

EDUCATION REIMBURSEMENT FORM

Employee must complete and receive approval prior to registration

Employee Name:	Title:
Date of Hire:	Department:

EDUCATIONAL INFORMATION:

Education Program: Degree: _____ Certification: _____ Other: _____
(please specify) (please specify)

Course Title: _____ **Requested Amount: \$** _____
(Attach copy of course description)

UNDERSTANDING AND AGREEMENT

1. I understand that to be eligible for participation I must have completed my first ninety (90) days of employment and that my employment is in good standing with no counseling or disciplinary action(s).
2. I understand that I must earn a grade of "B" or better in a job related course to be reimbursed.
3. I understand that the maximum reimbursement per calendar year for pre-approved courses through an accredited program is \$2,500 for undergraduate level courses and certification programs and \$4,000 for graduate level courses.
(Note: reimbursement denial may be based on budgeted funds)
4. I agree that if I leave my employment within twelve (12) months of receipt of the above education reimbursement, that I will be responsible for reimbursing the Company a pro-rated amount of the reimbursement funds paid to me.
5. If I fail to make adequate arrangements for repaying the organization as stated in item four (4), I authorize the Company to withhold those funds from my paycheck and any earned PTO. I understand that the Company, in deducting these funds, will not violate minimum wage laws.
6. I understand that in order for Education Reimbursement to be paid, the following must be submitted to Human Resources:

<u>Prior to Enrollment (Part 1)</u> <ul style="list-style-type: none"> Course outline, detailed cost per credit hour or class Approval of Department Head 	<u>Upon Course Completion (Part 2)</u> <ul style="list-style-type: none"> Official grades/transcript All applicable receipts, proof of payment
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Employee Signature Date

PART 1: APPROVAL PRIOR TO ENROLLMENT:

Employee is eligible for: Undergraduate reimbursement Graduate reimbursement
 Employee has provided a course outline and a detailed cost per credit hour/class

This course is **directly job related** and qualifies for reimbursement pursuant to the understanding and agreement above. The request has been reviewed and is eligible for reimbursement subject to submission of proper documentation supporting payment.

Department Head Signature Printed Name Date

Has the Education Reimbursement program been used during the calendar year? ____ Yes ____ No

Total amount reimbursed previously: \$ _____

Total reimbursement requested today: \$ _____

Reimbursement remaining balance: \$ _____

HR Manager/Director Signature Printed Name Date

PART 2: APPROVAL UPON COURSE COMPLETION: *The below items must be included*

Transcript/official grades Invoice/cost per credit hour or class Receipt/itemized proof of payment

HR Representative Signature Date Reimbursement Amount \$ _____

Chief Nursing Officer Date

DEPARTMENT: <input checked="" type="checkbox"/> Ingleside Campus <input checked="" type="checkbox"/> Downtown Campus		POLICY TITLE: HR 912 Education Reimbursement
PAGE: 1 of 2		
APPROVED BY:		APPROVAL/EFFECTIVE DATE: (IN PROGRESS)
EFFECTIVE DATE/REVISED DATE(S):		
NEXT REVIEW DATE:	<input type="checkbox"/> RETIRED DATE:	
ATTACHMENTS:		

SCOPE

This policy covers all employees of LA Downtown Medical Center

POLICY

LA Downtown Medical Center supports employees who wish to continue their education to secure increased responsibility and growth within their careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved institutions of learning. All full-time, regular employees who have completed their 90-day Initial Period of Employment are eligible for participation in this program as long as the courses are job-related and the employee is in good standing.

The maximum reimbursement per calendar year for pre-approved courses through an accredited program is \$2,500 for undergraduate level courses and certification programs and \$4,000 for graduate level courses. The company will reimburse for costs associated for continuing education including registration, books and supplies, up to annual maximums. Grades of “B” or better must be earned to qualify for reimbursement.

Reimbursement amounts will count towards the year in which the course was completed. It is the responsibility of the employee to submit reimbursement requests and backup documentation in a timely manner. Late submissions may be counted towards the year in which the completed course backup documentation was submitted.

Employees who separate from the Company (voluntarily or for cause) within 12 months of receiving reimbursement payment will be required to repay the company for the reimbursement of funds paid during that period on a pro-rated basis.

DEPARTMENT: <input checked="" type="checkbox"/> Ingleside Campus <input checked="" type="checkbox"/> Downtown Campus		POLICY TITLE: HR 912 Education Reimbursement
PAGE: 2 of 2		
APPROVED BY:		APPROVAL/EFFECTIVE DATE: (IN PROGRESS)
EFFECTIVE DATE/REVISED DATE(S):		
NEXT REVIEW DATE:	<input type="checkbox"/> RETIRED DATE:	
ATTACHMENTS:		

PROCEDURE

To receive education reimbursement, employees must follow the procedures listed here:

1. Employee must provide his or her manager with the course description for the proposed course.
2. Employee must complete the Education Reimbursement Form and submit it to the Department Head and Human Resources department for approval. Approval for reimbursement must be obtained prior to enrolling in the course.
3. Once HR and Administration approves the form, based on individual available allotment, the employee will be sent an approved copy for their records.
4. Upon successful completion of the course (“B” or better), the employee must submit a copy of the previously approved Education Reimbursement Request and Agreement, along with all required back up documentation to the Human Resources department.
5. Human Resources will submit all documents for payroll processing.

Reimbursement payments will be made through Payroll in accordance with the payroll processing schedule.