

UoB Employee Hardship Fund Scheme (2022)

Introduction

The Employee Hardship Fund is available to support employees facing genuine financial difficulties caused by unprecedented circumstances caused by the COVID-19 pandemic, the crisis in Ukraine and associated cost of living increases. It is offered on a discretionary basis.

All enquiries regarding this fund will be handled in the strictest confidence.

Key Principles of the Scheme

The Scheme is to provide support to employees facing short-term financial difficulties - where it has not been possible to find funding from other reputable sources. It is to help employees manage a short-term cash flow problem - not long-term financial problems.

It is confidential – only the Executive Director of HR and AVC (Resources) will see any application form.

There is no right of appeal under the Scheme.

Eligibility

The Scheme is open to 'core' staff below the Executive Board level who;

- a) have been normally employed for at least 6 months (passed probation);
- b) are not under notice of termination (including resignation / retirement);
- c) have at least 6 months left on their FTC.

Those who have had a previous application approved under the Scheme are not normally eligible.

Support Available

Employees are able to request one of the following:

1) **Interest free repayable salary advance** of up to £1,500.

This is deducted / repaid via salary normally over two years maximum and is subject to a clawback via deduction from final salary or within 30 days of termination. This University reserves the right to charge interest on any unpaid sum after termination

2) **Grant of up to £250** in the form of an allowance or shopping voucher – which is not required to be paid back

Application Process

The process is an confidential process. An Application Form should be submitted to the Executive Director of HR via email (cm11@bolton.ac.uk)

The Executive Director of HR and the AVC (Resources) will consider each case within five working days

Applications will be judged on a case by case basis giving due regard to the following;

- urgency of the request
- severity of the financial need and alternative steps taken (based on information provided in Application Form)
- whether other forms of assistance are available

The University reserves right to request further evidence – but any such request will not delay the outcome of any application.

Employees will be issued with a letter to confirm the outcome of their application – setting out terms and condition and providing links to other potential sources of support.

Retention of records – records will be kept by the Executive Director of HR. Note Application Forms and associated documents deleted after 12 months.

UoB Employee Hardship Fund - Application Form

| About you | | | |
|---------------------------------------|------------------------------|---|---|
| Payroll ID number | | Title ¹ | Dr / Prof / Mrs / Ms / Mr / Other (please specify): |
| First name(s) | | | |
| Surname/family name | | | |
| Contract type and length ¹ | Open ended Fixed term | If fixed term please give remaining length of contract: | |

¹ delete where not applicable

Please provide a short statement to explain why you need to access the Employee Hardship Fund.

Please include as much detail as possible to support your request such as: the amount of income that you received previously but are no longer getting; additional outgoings / financial commitments; change in personal circumstances. Please include copies of relevant letters / bills to support your application (photographed copies are acceptable).

| |
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Please indicate the type and amount of assistance you are requesting (Maximum £1,500)

| | |
|---|---|
| Salary Advance Amount (Maximum of £1,500) | £ |
| Grant (up to £250) | £ |

Existing financial arrangements with the University (Include separate pages if required)

If you have received support from the Employee Hardship Fund in the past, or if you have other loans from the University (for example cycle to work, bus/rail card) please detail:

| | |
|---------------------------------|---|
| The date you received the money | |
| The amount received | £ |
| The scheme the support was from | |

Employee Declaration

I, the undersigned confirm that:

- a) I accept and will comply with the Employee Hardship Fund scheme terms and conditions;
- b) If required, I will provide documentation, such as bank statements to support my application;
- c) I am aware and agree that, if my employment ends before I have fully repaid the loan, the University will recover any outstanding sum from any remaining salary payments. If the amount I still owe is more than my final salary payment, I agree to repay the additional amount before my last day of employment. If I do not work a notice period, I agree to repay the additional amount within 30 days of my last day of employment and understand that interest may be charged on any unpaid sum after termination;
- d) If my pay reduces (for example if I reduce my hours), I agree that the University can continue to deduct loan repayments from my salary in the knowledge that, in exceptional circumstances, I might receive no pay;
- e) (fixed term members of staff) before completing this application, I have reviewed my financial situation and am sure that I will be able to repay the loan before my current contract/funding ends;
- f) The information I have given is true and accurate.

| | | | |
|---|--|-------------|--|
| Employee Signature (if the application is being submitted by email, no signature is required) | | | |
| Employee Full Name | | Date | |

FOR HR USE ONLY

| Authorisation | | | |
|--|---|-------------|--|
| Amount approved | £ | | |
| In which month should repayments start (Advance Only)? | | | |
| What should the repayment term be (Advance Only)? | | | |
| Signed | | | |
| Full Name | AVC (Resources) or Executive Director of HR | Date | |