

## OSF SAMC Educational Assistance for Employees in Benefited Positions

### Continuing Education Bank

Saint Anthony's has established a voluntary program that funds non-mandatory continuing education.

In order to be eligible for the program, the following conditions must be met:

- \* Be employed as a regular employee and have successfully completed the initial introductory period (90 days).
- \* Hired to work at least thirty-two (32) hours per pay period.
- \* Compliant with all employment requirements (i.e., JCAHO, TB Skin Test, OSHA, skills competency, etc.)
- \* Not be at a Level II or above in the Disciplinary process

Completion of a required Workbook is necessary, (using October 1, 2006-September 30, 2007 for fiscal year 2008) to accrue points. A maximum of 60 "points" may be used in this program. Each point is converted to \$4.00 for a maximum of \$240.00.

This workbook is reviewed by your Manager and a CONTINUING EDUCATION BANK LETTER OF APPLICATION is completed and returned to HR

When you desire to use these monies, a Check Request Form is submitted. Please be sure to provide the appropriate documentation to support your request. All check requests, must be made by August 31, of each year.

#### The following are examples of how you can use the funds:

- Registration fees for continuing education programs (except for refundable deposits)
- Certification exam fees
- Professional learning materials (e.g. journals, books, videos, computer software, and palm pilot software if it is educational or a reference-type software)
- Home study or self-learning material
- Educational course work for ACLS or PALS
- Travel expenses to continuing education programs, covering only charges for car rental, for plane, train, or bus tickets, and for lodging

These will not be funded by the Continuing Education Bank:

- Membership/organization dues (other than the cost of an associated journal)
- Clothing
- Equipment (e.g. palm pilots, stethoscopes, voice recognition software)
- Mileage and meal expenses when attending continuing education programs
- Personal development materials (e.g. gym memberships, books on back care, stress management, attitude improvement, organization skills development)
- Department supplies (e.g. children's coloring books, children's bedtime stories)

Requests for funds can only be made in the name of the individual CEB member. Funds can not be donated for use by others.

## Tuition Reimbursement

The Tuition Reimbursement Program is a benefit provided to assist employees in improving his/her job capabilities. Course work taken must be related to the employee's present job, or one to which an employee could reasonably aspire within OSF HealthCare's structure, and must earn college credits.

The Tuition Reimbursement Program is a direct reimbursement from OSF Saint Anthony Medical Center to the employee.

Employees in a sixty-four (64) hour per pay period position or more at the time of course completion, will receive 100% of the cost of tuition up to \$3,500 per fiscal year (October-September) as long as they have held that position for more than 50% of the term of that course. Reimbursement for employees hired to work fewer than sixty-four (64) hours per pay period will be prorated based on the \$3,500 per fiscal year cap, and will be based upon the number of regularly scheduled hours he/she is working in his/her current position at the time of course completion, within a minimum of thirty-two (32) hours per pay period, as long as they have held that position for more than 50% of the term of that course.

<u>Std Hours per pay period</u>	<u>% Received</u>	<u>Max Reimbursement</u>
64-80	100%	\$ 3,500.00
56	70%	\$ 2,450.00
48	60%	\$ 2,100.00
40	50%	\$ 1,750.00
32	40%	\$ 1,400.00

If the employee receives a grant and/or scholarship, he/she will receive tuition and fees reimbursement for the cost of tuition for which he/she is eligible, less the amount of the grant/scholarship.

Requests for Tuition Reimbursement for eligible educational expenses incurred within the fiscal year must be submitted to Human Resources by September 15<sup>th</sup> of that fiscal year.

The employee must be employed at the time of course completion and submit a receipt from the school itemizing tuition payments made by the employee and a grade report indicating the employee has received a "C" or better grade in the class.

In addition, an employee's conduct and work performance will be taken into consideration. If an employee is at a Level II or above in the disciplinary process, he/she will not be eligible for educational assistance.

Tuition reimbursement may be subject to Federal and State Income Tax and FICA withholding.

## Extended Educational Assistance For OSF Saint Anthony College of Nursing

Regular full-time and regular part-time employees of OSF Saint Anthony Medical Center are eligible to receive extended assistance to attend the OSF Saint Anthony College of Nursing.

All benefit-eligible employees may receive extended assistance for participation in the OSF Saint Anthony College of Nursing Bachelor of Science in Nursing education program (in addition to the regular assistance that is otherwise available to eligible employees). The extended assistance is available in the maximum amounts shown in the tables below, pro-rated based on the employee's standard hours. Extended tuition assistance may be granted to any eligible employee for a maximum of four (4) semesters.

**BSN Extended Educational Assistance**

<u>Std Hrs Per Wk</u>	<u>Std Hrs Per Pay Period</u>	<u>FTE</u>	<u>Reimbursement \$</u>
16 hours	32 hours	0.4	\$1,600.00
20 hours	40 hours	0.5	\$2,000.00
24 hours	48 hours	0.6	\$2,400.00
28 hours	56 hours	0.7	\$2,800.00
32 hours	64 hours	0.8	\$3,200.00
36 hours	72 hours	0.9	\$3,600.00
40 hours	80 hours	1	\$4,000.00

**MSN Extended Educational Assistance**

<u>Std Hrs Per Wk</u>	<u>Std Hrs Per Pay Period</u>	<u>FTE</u>	<u>Reimbursement \$</u>
16 hours	32 hours	0.4	\$2,000.00
20 hours	40 hours	0.5	\$2,500.00
24 hours	48 hours	0.6	\$3,000.00
28 hours	56 hours	0.7	\$3,500.00
32 hours	64 hours	0.8	\$4,000.00
36 hours	72 hours	0.9	\$4,500.00
40 hours	80 hours	1	\$5,000.00

In order to be eligible for the extended assistance noted in this policy, the employee must meet the following eligibility requirements:

- a) The education program must be taken at OSF Saint Anthony College of Nursing.
- b) The student must have been accepted into the B.S.N. program at OSF Saint Anthony College of Nursing.
- c) The student must attend and remain in good academic standing at OSF Saint Anthony College of Nursing (as determined by the College of Nursing).
- d) The student must sign an agreement prepared by OSF Saint Anthony Medical Center by which the student agrees to work as an OSF employee as a RN for one (1) year for each school year for which the extended assistance is awarded. The agreement shall also provide for the repayment of all extended assistance payments should the student fail to complete the program, be terminated for appropriate cause by OSF or for other reasons specified in the agreement.
- e) The employee must not be at DML level the past twelve (12) months.

Requests for educational assistance should be submitted for approval to the Human Resources Department prior to the actual date of enrollment. Before requesting educational assistance and submitting the form, a plan of study must be filed in the Human Resources Department. This plan must state the student's educational goals and the number of courses, approximate completion date, and approximate cost of the educational program.

Payments of extended assistance shall be made upon completion of the school semester and may be considered to be income to the student from which tax obligations arise. Therefore, OSF Saint Anthony Medical Center may, in its discretion, make deductions from the payments of extended assistance in order to require with applicable tax requirements. At all times the student remains obligated to OSF Saint Anthony College of Nursing for all tuition, costs, fees and other assessments resulting from his/her enrollment in the program.

After completion of each OSF Saint Anthony College of Nursing course, the employee must submit two (2) copies of his/her grades, and an invoice of tuition charges he/she has incurred to the HRIS/Compensation/Benefits Department. The student must also authorize the College of Nursing to release to OSF Saint Anthony Medical Center any necessary information regarding the student's standing, participation, enrollment, etc.

In order to qualify for educational assistance, an employee must receive a "C" or better for a grade and a "B" or better in graduate school.