

Home Health Foundation, Inc.

SUBJECT: HELPING HANDS PROGRAM

PURPOSE: In keeping with the “People” Pillar of Excellence, the Helping Hands Program responds with integrity, excellence, timeliness and compassion on behalf of all Home Health Foundation (HHF) employees to benefit any employee who is experiencing a financial hardship.

Policy

It is the policy of HHF to allow employees to voluntarily donate to the Helping Hands Program with either accrued hours from their earned time bank or with monetary funds. The donated earned time hours and monetary funds are made available to employees experiencing financial hardship under guidelines established within this policy. The Helping Hands Program is administered by the Helping Hands Committee.

How the Fund is Established

Helping Hands is a voluntary employee philanthropic outreach program that HHF employees may contribute to. As such, HHF’s Fundraising/Gift Receipt Policy (#5002) outlines how donations are accepted, acknowledged and receipted. Donations may be made in the form of earned time bank accrued hours or monetary funds donated via HHF’s Doorways to Giving Campaign. Donations of earned time and monetary gifts will be accrued to the general Helping Hands fund.

How to Donate

Employees may donate to Helping Hands through the following mechanisms:

- a) Donation via a payroll deduction, utilizing the “Doorways to Compassionate Giving” deduction form (Attachment #1), on either a one-time or recurring basis;
- b) Donation via a personal check made payable to Home Health Foundation;
- c) Donation via earned time, utilizing the “Voluntary Donation of Earned Time Donation Form” (Attachment #2); employees who reach their maximum earned time accrual may donate hours to the fund, thereby allowing their personal accrual to continue. In order to donate earned time hours, an employee must have a minimum of 10 days of earned time, and must retain at least 5 days of earned time in their bank.

The employee may choose to donate hours or funds on a regular, intermittent or one-time basis. Opportunities to donate will be publicized throughout the year. Individual employee needs may also result in donations being solicited to the fund on an anonymous basis, although all donations received by any mechanism will be accrued to the general Helping Hands fund.

Completed forms and/or personal checks are submitted to the Corporate Communications & Engagement Department.

Eligibility & Accessing Assistance

- a) **Eligible Employees:** Active, benefitted employees in good standing are eligible for assistance from Helping Hands. Temporary, seasonal and contract employees are not eligible to access the fund.
- b) **Eligible Events:** The definition of an eligible event is at the discretion of the Helping Hands Committee; some examples include but are not limited to absence from work due to a serious medical condition experienced by either the employee or immediate family member, and/or other hardship that has the potential to put the employee and/or their immediate family at risk of a financial burden.
- c) **Accessing Funds:** An employee in need of assistance will submit a request to the Chair of the Helping Hands Committee utilizing the “Helping Hands Request Form” (Attachment #3). The Committee will meet to review the request and finalize a decision. Once a decision is made, the Chair of the committee will notify the employee. If approved, the money will either be given as a gift, loan or donation to the employee’s earned time bank. If the money is given as a loan, the employee will meet with the Chair of the committee to agree to the terms of the loan.
- d) **Assistance Guidelines:**
 - Maximum loan and/or gift is \$500 within a rolling calendar year
 - Maximum earned time donation is \$1,500 for full and part time employees
 - Donations of time cannot be made to an employee receiving Workers’ Compensation benefits
 - An employee that voluntarily or involuntarily leaves the organization within 6 months of having received a loan will have the remaining balance deducted from their final paycheck

Note: HHF will remain in compliance with the Fair Labor Standards Act (FLSA).

Helping Hands Committee Members

- Chair:** HR Director
 Paraprofessional Recruiter
 Executive Administrative Assistant
 Payroll Specialist

Responsibility: All Employees
 Distribution: Leadership

Nature of Change	Incorporated Earned Time Donation Program	
CEO Signature	Original Signature on File	____/____/____ Date