



Policy and Procedure Manual

Scope of Responsibility:

All Employees

Education Assistance Program and Agreement

Policy #: 4.06.003

Chapter: Human Resources

Effective Date: 01/01/2010

Date Revised: 05/21/2020

POLICY

Cheyenne Regional Medical Center (Cheyenne Regional) offers education assistance funding to employees who are pursuing education opportunities that benefit Cheyenne Regional and the employee. All education assistance permitted pursuant to this policy is based on budget availability. Cheyenne Regional reserves the exclusive right to amend or terminate this program and to determine the eligibility of participants who receive assistance.

- A. **Eligibility for Assistance:** Employees who are classified as permanent full-time or permanent part-time exempt or hourly, have worked at Cheyenne Regional for a minimum of 120 days, and have received no written warning or suspension within 120 days of application. Ineligible staff include: PRN, temporary and contract staff.
- B. **Course Criteria:** All post-secondary education courses must be through an accredited degree-granting institution. The institution must be accredited by the Regional and Institutional Accrediting Agencies, which are recognized by the Council for Higher Education Accreditation.
- C. **Course Consideration:** Only courses/degrees that are relevant to employment with Cheyenne Regional in any capacity shall be eligible for consideration of reimbursement.
- D. **Work Commitment Agreement:** Staff who receive approved educational assistance paid by Cheyenne Regional shall agree to continue employment at Cheyenne Regional for a period of time proportionate to the educational assistance provided:
 - 1. \$1 - \$1500: a six (6) month commitment period
 - 2. \$1501 - \$3000: a twelve (12) month commitment period
 - 3. \$3001 - \$5000: an eighteen (18) month commitment period
 - 4. The commitment period begins after the successful completion of the approved course(s) and is required for each separate reimbursement amount.

5. Staff who end employment with Cheyenne Regional prior to conclusion of the commitment period shall repay the prorated balance. This balance shall be immediately due and payable. The employee shall authorize Cheyenne Regional to deduct the prorated 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 will receive an invoice for any remaining amount due.

- a. If it becomes necessary for Cheyenne Regional to institute legal proceedings to enforce repayment of the reimbursement amount the employee shall agree to pay all reasonable costs and attorneys' fees incurred by Cheyenne Regional.

- E. **Eligible Expenses:** Reimbursement shall 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 shall not be eligible for reimbursement.
- F. **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.
- G. **Education Assistance Funding:** Reimbursement amounts received shall be tracked on a fiscal year basis. The maximum allowed during a fiscal year is \$5,000 for a full-time employee and \$3000 for a part-time employee. Funds are subject to a first-come, first-serve basis dependent upon the fiscal year budgeted amount.

- H. Exceptions to this policy are at the discretion of the Chief Human Resources Officer.

References:**Policy Cross Reference:****This policy replaces the following policy:**

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



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<i>Signatures:</i>	<i>Committees:</i>
<i>Originator:</i>	
Director of Human Resources: _____ Date: _____	
<i>Authorized By:</i>	
Chief Human Resources Officer: _____ Date: _____	PRC Review Date: 5/19/2020