

## **Flint Public Library Education Stipend Policy**

### **Purpose:**

The purpose of an Educational Stipend is to support the educational and professional development of the Flint Public Library staff.

### **Scope**

Employees who meet the following criteria are eligible to apply for a stipend.

- Full-time adult employees who have worked at the Flint Public Library for more than one year.
- Employees who are enrolled in an accredited college program or who are attending a program that directly relates to their position at the Flint.

### **Funding**

The amount of funding for education stipends will be voted on twice a year by the Board of Trustees and be based on the grants already received from State Aid. Trustees will also vote on the maximum per person amount which will be available to applicants. Any unused funds at the end of the fiscal year will be used for other library needs with the approval of the Trustees.

### **Application Process**

- Eligible employees may apply for a stipend by submitting an Education Stipend Application to the Flint Public Library Board of Trustees.
- Applications will be accepted on March 1 and Sept. 1 and can be applied to course work completed within the previous twelve months of the application submission.
- Applications will be reviewed and processed in the order they are received.
- Applications will be reviewed at the next possible Trustees Meeting.
- Awards will be approved on the basis of funding available and needs of applicants.
- Stipends will be disbursed directly to the employee as a reimbursement and therefore proof of payment of the class and proof of a passing grade are required at the time of application.