

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Section:	Education Incentive Program	
Date:	Revision Date:	Approved by:
June 5, 1991	March 20, 2013	Human Resources

I. AUTHORITY

The Board of Directors June 5, 1991, by Minute order #M-175/91, approved and authorized the Education Incentive Program which sponsors four fully paid four-year college scholarships for full-time employees with regular status.

II. PURPOSE

The intent of the District’s Education Incentive Program is to provide advancement opportunities to employees whose promotional opportunities may be enhanced by attaining an undergraduate degree or a graduate degree. To bridge this obstacle, the District will sponsor up to four college scholarships for employees with Regular employment status.

III. SCHOLARSHIP AMOUNT

A single Scholarship shall not exceed \$20,000 during the life of the scholarship, and may be applied to an accredited public or private District recognized college or university. Scholarships are intended to cover the costs of tuition, application, placement testing, parking, and registration fees in addition to the cost of books, school supplies, materials, and mileage from District headquarters to school.

IV. CONDITIONS OF ACCEPTANCE

Employees accepting District sponsored scholarships must agree to the following conditions:

1. Continue employment with the District for a minimum of three (3) years following graduation with a Degree or repay scholarship funds on a prorated basis, except in case of discharge or Reduction in Force.
2. Payment arrangement will allow for a 1% per month interest rate charge for all funds not paid at separation. A one-year grace period may be approved waiving interest charges if full payment is received as scheduled within one year.
3. Maintain a minimum of a 2.00 college cumulative grade point average (GPA)
4. Complete all required course work leading to an undergraduate or graduate degree within seven (7) years of being awarded a Scholarship. Funding will not be provided beyond seven (7) years.
5. Submit an official transcript of all completed college course work to the Human Resources Department no later than August 15 of each year.

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6. Must complete lower division or general education requirements at a community college before transferring to a four-year college or university. Exceptions to this will be considered on a case-by-case basis.

V. ELIGIBILITY REQUIREMENTS

1. Any full-time EMWD employee with regular status.
2. Employees presently working towards their degree are eligible to apply.

VI. SELECTION PROCESS

1. A completed scholarship application form must be submitted to the Human Resources Department no later than the final filing date. Note: Applications will be date stamped; those applications arriving after the deadline will not be considered.
2. Applications will be screened by a panel composed of District and/or community representatives.
3. Applications will be evaluated on the basis of:
 - a. Completeness
 - b. Career goals
 - c. Employment history
 - d. Likelihood of success
 - e. Likelihood of significant contribution to EMWD
4. Applications may be screened down to no more than 10 finalists who will be interviewed by the screening panel.
5. Scholarship winners will be announced by the Board of Directors in Regular session.

AUTHORIZED SIGNATURES ON FILE