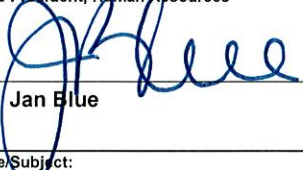
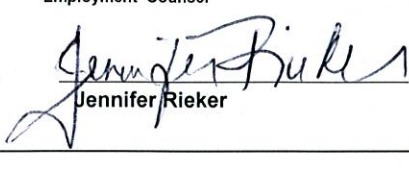
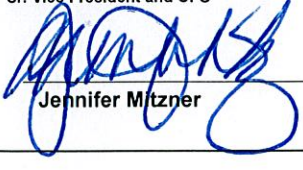


HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-435	Page: Page 1 of 4
	Effective Date: 01/01/2012	
	Supersedes Date: 08/01/2010	
	Original Date: 05/18/1976	
Signatures of Policy Reviewers		
Vice President, Human Resources  Jan Blue	Employment Counsel  Jennifer Rieker	Sr. Vice President and CFO  Jennifer Mitzner
Title/Subject: TUITION REIMBURSEMENT		

1.0 POLICY

Hoag Memorial Hospital Presbyterian ("Hoag") will assist its eligible employees through education and training to increase and broaden their skills, which will enhance job performance in their current job assignment or another position within Hoag.

Partial or total reimbursement for attendance at seminars, workshops, certifications (ACLS, nursing certificates, etc.) conferences, institutes and/or conventions is covered by separate policies #07-3-440 (Educational Activity Program) and #9.27 (Reimbursement of Employee Business Expense).

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. This is covered by policy #07-3-460 (Continuing Education Unit Reimbursement)

2.0 CRITERIA FOR TUITION REIMBURSEMENT

- 2.1 The class or curriculum must enhance current job performance or applicable toward another position within Hoag.
- 2.2 The class or curriculum must be offered by an accredited institution and, if required by the eligible employee's department, be within an accredited program.
- 2.3 Any class or curriculum for which tuition reimbursement is requested must receive written approval by the employee's Department Head. Human Resources/Benefits Administration must receive approved form at least two (2) days prior to the first class meeting.
- 2.4 There must be evidence of satisfactory completion of the course.
 - 2.4.1 Letter grades of A, B, or C, or course completion certification for programs that do not offer letter grades.
 - 2.4.2 No reimbursement will be made for a D or F grade or classes that are dropped.
- 2.5 The time which the eligible employee is required to spend in class, may not interfere with any job assignment.

HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-435	Page: Page 2 of 4
	Effective Date:	
	01/01/2012	
Title/Subject: TUITION REIMBURSEMENT		

3.0 ELIGIBILITY

- 3.1 Eligible employees must be Full Time or Scheduled Part-Time to qualify for tuition reimbursement for all programs under this policy.
- 3.2 Eligible employees must have been in "active" status for 12 consecutive months with Hoag.
- 3.3 Eligible employees must possess a rating of *Achieves Expectations* or higher on their most recent REACH employee evaluation at the time of application. VP's and SVP's may approve exceptions on a case by case basis.
- 3.4 Written disciplinary action(s) within the past six months will result in a denial of eligibility.

4.0 REIMBURSEMENT SCHEDULE & EXPENSES

4.1 Based on the date of the last class meeting, eligible employees will be reimbursed up to the allowable maximum based on a calendar year (January through December) as follows:

4.1.1 Program A: Employees pursuing a GED, Associate, Bachelors or higher level degree related to a position at Hoag.

Annual Full Time Maximum: \$2,500
 Lifetime maximum payable: \$10,000

Annual Scheduled Part -Time Maximum: \$1,200
 Lifetime maximum payable: \$4,800

Program A reimbursement expenses are defined as: tuition and required books. These expenses are reimbursed up to the total annual maximum until the eligible employee reaches the lifetime maximum.

Travel, parking, meals, exams, registration fees, student health fees, uniforms, tutoring and living expenses are not reimbursable.

4.1.2 Program B: RN's Only – Pursuing a baccalaureate, masters or doctorate in Nursing.

Annual Full Time Maximum: \$5,200
 Lifetime maximum payable: \$20,800

Annual Scheduled Part -Time Maximum: \$2,250
 Lifetime maximum payable: \$9,000

HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-435	Page: Page 3 of 4
	Effective Date: 01/01/2012	
Title/Subject: TUITION REIMBURSEMENT		

Program B reimbursement expenses are defined as: tuition, required books and lab fees. These expenses are reimbursed up to the total annual maximum until the eligible employee reaches the lifetime maximum.

Travel, parking, meals, exams, registration fees, student health fees, uniforms, tutoring and living expenses are not reimbursable.

Eligible employees receiving Program B tuition reimbursement must sign an agreement to remain employed at Hoag for a minimum of one year after completion of their education. This agreement does not change the at-will nature of employment at Hoag. Any eligible employee in Program B who does not remain employed at Hoag for a minimum of one year must repay a pro-rated amount of the last 12 months tuition reimbursement paid to the eligible employee.

4.1.3 Program C:

Medical Interpreting Program

Hoag will pay for the required courses directly to the Southern California School of Interpreting. The costs covered by Hoag are for the required courses to obtain a Certificate of Completion. The courses include the following: Introduction to Medical Interpretation I, Introduction to Medical Interpretation II, and Sight Translation for Medical Interpreters.

Eligible employees must be fluent in both English and Spanish and have passed the admissions test with the Southern California School of Interpretation to qualify for Program C.

5.0 PROCEDURE FOR COURSE APPROVAL

- 5.1 Eligible employees are required to obtain a "Tuition Pre-Approval and Reimbursement" form. A separate form is to be used for each semester or quarter.
- 5.2 The "Course Pre-Approval" portion of the request form must be completed and submitted by the eligible employee to the Department Head. Only one semester or quarter will be approved at a time.

HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-435	Page: Page 4 of 4
	Effective Date: 01/01/2012	
Title/Subject: TUITION REIMBURSEMENT		

5.3 The eligible employee will be notified by Human Resources/Benefits Administration, if the Tuition Reimbursement application is denied for any reason.

6.0 PROCEDURE FOR REIMBURSEMENT

- 6.1 Upon satisfactory completion of approved course(s) and within 60 days of completion of approved course(s), the eligible employee must submit to Human Resources/Benefits Administration proof of completion by providing the official transcript along with the grades for course(s), or certification of completion, etc. The eligible employee must also submit all receipts for tuition, required books (with titles listed), and for Program B, receipts for lab fees.
- 6.2 The transcript must provide the school's identification, the employee's name, class titles and final grade. Acceptable tuition receipts must provide a breakdown of the school fees and amount paid by employee. Acceptable book receipts must provide required book titles and amount paid.
- 6.3 After reviewing transcript documentation and verification of eligible expenses plus certifying that the reimbursement will not exceed the maximum for the eligible employee in the calendar year, the employee will be reimbursed.
- 6.4 Any written disciplinary action(s) at the time an employee requests reimbursement will result in a denial of reimbursement, even if original Tuition Pre-Approval and Reimbursement form was approved.

Policy Originator: Human Resources

Filename: 07-3-435 – Tuition Reimbursement