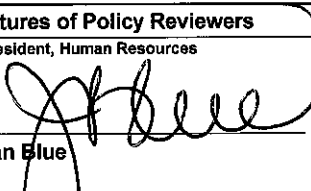
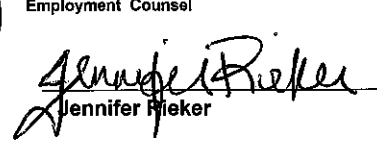
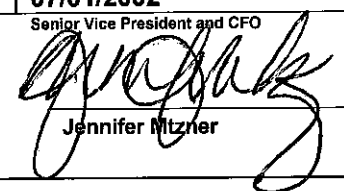


HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-460	Page: Page 1 of 2
	Effective Date: 11/02/2011	
	Supersedes Date: 03/01/2010	
	Original Date: 07/01/2002	
Signatures of Policy Reviewers		
Vice President, Human Resources  Jan Blue	Employment Counsel  Jennifer Pieker	Senior Vice President and CFO  Jennifer Mitzner
Title/Subject: CEU (CONTINUING EDUCATION UNIT) REIMBURSEMENT POLICY		

1.0 PURPOSE: To provide assistance in meeting CEU requirements.

2.0 POLICY:

2.1 Full time employees in designated positions can receive \$20 per CEU received for up to 12 units per calendar year for a maximum of \$240 per calendar year in which it is paid. Scheduled part-time employees in designated positions can receive \$20 per CEU received for up to 6 units per calendar year for a maximum of \$120 per calendar year in which it is paid.

2.2 Designated positions eligible for CEU reimbursement include:

- Cardiovascular Technician
- Certified Nursing Assistant
- Certified Phlebotomy Technician I
- Certified Phlebotomy Technician II
- Clinical Laboratory Scientist
- Cytotechnologist
- Diet Technician
- Dietitian
- Dosimetrist
- EEG Technicians
- Histology Technician
- Licensed Clinical Social Worker
- Licensed Vocational Nurse
- Limited Phlebotomy Technician
- Medical Laboratory Technician
- Pathologist Assistant
- Pharmacist
- Physical Therapist
- Physical Therapist Assistant
- Occupational Therapist
- Polysomnographic Technologist
- Radiation Oncologist
- Radiologic Technologist
- Registered Nurse
- Respiratory Therapist
- Social Worker

HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-460	Page: Page 2 of 2
	Effective Date: 11/02/2011	
Title/Subject: CEU (CONTINUING EDUCATION UNIT) REIMBURSEMENT POLICY		

Note: Reimbursement will only be provided to individuals with the above license/certification/registration who are working in a position that requires that license/certification/registration in their job description.

- 2.3 CEU's will only be reimbursed for:
 - 2.3.1. Education specifically related to licensure requirement.
 - 2.3.2. Education specifically related to field of work and job.
- 2.4 CEU's obtained while on work time or paid time or paid tuition by Hoag are not eligible for reimbursement.
- 2.5 Employees need to complete and turn in all required paperwork within 90 days of completion of the CEU's to be eligible for reimbursement.

3.0 PROCEDURE:

- 3.1 Employees seeking reimbursement will complete the CEU Reimbursement Form and submit to their department head with a copy of the CEU certificate, letter, etc. verifying the number of CEU's received.
- 3.2 The department head will process the CEU reimbursement payment by entering the amount into the TAC's System for the current pay period.
- 3.3 The department will enter the amount reimbursed for CEU classes at Hoag on the employee's transcript in Registrar in the CEU payment field for that class. For CEU's obtained elsewhere, the information will be entered in the add activity section of the employee transcript in Registrar.
- 3.4 The Department will maintain a file of all CEU reimbursement payments.

Policy Originator: Human Resources

Filename: 07-3-460 – CEU (Continuing Education Unit) Reimbursement Policy