

Elliot Health System

TITLE: Tuition Reimbursement Program

SCOPE: All Elliot Health System (EHS) Employees

PURPOSE: This policy outlines the provisions of reimbursement for college level courses related to an employee's current position and career in Healthcare, as well as for certain other limited educational programs.

POLICY STATEMENT: The Tuition Reimbursement Program is designed to reimburse employees for college level courses that are offered by an accredited college, university or other accredited education institution. The Program is also for certain other educational programs that would mutually benefit the employee and Elliot Health System, including but not limited to:

- Accredited Certificate Program (with a term of at least 2 yrs)
- Challenge exams for credit or credentialing purposes
- LNA Program

DEFINITIONS: N/A

PROCEDURE: Reimbursement will cover tuition, registration fees, and lab fees. It will not cover texts, books, workbooks, overnight accommodations, or travel. Fees and expenses associated with limited training, workshops or seminars (and the like) as well as periodic or occasional briefings or meetings sponsored by professional organizations, groups, consultants or vendors are not part of the Tuition Reimbursement program. These types of expenses should be submitted for payment under an individual department's continuing education and/or travel, meetings and seminars budget.

ELIGIBILITY

All employees in a regular or per diem status are eligible to apply for tuition reimbursement. Full time and part time employees are immediately eligible as long as they remain actively employed at EHS. Per Diem employees must complete 6 months of continuous employment prior to applying for tuition reimbursement. Employees will be reimbursed if they have met the requirements after completion of the course.

Employees who receive tuition reimbursement must be employed at Elliot Health System for one year upon completion of the course(s). If an employee leaves Elliot Health System before the end of one year, they are responsible for repayment of the course. This repayment will come out of the

employee's last paycheck(s). Employees should review the Tuition Reimbursement Application form to review specific language pertaining to this repayment. Any remaining balance will be the responsibility of the employee to Elliot Health System.

AMOUNT OF REIMBURSEMENT

Unless otherwise specified, the maximum amount of reimbursement per calendar year is as follows for regular full-time employees:

- \$2,500 within the first three years of employment from the date of hire.
- \$3,000 beginning the fourth year of employment from the date of hire.
- \$3,500 beginning the eleventh year of employment from the date of hire.

For purposes of eligibility for this program, a "full-time employee" is an employee whose coded position hours are forty (40) hours per week. Regular part-time employees will be reimbursed a pro-rated amount based upon their full-time equivalency. Per diem employees will be reimbursed a pro-rated amount based upon the actual hours worked during the six (6) months prior to the start of the first course in the calendar year.

Change in an employee's status from full-time to part-time, per diem or temporary will affect the level of reimbursement when the change of status is voluntary and occurs after the course is started but before it is completed. In this case, reimbursement will be made according to the employment status at the time the course is completed.

APPLYING FOR REIMBURSEMENT

An application for Tuition Reimbursement form must be submitted to the Human Resources Department for approval prior to the start of the course in order to ensure a decision prior to the course starting. The request must be accompanied by a description of the course, proof of cost such as a billing statement, and a written explanation of how the course is related to the employee's current job and/or how it will contribute to the employee's development and proficiency.

The Department Director must sign the employee's request. Requests for reimbursement that are submitted after the start or completion of a course may not be approved and could result in an out-of-pocket expense to the employee.

SUCCESSFUL COMPLETION OF COURSES

Employees whose applications are approved will receive reimbursement upon the successful completion of the course. Successful completion requires a grade of C or better for undergraduate courses, B or better for graduate courses, and receipt of a certificate for non-credit courses or exams.

If a Pass/Fail marking system is used, a grade of “Pass” will be acceptable for reimbursement. Reimbursement will be made as soon as practicable upon receipt in the Human Resources Department of proof that the course has been successfully completed. The employee is responsible for furnishing satisfactory proof.

Questions regarding this policy should be directed to the Human Resources Department.

OWNER: Jessica Connare, Manager Compensation and Benefits

REFERENCES: N/A

LAST UPDATED: 1/1/2018