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Owner: *Kim Schwartz: Assistant Administrator - HR*
Area: *Human Resources*
Groups:
Applicability: *Boone County Hospital*

Tuition Reimbursement

POLICY STATEMENT

Boone County Hospital (BCH) promotes staff development. There are many different educational/training opportunities available to employees that could promote career growth within the organization. This policy addresses formal education opportunities.

The amount available for tuition reimbursement is set annually based upon the financial status of the hospital.

PURPOSE

To provide financial assistance for formal educational programs to attract and retain employees. To enhance the employee's skills, knowledge and competence to become more proficient in their present job or to provide a career advancement opportunity.

PROCEDURE

1. An employee qualifies for Educational Assistance when they meet the following criteria:
 - Individual has been employed for a minimum of one (1) year.
 - Individual currently works a minimum of 24 hrs/week at BCH.
 - Employee must not have any written disciplinary notices for the preceding 12 month period for which they are applying for.
 - Employee should have strong likelihood of continuing employment after graduation.
 - Employees must remain part time (24+ hours/week), full time or weekend package for 12 months after receiving tuition assistance to avoid repaying all or part of the tuition reimbursement assistance.
2. Courses must meet the following criteria in order to qualify for tuition assistance:
 - Be offered by an accredited institution or equivalent body (community college, private college or university) AND
 - Fulfill requirements toward a degree or program that potentially allows the employee to advance to an existing position within BCH, OR
 - Be a college credit course that improves specific job skills within the employee's current position and a course that has been identified by the employee's director in the employee's development plan/goals.
3. Class attendance and completion of assignments must be accomplished outside of normal work hours.
4. The hospital will have a budgeted amount of financial assistance available each fiscal year. Once that

amount is gone, additional assistance may not be available until the next fiscal year.

5. Expenses covered will include books, tuition and uniforms (if required).

6. Reimbursement will not be made until after the employee has completed the course. The employee must provide proof of completion of each course with a grade of C or better.

PROCEDURE FOR REQUESTING FINANCIAL ASSISTANCE FOR A FORMAL EDUCATION:

A. Employees must request tuition assistance each year to cover tuition costs for that year.

B. Employee must complete the Tuition Application form (attachment #1). The form includes:

1. A brief summary of why the employee would like to pursue advanced education and how the particular degree or course would benefit Boone County Hospital.
2. College/school
3. Course of study
4. Cost
5. Estimated completion date
6. Immediate supervisor's recommendation

C. Employee must complete the Tuition Application form and forward it to their department director. The department director will complete the "Director's Recommendation" section of the form and forward it to the Assistant Administrator of Human Resources.

D. Requests will be reviewed with the CEO and Assistant Administrator of Human Resources and the Assistant Administrator responsible for that department. Employee evaluations, degree being pursued, number of BCH employees currently receiving education assistance, and any current budgetary constraints will all be considered when making the decision whether to approve the request.

E. The employee and the department director will be notified in writing within 30 days of receipt whether the request has been approved or denied.

F. If an educational assistance request is denied the employee may submit another request after 12 months.

G. If the request is approved, the Assistant Administrator of Human Resources will send the Employee Education Assistance Agreement (attachment #2) to the employee to sign and return.

H. The Assistant Administrator of Human Resources will submit the form to the CEO for signature after he/she receives the signed form from the employee.

I. The original signed Employee Education Assistance Agreement will be placed in the employee's personnel file. Copies of the agreement will be sent to the Assistant Administrator of HR, to the employee and to the Accounts Payable department.

J. Reimbursement is limited to \$3,000 per fiscal year and/or a maximum of \$10,000 during the term of employment. Employees who leave the hospital and are later rehired will have educational assistance or reimbursement payments applied to the cumulative total of future educational tuition assistance or reimbursement's maximum of \$10,000.

K. Exceptions can be made by the CEO in situations where the education is a significant financial benefit to BCH. The CEO has the authority to override or alter the terms of any agreement on an individual basis.

L. Hospital education reimbursement of more than \$5250 per calendar year is taxable and taxes will be

deducted from employee's check. Since the annual maximum reimbursement is \$3000 this should not occur.

- M. Additional funds must be requested each year up to a max of \$10,000.
- N. Upon graduation from the program employee will be expected to accept an open position within the organization.

PROCEDURE FOR RECEIVING REIMBURSEMENT OF APPROVED TUITION ASSISTANCE

- A. Reimbursement will not be made until after the employee has completed the course. The employee must provide proof of completion of each course with a grade of C or better.
 - B. Employees must complete a Miscellaneous Expense statement, attach receipts and his/her grades, sign the form and submit it to the Assistant Administrator of Human Resources.
 - C. Human Resources will verify & approve the request and forward to the Accounts Payable for payment.
 - D. A reimbursement check will be issued to the employee from Accounts Payable.
5. The Human Resources Department and Accounts Payable will track the amount paid for each employee, and will notify the employee when they reach the maximum.
6. If an employee fails to satisfactorily complete a course of study or to continue his or her employment at the Hospital, the employee shall repay the Hospital in accordance with the terms outlined in their Employee Education Assistance Agreement.

Attachments

[Tuition Application Form.docx](#)

Approval Signatures

Step Description	Approver	Date
	Joe Smith: Chief Executive Officer	09/2019
	Kim Schwartz: Assistant Administrator - HR	08/2019

Applicability

Boone County Hospital