

Christopher Newport University

Policy: Faculty and Staff Lighthouse Fund Award Policy

Policy Number: 4035

Executive Oversight: Chief of Staff
Contact Office: Chief of Staff
Frequency of Review: Biennially
Date of Last Review: November 2020

A. PURPOSE

Provide Christopher Newport University with a means to confidentially identify faculty and staff members in need of emergency financial assistance and to provide that assistance.

B. POLICY STATEMENT

The **Lighthouse Fund for CNU Faculty and Staff** shall be used to provide financial assistance to Christopher Newport University faculty and staff identified through the confidential process outlined below, who face emergency circumstances that could substantively change or disrupt their CNU employment. Faculty and staff do not apply for Lighthouse Fund support. Potential cases may be brought forth by another faculty or staff member.

C. PROCEDURES

1. The Chief of Staff shall be notified in writing about potential Lighthouse Fund faculty/staff candidates by members of the faculty or staff.
2. The Chief of Staff shall consult with the Office of Human Resources regarding employment status and salary/wage/tax implications of any potential support.
3. The Chief of Staff shall notify the CNUEF in writing when a decision has been made to provide financial assistance to a faculty or staff member.
4. Payment shall be designated as compensation or not compensation by the Chief of Staff in consultation with the Office of Human Resources.
 - a. CNUEF may be directed to issue a check that is not deemed compensation directly to a vendor on behalf of the faculty/staff recipient or to issue a reimbursement check directly to the recipient.
 - b. CNUEF may be directed to issue a check that is deemed compensation to Christopher Newport's Business Office and the University's Payroll Department will deduct the appropriate taxes and issue a check.
 - c. The Chief of Staff and the Director of Human Resources shall require notice from the CNUEF when any check to an entity is issued.

5. Pursuant to IRS regulations, donations to the Lighthouse Fund may not be designated for the benefit of a specific individual.
6. A Lighthouse Fund award is not renewable or permanent, but a recipient may receive additional support upon completion of the aforementioned procedures.
7. Management and administration of the Fund is governed by the *Memorandum of Understanding between The Christopher Newport University Education Foundation, Inc. and The Rector and Visitors of Christopher Newport University*, as amended, and the current Endowed Fund policies.

D. APPROVAL AND REVISIONS

Approved By: Policy Committee, November 16, 2016

Revision 1: Policy Committee, June 13, 2018

Revision 2: Policy Committee, November 5, 2020

E. NEXT REVIEW DATE: Fall 2022