

Phelps County Regional Medical Center	Title: Tuition Reimbursement	Reference Word: Tuition
	Initiated: 01/97	Revised: 04/03; 03/06; 11/06; 06/08
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Purpose: To encourage and assist employees with their professional development by providing tuition reimbursement.

Policy: PCRMC offers tuition reimbursement to all eligible regular (full-time and part-time) employees. To receive reimbursement, eligible employees must pursue a course of study or certification at a regionally accredited university, college, vocational/trade school, or nationally recognized organization that leads to improvement in current job or another position **within PCRMC**.

Procedure:

A. Eligibility of Employee:

1. An employee must have a minimum of 30 days of continuous service at PCRMC at the beginning of the course program.
 - a. The 30-day waiting period may be waived for programs or courses identified “shortage fields” as designated on the critical jobs list in Human Resources **or** with approval of the Administrative Director of Human Resources and Senior Leadership Team member.
2. If an employee is in an eligible status at the beginning of the semester but drops to an ineligible status after the course approval, the employee will no longer be eligible for receipt of tuition reimbursement.
3. Irregular part-time employees **are NOT** eligible to participate in the program.
4. An employee must have and maintain an appropriate work record to be eligible for tuition reimbursement. An employee that receives a Written Notice or suspension within 6 months at the beginning of the course is not eligible for tuition reimbursement. An employee that receives a Written Notice or suspension during the course(s) is not eligible for reimbursement for the course(s).

B. Eligibility of Courses:

1. All courses must meet the following criteria to be eligible for reimbursement. Courses must be:

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- a. For credit or certification not **required** for current position;
 - b. Related to the employee's present job or another existing job within PCRMC.
2. The up-line Senior Leadership Team member and the Director of Training and Development will determine whether the course or degree program is job related or related to another existing position within PCRMC.
 3. Certain non-credit courses may be eligible for reimbursement if they directly benefit the medical center (e.g. languages, computer courses, etc.). The Director of Training and Development and/or Administrative Director of Human Resources will determine the eligibility.

C. Reimbursement:

1. **Full-time employee:** 100% of tuition fees up to \$2,000/semester, \$4,000/year.
Part-time employee: 100% of tuition fees up to \$1,000/semester \$2,000/year.
2. **Certifications (full and part-time employees):** One certification not to exceed \$300.
3. No reimbursement will be made for grades lower than a "C". The medical center will not reimburse employees for courses in which the employee can receive a grade of only PASS or FAIL, unless no other option is available for the course.
4. Only tuition fees directly associated with a class or a term are reimbursable. Non-reimbursable fees include, but are not limited to the following:
 - a. Registration;
 - b. Parking;
 - c. Student Activities;
 - d. Student Health or other healthcare fees;
 - e. Graduation;

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- f. Special fees;
- g. Textbooks, etc.

D. Application Procedure:

1. An employee requesting tuition reimbursement must complete an on-line Tuition Reimbursement Application and submit it electronically at least two weeks prior to the course or class start date, and prior to registration.
2. Upon satisfactory completion of the approved course(s) with a grade of “C” or better, the employee must:
 - a. Submit an official transcript of the grade;
 - b. Have the cashier/finance office of the institution submit an official copy of the tuition financial statement to the Director of Training and Development. This statement must reflect all grants and scholarships.
3. Checks are mailed to the employee’s home address.
4. An employee must disclose financial assistance such as scholarships, grants, and awards to the Director of Training and Development. If other financial assistance is not disclosed, reimbursement will be denied and corrective actions in accordance with Human Recourses policy.

An employee receiving financial assistance or a student loan will still be eligible for reimbursement.

5. If classes are cancelled or changed, the Director of Training and Development must be notified immediately in writing.

E. Employee Work Obligation:

1. An employee that receives tuition reimbursement agrees to work at Phelps County Regional Medical Center for one year after the last receipt of reimbursement.

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2. The work obligation will be fulfilled on a full-time basis, if receiving full-time reimbursement, or part-time basis, if receiving part-time reimbursement.
3. If an employee leaves employment at PCRMC prior to the completion of the work obligation, the full amount of the last reimbursement is to be repaid.

Recommended by:	Frank A. Lazzaro, III Administrative Director, Human Resources
Authorized by:	John Denbo Chief Executive Officer