

Employee Special Assistance Fund

In 2003, Penn State began an employee special assistance fund designed to provide financial support for full-time faculty and staff facing a wide range of personal or family hardships.

The fund can provide financial support for temporary circumstances, such as family tragedies; destruction of home or property by fire or other disaster; short-term disabilities where income is curtailed; uncompensated funeral expenses; catastrophic or unusual medical expenses not already covered; temporary supplements to cover extended-care facilities while an employee is arranging for Medicaid; and temporary financial hardship beyond the control of the individual.

Through an initial private gift of \$2 million, the fund was created as an endowment with its annual yield used to support employees in need. The University hopes that establishment of this fund will encourage employees and others members of the Penn State community to make further contributions to help build the endowment. Available funds not disbursed to employees in a particular year are added to the endowment principal or carried over to the next year for disbursement.

The scope of employee hardships that this fund is designed to help overcome is not limited. However, with limited funds available, the level of support available for certain requests may be modest in relation to overall need.

Expenditures from the fund are made by the Associate Vice President for Human Resources. It is anticipated that individuals requesting assistance from this fund will have sought help from other sources external to the University, if appropriate, before seeking assistance from this fund. If such attempts do not satisfy the need, full time employees can initiate the process by sending a written request (email is acceptable) to Billie Willits, Associate Vice President for Human Resources, 505 James M Elliott Building, University Park, PA 16802; or email assistancefund@psu.edu. The request needs to include the reason for the request, the amount requested and sufficient documented support for the request.

If the request is approved, the monies will be automatically deposited into your checking or savings account with correspondence to you acknowledging the transaction.