

Policies & Procedures		Current Effective Date	<u>11/1/20</u>
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Title:	Tuition and Certification Reimbursement (HRM.675)	Supersedes: N/A	
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Owner:	Chief Human Resources Officer		

Scope:

Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

Policy Statement:

Renown Health encourages employees to continue their education by providing tuition and/or certification reimbursement.

Definitions:

1. Professional Certification: A certification beyond the basic requirements of a profession. A designation earned by an individual identifying that they have demonstrated a higher level of skills, experience, and expertise within their field. Professional certifications generally follow a course of study with a final exam. For example, Basic Life Support (BLS) and other life support certifications (e.g., ACLS, PALS) would not be considered professional certifications because they are a basic requirement for clinical professions.

Procedure:

These Policies and Procedures are guidance for the Organization. The Organization recognizes there may be specific facts and/or circumstances that warrant a departure from a specific policy provision. Nothing herein is intended to override an employee's ability to use good judgment in such circumstances.

1. Eligibility

The following eligibility criteria apply to employees who wish to participate in the program:

- a. Employee must be in an active, benefits-eligible full-time position or part-time position. Per Diem employees are not eligible. (See [Types of Employment policy](#)).
- b. Employee must submit an application for approval for all courses and exams. The first application for all programs requires approval by two levels of department leadership. Subsequent course applications for all programs within the same degree and field of study will not require any further approval. The employee must submit each application up to 90 days prior to and no later than 14 days after the course start date (See Section 6, Tuition/Certification Reimbursement Application Process below).
- c. Employees pre-approved for tuition/certification reimbursement who begin a leave of absence after course preapproval, but follow through with the program requirements per policy, will remain eligible for benefit at the end of the course. The employee is not eligible for further reimbursement until after returning from leave of absence and on active and benefits-eligible status.
- d. Tuition/Certification Reimbursement Covered Programs: The following programs are eligible for reimbursement:

2. Associate, Bachelor, Master and Doctorate degrees

3. Individual Courses (college-level and applicable toward a degree or professional certification)

4. Professional Certifications

- a. All programs should be directly related to the employee's job, related job family or to the healthcare field. Renown, at its sole discretion, reserves the right to deny any application that is not deemed business relevant.
- b. To qualify, all degree related and individual courses must be provided

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by a nationally or regionally accredited provider.

- c. All certifications must be on the approved certification list. No certification which is provided by Renown is eligible for reimbursement.

5. Tuition/Certification Reimbursement Annual Benefit

- a. Tuition. 100% of tuition, books and eligible fees will be covered under the program, subject to the following annual cap limits. The annual cap limit is based on the calendar year in which the reimbursement is paid and the employee's status (i.e., full-time or part-time):

	Full-time employees	Part-time employees
Annual benefit	\$4,000	\$1,500

- b. Eligible fees. The employee assumes responsibility for all other ineligible expenses.

- Books
- Lab fee
- Technology fees
- Registration fees
- Graduation fee (excluding cap and gown)
- Program fees
- Course fees
- Challenge exam fees

- c. Certification. Reimbursable certification costs include initial course/prep fees, exam/testing fees and renewal fees. Costs associated with continuing education courses (CEUs) required for renewal are not reimbursable unless otherwise covered as tuition associated with a degree program.

- d. Employees receiving grants, stipends, tuition discounts and

scholarships are not eligible for duplicate reimbursement of educational expenses (e.g., Federal Pell grants, educational partner grants, scholarships, alumni discounts, military discounts/benefits). All financial aid will be applied first to any fees deemed ineligible for Tuition Reimbursement. Any remaining financial aid will be applied to eligible tuition and fees. Financial aid received in the form of student loans will not be deducted from any expenses submitted for tuition reimbursement. All such payments and discounts must be reflected on the same application as the class(es) to which they were applied.

6. Tuition/Certification Reimbursement Application Process

- a. Employees must complete a reimbursement application up to 90 days prior to and no later than 14 days after the course start date. Applications received more than 14 days after the course start date will not be considered.
- b. A first-time application must be approved by two levels of department leadership. Subsequent applications will be checked for eligibility.
- c. After courses are approved, the employee will receive a confirmation and may proceed with coursework. Employees are responsible for all payments to the school and completing courses with the minimum grade requirement (C or higher for undergraduate, B- or higher for graduate courses, and Pass for Pass/Fail courses).
- d. Within 90 days of the course end date, the employee must submit both a grade report and an itemized proof of payment.
- e. Reimbursement will be paid after the approval of the submitted grade report and the itemized receipt. The reimbursement will be paid in the employee's regularly scheduled pay check within two pay periods.

7. Changes in Status and Termination

- a. If an employee, at the request of Renown, changes to a position with no benefits, he or she shall be reimbursed for any courses and/or certification underway at the time of the status change within the limits of this policy.
- b. If an employee leaves Renown voluntarily, transfers to per diem status, or is terminated prior to completing the course and/or certification, the

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employee forfeits any reimbursement.

- c. If for any reason the employee does not remain employed by Renown for the full twelve (12) months following reimbursement, regardless of whether the cessation of employment is voluntary or involuntary, employee must reimburse Renown for any reimbursement processed up to 12 months preceding the cessation of employment. Reimbursement is on a prorated basis with 1/12 of the amount reimbursed being forgiven for each complete month of service rendered. Any monies owed for reimbursement may be withheld from final paycheck or pursued through collections.

8. Income Tax Implications

- a. Renown will comply with regulations regarding taxation of tuition reimbursement proceeds, as listed in Section 127 of the IRS Tax Code.

9. Right to Amend

- a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

References/Regulations:

[IRS Publication 970](#)

IRS Tax Code, Section 127