



Professional Development Scholarship Fund 2019 Pilot Program Policy Guidelines

Eligibility

1. Be a current career service, civil service or an appointed employee represented by one of the unions in the Coalition AND have completed their initial probationary period, if applicable; AND;
2. Have completed at least one year of full or part time KC employment in a position eligible to receive all county benefits. This includes any time spent in a Term Limited Temporary position; AND
3. Have no documented performance or discipline issues for at least one year from the date of submitting the Scholarship Fund application form.

Policies

1. Department training funds must be used first. Employees must submit a written request to their supervisor asking if department funds are available, and if so, how much, PRIOR to applying for a scholarship.
2. Training allowed can be from:
 - a. accredited schools
 - b. non-accredited organizations will be vetted by the Application Review Committee, as part of the application review process, to verify quality of training and industry reputation of the training
 - c. non-accredited organizations in which an employee shows proof that the training “qualifies” and meets continuing education units (CEU) requirements for a professional certification
3. Conference registration costs will be allowed ONLY IF the:
 - a. conference sponsor is offering a training option during the conference which meets continuing education unit (CEU) requirements towards the employee’s existing professional certification; AND
 - b. conference sponsor can provide the employee with written official verification/certification that the employee completed the training; AND
 - c. employee completes the CEU certified training during the conference

If there is an additional cost for the CEU certified training, that cost is allowed.
4. Costs to take a specific training/course or to sit for an exam for a professional certification will be allowed only once. If the employee doesn’t pass the course or the professional certification exam, funds may not be used again to pay the registration costs to retake the specific course or sit for the exam again.
5. Scholarship funds may not be used for obtaining or maintaining a certification which is required for the position the employee currently occupies.
6. Employees seeking to obtain or maintain a certification, which is not required for the position the employee currently occupies, AND the certification is applicable to work performed by the County, then Professional Development Scholarship Funds may be used.
7. 25% of the \$150K Professional Development Scholarship Funds will be set aside on a quarterly basis. Unused funds for the current quarter will be added to the subsequent quarter. Scholarship applications will be solicited on a quarterly basis.
8. When there are more applicants for scholarships than funds allocated, awards will be made using a lottery process.
9. Past award recipients are eligible to receive new awards; HOWEVER, when there are more applicants than funds available, past award recipients will not be included in the lottery process.
10. Maximum of \$2,500 per employee in 2019.
11. Employees have the option to pay costs directly and be reimbursed or have the funds paid directly to the training organization



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12. Employees must submit written proof of completing the training covered by the award within two months of completing the training.
13. Employees are responsible for repaying awards back to the county should the employee not complete the training
14. Employees who receive a refund from the training organization for any training funded by the Professional Development Scholarship Fund must repay the funds back to the Fund
15. Employee must disclose if receiving other financial assistance, including from their department. The Program will allow for coordinated financial assistance; and total assistance cannot exceed training costs incurred
16. Employee's department verifies employee's eligibility and that the employee has no documented discipline or performance issues.
17. If the training will interfere with the employee's normal work schedule, the employee must obtain pre-approval from their supervisor for any schedule modifications PRIOR to a payment being made to the training organization
18. Funds awarded will only be for training relevant to paid work performed by the county.
19. Funds may be used for tuition, fees, textbooks, publications, lab fees, or fees for on-line class access that are required for the course, or any other costs deemed appropriate by the Application Review Committee. Funds may not be used for travel, accommodations or food. Funds may not be used to purchase, repair or maintain technology hardware or peripheral equipment, software, or other IT supplies. Funds may not be used for general office supplies, such as notebooks, pens, highlighters, staplers, etc.
20. Funds may not pay for mandatory training or certification required by business unit, or for classes taken that are "audited"
21. Employee must remain on regular pay status, and "in good standing," during the entire time period for which the award is requested. "Good standing" means no documented performance or discipline issues for at least one year from the date of submitting the Scholarship Fund application. Employees involuntary laid off, hours reduced, or on medical leave will continue to have their training course funded provided that they complete the course
22. Professional Development Scholarship Fund Applications must be complete and received by established deadlines to be considered.
23. Award decisions are final and may not be appealed by the employee or by a representative of the employee.
24. Application Review Committee members and HRD Program Manager may not submit an application for Professional Development Scholarship funds.

Award Criteria

1. Employee meets all eligibility requirements and policy guidelines
2. Training requested relates to paid work performed by the county
3. Employee makes a clear case of how the training will support the employee in meeting their stated career goals at King County or enhances their work related skills
4. Training is being provided by an organization acceptable to the awards committee
5. Application is complete
6. Application is submitted on time
7. Employee agrees to all terms outlined in the Professional Development Scholarship Fund Award Terms of Agreement