

# CQUNICARES STAFF EMERGENCY FUND POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 The CQUniCares Staff Emergency Fund has been established to provide financial assistance to CQUniversity employees who experience a financial hardship due to an emergency situation.
- 1.2 The Fund shall be supported by donations provided by employees and entities or individuals.

## 2 SCOPE

- 2.1 This procedure applies to CQUniversity employees under the terms and conditions of the [Central Queensland University Enterprise Agreement](#) who meet the eligibility criteria.

## 3 POLICY STATEMENT

- 3.1 The Fund is intended to assist employees who have experienced an emergency situation and as a result cannot meet immediate, essential expenses.

### Eligibility

- 3.2 To be eligible to receive a grant from a CQUniCares Staff Emergency Fund, an applicant must be:
  - a continuing or fixed-term employee who has served for a continuous period of 12 months at the time of application, and
  - facing financial hardship caused by a sudden and unexpected event, or combination of circumstances, which cause a pressing financial need for an employee.

## Qualifying event

- 3.3 The event must be unforeseen by the employee and beyond the employee's control.
- 3.4 Longstanding financial problems not related to a specific event are not eligible for the Fund.
- 3.5 Examples of events that will be considered as qualifying for assistance include, but are not limited to:
- medical expenses caused by the employee's severe illness or accident
  - expenses incurred for the medical care of, or caused by the unexpected death of an employee's immediate family member, or
  - uninsured losses for damage to an employee's primary residence caused by fire, crime, flood or other disasters.
- 3.6 WorkCover related claims will be not be considered as a qualifying event for assistance.

## Disbursement

- 3.7 All grants are subject to the availability of funds and extent of need.
- 3.8 Financial assistance granted will not exceed \$1,000.
- 3.9 Financial assistance will be limited to one recipient per household.
- 3.10 After an employee receives notification of acceptance of their application for a grant, the employee must wait 12 months before applying for additional assistance.
- 3.11 Applications previously denied may not be resubmitted.
- 3.12 Funds granted is considered income in the hands of the recipient and will be taxed accordingly.

## 4 PROCEDURE

### Donating

- 4.1 Any person or organisation may donate to the CQUniCares Staff Emergency Fund.
- 4.2 Donations to the CQUniCares Staff Emergency Fund can be made via:
- a regular payroll deduction through the CQUniCares Workplace Giving Program
  - a one-off donation through the [CQUniCares online donation portal](#), or
  - donation of a specified amount of annual leave. To be eligible, employees would need to have an annual leave provision balance in excess of four weeks.
- 4.3 All donations made to the CQUniCares Staff Emergency Fund are tax deductible.
- 4.4 The funds will be administrated by the Advancement and Alumni Relations Directorate.
- 4.5 Donations cannot be earmarked for specific individuals.

### Applying

- 4.6 A CQUniCares Staff Emergency Fund Application located on [StaffNet](#), must be completed and submitted to the Director, People and Culture.
- 4.7 Each application must demonstrate how the hardship has affected the applicant's finances.
- 4.8 Approval of applications is subject to availability of funds, extent of need, and satisfactory completion of the application.

- 4.9 Information provided by applicants will be treated as confidential and shared only with individuals directly involved in grant administration and payment processing.
- 4.10 The Director, People and Culture may request additional information or documentation from an applicant before making a decision.
- 4.11 The Director, People and Culture will communicate a decision to the applicant within a reasonable time frame.
- 4.12 Payments will be made directly to the approved applicant through payroll.
- 4.13 All decisions by the Director, People and Culture are final. No appeals process is available.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Advancement and Alumni Relations Directorate is responsible for ensuring that donations are used in accordance to its intent.
- 5.2 The Director, People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

### Reporting

- 5.3 The Director, People and Culture will report on number of funding requests and number of requests approved to the Vice-Chancellor's Advisory Committee on a quarterly basis.

### Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must sought through the Records Management Office (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#) or [Central Queensland University Enterprise Agreement](#).

### Terms and definitions

**Continuous service:** as defined in the [Central Queensland University Enterprise Agreement](#)

## 7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement](#)  
[CQUniCares Staff Emergency Fund Application](#)

## 8 FEEDBACK

- 8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	04/12/2022

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	Vice-Chancellor and President 12/02/2018
Amendment Authority and Date	Administrator Approved – Director, People and Culture 1/06/2018; Vice-Chancellor and President 04/12/2019.
Notes	