

St. Mary's Hospital, Lewiston

Administrative Policy

Title: Tuition Reimbursement Program

Chapter: Human Resources

St. Mary's Health System, Inc. encourages its employees to participate in educational activities that will help them keep up-to-date on advances in their respective fields and develop their career potential.

1. Definitions:

- a. Regular Full-Time employee is one who is hired and scheduled to work 36+ hours per week.
- b. Part-time employee is one who is hired and scheduled to work a minimum of 20 hours per week and a maximum of 35 hours per week
- c. Satisfactorily completed means obtaining a "C" grade or better for undergraduate courses and a "B" grade or better for graduate level courses.

2. Eligibility

- a. Employees hired to work at least 20 hours per week and who have completed three (3) months of continuous service in a benefits eligible position prior to the starting date of the class are eligible to apply.
- b. Employment must be continuous and remain in that status from start to completion of course (i.e., can not drop from part-time to on-call). Determination as to the amount of reimbursement is based on employment status as of date of last class meeting.
- c. Any participating employee who resigns or who is discharged prior to completion of the course(s) will forfeit reimbursement benefits under this policy.
- d. Assistance is available for:
 1. Tuition at accredited universities, colleges and technical schools for courses resulting in a degree
 2. Tuition at accredited universities, colleges, technical schools and adult education programs for courses that are job related or will assist the employee's advancement within the St. Mary's Health System.
 3. Tuition associated with certification courses from an accredited university, college,

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technical school or professional organization.

4. GED and specialized courses directly applicable to technical expertise required on the job, or which could lead to a promotion will be given consideration.
 5. Tuition associated with C.L.E.P. testing that is applied to a degree program.
 6. Workshops and conferences are not reimbursable under this policy
 7. Other expenses, such as registration, books, laboratory fees, transportation, parking, membership, graduation application fees, etc., are specifically excluded from this policy.
 8. e-learning programs from accredited sources or professional organizations
- e. Employees must apply for tuition reimbursement prior to taking a course or program.
- f. The relevance of the course to the career development of the applicant within the System must be clearly defined on the application.
- g. Directors must approve all requests for educational reimbursement and review applications in light of job requirements, job performance, job relatedness, nature of the course, job advancement within the system, etc.

3. Reimbursement

- a. The educational reimbursement program is based on the availability of budgeted funds.
- b. Reimbursement is determined by length of service number of hours hired to work, length of uninterrupted service, type of course work completed and grade received:

Maximum Annual Reimbursement (based on a calendar year)

Length of Service	Full-time	Part-time
3 – 12 months	up to \$1000	up to \$500
1+ - 5 years	up to \$2500	up to \$1250
5+ years	up to \$3500	up to \$1750

Maximum benefit may be accumulated in the following categories

1. Courses taken at an accredited college towards a degree.
2. Non-degree courses at an accredited college
3. Certification Courses from an accredited college, school or professional organization
4. GED or programs that enhance the employee's current job

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or is relevant to job improvement of the current position.

5. e-learning programs

c. St. Mary's Health System, Inc. will reimburse the cost of tuition for course work properly approved and satisfactorily completed. When grades are not available (such as in a pass/fail situation), a student must take the course for credit and obtain written notice that credit for the course has been earned.

d. A receipt of payment or loan notification from the school and transcript must be submitted within ninety (90) days from the completion of the course(s) in order to receive reimbursement.

e. Reimbursement depends on grades received:

“A”	reimbursed at 100%
“B”	reimbursed at 100%
“C”	reimbursed at 50%

f. Employees can use tuition reimbursement for only one degree at each level, i.e. one Associate's degree + 1 Bachelor's degree + 1 Masters degree + 1 Doctoral degree. Special consideration may apply and need to be discussed with the supervisor and senior leader for approval

h. The completion date of a course will determine the calendar year for which limit of reimbursement will apply.

j. Reimbursements will not be made in advance.

k. This policy is intended for the joint benefit of employees and St. Mary's Health System, Inc. Courses and degree programs that relate realistically to an employee's present job activities or have a logical relationship to possible future assignments at St. Mary's Health System, Inc. are regarded as properly within the scope and intent of the program. Therefore, tuition reimbursement will not normally be made for liberal arts courses or study unrelated to St. Mary's Health System, Inc. business unless those courses are prerequisites to other courses that would come within the scope of this policy.

4. Application to receive reimbursement:

a. Upon completion of the course(s), the employee must submit the following to the Human Resources Department for payment approval:

i. A completed educational reimbursement application form with approval from their immediate supervisor and responsible Director prior to taking any courses.

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ii. Itemized receipts showing course name and costs. Canceled checks will not be accepted. Receipts must show payment for the course tuition either by check, cash or loan (i.e. Stafford Loan)

iii. Proof of completion (grades/transcript).

b. Human Resources reviews the completed application request by making sure that the application is in compliance with this policy. If the employee's application is rejected, the employee will be notified as soon as possible.

c. After receiving the required information, Human Resources will then authorize the amount to be reimbursed and forward the approved form to Payroll to process.

d. Reimbursement checks are issued with paychecks 2 – 4 weeks after submission of the proper paperwork, transcripts and receipts to HR.

e. Educational benefits are tax free in accordance with applicable IRS regulations.

The Vice President of Human Resources and the President/CEO of St. Mary's Health System, Inc. must approve any changes to the terms and conditions of this policy.