Employee and Dependent Scholarship Procedures

Purpose

1.1 To establish procedures to supplement the employee and dependent scholarship policy.

Scope

2.1 The UNMC Employee and Dependent Scholarship procedures applicable to all UNMC staff and faculty.

Basis of the Procedures

3.1 The Employee and Dependent Scholarship Policy #1072.

Authorities and Administration

4.1 The UNMC Division Director, Staffing, Compensation, Records & HRIT is responsible for administration of these procedures at the campus level.

Procedures

5.1 There are two separate steps that must be complete to utilize the University of Nebraska Employee and Dependent Scholarship Program:

1. Class Enrollment: The Class Enrollment process is the means through which the employee, dependent or spouse enrolls for specific classes, at a specific NU campus. Employees or their dependents/spouse may enroll during each campus's enrollment period. It is recommended this be done prior to step 2, Scholarship Allocation.

2. Scholarship Allocation: A University-wide website, has been developed, which enables eligible employees to use their scholarship program credit hours (15 hours per academic year) for themselves, or to transfer their scholarship program credit hours to their eligible dependents and/or spouse under the terms permitted by the policy. The online scholarship allocation may be accessed through the Employee Self Service (ESS) website. You will need to login here and follow the directions.

3. It is important to meet the deadlines when allocating the credit hours. When the deadline is past for each semester, employees will not have access to the website to allocate hours. Employees who do not have access to the website may contact the Human Resources office.

Class Attendance: Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours. If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment. It is the employee's responsibility to get departmental approval and/or supervisory approval for rescheduling work hours or using leave time if class falls during normally scheduled work hours.

Equal Employment Opportunity
6.1 The University of Nebraska Medical Center declares and affirms a policy of equal educational and employment opportunities, affirmative action in employment, and nondiscrimination in providing its services to the public. Therefore, the University of Nebraska Medical Center shall not discriminate against anyone based on race, age, color, disability, religion, sex, national or ethnic origin, marital status, genetic information, sexual orientation, political affiliation, Vietnam-era veteran status, or special disabled Veteran status. Sexual harassment in any form, including hostile environment and quid pro quo, is prohibited.

Questions concerning allocation deadlines for each semester should be directed to UNMC Human Resources-Records at 402-559-4216 or 402-559-4391