

Home Health Foundation, Inc.

SUBJECT: TUITION REIMBURSEMENT

PURPOSE: To establish a policy which allows Home Health Foundation employees the opportunity to receive financial support when pursuing appropriate course, or degree programs that will enhance their skill in work related areas. To ensure that all staff are aware of the requirements and procedures for tuition reimbursement.

ELIGIBILITY

Any regular full time employee (37.5 hours or 40 hours weekly) who has been employed at a full time status for a minimum of three (3) months are entitled to reimbursement of up to \$2000.00 annually (calendar year). Any regular part time employee (24 hours or more) who has been employed at a part time status for a minimum of three (3) months is entitled to reimbursement of up to \$1000.00 annually (calendar year). The amount is calculated in the year that all pertinent paperwork is received by Human Resources.

CONDITIONS

1. The employee must have completed their 90-day introductory period prior to the beginning of the course.
2. All courses pertaining to the employee's procurement of any undergraduate level degree, will be reimbursed up to the levels listed above. Reimbursement for courses pertaining to Master's level degrees will be limited to programs that are directly related to the agency's need, mission, or organizational structure at the time of the request. The Vice President of Human Resources with the Vice President of the appropriate organization will make any final decisions as to which programs will be reimbursable.
3. All degree related courses submitted for pre-approval (including those taken via internet based programs) must be through an institution that is accredited by the U.S. Department of Education.
4. The course must be approved in advance by the employee's manager and Human Resources before the employee begins classes. Requests received after the start of the course will not be acknowledged as reimbursable.

5. A grade of “C” or better is achieved for all undergraduate level courses. A grade of “B” or better must be achieved for graduate level courses.
6. Time used for any course is either Earned Time or non-work time unless specifically requested by the Agency.
7. The employee must remain in the agency’s employ for a period of six (6) months after the completion of the course. **If the employee terminates employment or becomes a non-benefitted employee prior to the six months after a course(s) has been completed, the agency will withhold any sums expended on the employee’s behalf from their final pay for that course(s).**
8. Any receipts, or grades that are not turned in after 3 months of course completion will not be reimbursed.

PROCEDURE

Refer to “*Tuition Reimbursement Pre-Approval Form*” – Attachment #1.

Responsibility: Benefitted Employees, Human Resources, Leadership

Distribution: Human Resources, Leadership

Nature of Change	HR Manager authorized to sign requests.
Approved EMC	05/24/11
President/CEO Signature:	_____ / ____ / ____ Date

