

OTSEGO MEMORIAL HOSPITAL
Gaylord, Michigan

DATE: 04/88

POLICY AND PROCEDURE MANUAL

REVIEWED
03/10, 04/16

REVISED
09/90, 07/92

DEPARTMENT: Human Resources/T. Deming

06/97, 09/98

DISTRIBUTION: All Departments

11/99, 11/02

12/04, 02/07

11/07, 11/10

02/13, 07/13

RE: EDUCATIONAL ASSISTANCE Code#HR.e.01

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KEY WORDS: Educational assistance, tuition reimbursement

PURPOSE

The purpose of this program is to encourage employees to further their education through course work in a health care field related to Hospital business. It is the sincere hope of the organization that each employee not only gain in individual accomplishment but that this also be reflected in the constant improvement in patient care and services.

POLICY

OMH offers Educational Assistance in the form of Tuition Reimbursement which is intended to assist employees who are doing part-time study leading to an academic degree or certificate which relates to the business of Otsego Memorial Hospital. Eligible employees may request, on an annual basis, consideration for Tuition Reimbursement through an application process. This program is controlled by the annual budget and applications may be either approved or denied based on budgetary limitations and other considerations.

PROCEDURE

1. Employees who, at the time of completion, work 67.5 hours or more on average per pay period may receive 80% reimbursement of tuition expenses. Employees who work 22.5 hours or more on average per pay period may receive 50% reimbursement of tuition expenses. An employee may be reimbursed up to a maximum of \$2500.00 per year.
2. For consideration under this plan, the employee must:
 - a. Be an employee in good standing (no documented disciplinary action in the previous six months) and have been in the employ of OMH for a period of not less than one year (at the time of the reimbursement).
 - b. Annually complete the Educational Assistance Application, which is available from the Staff Development Coordinator, and submit it to Human Resources by the date indicated on the application so that, if approved, this cost may be included in the next fiscal year budget. (Mid-year requests will be considered but only approved if the budget allows.)
 - c. Provide proof, if in question, that the courses to be taken are through a school accredited by the North Central Association of Colleges and Schools or other comparable national accrediting organization.

3. Employees eligible for the provider CME benefit will not be eligible for tuition reimbursement.
4. Applications will be reviewed by the Educational Assistance Committee that will consist of the Staff Development Coordinator, the Human Resources Director, the VP of Patient Services and at least one other department manager or administrative representative appointed by the CEO. First-time applicants may be interviewed by the Committee and other applicants will be interviewed as necessary as determined by the Committee. The Committee shall have broad discretion to recommend approval or disapproval of any employee's application. Factors the Committee will consider in making its decision include budget limitations, benefit to the Hospital, the work record of the employee and the employee's length of employment. The Committee will give preference to requests with outcomes that would be a direct benefit to the Hospital. Any counseling/disciplinary action within the previous 6-month period may disqualify an employee.
5. Recommendations for approval will be made to Administration through the budget process. The employee will be notified of approval/disapproval by the Human Resources Department after the budget has been approved by the Board.
6. Upon satisfactory (2.5 GPA or better) completion of an approved course, the employee will submit the Tuition Check Request form with a copy of the report card and a receipt for payment for the class to the Staff Development Coordinator. For pass/fail courses, a grade of "pass" is required to be eligible for tuition reimbursement under this policy. Receipts must support tuition expenses. *Reimbursement is not available for books, supplies, travel or housing.*
7. The employee will sign a promissory note agreeing to one year of service following completion of course work for which the employee has been reimbursed. The year of service begins at reimbursement and the employee must maintain the appropriate level of employment (22.5 hours per pay if receiving 50% tuition reimbursement, 67.5 hours or more per pay if receiving 80% reimbursement). The hourly requirement can be met by hours worked, PTO, or a combination of both. If the employee leaves OMH or reduces hours below the appropriate level before completion of one year, the employee will be required to repay 100% of the tuition reimbursement received in the past year. This will be automatically deducted from the employee's paycheck.
8. Extended tuition reimbursement may be available to employees whose 80% of tuition exceeds the annual limit.

Extended reimbursement applies only to tuition incurred after the committee has approved the employee's Education Assistance Application. Graduates may continue to collect \$2500, at the end of each year of employment, until they have received 80% of the total tuition incurred, for up to 4 years after graduation. The employee will sign a promissory note agreeing to one year of service following receipt of each extended reimbursement payment and the employee must maintain a comparable level of employment. If the employee leaves OMH or reduces hours below the appropriate level before completion of one year following reimbursement, the employee will be required to repay 100% of the tuition reimbursement received.

9. Employees required to complete an internship as a condition of their program of study will remain eligible for reimbursement if the hours required for internship plus work hours equal 67.5 hours per pay period for 80% reimbursement or 22.5 hours per pay period for 50% reimbursement.

10. Record keeping for active Educational Assistance Program participants will be maintained by the Staff Development Coordinator.
11. The Hospital may participate in third party payer agreements with academic organizations and payroll-deduct the employee's share of the tuition during the course semester. If the student withdraws from the class or does not meet the grade requirements for reimbursement, the student will be responsible for the full amount of tuition.
12. In the event an employee's position is eliminated due to Otsego Memorial Hospital's changing need, the employee will not be required to repay the tuition. If employment is terminated due to disciplinary action, the employee will be required to repay tuition.

Reviewed by: Terra Deming

Date: April 2016

Approved by: _____
Administrative Representative

Date: _____

Signed copy on file in HR and Administration

OTSEGO MEMORIAL HOSPITAL
Gaylord, Michigan

Educational Assistance Application

Employee Name:	Date:
Address:	Work Phone:
	Home Phone:
Department Employed in:	Number of Approved Hours:
School:	Date of Acceptance:
Program of Study:	Expected Date of Graduation:
Request for: <input type="checkbox"/> Reimbursement Plan <input type="checkbox"/> Loan Plan	
Describe program:	
Employee Signature:	Date:
Educational Assistance Committee:	Date: Approved/Not Approved

OTSEGO MEMORIAL HOSPITAL

Tuition Check Request

Employee Name:	Date:	Semester:
Course	Credit Hours	Tuition
		Total Tuition:

Grades are attached?	GPA	Receipt for payment is attached?
Percentage of tuition eligible for reimbursement: 80% 50%		Total Reimbursement:
Staff Development Coordinator:	Date:	

Department Manager Verification

The employee has maintained the work hours requirement*: Yes No

Has this employee received documented disciplinary action within the last 6 months? Yes No

Department Managers Signature: _____ **Date:** _____

*22.5 hours per pay for 50% reimbursement, 67.5 hours per pay for 80% reimbursement