

Washoe County Scholarship Fund

PURPOSE

The Washoe County Scholarship Fund is hereby established to promote career learning and skill development. The Scholarship Fund provides for learning opportunities for current employees of an educational nature such as opportunities including conferences, seminars, or workshops.

PROCESS

1. A Scholarship Committee has been established and consists of the following members: A representative from the Finance Department (1), the County Manager or designee (1), an elected official (1), three (3) representatives from the largest employee associations (3), and the Human Resources Director or designee (chair). The purpose of the Scholarship Committee will meet once per quarter at a minimum.
2. Applicants must submit an application to the Scholarship Committee for review (See attachment)
3. Applicants must be current Washoe County employees with a current performance appraisal of standard of above.
4. Applicants must have completed one year of full-time service with Washoe County
5. Selection criteria includes, but is not limited to:
 - a. The scholarship will benefit the County through targeted or specific learning objectives provided to the participant through the training.
 - b. The applicant's career goals may be enhanced through attendance to the training.
 - c. Length of service of the applicant is considered.
 - d. The applicant demonstrates significant performance contributions to the County, department, or community.
6. Scholarship amounts may not exceed \$1000.00 during a calendar year. Full or partial payment may be approved depending on the number of applications received and funding available.
7. Scholarship Funds may not be used to pay for travel expense.
8. Scholarship requests should be forwarded to the Department of Human Resources. Applications will be reviewed for completeness and to ensure employees meet service and performance appraisal requirements. Applications will be forwarded to the Scholarship Selection Committee for review. If an application is received and the training event occurs prior to the next regular scheduled Committee meeting, the Human Resources Department will schedule a meeting to address these requests.
9. Decisions of the Scholarship Committee regarding the granting of scholarship requests are final.