



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Employee Emergency Loan Program

DATE: March 26, 2021

In April 2020, a group of staff senators held an informal meeting to discuss how to assist employees who could not work from home because they were caring for loved ones due to a child care or elder care facility closing for reasons related to COVID-19. Staff Senate asked Faculty Senate members to participate in the discussion, and the groups formed the NC State Employee Emergency Assistance Working Group.

The work group met during spring 2020 to address emergency financial needs for Wolfpack employees. The incoming chairpersons of the Staff and Faculty senates drafted a proposal for an emergency employee relief program. That proposed program was approved by Chancellor Woodson and renamed the Employee Emergency Loan Program.

Emergency Loan Program

Effective April 2, the new program will allow NC State faculty, staff, county employees, house officers and postdoctoral scholars to borrow money for short-term emergencies. Eligible employees can apply for a short-term loan and must pay the loan back via payroll deduction.

Examples of situations warranting the use of an emergency loan may include: a family medical emergency, threatened foreclosure, eviction, rent arrears at a primary residence, emergency automobile repairs and termination of utilities.

Eligibility

- Permanent EHRA faculty and nonfaculty, SHRA employees, county employees, house officers and postdoctoral scholars employed at NC State for at least 12 consecutive months will be eligible to apply for an interest-free loan of no more than \$500.
- Furloughed employees will be eligible to apply for a loan.
- Temporary employees, student employees and graduate students will not be eligible for a loan.

Loan Application

The loan application will be available April 2 through MyPack Portal under “Benefit Details.” Eligible employees who need to apply for an emergency loan must complete and submit the emergency loan request form and provide supporting documentation. The requested documentation may include medical bills, mortgage and rental statements, emergency car repair bills and estimates and utility bills less than 30 days old.

Additional Information

For more information about the Employee Emergency Loan program, including the program criteria and the process for repaying a loan, visit the [University Human Resources website](#). If you have questions about the loan program, send an email to emergency_loan@ncsu.edu.