

Fire Emergency Assistance Programs

As of 10/26/07

Scripps Health provides emergency assistance and financial support to employees who are victims of the 2007 San Diego County fires. Financial support programs are designed to assist employees who are facing financial hardships as a result of the 2007 fires due to:

- Emergency evacuation from their home and/or
- Damage or loss of their home

Emergency disaster programs are intended to assist employees with the costs associated with acquiring short term shelter and necessary personal items. All assistance programs are subject to approval by Scripps. **Employees may be eligible for multiple programs.**

New Fire Emergency Assistance Programs

Emergency Disaster Grants

Eligibility:

Current Scripps employees (full-time, part-time and casual) who were evacuated from their home or incurred loss or damage to their homes in the 2007 San Diego County fires are eligible for assistance. Eligible employees must provide a brief explanation of the financial hardship they are facing.

Policy:

Employees are eligible to receive emergency grants if they meet the following criteria:

1. Were evacuated from their homes, incurred damage to their home or lost their home as a result of the 2007 San Diego County fires; and
2. Are facing financial hardship as a result of their displacement.

Grants are not subject to tax.

To Apply:

- Employees must complete the Disaster Relief Application (Employee Information and Emergency Loan sections) with documentation.
- Submit application and all supporting documents directly to the site Human Resources department. The HR Director or designee may contact the employee about the current hardship and what level of assistance is necessary. Timeline is as follows:
 - Within one business day of receipt of completed application and supporting documentation, the site HR Director or designee will notify the employee of whether the grant has been awarded and, if so, the amount of money awarded.
 - Once an application is approved, the employee will receive a grant check from the business unit within two business days.

Emergency Loan

Full-time and part-time employees who have limited PTO balances and are not able to apply for PTO cash-out may request an emergency loan of up to \$2,000. The loan requires repayment through payroll deduction within 12 months.

Full-time and part-time employees who have a loss of primary residence, or after evacuation primary residence was uninhabitable, are eligible for an emergency loan after a PTO cash-out.

To apply:

- Complete the Disaster Relief Application (Employee Information and Emergency Loan sections).
- Submit completed application to your site HR department.

2007 Firestorm Leave

Current Scripps employees (full-time, part-time and casual) who have a loss of primary residence, or after evacuation primary residence was uninhabitable, may request paid leave time beginning 10/21/07 through 11/17/07. This paid leave time is in addition to any existing accruals and is intended to replace time away from work. This time is to replace scheduled hours and is not eligible for cash out. Other key features:

- Maximum leave of 80 hours for full-time employees; pro-rated for part-time employees; and calendar year average for casual employees.
- May be used on intermittent or continuous basis for this time period.
- Paid leave is taxable at your regular rate.
- Please contact your site HR department to access this leave time.

To apply:

- Complete the Time-Off Relief Application (Employee Information and 2007 Firestorm Leave sections).
- Submit completed application to your site HR department.

Existing Scripps Hardship Programs

PTO Hardship Cash-Out

Eligible employees may also request a hardship payout of accrued, unused PTO. Please see the PTO Program Policy #307 and form available on ScrippsNet.

- **For the Oct. 2007 emergency only:** change to the practice is that employees who were evacuated or lost homes and do not have adequate PTO hours may use up to 40 hours of future PTO accrual for time missed from work (pro-rated for part-time employees). Please contact your site HR department for approval.
- PTO cash-out is subject to regular taxes.

Pay Advance

Refer to Pay Advance Policy #803. **For the Oct. 2007 emergency only:** change to practice is that employees may request up to two full paychecks that must be repaid through payroll deduction. Employees should contact Payroll for payment arrangements. The pay advance is taxable at the regular rate.

HOPE Fund

The HOPE fund is a crisis fund that is completely supported by Scripps employees for Scripps employees. It is managed through a partnership of Scripps employees and the Scripps Health Foundation. Interested employees should see their site HR department for availability, guidelines, and required application forms.

Human Resources Site Offices

Scripps Clinic

Human Resources 858-715-7401

Scripps Clinic HR (nguyen.tina@scrippshealth.org)

Scripps Encinitas

Human Resources 760-633-6060, 760-633-6080

Scripps Encinitas HR (chatterjee.sudeshna@scrippshealth.org)

Scripps Green

Human Resources 858-554-2363

Scripps Green HR (blanco.liz@scrippshealth.org)

Scripps Home Health

Human Resources 858-715-7310

Scripps Home Health HR (Farrah.karen@scrippshealth.org)

Scripps Memorial Hospital La Jolla

Human Resources 858-626-6142

Scripps LaJolla HR (guidaboni.paul@scrippshealth.org)

Scripps Mercy Hospital Chula Vista

Human Resources 619-691-7500

Scripps Mercy Chula Vista HR (williams.allison@scrippshealth.org)

Scripps Mercy Hospital San Diego

Human Resources 619-260-7079, 619-260-7072

Scripps Mercy San Diego HR (alcantara.michele@scrippshealth.org)

SHAS - Campus Point & Sorrento Valley

Human Resources 858-678-6511

Scripps Health Administrative Services HR (mcpherson.claire@scrippshealth.org)