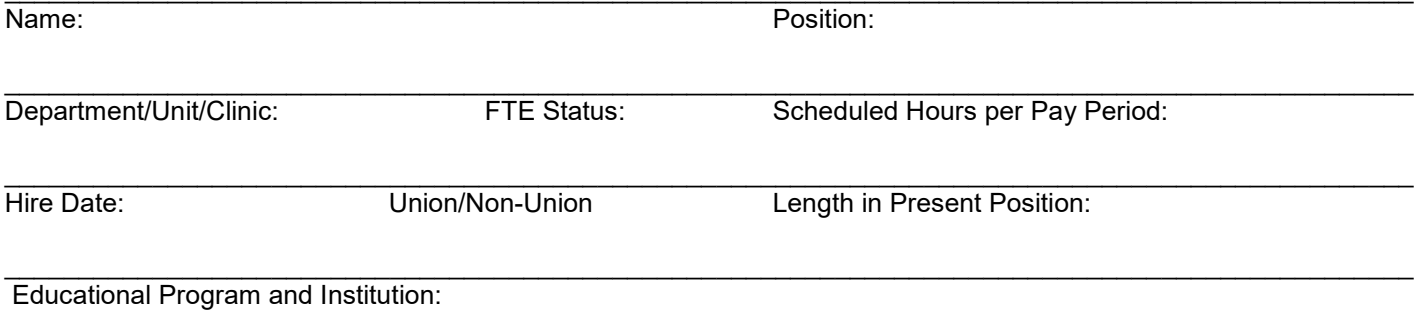




1. What influenced you to choose pursuing this new healthcare related field or completing a healthcare related degree?
2. Once you have successfully completed your program, what are your short and long-term goals in utilizing this education?
3. What qualities do you possess that demonstrate your aptitude as a healthcare professional?

Signature: _____ Date: _____

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DEPARTMENT MANAGER APPROVAL

Review and approve based on appropriateness, cost, scheduling, and quality of training.

_____ Request Approved	Manager's Comments: _____
_____ Request Approved with stipulations in comments	_____
_____ Request Denied (reason in comments)	_____

Total Reimbursement Amount Approved: \$ _____

Department Manager: _____ Date: _____

=====

Human Resources Use Only:	<u>Date Received</u>	<u>Approval</u>	<u>Denial</u>
_____	____/____/____	_____	_____

HR Representative

Employee Notified of Decision: _____/____/____

Amount to be Reimbursed: \$ _____ per year **Dept. #:** _____

Amount to Pre-Pay \$ _____ per year **Dept. #:** _____

Amount from Richard Iversen Memorial Scholarship \$ _____ per year **Dept. #:** _____

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ADMINSTRATOR APPROVAL

Administrator: _____ Date: _____

=====

NOTES:

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POLICY STATEMENT

It is the policy of Island Health to encourage staff to pursue continuing education opportunities by providing a Tuition Assistance program.

PURPOSE

Island Health will provide tuition assistance for employees participating in an education program resulting in a healthcare related degree (Associates, Bachelor, or Masters) or those who are pursuing an educational program leading to a certification/licensure in a healthcare related field (Medical Assistant, OR Tech, Pharmacy Tech, etc.).

The funding for tuition assistance provided to employees pursuing a degree or a certificate in a clinical field is endowed through the Richard Iversen Memorial Scholarship Fund. Information regarding the Richard Iversen Memorial Scholarship is available in the related policy.

SCOPE

Organization wide

DEFINITIONS

A healthcare related degree or certification is defined as education directly related to improving your knowledge, skill, and performance in a healthcare career which will in turn benefit Island Health, as determined by the Senior Leadership Team.

EQUIPMENT

Not applicable.

QUALITY CONTROL

This policy will be reviewed every three years.

PROCEDURE / WORK INSTRUCTIONS

I. Overview

Island Health will provide tuition assistance for employees participating in an education program resulting in a healthcare related degree (Associates, Bachelor, or Masters) or those who are pursuing an educational program leading to a certification/licensure in a healthcare related field (Medical Assistant, OR Tech, Pharmacy Tech, etc.)

- Eligible employees must have completed one year of employment and hold a position with an assigned FTE status of .6 FTE or greater.
- Once approved, employees may request reimbursement towards the cost of tuition, books and fees.
- Coursework and related activities are performed by employees during non-work time, although time off to accommodate course requirements may be requested through the regular process or policy for the Department/Unit/Clinic.
- Documentation for justification of a course which may be a requirement for a degree program yet is not work-related, will be required with the application (e.g. when an English Literature class may be a requirement for a degree in Nursing).
- In order to qualify for tuition assistance, the employee must intend to remain a full-time or part-time employee of Island Health in the foreseeable future. If an employee should terminate (or change status to casual or reserve) within one year of receiving tuition assistance, the employee is required to reimburse Island Health for the amount paid, pro-rated for the months of employment completed since the end of the course.

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II. Reimbursement

Reimbursement for tuition and books will be available for approved courses at the following rate:

- Eligible IH employees: Reimbursement to a maximum of \$2,000 per 12-month period from January 1 through December 31st.
- IH Leadership Team (Supervisors, Managers, Directors, SLT): Reimbursement to a maximum of \$3,000 per 12 month period from January 1 through December 31st.

Note: At the District's sole discretion, and for the benefit of the District, the District may elect to reimburse funds for employees not meeting the FTE requirements above, or in excess of the amount designated. The District may also elect to prepay tuition in situations that demonstrate high financial need.

III. Application Procedure

The procedure to request approval for the Tuition Assistance is as follows:

- The employee completes an Application for Tuition Assistance form submitted for review at least 30 days prior to the start of the course.
- Upon receipt, the Department Manager signs the form and indicates his/her recommendation to approve or deny the application with an attached explanation/recommendation. The Department Manager will forward the application to the Human Resources Department to ensure the employee meets the FTE and service requirements and then forward for final approval to the appropriate Administrator. The Administrator will have the final approval for tuition assistance requests.
- Any approved application form will be retained in the HR Department until documentation of the final grade, and copies of the tuition and book receipts are submitted to the HR Department. Travel and mileage/vehicle costs are not reimbursable nor are related meals. The employee is responsible for providing copies of the receipts from the college demonstrating funds were utilized as approved. Once completed, the Finance Department will be notified by Human Resources and asked to process a check on the next regularly scheduled cycle.
- Payment will be based upon the successful completion of each course and continued employment for the duration of the course.

Note: There is no guarantee of a job placement in an employee's field when he/she becomes qualified/certified or otherwise accredited. Employees may apply for the next posted position for which they are qualified. Service credit on wages will not necessarily apply toward the new position (i.e. a 10-year LPN who completes a Respiratory Therapy Program will not be paid the 10-year Respiratory Therapy wage).

RELATED DOCUMENTS

Tuition Assistance - Application
Richard Iversen Memorial Scholarship

REFERENCES

None