Committee
CEO Human Resources Division

The review committee will meet on an as-needed basis, no less than quarterly, to review applications for assistance.

5. **RECIPIENT QUALIFICATION CRITERIA:** In order to qualify for benefits, an eligible recipient must:
 - A. Meet the eligibility requirements described in (3) above.
 - B. Demonstrate severe financial hardship resulting from illness or accident of the eligible recipient or of a dependent, or loss of the eligible recipient's property due to

casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the eligible recipient. The circumstances that will constitute a severe financial hardship will depend upon the facts of each case. The review committee will determine whether other financial resources have been utilized, including but not limited to savings, investments, sick/leave banks, etc.

- C. Complete and submit an application to the review committee for approval. Information given on the application will be verified. Applications may be obtained from departmental human resources representatives.

6. CONTRIBUTIONS: Contributions may be made in three ways:

- A. Lump Sum Contribution. An employee may redeem up to 40 hours of vacation or annual leave in a calendar year, as applicable, and direct the County Auditor-Controller to donate the net salary, after normal state and federal deductions, to a specific designated eligible recipient or to deposit the money in the Undesignated Emergency Assistance Trust Fund. To make such a donation, the employee must complete appropriate forms, as required by the County Auditor-Controller, indicating the number of vacation or annual leave hours to be redeemed.

Vacation or annual leave redeemed pursuant to this program shall be in addition to hours that the employee is otherwise eligible to redeem under the current Memorandum of Agreement or management resolution applicable to the employee, providing that the employee maintains minimum balances as required by the MOA or management resolution in force at the time of the contribution.

- B. Bi-weekly Contribution. An employee may contribute to the Undesignated Emergency Assistance Trust Fund on a bi-weekly basis through payroll deduction from net salary. This money will be used to assist eligible recipients as their needs are identified by the review committee. To make such donation, an employee must:
 - 1. Complete an Undesignated Emergency Assistance Trust Fund form, as required by the County Auditor-Controller, indicating the dollar amount to be contributed from each biweekly paycheck.
 - 2. In order to cancel contributions, the employee must complete a payroll deduction authorization/cancellation form.
- C. Personal Check/Money Order. A person may contribute to the Undesignated Emergency Assistance Trust Fund with a personal check or money order. This money will be used to assist eligible recipients as their needs are identified by the review committee. To make such donation, a person must complete an Undesignated Emergency Assistance Trust Fund form, attach the personal check or money order, and submit it to CEO/HR/Benefits.

7. TAX EXEMPT DISCLAIMER: As a condition of participating in this program, the contributor and recipient acknowledge that the County makes no representation or guarantee with regard to the tax status of contributions made pursuant to the provisions of this program.