HRRMC Employee Career Development Scholarship

PURPOSE: To educate and empower HRRMC employees through financial assistance in pursuing career development. These scholarship grants are in addition to the HRRMC Education Assistance Benefits policy (12823917).

1) Initial funds for this program were contributed by the Buena Vista Community Health Board with the intention of encouraging and financially supporting HRRMC employees to pursue career development that can benefit the individual, the HRRMC organization, and the communities within the region.
2) This policy differs from the HRRMC Education Assistance Benefits policy (12823917)
    - Additional money to what HRRMC already provides
    - Does not require supervisor/manager approval
    - The average amount of funding is $2,500

RESPONSIBILITY:

The HRRMC Foundation Scholarship Committee is responsible for the process and selection. It is up to the discretion of the committee if a scholarship is awarded or not, fully or partially.

Coordination with HRRMC departments will be limited to creating awareness of the application process and applicants, getting recommendations versus approvals, understanding if there is a need for requested skills/education, understanding HRRMC human resource needs, and understanding leadership priorities and objectives.

ELIGIBILITY:

Full-time and regular part-time HRRMC employees.

PROCEDURE:

Scholarships will be accepted and awarded on a quarterly basis: March, June, September, December – specific dates will be announced at the beginning of each year.

Scholarship cycles will be announced through Sharepoint and the Ambassador

Applicants will complete an application with requested attachments. An interview may be requested. Managers and supervisors may be contacted for recommendations or for more information, but will not be part of the approval or award process.

Employees can complete a scholarship for seminars and workshops, on-line courses, certifications, or courses as part of a degree – all of which are to benefit HRRMC in some

way. Proof of completion is required through receipts, certification document, or transcripts.

Once awarded, employees will sign an agreement with HRRMC Foundation regarding grant amount, use of funds, and timing.

Scholarship funds are for tuition and materials. Funds are not to be used to gain more than expenses or receive more money than accrued costs. These funds are intended to cover or fill gaps of other funding.

CLARIFICATIONS:

1) Preferences may be awarded to HRRMC priority needs for employment, skills, or services. Is there a need at HRRMC now or in the next 2 years for this education/career development?
2) Scholarship awards do not guarantee promotions, transfers to other departments, or change in pay.
3) It is the awardees responsibility to let HRRMC human resources know of intentions or new certifications.
4) This funding is separate and/or additional funding from HRRMC Education Assistance Benefits Program: policy (12823917).
5) Payments will be made directly to the awardee and not through HRRMC paychecks.
6) Career Development requests can be for clinical, vocational, or administrative education.
7) Requests may not be fully funded, please indicate on the application if this will impact you pursuing the education.