



Team Name: Recruitment & Retention  Team Lead: Recruitment & Retention Officer  Approved by: VP – Human Resources	Reference Number: ORG.1511.SG.001  Program Area: Human Resources  Policy Section: Recruitment & Retention
Issue Date: April 12, 2019  Review Date:  Revision Date:	Subject: Student Incentive Grants & LPN to BN Education Bursary for Existing Employees

**STRANDARD GUIDELINE SUBJECT:**

Student Incentive Grants & LPN to BN Education Bursary for Existing Employees

**PURPOSE:**

Southern Health-Santé Sud provides eligible students with a financial incentive, based upon various criteria for difficult to recruit occupations. The Student Incentive Grant encourages students to remain in the region or relocate to the region upon graduation and accept employment within the organization.

Southern Health-Santé Sud provides an education bursary to existing employees based on the criteria that the employee is undertaking studies in the LPN To BN nursing program. The LPN To BN Education Bursary helps attract and retain key employees.

**IMPORTANT POINTS TO CONSIDER:**

There is a limit to the financial assistance available from Southern Health-Santé Sud which includes a lifetime limit of \$ 4000. Southern Health-Santé Sud makes a one-time offer of either the Student Incentive Grant; Student Incentive Grant – Practical Nursing or; LPN to BN Education Bursary for Existing Employees.

**PROCEDURE:**

Student Incentive Grants are available to students completing their final year of post-secondary health care studies program.

- **Student Incentive Grant (\$ 4000):** applicable to the following health professions: Nursing – Registered Nurse (BN) and Registered Psychiatric Nurse (RPN), Midwife, Pharmacist, and Rehabilitation Services – Audiologist, Occupational Therapist, Physiotherapist, Respiratory Therapist and Speech Language Pathologist.
- **Student Incentive Grant – Practical Nursing (\$ 2000):** applicable to Practical Nursing (LPN) Manitoba Graduates only.

Eligibility criteria for the Student Incentive Grants:

- Confirmed employment as a direct caregiver in a permanent or term position in a 0.4 EFT or higher.
  - Acceptance of and compliance with the conditions of a return of service commitment with Southern Health-Santé Sud for one (1) year.
- **LPN to BN Education Bursary for Existing Employees (\$ 2000)** is applicable to existing Southern Health-Santé Sud employees enrolled in the LPN to BN Program.

Eligibility criteria for the LPN to BN Education Bursary for Existing Employees:

- Confirmation of current employment with Southern Health-Santé as a direct caregiver in a permanent position, 0.4 EFT or higher.
- Acceptance of and compliance with the conditions of a return of service commitment with Southern Health-Santé Sud for one (1) year upon completion of nursing program.

### **Submission and Receipt of Application**

- **Student Incentive Grant & Student Incentive Grant – Practical Nursing**

#### Submission of Application

- Student completes a Student Incentive Grant application upon commencement of their final year of studies if enrolled in one of the approved occupations.
- Application includes: two (2) letters of reference (preferably preceptor, instructor or employer references), a resume; and, a copy of their most recent transcript (non-official).
- The student submits the application and required documentation to Recruitment & Retention for review and approval.

#### Receipt of Application

- Upon receipt of application, Recruitment & Retention reviews the application and ensures that required documentation is provided. The student is sent a confirmation email confirming that their application has been received and that they will be contacted regarding employment opportunities closer to their date of graduation. Note: Applications that are incomplete are not considered until all documentation has been provided.
- Recruitment & Retention contacts the student and discusses employment opportunities available within Southern Health-Santé Sud sites/programs/services. The student application is shared with the manager of the respective site/program/service of interest.
- The manager follows up with the student and assesses their suitability for employment through an in-person meeting or interview. The manager advises Recruitment & Retention if they do not have a reasonable possibility of employment or deems the student unsuitable for employment. Recruitment & Retention forwards the application to another site/program/service for consideration and follows up with the student as appropriate.

- If the student is determined as a suitable candidate for employment, the manager discusses employment options with the student and is able to make a verbal offer. Proceeding the verbal offer, the manager notifies Recruitment & Retention with the following information prior to providing the candidate with a Letter of Offer:
  - Position Title
  - Start Date
  - Position details: 0.4 EFT or higher, Permanent/ Term (include length of term if applicable), Unit
- Recruitment & Retention prepares a Return of Service Agreement and sends the document to the hiring manager. The manager provides the candidate with the Return of Service Agreement for completion. Upon completion, the manager proceeds with presenting the candidate with a Letter of Offer.
 

***Note: Under no circumstances should the applicant commence employment or sign a letter of offer prior to signing the Return of Service Agreement. Failure to comply will result in the student losing their eligibility for the Student Incentive Grant.***
- A copy of both the Return of Service Agreement and the Letter of Offer is given to the candidate with a copy placed in their personnel file and a copy sent to Recruitment & Retention.
- Once the candidate commences employment with Southern Health-Santé Sud, Recruitment & Retention submits the cheque requisition to Accounts Payable for the Student Incentive Grant. The cheque is mailed directly to the candidate.
- In the event that a Return of Service Agreement is not fulfilled, the candidate is required to pay back the funds given to them on a prorated basis. Arrangements are made in collaboration with the candidate and Southern Health-Santé Sud regarding re-payment options. This may include deduction from last pay or other funds owing, (ie. Vacation/overtime bank), lump sum payment or postdated cheques.

➤ **LPN To BN Education Bursary For Existing Employees**

Submission of Application

- Existing Employee completes a LPN To BN Education Bursary For Existing Employees application prior to the commencement of health care studies program.
- Application includes: confirmation of active registration with the College of Licensed Practical Nurses of Manitoba, letter of recommendation from current manager and, copy of the letter of acceptance into the LPN to BN program.
- The employee submits the application and required documentation to Recruitment & Retention for review and approval.

Receipt of Application

- Upon receipt of application, Recruitment & Retention reviews the application and ensures that required documentation is provided.

- Recruitment & Retention notifies the employee and manager if the request for the Education Bursary is approved or declined.
  - If approved, Recruitment & Retention prepares a Return of Service Agreement and sends the document to the manager. The manager provides the employee with the Return of Service Agreement for completion.
  - A copy of the Return of Service Agreement is given to the employee with a copy placed in their personnel file and a copy sent to Recruitment & Retention.
  - Upon receipt of the Return of Service Agreement, Recruitment & Retention submits the cheque requisition to Accounts Payable for the Education Bursary. The cheque is mailed directly to the candidate.
- Note: The education bursary is awarded and paid in two equal installments of \$1000 at the beginning of the academic year after attendance is established.***
- In the event that a Return of Service Agreement is not fulfilled, the candidate is required to pay back the funds given to them on a prorated basis. Arrangements are made in collaboration with the candidate and Southern Health-Santé Sud regarding re-payment options. This may include deduction from last pay or other funds owing, (ie. Vacation/overtime bank), lump sum payment or postdated cheques.

**SUPPORTING DOCUMENTS:**

[ORG.1511.SG.001.FORM.01](#)

[ORG.1511.SG.001.FORM.02](#)

[ORG.1511.SG.001.FORM.03](#)

Student Incentive Grant Application

Student Incentive Grant – Practical Nursing Application

LPN To BN Education Bursary For Existing Employees