



## **A message from Deanna Dudley, Vice President of Human Resources, Kaiser Foundation Health Plan and Hospitals of the Northwest**

Our thoughts go out to those affected by the fires in several Oregon and Washington counties. We are grateful for the professionalism of our Kaiser Permanente team members who continue to provide care to patients and support for their colleagues during these uncertain times.

We understand that these fires have caused some employees and physicians to evacuate their homes and we wish to be of assistance to them. The information below outlines emergency assistance that Kaiser Permanente can offer with the hope that these resources will provide individuals and families with the help they need to cope with this difficult situation.

We have established a Regional Human Resources Command Center to assist in addressing any issues. The Command Center can be reached at (503) 813-1050 Monday through Friday, 8 a.m. to 8 p.m. It is available to all Health Plan/Hospitals employees. **[Include contact information for NWP and PDA. NWP Employees may contact XXX. Employees may contact their Professional Director].**

Employees who have lost their primary residence may contact the Regional Human Resources Command Center.

The Command Center is also available to support you with the following:

### **EMPLOYEE SUPPORT SERVICES**

#### **Short-Term Emergency Support**

**Accommodations:** Kaiser Permanente will provide

reimbursement for employees and physicians and their immediate families who have been displaced due to the wildfires. The cost for temporary accommodations up to \$250 per night (room rate, taxes, internet access, parking, and pet fees) will be covered for up to five days. Employees and physicians should retain all receipts for submission.

**\$500 Grant:** This grant is available to any employee displaced from their primary residence for a minimum of 48 hours under a mandatory evacuation ordered during this current state of emergency declaration.

### **Emergency Assistance Loans**

**\$10,000 Loan:** Special loans are available for employees who are awaiting other forms of emergency financial aid, such as federal programs and insurance claims as a result of full or significant loss of their primary residence. Affected employees may apply for an interest-free loan of up to a maximum of \$10,000 (the IRS permissible amount) and will have up to 36 months to repay the loan in full.

### **Other Available Resources**

#### **Employee Assistance Program (EAP)**

The EAP offers a free and confidential service for all Kaiser Permanente employees and their dependent family members. Employees can speak with representatives directly and receive support for emotional or psychological concerns.

- **Call EAP's 24/7 Access Line at (877) 801-5751 or for more information, go to [kp.org/eap](http://kp.org/eap).**

**Financial Hardship Cash Outs of Vacation and/or Paid Time Off Account Hours** — This may be available for those who suffer sudden and unexpected loss of property due to these extraordinary and unforeseeable circumstances.

- **Employees may contact the HR Service Center at (877) 457-4772**

## **Retirement Plan Financial Hardship Withdrawals**

Employees who meet eligibility requirements may withdraw a portion of their Kaiser Permanente 401k Plan, Tax Savings Retirement, or Supplemental Retirement Plan - Plan B.

- **Employees may contact Vanguard at (800) 523-1188.**

## **PROGRAMS FOR EMPLOYEES WHO WANT TO HELP**

We realize Kaiser Permanente employees may wish to help their colleagues in need or the community in general. There are a variety of programs available to offer assistance.

**American Red Cross** — Find opportunities to make a personal financial donation or donate blood in response to the disaster.

**Donation of Vacation/PTO** — The Donation of Vacation/PTO Policy covers employees who have a medical emergency and have exhausted their accrued time off. If you are aware of a colleague with a medical emergency, and wish to donate hours, employees may contact their local HR Consultant for more information.