Cheyenne Regional Medical Center and Cheyenne Regional Physicians Group (Cheyenne Regional) offers educational assistance funding to employees who are pursuing educational opportunities that benefit Cheyenne Regional and the employee. All awards associated with this policy are based on budget availability. Cheyenne Regional reserves the exclusive right to amend/end this program and to determine the eligibility of participants who receive assistance.

PURPOSE

To provide definition to, and guidelines for, the variety of education assistance available to our employees.

PROCEDURES

DEFINITIONS:

Eligibility: Employees who are classified as full-time or part-time exempt or hourly; have worked at Cheyenne Regional for a minimum of 120 days; and have received no corrective action in the past 120 days. Ineligible staff include: PRN, temporary, contract staff, and staff with disciplinary action within 120 days of application.

Course Criteria: All secondary education courses must be through an accredited degree-granting institution. The institution must be accredited by the Institutional Accrediting Bodies, which are recognized by the Council for Higher Education Accreditation.

Course Consideration: Only courses/degrees that apply to positions which benefit Cheyenne Regional will be eligible for consideration of reimbursement.

Work Commitment Agreement: Staff who receive educational assistance must agree to continue employment at Cheyenne Regional as follows:
$1 - $1500 a six (6) month commitment period
$1501 - $3000 a 12 month commitment period
$3001 – $5000 an 18 month commitment period
The commitment period begins after the successful completion of an approved course(s).
Commitment periods will be extended for each amount of assistance received.
Staff who leave prior to conclusion of the commitment period will repay the pro-rated balance.

Eligible Expenses: Reimbursement will only be provided for the tuition/cost of the course(s), lab fees, and any associated textbook(s). Other fees including, but not limited to, late fees, travel expenses, and computers will not be eligible for reimbursement. Certifications that required for your current position are not eligible for education assistance funding, however, a certification that is not a requirement of your current position will be considered for education assistance.

Financial Consideration: Cheyenne Regional retains the right to make decisions for education reimbursement based on the per credit cost of the course(s). Employees are expected to pursue education through the most economical program available. Example – attending the University of Wyoming vs. the University of Phoenix or Regis University.

Education Assistance Funding: Cheyenne Regional will determine the budget for education assistance benefits each fiscal year (July 1 – June 30). Reimbursement amounts received will be tracked on a fiscal year basis. The maximum allowed during a fiscal year is $5000 for a full-time employee and $3000 for a part-time employee.

PROCESS:

• Eligible employees must submit an application (available on the intranet and Human Resources) for consideration no later than three-weeks prior to the start date of the course(s) or certification program(s).
• All applications will require the approval of the department head and corresponding executive team member.
• Applications will then be submitted to the Chief Human Resource Officer.
• All applications will be reviewed by the Position Advisory Council who will determine whether the individual request will be granted based on the degree/certification sought and the applicability to the employee’s current or future role.
• Employees must submit a new application for each semester or certification for which they are seeking reimbursement.
• Reimbursement will be at a rate of 100% of eligible expenses up to an annual maximum allowance of $5000 for a full-time employee and $3000 for a part-time
employee. A grade of C or better, Pass/Satisfactory, or successful completion of certification is required for reimbursement.

- Reimbursement may be for courses taken, certification, licensure, lab fees, and textbook(s) expense(s) incurred in pursuit of continuing education for positions that benefit Cheyenne Regional. Licensure or certification that is required as a condition of employment is NOT eligible for reimbursement.
- Reimbursement will NOT be allowed for initially obtaining licensure, or in the case of license renewals.
- Reimbursement will be made after successful completion of the course(s).
- The applicant must submit transcripts or records of successful course completion, as well as itemized receipts for eligible expenses for which they are seeking reimbursement on the tuition reimbursement expense form (available on the intranet and Human Resources).
- All required items must be submitted to Human Resources no later than 30 days after course or certification completion.
- Applicants must be in good standing and remain employed with Cheyenne Regional at the time of application, throughout the duration of the course or certification requirements, and upon completion to be eligible for reimbursement.
- A commitment period will incur for all employees participating in Education Assistance. The amount of commitment period depends on the amount of money allocated and is reflected in increments of six (6) months.
  o $1 - $1500 will incur a six (6) month commitment period
  o $1501 - $3000 will incur a twelve (12) month commitment period
  o $3001 - $5000 will incur an eighteen (18) month commitment period
  o The commitment period begins after the successful completion of an approved course(s).
- Commitment periods will be extended for each amount of assistance received.
- If an employee leaves employment prior to the end of the commitment period and is required to repay Cheyenne Regional for any reimbursement received, the amount owed will be withheld from the employee’s final check and any accrued PTO that might have otherwise been paid out. If there are insufficient funds from which Cheyenne Regional can draw from the employee’s final check, the employee must make arrangements to repay the balance due at a rate of 10% per month of the original amount due or a minimum of $100 per month, whichever is greater. The amount due to Cheyenne Regional will include an interest rate of no less than 18%.

*Cheyenne Regional reserves the right to amend or terminate the offering of the Education Assistance Program, and any reimbursement associated with this program, at any time.*
**Title:** Education Assistance Program and Agreement

**Number:** ADMIN-HR-37

**References:**
This policy replaces the following deleted policies: 1-620

**Policy Cross Reference:**

**Key Words:** Continuing education, Tuition reimbursement, Education assistance, Licensure and accreditation requirements, Eligibility for tuition reimbursement, Certification & Licensure, Continuing Education Assistance Agreement