

## Erlanger Health System Policy and Procedure

Origination Date: <u>9/1/93</u>		
Approval: _____		
Reviewed Date:	Revised Date:	Approval:
_____	<b>8.18.16</b>	_____
_____	<b>6.5.17</b>	_____
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**Index Title:** Tuition/Certification Reimbursement

**Originating Department:** Benefits Department

**Number:** 8327.0703

**Description for EHS Intranet:** Tuition/Certification Reimbursement

### Policy statement:

It is the policy of Erlanger Health System to provide Tuition/Certification Reimbursement to associates to further their educational pursuits and career development by seeking a degree or program certification that is beneficial to both the health system and associates.

### Provisions:

#### Tuition

1. Proof of matriculation must be provided at time of application.
2. Regular full-time associates (FTE of .85 or above) may receive up to a maximum of \$2,500.00 per fiscal year (July 1 – June 30). Regular part-time associates (FTE of .52 to .84) may receive up to a maximum of \$1,500.00 per fiscal year (July 1 – June 30).
3. Payment of tuition reimbursement will be provided for tuition or maintenance fees only. Reimbursement is not to include books or additional fees.
4. Reimbursement will be rendered to the maximum indicated based on the GPA achieved for the semester in which courses are taken.  
 GPA of 3.5 or greater – 100%,  
 GPA of 2.5 to 3.4 – 85%,  
 GPA of 1.5 to 2.4 – 70%,  
 "Pass" in a pass/fail model – 100%.

#### Certification

1. Reimbursement will only be rendered for initial certification. Renewals will be the associate's responsibility to maintain.
2. Certification required for the position, as stated by the job description, will be the associate's responsibility to maintain.
3. Certification reimbursement will be provided for initial certification exam costs only for certifications related to the job or related to a position within the health system up to a maximum of \$400.00 per fiscal year (July 1 – June 30).
4. Reimbursement for initial certification exam costs will be available to regular full-time associates (FTE of .85 or above) and regular part-time associates (FTE of .52 to .84).

## **Eligibility:**

### Tuition

An associate is eligible for tuition reimbursement once the following criteria are met:

1. Regular full-time associate with an FTE of .85 or above.
2. Regular part-time associate with an FTE of .52 to .84.
3. Successful completion of 6 month probationary period.
4. Degree sought must be part of a degree program that is job related or is related to a position within the health system.
5. Course must be taken as part of a declared major (matriculation).
6. The institution sponsoring the course must be a regionally accredited institution under Title IV of the Higher Education Act, U.S. Department of Education.
7. Receive a final grade of "C", or semester GPA of 1.5, or better.

### Certification

An associate is eligible for certification reimbursement once the following criteria are met:

1. Regular full-time associate with an FTE status of .85 or above.
2. Regular part-time associate with an FTE status of .52 to .84.
3. Successful completion of 6 month probationary period.
4. Certification sought must be job related or is related to a position within the health system.
5. Successfully pass certification.

## **Procedure:**

### Tuition

1. Submit Tuition Reimbursement Application within 2 weeks of beginning the semester, term, or session.
2. Submit grades and receipt of tuition paid with zero balance within 30 days of completing the semester, term, or session.
  - a. Final grades must have associate's name officially printed with the letter grade, semester GPA or "pass" in a pass/fail model.
  - b. Receipt of tuition paid must have associate's name officially printed, as well as the cost of tuition, and a zero balance.

3. After the required documentation is received and approved, the associate will be reimbursed via payroll direct deposit. Maximum reimbursement allowable will be based on associate's FTE status at the time of payment. Payment will be processed within 30 days.

#### Certification

1. Submit Certification Reimbursement Application along with proof of initial certification and receipt of initial exam cost within 30 days of passing the initial certification exam.
  - a. Proof of initial certification must have associate's name officially printed.
  - b. Receipt of initial certification exam payment must have associate's name officially printed, as well as the cost of the initial certification exam, and a zero balance.
2. After the required documentation is received and approved, the associate will be reimbursed via payroll direct deposit. Payment will be processed within 30 days.

### **Service Obligation:**

Service obligations and repayment periods will be effective on the date reimbursement is issued to the associate. Associates whose service is terminated for any reason other than reduction in force are required to reimburse Erlanger Health System for any amount owed for reimbursement that has not been credited as months of service earned. According to Paid Time Off Policy #8327.0701, terminal PTO may be used to satisfy the unpaid balance for tuition or certification assistance.

#### Tuition

##### Full-time associates (FTE .85 or above):

- A service obligation of one month is required for every \$208.33 of tuition reimbursement paid.
- A minimum service obligation of one month is required for any tuition reimbursement payment less than \$208.33.

##### Part-time associates (FTE .52 to .84):

- A service obligation of one month is required for every \$125.00 of tuition reimbursement paid.
- A minimum service obligation of one month is required for any tuition reimbursement payment less than \$125.00.

#### Certification

##### Full-time associates (FTE of .85 or above):

- A service obligation of one month is required for every \$33.33 of certification reimbursement paid.
- A minimum service obligation of one month is required for any certification reimbursement payment less than \$33.33.

##### Part-time associates (FTE .52 to .84):

- A service obligation of one month is required for every \$33.33 of certification reimbursement paid.
- A minimum services obligation of one month is required for any certification reimbursement payment less than \$33.33.

Any Tuition and/or Certification Reimbursement balance owed to Erlanger Health System will be satisfied as follows:

- The debt incurred will be the amount owed plus interest calculated at prime in existence at the time of termination, plus one percent (1%).

- Monthly payments will be calculated over no more than a 24-month period for former regular full-time associates and former regular part-time associates.
- Any default in payment will cause the unpaid balance to be placed with an attorney or agency for collection and the recipient will be expected to pay all reasonable legal fees and court costs incurred with the collection of the unpaid balance.

Committee	Approval/Date
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_____	_____
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_____	_____

Medical Director	Approval/Date
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**References:**