



EDUCATION ASSISTANCE POLICY OVERVIEW AND AGREEMENT

Education assistance is available to eligible staff as outlined below:

- Employees classified as regular full-time or regular part-time are eligible for Education Assistance
- Employees are eligible after 120 days of regular full-time or regular part-time employment
- Employees must be free from receiving any disciplinary action in the past 120 days
- Only degrees that apply to positions which benefit Cheyenne Regional will be considered for education assistance
- Full-time staff may receive reimbursement up to \$5000 per fiscal year (July 1 – June 30)
- Part-time staff may receive reimbursement up to \$3000 per fiscal year (July 1 – June 30)
- Employees are expected to pursue education through the most economical program available
- Reimbursement will only be provided for tuition/cost of the course, lab fee(s) and textbook(s)
- Secondary education must be through an accredited degree-granting institution
- Staff receiving educational assistance must agree to continue employment at Cheyenne Regional based on the amount of assistance received:
 - \$1 - \$1500 a six (6) month commitment
 - \$1501 - \$3000 a 12 month commitment
 - \$3001 - \$5000 an 18 month commitment
 - The commitment period begins after successful completion of approved course(s)
 - Commitment periods are extended for each amount of assistance received
 - Leaving employment prior to the end of the commitment period will require repayment of assistance received on a pro-rated basis
- Employees must submit a new application for each semester for which they are seeking reimbursement
- Reimbursement will NOT be allowed for initially obtaining licensure, or in the case of license renewals
- Applications must be submitted a minimum of three-weeks prior to the start date of the course(s)
- All applications will require an approval of the department head and corresponding executive team member (Vice President)
- Applications will be reviewed by the Director of Human Resources (or designee) who will determine whether the individual request will be granted based on the degree sought and the applicability to the employee's current or future role at Cheyenne Regional
- Reimbursement will be at a rate of 100% up to an annual maximum allowance for full-time or part-time staff. A grade of C or better, Pass/Satisfactory is required for reimbursement
- The applicant must submit transcripts or record of successful completion, as well as itemized receipts for the cost of tuition, lab fees and/or textbook(s) to Human Resources **within 30 days** of course completion on the education assistance reimbursement form to receive reimbursement
- Applicants must be in good standing and remain employed with Cheyenne Regional at the time of application, throughout the duration of the course and upon completion to be eligible for reimbursement

- Staff who end employment with Cheyenne Regional prior to conclusion of the commitment period shall repay the pro-rated balance. This balance shall be immediately due and payable. The Employee shall authorize Cheyenne Regional to deduct the pro-rated amount from the Employee's final paycheck (after all deductions required by law) or any other amounts owed by Cheyenne Regional to Employee. In the event that the Employee's final paycheck is not sufficient to reimburse the entire amount, the Employee shall sign a promissory note, prepared by Human Resources, for any amount due. A payment schedule may be approved by the Human Resources Director.

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.

NOTHING IN THESE POLICIES IS INTENDED TO FORM A CONTRACT OF EMPLOYMENT WITH ANY PARTICIPANT. EMPLOYMENT WITH CHEYENNE REGIONAL IS VOLUNTARY AND AT-WILL, MEANING THAT BOTH CHEYENNE REGIONAL AND THE EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON OR NO REASON. NOTHING IN THIS POLICY IS INTENDED TO MODIFY THAT AT-WILL RELATIONSHIP.

I HEREBY AGREE TO ALL TERMS AND CONDITIONS INCLUDED IN THE POLICIES DESCRIBED. I UNDERSTAND THAT THIS AGREEMENT IS NOT AN EMPLOYMENT CONTRACT.

EMPLOYEE SIGNATURE _____ DATE _____

PARENT/GUARDIAN _____ DATE _____
(Legal guardian signature is required for an Employee under the age of 18)