

# CAMERON UNIVERSITY

## Cameron Aggie Response for Employees Fund (CARE for Employees)

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### Policy Statement

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The Cameron Aggie Response for Employees (CARE for Employees) Fund was established in 2023 to assist employees with immediate needs due to extenuating financial circumstances.

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### Who Should Know This Policy

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President  
Vice Presidents  
Deans  
Department Chairs

Directors  
Faculty  
Other Accounting/Finance Personnel  
All Employees

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### Responsibilities

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#### Responsible for Policy

University Officer Responsible:

Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** Cameron University, the Cameron University Foundation and its supporters are committed to employee success including support to overcome unforeseen financial hardships during time of employment. The program goal is to help alleviate financial challenges employees may face while working in support of Cameron University including its students and employees; such as storm-related damage to personal vehicles and residences. This policy will be in effect as long as funds are dedicated to this purpose. (Refer also to the Shared Leave Policy as a means to support other employees experiencing serious health challenges.)

### 1.0 Application Process

Current Cameron University employees will apply through a grant portal and complete a series of questions detailing their case for support.

### 2.0 Eligibility Requirements

- Must be a regular Cameron University employee working at least half-time at the time the request is submitted
- Must have a completed application with a demonstrated financial need
- Up to one award per employee per year is available

### 3.0 Internal Process

- A grant committee will be responsible for meeting and reviewing each application for funding. This committee should contain members representative of university employees including members from Human Resources and the Business Office.
- Applications will be scored based on an established rubric points system.
- Approved applications will be sent to the Business Office to disburse awards to approved recipients.
- The University shall provide a summary report of awards to the Cameron University Foundation Executive Committee, or designee group, at least annually.

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## Contacts

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Policy Questions: Director of Human Resources, (580) 581-2245

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## Forms

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In support of this policy, the following forms are included: [CARE for Employees Grant Application Form](#)

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## Policy History

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### Policy

Issue Date: June 29, 2023

Reviewed, no revision:

Revised: