DEACONESS HEALTH SYSTEM, INC.
EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM

FACTS ABOUT DEACONESS TUITION REIMBURSEMENT PROGRAM as of May 2014

WHO IS ELIGIBLE?	**All permanent full-time employees** authorized to work 60 hours per pay period. **All permanent part-time employees** authorized to work at least 40 hours per pay period. Must have one yar RN experience before MSN tuition eligibility for new enrollees on or after May 2014. Employees may not have received a warnng notice within the last year of applying or receiving payment.
HOW LONG DO YOU NEED TO BE EMPLOYED BEFORE YOU CAN BEGIN?	You may participate in the Deaconess Employee Educational Assistance Program as soon as you become employed at Deaconess. Your reimbursement check will be held, however, until you have completed your first six months of employment.
HOW MUCH MONEY AM I ELIGIBLE TO RECEIVE?	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. We have broken this down into four types of grants.
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 $1500 during their first 12 months of employment.	**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 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 to apply for up to $1500 during their first 12 months of employment.
TYPE III – Part time employee authorized to work at least 40 hours per pay period will be eligible to apply for up to $2000 in a 12 month period after completing 12 or more months of employment.	**TYPE III –** Part time employee authorized to work 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.
TYPE IV – Full time employee authorized to work 60 hours per pay period will be eligible to apply for up to $3000 in a 12 month period after completing 12 or more months of employment.	**TYPE IV –** 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.

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WHAT EXPENSES ARE CONSIDERED REIMBURSABLE?	The employee educational assistance program covers tuition costs only. Registration fees, books, lab fees, etc. are not reimbursed under this program.
WHAT COURSES ARE ELIGIBLE?	In order to be considered for the employee educational assistance program, the course(s) an employee takes must either: • Constitute a current job requirement. • Enhance the ability of the employee to perform their current job. • Enable the employee to be promoted into a job in the Deaconess Health Care System that is deemed difficult to fill. • Enable the employee to achieve a voluntary certification or 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 PROCEDURE FOR APPLYING?	Applications must be completed by the employee and submitted to the employee's Department Director or Manager for approval. After receiving approval from the Department Director or Manager, the application must be **submitted to Human Resources at least two weeks before the course begins.** Employees will receive notification of the status of their application.
WHEN DO I RECEIVE MY REIMBURSEMENT?	Employees pay for their classes up front and get reimbursed when they complete the class. Employees taking undergraduate level classes need to make a C or better in order to be reimbursed. Employees taking graduate level classes need to make 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 on their regular payroll check within 4-6 weeks of submission of the required documentation.

WHAT IS MY OBLIGATION AFTER RECEIVING REIMBURSEMENT?	The amount of tuition assistance received by employees is considered by the hospital to be an interest free loan and is to be repaid through continued active employment. There is a two year commitment following the last paid class. Amounts will be prorated 1/24th per month if employees terminate or decrease authorized hours below 40 per pay period during the two year obligation.

For more information see P & P 45-10 or contact Human Resources at 450-2363 (05/14)

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