

 <p>Iverson MEMORIAL HOSPITAL AN AFFILIATE OF UHealth</p> <p><u>Title</u> Education Reimbursement</p> <p><u>Scope/Number</u> HW120</p>	<p><u>Effective Date</u> December 2019</p> <p><u>Last Review Date</u> October 2024</p> <p><u>Next Review Date</u> August 2027</p>
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SCOPE: All Iverson Memorial Hospital (IMH) benefited employees except for Physicians and Advanced Practice Providers.

INTENT: To define the process for employees to receive reimbursement for education that directly benefits IMH.

POLICY:

1. **Eligible Staff.** To receive education reimbursement, staff must meet all of the following requirements at both the time of application and reimbursement where applicable:
 - a. No disciplinary action in the last twelve (12) months.
 - b. Employees are required to continue their employment for no less than twelve (12) months following certification/course completion and execute a reimbursement agreement. If at any point during this period, the employee fails to meet any of these requirements, the employee must reimburse IMH an amount pro-rated by months worked since certification/course completion. In cases of termination, repayment may be taken from the employee’s last paycheck.

PROCEDURE:

1. **Application.** Pre-approval is not required, but employees may request pre-approval when unsure by submitting an Education Reimbursement Application: <https://form.jotform.com/92734720766161>.
2. **Reimbursement.**
 - a. Total annual amount available for reimbursement is based on an employee’s FTE status and is limited per calendar year as follows:

FTE	Maximum Yearly Reimbursement
≥0.8	\$2,500
≥0.6	\$1,250

FTE	Maximum Yearly Reimbursement
<0.6	\$750

- b. Education reimbursement per employee is capped at \$12,500.
- c. Reimbursement will cover eligible tuition, certification, and recertification fees. Books and other supplies are not included.
- d. Education must not be for licenses, certifications or recertifications required by position.
- e. Reimbursement is not subject to employment taxes. See Section 127 of the IRS tax code for limits on tax-free fringe benefits provided to employees.
- f. Reimbursement will be administered as funding allows and is subject to change.
- g. Completion of courses do not guarantee reimbursement if this policy's criteria are not met.

3. Eligible Education.

- a. Education must directly benefit IMH, subject to committee discretion.
- b. Education must be provided by an accredited school, program, or association.
- c. Education must not be for licenses or certification required by position or which is covered by operating expenses as described in the employee's job description.
- d. Certifications via the ANCC Success Pays program are eligible, and count towards the employee's maximum yearly reimbursement based on their FTE, as well as their lifetime cap of \$12,500.
- e. Conferences are not eligible for education reimbursement.
- f. Education requires proof of completion and/or satisfactory grade.
- g. Specific training/courses required as prerequisite to sit for a certification are eligible for reimbursement with appropriate documentation of certification requirements.

4. Reimbursement Process and Agreement.

- a. Reimbursement application must include, course/certification description, certification requirements if applicable, proof of satisfactory completion, receipt describing course fees, and Reimbursement Agreement.
- b. Reimbursement application must be submitted within 30 days of satisfactory completion. Applications submitted outside of this window will not be considered for reimbursement.

- c. Employees will be reimbursed on the pay period following signing and submittal of a Reimbursement Agreement and supporting documentation.

SANCTIONS: Violations of Ivinson Memorial Hospital policies or procedures will be reviewed on a case-by-case basis and may be met with disciplinary action up to and including termination.

RELATED POLICIES:

- N/A

REFERENCES:

- N/A

This policy is intended as a guideline to assist in the consistent application of Ivinson Memorial Hospital policies and programs for employees. The policy does not create a contract implied or expressed, with any hospital employees who are employees at will. The hospital reserves the right to modify this policy in whole or in part, at any time, at its sole discretion.