

**EMPLOYEE TRAINING SCHOLARSHIP PROGRAM**  
*(Revised July 1, 2016)*

Union College recognizes that the skills and knowledge of its employees are critical to the success of the college. The Employee Training Scholarship program is intended to provide work-related job development and training opportunities, for full time employees, beginning on or after the first day of hire. Full-time employees can pursue external training opportunities to enhance skill level and effectiveness in their current job and/or to broaden knowledge and skills for future job assignments within their current area of employment.

The Employee Training Scholarship Program will reimburse an employee and/or departmental budget, up to \$2,500 per year per employee, for the cost of job-related courses, seminars, workshops, licensures, certifications, etc. Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the current area of employment in order to be eligible. The Employee Training Scholarship program is not intended for pursuit of degrees or courses unrelated to the current area of employment. The Employee Training Scholarship Program is also, not intended to cover the cost of employees attending annual professional conferences or summits. The cost for annual conferences, summits, etc. should be charged against the respective departmental Conference & Training budget line (8552). The program also does not reimburse for ancillary costs such as travel, hotel or meal expenses, insurance or activity fees, books etc. Some of these costs or fees may be reimbursable by an employee's department.

An employee interested in pursuing training opportunities should submit a brief written proposal, using the Employee Training Scholarship Program form. Completed forms should be submitted to the supervisor, department head, or department chair for consideration. Each proposal will be considered carefully, in terms of job-relatedness and availability of funds, and a prompt approval or denial will be provided. Requests where a clear job-relatedness nexus cannot be established will be reviewed by the Chief HR Officer and respective Responsibility Center Head. Once approved for the Employee Training Scholarship an employee should charge the cost to an appropriate departmental account using their Union College credit card, indicate in the "Reference" field or add to an Expense Report noting that the expense is "Employee Scholarship Program Approved," and upload the receipt or forward to Financial Services the signed Works Transaction Summary cover sheet with the paid bill/invoice attached. The Employee Scholarship program budget account will then be automatically charged through the Works program.