

Leadership York County Staff Scholarship Application



To be completed by applicant

First Name:

Last Name:

CWID:

Winthrop Job Title:

Department:

Supervisor's Name:

Cell/Phone # where
you can be reached:

General Information:

The Staff Scholarship will be awarded to one (1) Winthrop University staff member each year. Interested staff must meet the eligibility requirements and complete and return the Staff Scholarship Application to staffassembly@winthrop.edu **no later than June 14**. If selected as the recipient of the Staff Scholarship, the staff member must then complete the Leadership York County (LYCO) application on the York County Chamber of Commerce (YCRCC) website (www.yorkcountychamber.com/lyco) **no later than August 1**.

NOTE: *This is a separate application through a non-Winthrop affiliated organization, therefore, qualifying/receiving the Staff Scholarship does not guarantee acceptance to the LYCO program.*

Eligibility:

To be eligible, the employee must be a regular full-time employee of Winthrop University and must have successfully completed the probationary period. Employees in temporary positions are not eligible for the scholarship. Employees must complete the Staff Scholarship Application and obtain approval from their direct supervisor for participation in the program (and the time spent away from work). Employees must be in good standing regarding performance and have had no disciplinary actions within the past three years.

Selection:

The recipient of the Staff Scholarship will be randomly selected from the pool of eligible applicants who submitted an application by June 14. Upon selection, supervisor approval will be confirmed and the staff member will be notified. The Office of the President will also be notified. Upon acceptance into the LYCO program, the name of the recipient will be announced at Staff Conference and in the Staff Stuff newsletter. In the event the selected recipient is not able to participate in the LYCO program, an alternate recipient will be randomly selected from the remaining eligible applicants.

Scholarship:

Tuition for LYCO is \$950. The Staff Scholarship will cover the entire cost of tuition for one (1) Winthrop University staff member to participate each year. The only anticipated cost to the participant is one meal during the retreat (see LYCO information for details at www.yorkcountychamber.com/lyco). The invoice received for the tuition from the YCRCC should be forwarded to the Office of the President for payment. Depending on the specific circumstances, recipients of the Staff Scholarship who enroll in LYCO and fail to complete the program may be required to reimburse Winthrop for the \$950 tuition.

NOTE: *If you are currently taking courses under the Employee Educational Assistance Program (EEAP), please refer to the additional information at the end of this application.*

Time and Attendance:

Participation in LYCO will require the employee to be away from their regular Winthrop work duties up to 12 full workdays between September and May. Time spent participating in the program outside of regular work hours is considered volunteer time, is not considered to be part of the employee's employment at Winthrop, and is not considered to be compensable work time. Employees who participate in the program under the LYCO Staff Scholarship program will not be required to report annual leave when attending during a regular workday. An employee's participation in LYCO may not result in additional work responsibilities for other Winthrop employees or additional costs to Winthrop associated with the employee's absence from work. In the event the employee's performance declines during their participation in LYCO, or if the employee receives disciplinary action during their participation, the supervisor may rescind their prior approval for the time away from work. The LYCO program begins in September, ends in May, and includes attendance at a kick-off orientation, a two-day overnight retreat, and one full day a month to participate in site visits around the county. Additionally, the LYCO class will complete a group service project throughout the course of the program.

For Supervisors of Participants:

Supervisors are encouraged to approve the employee's participation in the LYCO program. Supervisors should review the expected time and attendance commitment prior to approving the employee's participation. By approving the employee's participation, the supervisor is agreeing to support the employee and understands the time the employee will be away from their regular work duties. Based on the work responsibilities, performance deficiencies, and/or disciplinary actions (including abuse of leave) of the employee, the supervisor does have discretion to deny approval.

Other:

At the conclusion of the LYCO program, the Staff Scholarship recipient will be asked to share feedback about their experience with the leadership of Staff Assembly. Photos and/or testimonials that can be shared in Staff Conference and/or Staff Stuff would be greatly appreciated, but not required.

Employee Acknowledgment:

My signature indicates that I have read and understand the information provided on this application form. I meet eligibility requirements and am able to meet the required time and attendance commitment to fully participate in the program.

Employee Signature

Date

Supervisor Approval:

My signature indicates that I approve the participation of the above named employee in the Leadership York County program. I have reviewed the time and attendance requirements for the program and understand participation in the program will result in this employee being away from their regular job duties.

Supervisor Signature

Date

***Employees currently taking courses under the EEAP:** As defined in section 127 of the Internal Revenue Code, employees can receive up to \$5,250 for educational assistance during a calendar year. Employees receiving educational assistance through the Employee Educational Assistance Program should be aware that the educational assistance provided to employees for participation in the LYCO program will be included in the total allowable amount for the calendar year.