

EDUCATIONAL ASSISTANCE PROGRAMS

Explore the opportunities at Deaconess, and learn how to advance your career



WHAT IS EDUCATIONAL ASSISTANCE/TUITION REIMBURSEMENT?

- All full-time and part-time employees authorized to work at least 40 hours per pay period are eligible to receive \$5,250 per calendar year while enrolled in undergraduate or graduate-level classes at an accredited institution.
- Employees submit an application and unofficial transcript at the beginning of each semester. Employees must maintain a cumulative grade point average (cGPA) of 2.0 or better to be eligible for undergraduate degree programs and a cGPA of 3.0 or better to be eligible for graduate degree programs.
- Employees pay for classes up front and are able to submit an itemized bill showing the semester's charges via the Guild platform approximately 14 days after semester start to be reimbursed. Reimbursement will occur as a non-taxable earning on regular payroll check within six weeks of submission of the documentation.
- The amount of tuition assistance received by employees is considered by Deaconess to be an interest-free loan and is to be repaid through continued active employment.
- For more information, visit deaconess.guildeducation.com/partner or call 855-353-9395. You can also email questions to _HRTuitionReimbursement@deaconess.com. For complete program guidelines, reference Deaconess P&P 45-10, Employee Educational Assistance Program.

WHAT IS THE STEP-UP PROGRAM?

Employees can apply for Step-Up and, if selected, will be paid their normal wages for the time spent in enrolled class hours/clinical hours up to a maximum of 18 hours per week. Prior to participation in the program, employees must be accepted and enrolled by an accredited program as defined by Deaconess and agree to pursue course work designed to achieve the necessary licensure or accreditation.

The Step-Up Program is open to employees enrolled in the following programs:

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| ■ Certified Medical Assisting/Registered Medical Assisting (please contact HR regarding qualified programs) | ■ Paramedic |
| ■ Licensed Practical Nurse | ■ Echo Sonography |
| ■ Certified Surgical Technologist | ■ Diagnostic Medical Sonography |
| ■ Respiratory Therapy | ■ Rad Tech |
| ■ Registered Nurse | ■ Certified Coding Specialist |
| | ■ Medical Technologist |
| | ■ Nuclear Medicine Technologist |

Managers will try to reasonably accommodate each employee's schedule so the employee may attend their enrolled class/clinical hours each week. The employee will continue working at Deaconess for the balance of their authorized hours. Upon completion of course requirements, the employee must achieve the necessary license or certification and be in good standing to be placed in an available position. The employee will agree to repay the program costs by remaining employed full time at Deaconess for three years after the licensure or accreditation is obtained.

You can find more information and the Step-Up application on D-Web. For more information, email: _HRStepUpProgram@deaconess.com