

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.10.4

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SUBJECT: TUITION REIMBURSEMENT

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 2-3-92 REVISED: 4-16-92, 7-27-95, 7-14-98, 2-14-08, 7-1-10, 7-1-2012 EFF DATE: 8-01-95

PURPOSE: To encourage employees in their professional development by assisting them to pursue advance formal education which will be of benefit to them and Marklund.

POLICY: Full-time employees who enroll in courses which are related to their present position, to another position in the same family of jobs, or to any of the healthcare professions listed in paragraph IIIA., are eligible to apply for reimbursement, provided certain eligibility conditions are met.

Marklund budgets a specific amount for tuition reimbursement every fiscal year, (7-1 through 6-30). At such time that all funds available for the current fiscal year have been allocated for approved applications for reimbursement, any further applications will be put on a waiting list for that year.

PROCEDURE:

I. Employee Eligibility

Full-time employees are eligible for reimbursement the first semester following their hire date. Example: hire date 3/10, eligible for summer classes. They must remain in full-time status for the duration of the course. Employees may not be in any written stage of Developmental Action. Employees must remain in good standing for duration of the class(s). Any approved applications for tuition reimbursement that have not already been paid, will be rejected if an employee is placed in Developmental Action.

II. Maximum Annual Reimbursement and Eligible Expenses

- A. Maximum annual tuition reimbursement will be calculated on an academic year basis, beginning on or about September 1.
- B. Full-time non exempt employees are eligible for a maximum of \$2,000 in tuition reimbursement in each academic year.
- C. Full-time exempt staff are eligible for a maximum of \$3,000 in tuition reimbursement in each academic year.
- D. Employees receiving, or who are eligible to receive financial aid from the Veteran's Administration, scholarships, grants, etc. must utilize these benefits to

the fullest extent each term before Marklund tuition reimbursement will be considered.

- E. Eligible expenses are the cost of tuition only. Other related expenses such as registration fees, supplies, textbooks, lab fees, etc. are not eligible for reimbursement.

III. Institution and Course Requirements

- A. The course content or the degree seeking program, must be directly related to the employee's current position, their current family of jobs, any of the following healthcare professions or other Marklund related fields.

- Occupational Therapist
- Certified Occupational Therapy Assistant
- Physical Therapist
- Physical Therapy Assistant
- Registered Nurse
- Licensed Practical Nurse
- Special Education Teacher LBS 1 or 2
- Qualified Mental Retardation Professional
- Bachelors Degree in any of the Social Services Fields

- B. Courses must normally be taken at an accredited university, college, or junior college, professional or technical school or health related institution. Certain correspondence courses or programs offered by an accredited institution or recognized by professional organizations, upon the recommendation of the department manager with approval of the Director of Human Resources along with the Marklund Leadership Team, will be eligible for reimbursement.
- C. All courses must be completed successfully as evidenced by a grade "B" or above for graduate work, a "C" or above for undergraduate work, a certificate of successful completion or a "Pass" if on a "Pass/Fail" system.

IV. Application and Evidence of Completion

- A. Application form for continuing education must be completed, along with a supervisor's recommendation for continuing education and submitted to the Administrator of Recruitment and Retention prior to enrollment. All applications will be reviewed by the Director of Human Resources and the Leadership Team for approval. Applications received after enrollment, without a valid reason, will not be approved for reimbursement. Employees will be notified in writing of the approval or rejection of their application.

- B. Within sixty (60) days after completion of the course, the employee must present the following material to the Human Resources Department for financial restitution:
1. Official documentation evidencing that the employee has successfully completed the course as described in paragraph IIIC of the policy.
 2. Receipt or other evidence indicating the amount of the tuition for the course indicated on the application.
 3. Cash receipt or canceled check verifying the employee's payment of tuition.
 4. If applicable, documentation evidencing other financial assistance received and applied against tuition.
 5. The employees request for continuing education, along with the results of his/her course will remain in the Human Resources Department for permanent record.

After all required information is received a request for payment will be turned in to the Accounts Payable Coordinator and a check will be mailed to the employee's home after the next normally scheduled check run. It is your responsibility to ensure the Human Resources Department has your most current address on file for accurate mail distribution of your reimbursement check.