## DEACONESS HEALTH SYSTEM, INC. EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM

## FACTS ABOUT DEACONESS TUITION REIMBURSEMENT PROGRAM as of May 2015

HOW LONG DO YOU NEED TO BE EMPLOYED BEFORE YOU CAN BEGIN?  HOW MUCH MONEY AM I ELIGIBLE TO RECEIVE?	<ul> <li>All full-time employees authorized to work at least 60 hours per pay period.</li> <li>All part-time employees authorized to work at least 40 hours per pay period.</li> <li>Must have one year RN experience before MSN tuition eligibility for new enrollees on or after May 2014</li> <li>Employees may not have received a warning notice within the last year of applying or receiving payment.</li> <li>You may participate in the Deaconess Employee Educational Assistance Program as soon as you become employed at Deaconess.</li> <li>Your reimbursement check will be held, however, until you have satisfactorily completed your first six months of employment.</li> <li>The amount of money an employee is eligible to receive depends upon how long they have worked at the hospital and what their employment status is.</li> <li>We have broken this down into four types of grants:</li> </ul>	
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GRADUATE	UNDERGRADUATE	
TYPE I – Part time employee authorized to work at least 40 hours per pay period will be eligible to apply for up to \$2000 during their first 12 months of employment.  TYPE II – Full time employee authorized to work 60 hours per pay period will be eligible	TYPE I – Part time employee authorized to work at least 40 hours per pay period will be eligible to apply for up to \$1000 during their first 12 months of employment.  TYPE II – Full time employee authorized to work 60 hours per pay period will be eligible to apply for	
to apply for up to \$2500 during their first 12 months of employment.  TYPE III - Part time employee authorized to	up to \$1500 during their first 12 months of employment.  TYPE III - Part time employee authorized to work	
work at least 40 hours per pay period will be eligible to apply for up to \$2500 in a 12 month period after completing 12 or more months of employment.	at least 40 hours per pay period will be eligible to apply for up to \$1500 in a 12 month period after completing 12 or more months of employment.	
<b>TYPE IV</b> – Full time employee authorized to work 60 hours per pay period will be eligible to apply for up to \$3500 in a 12 month period after completing 12 or more months of employment.	<b>TYPE IV</b> – Full time employee authorized to work 60 hours per pay period will be eligible to apply for up to \$2500 in a 12 month period after completing 12 or more months of employment.	

WHAT EXPENSES	The employee educational assistance program covers tuition	
ARE CONSIDERED	costs and nursing program fees only.	
REIMBURSABLE?	Registration fees, books, lab fees, etc. are not reimbursed under	
	this program.	
WHAT COURSES	In order to be considered for the employee educational assistance	
ARE ELIGIBLE?	program, the course(s) an employee takes must either:	
	<ul> <li>Constitute a current job requirement.</li> </ul>	
	Enhance the ability of the employee to perform their current	
	job.	
	<ul> <li>Enable the employee to be promoted into a job in the</li> </ul>	
	Deaconess Health Care System that is deemed difficult to fill.	
	<ul> <li>Enable the employee to achieve a <u>voluntary</u> certification or</li> </ul>	
	registration in an area that would enhance the employee's	
	knowledge or skills related to their current job.	
HOW DO I APPLY?	Applications are available online at DWeb or Deaconess.com or in	
	the Human Resources Dept.	
WHAT IS THE	Applications must be completed by the employee and submitted	
PROCEDURE FOR	to the employee's Department Director or Manager for approval.	
APPLYING?	Non-nursing and non-supervisory graduate level tuition	
	reimbursement requires VP approval.	
	Must have one year RN experience before MSN tuition eligibility	
	for new enrollees on or after May 2014	
	After receiving approval from the Department Director or  Manager, the application must be received in Human	
	Manager, the application must be <u>received in Human</u>	
	Resources at least two weeks before the course begins.	
	Employees will receive notification of the status of their application.	
WHEN DO I	<ul> <li>Employees pay for their classes up front and are reimbursed</li> </ul>	
RECEIVE MY	when they complete the class.	
REIMBURSEMENT?	<ul> <li>Employees taking undergraduate level classes need to earn a C</li> </ul>	
	or better in order to be reimbursed.	
	Employees taking graduate level classes need to earn a B or	
	better in order to be reimbursed.	
	Within 30 days of completion of the class, the employee	
	must submit to Human Resources a copy of their grade	
	report AND a copy of the receipt showing payment or that	
	payment is due.	
	The employee will receive payment as a non-taxable earning on	
	their regular payroll check within 4-6 weeks of submission of the	
	required documentation.	
WHAT IS MY	The amount of tuition assistance received by employees is	
OBLIGATION	considered by the hospital to be an interest free loan and is to	
AFTER RECEIVING	be repaid through continued active employment.	
REIMBURSEMENT?	Obligation is repaid at a rate of \$160 per 160 hours worked from	
	end date of class.	
	Amounts will be repaid at \$1 per hour worked if employees	
	terminate or decrease authorized hours below 40 per pay	
	period.	