



Proposed Policy on the Administration of a Hardship Fund

6. Hardship Fund

Given the current crisis, locals have been given permission to set up hardship funds without adopting a bylaw amendment. This policy will be in power until September 30th, 2020, as per the direction from CUPE National. The fund is to be no more than 20% of the proposed budget.

1. The Process

- a. Members who experience hardship may apply to the Hardship Committee to have access to a grant not exceeding \$200 per member, or a low interest loan of no more than \$1 000. Members may only be able to receive a grant once.
- b. To apply for the grant, members will fill out an application providing their name and the reason for requesting the grant. To be eligible, members must be on the active payroll, or have been employed in the previous 18 months. The application will be submitted electronically.
- c. To apply for the loan, members will meet with the committee, or an individual designated by the committee, to discuss the terms of the loan's repayment including the term length. Ideally, the repayment length will be 24 months after the end of the present crisis. The application will be submitted electronically, and terms of the agreement must be typed, signed by the member and the committee or designate, and submitted to the Treasurer.
- d. All applications must be held in confidence, be reviewed by the Hardship Committee, and submitted to the Executive for approval. The Executive will discuss the Committee's proposal during an *in camera* session of the Executive Committee.

2. Hardship Committee

- a. The Local will strike a committee of three members to administer the vetting of applications and meet with members either online or over the phone, as needed. Members of the committee will abide by the Oath of Office, and ensure that all information received is held in confidence.
- b. The Executive will appoint members to the Hardship Committee following an open callout to the membership. Following the appointment of the Hardship Committee, the Committee will meet within 7 days to vote on a Chair who will organize meetings and communicate with the Executive Committee and the Trustees.
- c. The Hardship Committee will vet applications weekly, as needed, and provide a report to the Treasurer upon vetting applications.
- d. A separate email account for the Hardship Committee will be created through the local's G-mail Suite, and Committee members will all have access. This email account will be advertised to members by posting it on the website and over mass emails.
- e. Members serving on the Hardship Committee will receive a \$100 honorarium per month.