

HR.023

TUITION ASSISTANCE POLICY

PURPOSE

It is the policy of Martin's Point Health Care (MPHC) to provide tuition assistance, in accordance with IRS tax regulations, to support and encourage eligible employees to seek education that would enhance their job knowledge and skills.

SCOPE

Tuition assistance is available to eligible employees who wish to advance their job-related skills, knowledge and career prospects at MPHC. This program supports voluntary education and training that will contribute to an employee's ability to perform current and future jobs at MPHC. This policy covers tuition for formal coursework provided at schools of recognized academic standing.

Employees may receive up to \$5,250 per calendar year in tuition assistance. Employees receive 100% coverage of tuition costs, if the applicant and course meet the reimbursement criteria. Payments received by an employee for tuition, fees, books or supplies under an employer's educational assistance program may be excluded from gross income up to \$5,250 per calendar year (Internal Revenue Code § 127; Reg.1.127-1). Under this same tax code, tuition assistance does not cover tools, cost of meals, transportation, lodging or supplies that the employee retains after completion of the course.

ELIGIBILITY

Employees who are eligible for tuition assistance

- have completed 3 months of active employment, and
- are enrolled in courses or programs that meet reimbursement criteria, and
- are in approved, budgeted regular full-time and regular part-time positions, and
- are scheduled to work 24 hours or more per week.

Eligible coursework leads to substantial new skill or knowledge development or enhancement and is

- taken voluntarily to complete an academic degree related to a current or reasonably predictable future position at MPHC; or

- taken voluntarily at a college, university, technical college or online to enhance job competence or develop readiness for a desired future position (e.g., statistics, anatomy/physiology, math, accounting, computer science).

Examples of programs that are not reimbursable include:

- Courses required by a supervisor/manager to improve an employee's efficiency
- Programs that include a series of courses resulting in a Certificate
- Programs designed as preparation for an initial certification or registration exam
- Exams or fees necessary to acquire or maintain a professional license
- Conferences, seminars or workshops that offers a variety of concurrent sessions on different topics

DEFINITIONS

Change in Employment Status:

Changes in employment status that occur while coursework is in progress do not affect an employee's eligibility for tuition reimbursement for that course but would be considered for future educational activity.

Employees who are approved for tuition assistance and are on an unpaid leave of absence while the course is in progress will receive full reimbursement for that course however will not become eligible for future tuition assistance until they return to active employment status.

Employees who are approved for tuition assistance and end employment at MPHHC prior to submitting for reimbursement will not be eligible to receive a reimbursement payment.

Related Fees:

Fees, other than course tuition, that are covered by tuition assistance include books, mandatory lab and technology fees, general registration fees and fees for exams taken to gain exemption from course requirements. Parking, activity fees and travel or hotel costs are not reimbursable.

PROCEDURE OUTLINE

Application and Reimbursement for Tuition Assistance

1. The employee meets with their manager to discuss the possibility of receiving tuition assistance
2. If approved, the employee completes the *Tuition Assistance Application Request* in Workday, at least three weeks before the course starts, and submits for manager approval
3. Human Resources will review the request for tuition assistance and approve based on the request meeting the eligibility criteria
4. After receiving approval from Human Resources and completing the course, employee will submit the *Tuition Reimbursement Request* in Workday with appropriate documentation
5. Human Resources will review the request and approve for payment processing through payroll within 2-3 weeks from reimbursement submission

Reimbursement Documentation

Upon course completion, the applicant will submit to Human Resources proof of successful completion and proof of tuition paid (excluding non-covered expenses such as activity or parking fees). Acceptable forms of documentation of successful completion include:

- Transcript showing a C or better grade for graded courses or a "Pass" for Pass/Fail courses
- Documentation of satisfactory course completion for correspondence and online programs

Final Approval Authority

Vice President, Human Resources