

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Staff Scholarship Program

PROCEDURE NO: HR 500.04

REPLACES: None

PAGE(S): 1

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## PURPOSE:

The Mennonite Village Staff Scholarship Program awards scholarships to cover a portion of tuition expenses for education or training, including GED completion, accredited college courses or specialized certifications. Textbook costs may also be partially reimbursed for a rate to be determined by the Administration/Operations team and the Scholarship committee.

## POLICY:

Awards are based on current Linn Benton Community College tuition rates for Fall, Winter and Spring terms only; however, courses may be completed at other approved educational facilities. Funds come from several sources. Approval of scholarships will be based on availability of funds and applicant meeting established requirements. Some requirements and conditions of award may be waived or changed on a case-by-case basis at the discretion of the Scholarship Committee. No employee shall receive more than \$5,250 of educational assistance per year and no more than 120 total credit hours in a lifetime.

## PROCEDURE:

**Mennonite Village Wallin Nursing Fund and the Victor Scholarship Fund:** Employees working towards a nursing degree are eligible for 100% tuition reimbursement based on LBCC tuition rates.

### First-time Applicant Requirements

- Maintain employment at Mennonite Village for 12 months or longer.
- Average 80 hours or more of work per month throughout the previous 12 months.
- Earn acceptable employment performance appraisals with no written disciplinary actions in the previous 12 months.
- Demonstrate willingness to support the values and mission of Mennonite Village.
- Provide two references; one from the applicant's supervisor and one from a co-worker who is not a relative.
- Complete a scholarship application form by the application deadline.
- Attend a Scholarship Committee meeting to share your educational and career goals.

### Returning Applicant Requirements

- Maintain a GPA (grade point average) of 3.0 or higher. Applicants whose GPA falls below 3.0 may be supported at 50% of qualifying amount for one term, at the discretion of the committee.
- Average 15 hours or more of work **per week** throughout the previous school term or quarter.
- Continue to be an employee in good standing with no written disciplinary actions.
- Submit a timely scholarship application each term.

**Mennonite Village General Scholarship Fund:** Employees working towards a GED, specialized certification or non-nursing degree are eligible for 50-75% tuition reimbursement based on LBCC tuition rates.

#### First-time Applicant Requirements

- Eligible for 50% tuition reimbursement for first term towards their educational goal.
- Maintain employment at Mennonite Village for 12 months or longer.
- Average 80 hours or more of work per month throughout the previous 12 months.
- Earn acceptable employment performance appraisals with no written disciplinary actions in the previous 12 months.
- Demonstrate willingness to support the values and mission of Mennonite Village.
- Provide two references; one from the applicant's supervisor and one from a co-worker who is not a relative.
- Complete a scholarship application form by the application deadline.
- Attend a Scholarship Committee meeting to share your educational and career goals.

#### Returning Applicant Requirements

- Eligible for 75% tuition reimbursement provided employee is continuing to pursue the original educational goal approved by the committee.
- Maintain a GPA (grade point average) of 3.0 or higher. Applicants whose GPA falls below 3.0 may be supported at 50% of qualifying amount for one term, at the discretion of the committee.
- Average 15 hours or more of work **per week** throughout the previous school term or quarter.
- Continue to be an employee in good standing with no written disciplinary actions.
- Submit a timely scholarship application each term.

**C.N.A./C.M.A. Training Program(s):** Employees in departments that do not require staff or ask staff to be licensed and are interested in working towards their certified nursing assisted license or certified nursing assistants who want to work towards their C.M.A. license may request tuition support up to 100% funding if they meet the following guidelines:

- Maintain employment at Mennonite Village for 12 months or longer.
- Average 80 hours or more of work per month throughout the previous 12 months.
- Earn acceptable employment performance appraisals with no written disciplinary actions in the previous 12 months. Attendance write-ups will not exclude access to these training programs unless the employee has been issued a final attendance warning or WPIP.
- Demonstrate willingness to support the values and mission of Mennonite Village.
- Obtain approval from their current area administrator and agree on a work schedule prior to approval and start of class that benefits both employee and the department.