

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA176

NAME: SANILAC CMH's SCHOLARS PROGRAM

INITIAL APPROVAL DATE:	03/04/2025	BY: Administrative Committee
(LAST) REVISION DATE:	03/15/2025	BY: HR Manager
(LAST) REVIEW DATE:	03/20/2025	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

The purpose of the Sanilac CMH Scholars Program is to prepare for the future workforce needs of Sanilac CMH, to ensure that we are able to continue providing quality care to the individuals served. The Agency understands the value of investing in our staff, to build morale and allow for succession planning.

II. APPLICATION

Populations: **AFSCME Union Staff**
Programs: **Direct - ALL**

III. POLICY

A. Scholars Program Details

Sanilac CMH has the ability to provide one (1) bachelor level staff each academic year with paid outside educational opportunities through the Saginaw Valley State University (SVSU) School of Social Work. This includes full or part time enrollment in either a "Regular Standing MSW Program" (two (2) years full time/three (3) years part time enrollments) or Advanced Standing MSW Program (one (1) year full time/two (2) years part time enrollments). Eligibility of enrollments require approval by both SVSU, and Sanilac CMH in advance of enrollments.

Upon approval, the Agency will fund the selected staff's education through SVSU, to obtain a Master of Social Work Degree and acquire a professional license, for use at the Agency upon completion.

The Agency supports this program to improve the Employee's job skills and to enable the Employee to provide valuable clinical services on behalf of Sanilac CMH and individuals served in a manner that is directly related to the Employee's job skills and requirements.

At all times, the Agency reserves the right to approve or designate payments and costs will be covered by Sanilac CMH. No tuition or other cost will be subject to reimbursement and/or payment by Sanilac CMH unless approved in advance by Sanilac CMH under this Program.

B. Employee Eligibility Requirements

Employees must maintain enrollment standards set forth by SVSU, including but not limited to grade level requirements, enrollment in program, and attendance. Each class and materials will only be eligible for funding one time while attending schooling.

Sanilac CMH requires the selected employee to remain in good standing with the Agency, this includes but is not limited to consideration of satisfactory performance evaluations, disciplinary actions, and attendance concerns in the workplace.

Upon completion of schooling, the staff member is expected to acquire their master level professional license and work in a master level position at the Agency. Further, they are expected to maintain their professional licensure and obtain their full LMSW license, upon eligibility. This may be accomplished through job bidding into an available position or via an Agency required transfer. If a staff member accepts a demotion into a position that does not require this credential, repayment will be required.

Failure to meet these requirements may result in termination of the payment agreement and result in repayment obligations.

C. Application Process

Employees with a minimum of bachelor's degree will have the ability to apply for this program prior to the start of each academic year.

Letters of Application under this program must be directed to the HR Manager. The application process will open on October 1st with a deadline of October 31st of each year.

At minimum, application letters must include the following information in the request:

- Name and Hire Date
- Reason for interest
- Why Sanilac CMH is your chosen career path
- 10-year Career Plan
- Plan for attending online classes (full time, part time, online, in seat, starting date, etc.)

D. Approval Process

Additional factors, outside of the letter of application indicated above that will be considered, include but are not limited to, indications from the HR Manager that the applying staff person has satisfactory performance evaluations, no negative employee communication memorandums, or disciplines, and confirmation of the staff's dedication to the Agency and individuals served in their current position.

Applications will be reviewed by the selection committee that will consist of the appropriate peers to the applicant, who will provide a recommendation to the Chief Executive Officer (CEO). A final selection will be made by the CEO.

All applications will be made aware of their standing once the application and approval process has closed. Staff that are not selected will have the ability to apply the following year, should the program remain in place. Approved applicants will be expected to enroll in SVSU's program by December 1st, with the anticipated start date of May 1st for advance standing and July 1st for traditional standing.

E. Field Placements with Agency

The Agency will provide field placements for all internship requests. In most cases, internship time will be unpaid and may require both a flexible schedule and educational leave. The staff may elect to forgo use of Paid Time Off, when requested in advance, to the Human Resources Manager. The Agency may consider use of work time towards internship hours, if the position meets SVSU's program needs. This is at the discretion of the CEO/or designee and would require exhausting all other options related to paid time during internships.

F. Educational Payments

After approval, each semester a purchase requisition will need to be completed for payments directly to SVSU for classes. A class rotation must be attached, that includes the date/SVSU logo and staff name. Sanilac CMH will make payment directly to SVSU, upon submission of a purchase requisition.

Materials, such as books, will require a purchase requisition that includes a link for the Agency to purchase directly. The requisition will be required to outline when the material is needed by the staff member and the class it relates to. It is the staff's responsibility to ensure that books are received timely, by submitting the purchase requisition with enough notice and following up on the status of materials, as necessary. Mileage and meals are not reimbursable.

Purchase requisitions will need to be submitted directly to the Human Resources Manager. This should be completed by selecting "I report to an Officer" and selecting the HR Manager for approval.

Payments under this program will continue to be made contingent upon Agency funding. The Agency will notify the selected staff member with as much advance notice as possible, should the program be required to end.

G. Repayments to Agency

When a staff member accepts approval into the program, they must sign and agree to the "Sanilac CMH's Scholars Program Tuition Payment Agreement." When signing the agreement, it is understood that they must enroll into the Master's level program the following academic semester and adhere to the Agreement. Each class will only be approved for a one-time payment; if the staff does not pass the class per SVSU's standards, they will be responsible for the costs associated with retaking the class.

In the event the staff disenrolls in the program, it is expected that they communicate this to the Human Resources Manager immediately. Failure to complete this program will result in repayment of all classes/materials.

It is understood that the employee will remain working with the Agency for five (5) years after completion of schooling and obtaining their professional licensure. Failure to adhere to these guidelines and those set forth in the "Sanilac CMH's Scholars Program-Tuition Payment Agreement, will be subject to repayment obligations under the Agreement; this includes both voluntary separation and termination of employment. These terms and conditions may be modified, at the discretion of the CEO.

IV. ATTACHMENTS

V. REFERENCES

Sanilac CMH's Scholars Program Tuition Payment Agreement