



## Retiree & Employee Relief Program

*A program provided for by donated funds for retired and active employees of the Town of Palm Beach*

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## Program Overview

The Retiree and Employee Relief Fund, provided for by donated funds, shall benefit qualifying retired and active employees of the Town of Palm Beach by providing financial assistance toward expenses related to disasters, extreme financial duress, and significant personal hardship. Those who apply for assistance shall meet the eligibility qualifications included herein, and provide ample documentation of financial need in order for those who review the request to make an objective determination of need and/or distress.

## Eligibility Qualifications

In order to be eligible to receive Retiree and Employee Relief Funds:

A retired Town employee must either:

- begin to receive Town retirement benefits immediately following separation of Town employment; or
- if the employee leaves Town employment prior to their normal retirement date, he/she must have at least 10 years of service with the Town, and reach their normal retirement date under the Town Retirement Plan or the age at which a distribution from the defined contribution plan is allowed in accordance with section 72(t)(2)(A) of the Internal Revenue Code.

An active Town employee must:

- successfully complete their initial probationary/trial period of employment;
  - have no disciplinary actions (written reprimand or above) within the last 12 months
- Exceptions to the employee eligibility may be considered upon request of the department director and approval of the committee.

## Administration

The Director of Human Resources and the Director of Finance are responsible for administering the program as follows:

Human Resources	Finance
<ul style="list-style-type: none"><li>• Availability of program information to Town retirees and employees.</li></ul>	<ul style="list-style-type: none"><li>• Financial management of donated funds, disbursements, and any related financial</li></ul>

<ul style="list-style-type: none"> <li>• Receipt of and assistance fully completing donation request packets.</li> <li>• Coordination of Fund Relief Committee meetings.</li> <li>• Unbiased participation in the review of requests and decision to approve disbursements.</li> <li>• Joint participation in developing an annual report to the funding agency and/or individual regarding program activities.</li> </ul>	<ul style="list-style-type: none"> <li>• reporting required by the funding agency and/or individual.</li> <li>• Unbiased participation in the review of requests and decision to approve disbursements.</li> <li>• Joint participation in developing an annual report to the funding agency and/or individual regarding program activities.</li> </ul>
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## Requests & Disbursements

A qualifying retiree/employee shall complete a Relief Fund Request Packet and submit in its entirety to the Department of Human Resources. Human Resources shall review for completeness and will then convene a meeting of the Fund Relief Committee to review the request. The committee will include the Director of Human Resources, Director of Finance, and the director from the department of the active employee or the department the retiree worked within prior to separation of employment. The maximum amount to be awarded is \$10,000, unless there are extenuating circumstances and additional funds may be disbursed upon approval from the donor. All information submitted and discussed shall be confidential as possible. Disbursement requests are subject to review by the committee and final approval of the funding agency and/or individual donor. Circumstances that may qualify for disbursement of funds are as follows.

### **Circumstances that MAY qualify**

- Involuntary loss of wages resulting from an illness, accident, or other similar and extraordinary circumstance arising because of events beyond ones control.
- Unreimbursed medical expenses resulting from an illness, accident, or other similar and extraordinary circumstance arising because of events beyond ones control for the retiree/employee, their spouse, or dependent who can be claimed on their tax return.

- Damage to one's home and/or personal vehicle due to an accident or natural disaster (beyond insurance reimbursement or other donated funds received).
- Legal bills involving non-criminal matters.
- Expenses associated with the imminent foreclosure or eviction from one's primary residence.
- Funeral expenses for a spouse or dependent who can be claimed on one's tax return.

Once the committee and funding agency and/or individual approve a request for disbursement, disbursements will be processed within ten business days by the Finance Department using appropriated donated funds. Disbursements will be made directly to the company and/or agency related to the outstanding expense on behalf of the retiree/employee whenever possible. The Department of Human Resources shall notify the Town retiree/employee as to whether their request is accepted or denied; there is no path for appeal of denied requests. Recipients of funds are fully responsible for seeking tax advice from a provider of their choice if they have questions regarding taxable compensation.

### Annual Reporting & Recordkeeping

The Finance and Human Resources department will compile an annual report regarding the program that shall include the number of requests received, number of requests approved, and disbursements to date. The annual report shall be submitted annually to the funding agency no later than January 31. Requests, which include individual records and documents submitted by retirees/employees, shall be retained by the Human Resources Department and are subject to applicable public records exemptions and reproduction.