



Title: Scholarship Requests

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Policy: The Scholarship Requests policy defines guidelines related to employee applications and disbursement of funds for ongoing education.

General Guidelines:

1. All scholarship request approvals are subject to budgeted and available funds.
2. Employees must hold a full-time budgeted position at SJMC (at least 30 hours per week), and must have been employed for at least twelve months to be eligible to apply for scholarship funding. Exceptions to this rule include:
 - a. Employees who are currently enrolled in nursing school and working part-time (at least 20 hours per week) as a Certified Nursing Assistant at SJMC.
 - b. Employees who have completed at least 12 consecutive months of full-time employment at SJMC, and converted to pool status without a break in service.
3. All requested scholarships for educational programs must be towards a relevant degree-seeking program with an accredited educational institution.
4. Employees must be in "good standing", i.e. no active Performance Improvement Plan or other disciplinary proceeding.
5. All scholarship requests will be assessed based on the needs of the organization, the merit of the application, the employee's length of service at and commitment to SJMC, the future promise of the applicant, and the availability of funds.
6. All scholarship applications must meet the established guidelines and deadlines to be considered for funding.
7. SJMC will support the scholarship opportunities for existing employees with demonstrated promise and abilities whose future academic study will enhance and increase their impact on the SJMC community.
8. A supervisor recommendation must be approved and signed by the department manager/supervisor.
9. The employee must commit to working for SJMC for 2 years following the scholarship award. If this commitment is not met, the scholarship recipient will be responsible for the repayment of funds, based on the signed repayment agreement.
10. The scholarship committee may set a maximum award each year, based on availability of funds. The scholarship fund may award funding only up to half of the total cost of the degree program for each employee.

Purpose: To offer scholarship opportunities for SJMC employees to increase breadth and depth of staff knowledge, aptitude, and ability.

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Definitions:

NONE

Procedure:

1. Application Process

- a. Employee will complete and submit the Scholarship Application at StJohnsHospitalFoundation.org prior to the scholarship deadlines published by SJHF. The deadline is July 15th and December 15th each year. If the 15th falls on a weekend, the application is due the Friday before the 15th.
- b. Manager/Supervisor assesses the scholarship request to determine appropriateness based on the needs of the department. Supervisor signs the Scholarship Recommendation Form and submits it directly to the scholarship administrator in Human Resources.
- c. Employee must submit all required forms along with the completed on the Foundation website by the required deadline. Paper applications are not accepted.
- d. Scholarship applications are reviewed by the scholarship committee in July and December of each year. Scholarships are granted based on the needs of the organization, merit of the application, length of service at SJMC, the future promise of the applicant, and the available funds.
- e. If a scholarship is awarded, the employee will be notified in writing by the Foundation.

2. Service Commitment

- a. As part of the application, each employee must sign a repayment agreement.
- b. The employee's service commitment to SJMC is full-time employment for two years beginning immediately after the completion of the educational program and successful licensure/certification.
- c. SJMC maintains the right to waive this obligation for any reason and does not guarantee employment for any period of time or in any specified area.

Related Documents:

[Scholarships: Process for Applications](#)

[Scholarship Recommendation Form](#)

References:

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