

Healthcare Employee Loan Program

Guidelines and Procedures

Revised Date: 11.20.2023

The Healthcare Employee Loan Program (HELP) was established by Community Health Network Foundation, Inc. (the "Foundation") to provide emergency relief to employees in crisis. The goal of the program is to minimize employee stress by providing loans that assist with basic needs including Mortgage/Rent, Transportation, and Utilities (electricity, gas, water).

Employees in need should contact Community Health Network's Employee Assistance Program (EAP).

- The program is open to employees of Community Health Network, Inc. who are working as a .6 or higher Full Time Equivalent (FTE) and have been employed by the Network for more than 90 days.
- In approving the loan amount and repayment terms, the Foundation will consider the employee's current employment status, HELP loan history, and intended uses to arrive at a solution that will most effectively help the employee. The Foundation reserves the right to consider other circumstances as appropriate in determining whether a HELP loan request should be approved.
- Once approved for a loan, the check(s) will be issued payable directly to the vendor(s) listed in the application process. Any distribution directly to the employee, immediate family member or legal representative of an employee requires prior approval by the Foundation.
- HELP loans will not be issued for attorney fees, down payments, or entire purchase of major assets (i.e., car/house), tuition assistance, tax liens, child support payments, other garnishments, and cellular/home telephone bills.
- Generally, loans will not be created for more than \$1,000; however, exceptions may be granted by the Foundation based upon the individual circumstances.
- Loans will be repaid via payroll deduction over not more than 20 pay periods, with a minimum deduction of \$25 per pay period. An employee can pay off their loan in full at any time via payroll deduction, check, or cash without any penalty. Credit card payments will not be accepted.
- An employee must wait at least three (3) months after their last loan is fully paid off before he/she can apply for a new loan. An employee may not have more than one loan outstanding at any one time. Before an employee can apply for his/her 4th loan, the employee must provide proof that they have completed the financial counseling class being offered through the Network or on their own.