



Title: Tuition Reimbursement Assistance	
Author: Chief Human Resources Officer	Effective Date: 1/6/17
Approval: Administrative Manager, President/CEO	Review Date: 5/2016
Contact: Human Resources	Cancels: 4/99, 5/02, 1/05, 7/05
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POLICY:

This policy describes the benefit provided to eligible employees for reimbursement for specified educational expenses.

PURPOSE:

This policy is designed to provide the opportunity for eligible employees to develop their skills to the highest level. Additional education assists employees in their pursuit of career advancement and provides value to the organization by recognizing and retaining employees who are better trained and better able to carry out the goals, objectives and mission of the hospital.

PROCEDURE:

1. Assistance is provided for those college courses which have application in the health care or hospital environment and are directly related to the employee's current position, or serve as preparation for future assignment and career growth within the organization as determined by management.
2. College courses are those provided by an accredited institution which normally provide credit leading toward a degree, diploma or certification, and extend over a continuous, specific time frame.
3. Eligibility:
 - 3.1 Regular Full Time or Part Time Status employees with at least six (6) months of continuous service as of the date the course begins, are eligible to participate in the program.
 - 3.2 Eligible employees must have no record of formal Disciplinary Action in the 6 months prior to the date the course begins. However, a Disciplinary Action does not automatically disqualify an employee but will be evaluated by Human Resources to explore the circumstances, time frames and demonstrated improvement since the date of the Disciplinary Action.
4. Eligible employees must complete the "Tuition Assistance Request" form prior to the start of the courses. Assistance / Reimbursement is provided for up to 100% of the eligible expenses, up to the maximum of \$3,000 per every calendar year., according to the date the courses are completed. Educational reimbursement is provided for tuition, books and student fees. This benefit does not include reimbursement for other expenses such as supplies, meals or transportation.
5. Reimbursement is not available for any eligible expenses that are covered by other financial aid sources such as Pell Grants or the Millennium Scholarship.
6. Assistance / Reimbursement is made after the completion of the courses and after receipt of verification of having received a grade of "C" or better for undergraduate courses, "B" or better for graduate

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courses, or “Pass” for “Pass-Fail” graded courses. The employee must also submit all receipts to verify payment.

7. The employee must continue employment in Full Time or Part Time Status during the course time and for two (2) years after the date of reimbursement. Fifty percent (50%) of the full Reimbursement amount is “forgiven” for each full year worked in Full Time or Part Time status. After two full years, no Reimbursement is due back. In the event the employee either terminates or changes in status to per diem, the “unforgiven” portion of the reimbursement will be repaid from wages payable at the time of separation from employment or change to Casual Status. If the earnings do not cover the amount due, other mutually-agreed payment arrangements must be made.
8. The time which the employee must spend at classes should not interfere with his/her normal work schedule or job assignment.