



# COMMUNITY CONNECTIONS

## Employee Scholarship Procedure Revised July 17, 2020

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### **Purpose:**

Community Connections is a service organization and, as a result, commits the vast majority of its resources to recruiting, equipping, and retaining the highest quality staff. The organization is committed to helping staff develop skills, knowledge, competencies, and values necessary to perform at the highest level. We understand that lifelong learning is essential to maintain a motivated and engaged workforce and that investing in the development of staff pays off. Learning new skills and perspectives is also important to keep pace with best practices.

The Employee Scholarship program is designed to provide employees with the financial support necessary to pursue specific coursework, degree programs and/or educational programs offered by accredited colleges or universities with the goal of improving the employee's knowledge and effectiveness in their present position or to prepare them for potential future responsibilities within the organization. Courses sponsored by this procedure must be part of a degree or certificate program. This program is intended to enhance existing training efforts, not supplant them.

### **Eligibility:**

- Be a current, active, full-time employee from any department or program at Community Connections
- Complete one year of service with Community Connections
- Employee performance will be taken into account
- No formal disciplinary action within the last year
- Course work from an accredited university must either be related to the employee's current job or prepare the employee for a potential future role at Community Connections.
  - All applications for the employee scholarship funds must be signed off by program director and approved by the Executive Director
  - Employees must earn grades of "C" or better in graded courses or must pass in a pass/fail course.
  - Written evidence of course completion is required
  - Coursework cannot be a condition of employment. Employees will not be paid for their time or travel associated with the coursework.
- Submit a simple one page application

**Details:**

Funds will be distributed to selected employees during two application periods in the summer and winter. The deadline for applying for these funds will be July 31<sup>st</sup> and November 30<sup>th</sup> of each year. However, because all eligible educational programs do not operate on the same calendar, applications will be accepted and reviewed throughout the year as funding remains available. Eligible employees will receive financial support up to the specified limits below:

- 1-3 years of service will be covered up to \$1000 of eligible expenses per application up to a \$2,000 annual maximum
- 3+ years of service will be covered up to \$1500 of eligible expenses per application up to a \$3,000 maximum

Eligible expenses include tuition, fees, and required course materials. Payment will be made directly to the educational institution or material supplier. The scholarship recipient must show satisfactory completion of coursework from one scholarship application before another scholarship will be granted.

Employees will be required to submit a simple application and sign a continuing education agreement. Recipients will be required to pay back awarded employee scholarship funds if they fail to provide proof of successful completion or if their full-time employment is terminated voluntarily or for cause within one year of being awarded a scholarship. This stipulation includes the situation where an employee voluntarily moves from regular full-time employment to part-time employment. Receipts, invoices or billing documents must be provided to the Administrative Department.