

Child and Family Services Policy Manual: Reference Section
Attending Graduate School With or Without a Title IV-E Stipend

Without a
Title IV-E Stipend

Any employee wishing to attend graduate school that will require him/her to take time away from their job or work a modified work schedule:

- 1) Must have written (e-mail or hardcopy) confirmation from their Supervisor and RA or Bureau Chief approving the modified work schedule. The confirmation should include when the modified schedule will begin and when it is expected to end. Once the schedule has been agreed upon, any changes, including changes made to accommodate changing school schedules will need to be approved by the employee's Supervisor and RA or Bureau Chief. Employees shall request work schedule changes in writing (hardcopy or e-mail) and receive written (e-mail or hardcopy) confirmation from their Supervisor and RA or Bureau Chief approving or disapproving the modified work schedule.
- 2) CFSD employees wishing to use vacation or comp time as opposed to working a modified schedule may do so if the use of the time is approved by the Supervisor and RA or Bureau Chief. If vacation time or comp time is approved to attend school, an employee may not accrue comp time in order to complete their job duties

CFSD will attempt to accommodate the employee's leave or a modified work schedule for up to 3 years while attending graduate school. Should circumstances change, CFSD has the right to withdraw consent for leave or modified work schedule at anytime prior to the start of classes for a new semester.

Receiving a
Title IV-E Stipend
from the University
of MT

Any employee applying for a Title IV-E stipend to attend the University of Montana's (UM) MSW program:

- 1) Must have been employed with CFSD for three years prior to the beginning of classes.
- 2) Must complete all application materials and be accepted into UM's MSW program.
- 3) Must have written (e-mail or hardcopy) confirmation from their Supervisor and RA or Bureau Chief approving their request to be accepted in the stipend program. A copy of this confirmation must be sent to CFSD's Training Unit.
- 4) Must negotiate a modified work schedule with their Supervisor and RA or Bureau Chief to accommodate their school schedule. The RA or Bureau Chief can, at their discretion, require an employee to reduce their

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weekly hours worked (hours worked cannot be reduced to less than 20 hours per week). **The decision to allow an employee to work a modified work schedule or require a reduction in their weekly hours worked rests solely with the RA or Bureau Chief and will be made on a case-by-case basis.**

- 5) CFSD employees wishing to use vacation or comp time as opposed to working a modified schedule may do so if the use of the time is approved by the Supervisor and RA or Bureau Chief. If vacation time or comp time is approved to attend school, an employee may not accrue comp time in order to complete their job duties
- 6) Must have written confirmation (e-mail or hardcopy) from their Supervisor and RA or Bureau Chief approving the modified work schedule. The confirmation should include when the modified schedule will begin and when it is expected to end. Once the schedule has been agreed upon any changes, including changes made to accommodate changing school schedules, will need to be approved by the employee's Supervisor and RA or Bureau Chief. The employee shall request work schedule changes in writing (hardcopy or e-mail) and receive written (e-mail or hardcopy) confirmation from their Supervisor and RA or Bureau Chief approving or disapproving the modified work schedule.
- 7) Must agree to accept all terms, conditions and requirements of the Title IV-E Program (see stipend agreement for specifics). Stipend recipients must sign all Title IV-E Stipend Program Agreements before he/she will receive any stipend payments. A copy of the signed agreement must be delivered to CFSD's Training Unit. If changes occur within the program while the employee is still in school he/she will be required to sign updated or revised agreements providing the changes do not impact the employment obligation required under the original agreement.
- 8) Must graduate within 3 years from beginning the program.

The stipend recipient agrees to remain an employee of DPHHS for the period of time that represents the number of academic semesters stipend recipient participated in the program at the university in a ratio of one year of employment to every semester s/he received stipend payments as a full-time student, or a ratio of eight (8) months of employment to every semester

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s/he received stipend payments as a part-time student. Example: if stipend recipient as a full-time student received stipend payments for three semesters, then the obligation to remain as an employee of DPHHS would be 3 years. If the stipend recipient as a part-time student received stipend payments for three semesters, then the obligation to remain as an employee of DPHHS would be 2 years. For half-time employment the ratio would be adjusted as follows: if Stipend Recipient (former full-time student) received stipend payment/s for three (3) semesters, then the obligation to remain as a half-time employee of DPHHS would be seventy two (72) months. If Stipend Recipient (former part-time student) received payment/s for three (3) semesters, then the obligation to remain as a half-time employee of DPHHS would be forty eight (48) months.

9)

Salish Kootenai
College Title IV-E
Stipend Program

CFSD has a contract with Salish Kootenai College (SKC) enabling SKC to draw down federal IV-E dollars to support their stipend program. SKC has a sub-contract with Walla Walla College (WWC) to provide stipends to individuals wishing to attend WWC's MSW program. **CFSD employees are prohibited from applying for or receiving a Title IV-E stipend through SKC or WWC.** The Administration for Children & Families (Federal Agency which oversees Title IV-E programs) has mandated that CFSD employees be excluded from participating in SKC's IV-E stipend program. In order to comply with this federal mandate, language has been added to the SKC contract prohibiting SKC or its subcontractors from: recruiting CFSD employees to take part in the IV-E stipend program, accepting applications from CFSD employees to be accepted into their IV-E stipend program and providing IV-E stipends to any CFSD employee.

Repayment of Title
IV-E Stipend

An employee receiving a Title IV-E stipend will be obligated to repay the stipend immediately and in full if any conditions of the agreement they sign are breached. An employee whose employment is voluntarily or involuntarily terminated prior to receiving their degree or completing their employment obligation to Child & Family Services Division will be required to repay the stipend immediately and in full upon termination.

Priority for
Supervisory

Should an office, Region or Bureau receive multiple requests from employees to enter into the Title IV-E stipend

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Positions	program, priority will be given to individuals holding a supervisory position.
Ability to Provide Employees With Modified Work Schedules	<p>CFSD will attempt to accommodate the employee's leave or modified work schedule for up to 3 years while attending graduate school. Should circumstances change, CFSD has the right to withdraw consent for leave or a modified work schedule at anytime prior to the start of classes for a new semester.</p> <p>Each office, Region or Bureau can only provide a limited number of employees the opportunity to work a modified work schedule without adversely impacting the Division's operations. The number of employees who may be granted a modified work schedule or leave, in any time frame, will be assessed and determined on a case-by-case basis by the employee's RA or Bureau Chief.</p>
Satisfactorily Performing Regular Duties	The Supervisor <u>and</u> RA or Bureau Chief may withdraw approval of the modified work schedule at the conclusion of the semester if an employee does not satisfactorily perform his/her work duties during the time the modified schedule has been approved.

New: 11/05
 Rev. 10/07
 Rev. 09/08
 Rev. 10/11
 Rev. 03/12