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| Continuing Education (CEU) Reimbursement  | **Last Revision:** | April 2018 |
| **Last Reviewed:** | April 2018 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* RightHealth®
* THA Services
* Palliation Choices
* InteguHealth
* RightHealth Clinic
 |
| **Included in the following THA Manuals:** | Administrative Policies & ProceduresTalent Management |

### PURPOSE

To support employees who wish to develop skills and knowledge that will be of mutual benefit to both the employee and the Company, the Company will provide financial assistance to active full-time and part-time employees for Continuing Education expenses.

### POLICY

This policy applies to all full-time and part-time employees who are required to complete continuing education to retain license or certification.

Approved expenses for course certification fees, associated with job-related courses and necessary for job-related certification, will be covered.

Equipment, lodging, transportation expenses, optional fees, supplies, parking, application fees, entrance exam fees and fees for retakes of courses are not covered by this policy and are the responsibility of the employee.

Active full-time and part-time employees will be eligible to be reimbursed **up to** $200 within a calendar year for approved course expenses. In addition, full-time and part-time employees are eligible to receive their base salary while taking the course **up to** two days within a calendar year. Pay is based on their regular scheduled hours for those days and is not to exceed 8 hours. To be compensated for a full day, the CEU class must last a minimum of 6 hours. For those that are compensated at a “pay per visit” rate, you will be paid 6 routine visits for an entire day. Pay is calculated based on the base pay rate at the time of absence, and it will not include any special form of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Reimbursements count towards a calendar year based on the date the employee receives the reimbursement payment on their paycheck.

**Part-Time Employees**

Part-time employees will receive both the time off and course reimbursement on a prorated basis based on their full-time equivalency (FTE). FTE is based on hours scheduled to work as a percent of available full-time hours. For example, an employee who normally works 32 hours in an average 40 hour work week would have a FTE of 80 percent. Employees who work 80 percent of a 40 hour work week will be paid 6.4 hours of pay for CEU course attendance (8 hours per day X 80% = 6.4 hours), and 80 percent of the course reimbursement. Due to the varied CEU requirements by specialty, there are different benefits for each Specialty. The below table outlines the annualized cost for course and time off reimbursement by specialty.

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| **Specialty** | **CEU’s required** | **Course Reimbursement Annualized** | **Time Off Annualized** |
| MSW’s SC | 40 hours in 2 years | Up to $200 | 2 days |
| MSW’s GA | 35 hours in 2 years | Up to $200 | 2 days |
| PTs , PTAs, RNs and SC LPNs | 30 hours in 2 years | Up to $175 | 2 days |
| OT and OTA | 24 hours in 2 years | Up to $150 | 1 day |
| Speech Therapists and GA LPN’s | 20 hours in 2 years | Up to $100 | 1 day |
| Medical Coders | 18 hours in 3 years | Up to $50 | ½ day |

If an employee terminates for any reason (other than workforce reduction) within -6 months from receiving tuition assistance reimbursement(s), the employee is obligated to remit to the Company those tuition assistance monies received as reimbursement within that -6 month period. The employee agrees that any balance owed to the Company will be withheld from their wages, commissions, PTO balance or any other amount due to the employee if it is not paid immediately before termination by the employee.

Home study and online courses are ineligible for course reimbursement and time off. Courses taken on the weekend are eligible for course reimbursement but are not eligible for time off, unless regularly scheduled on the weekend. .

**Criteria and Approval**

Approval is based on management’s assessment of:

* Business Case: “Does the program satisfy a Company business requirement?”
* Reasonable Time frame: “Would the Company benefit from the investment within a reasonable period of time?”
* Employee Performance: “Does the employee’s performance at least meet expectations?”

CEU assistance may be considered taxable income. Taxes will be automatically withheld for any payments deemed taxable. Employees should consult with a tax adviser for updated IRS information.

Nothing contained in this policy creates or is intended to create a contract between the Company and any of its employees. Any or all components of this policy may be changed, altered, deleted, and/or discontinued at the sole discretion of the Company at any time and without notice.

### PROCEDURE

1. Employee completes the following forms (prior to enrolling in CEU):
	1. Request for Education Leave Form.
	2. PTO Request Form
2. Once forms are completed, employee forwards to manager, along with the course syllabus for approval.
3. When course is completed and credit is received, the employee submits the documentation to their manager.
4. The manager then submits approval and all required documentation, along with a completed check request form to talent management and payroll for processing and filing. The required documentation is the approved Educational Leave Form, course syllabus, certificate of completion and payment receipt. Once approved and the check request and all required documentation is received, the reimbursement will be included on the following paycheck.