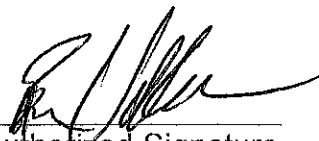


JEFFERSON CITY MEDICAL GROUP

Category: Human Resources

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Policy #: 3704.03

Title: TUITION REIMBURSEMENT



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Authorized Signature  
Origination Date:

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Authorized Signature  
Review Date:

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Authorized Signature  
Revision Date: 10/18

**POLICY**

Jefferson City Medical Group (JCMG) will offer tuition reimbursement for employees who wish to seek formal educational opportunities.

**PURPOSE**

To offer tuition reimbursement to employees seeking formal educational opportunities related to job improvement, job advancement, or career change within JCMG.

**PROCEDURE**

The necessary forms must be completed prior to the start of class. Appropriate guidelines and procedures must be followed, eligibility requirements must be met and courses must be satisfactorily completed (grade "C", equivalent, or better).

**Eligibility**

1. Full-time employees who have completed one year of continuous service prior to the start of class are eligible to participate.
2. Tuition reimbursement applicants must be performing satisfactorily. To be eligible to participate, an employee must not have received any disciplinary action(s) for six (6) consecutive months.

**What Is Covered**

1. If you receive reimbursement from other sources, you cannot request reimbursement from JCMG which would exceed 100 percent of the cost of tuition and fees.
2. Reimbursement will be provided to cover tuition costs and any required laboratory fees. No books, housing, or other material costs are eligible for reimbursement.
3. Associate degrees, bachelor degrees, master degrees and post-graduate level degree programs are all eligible for tuition reimbursement.
4. Challenging exams – tests taken to exempt a student from taking specific college courses are eligible for reimbursement if credits are earned. This will include the College Level Examination Program (CLEP) and Proficiency Exam Program (PEP). The same application and approval processes must be followed.

5. Courses taken for which reimbursement is sought must be from an accredited school or institution. In order to avoid conflict with normal work requirements, classes must be taken during off-duty hours.
6. Correspondence school courses are eligible for reimbursement if the program is accredited and there is documentation of successful completion of the course.

**Application**

1. Application(s) for tuition reimbursement, and approval, must be completed prior to the class starting date. Documentation of school/class enrollment and proof of payments must be provided with the application.
2. The tuition reimbursement application will be approved/disapproved by the Clinic Coordinator and/or Department Manager, the Human Resources Director, and the Chief Operating Officer based on the following approval process:
  - A) The employee completes the Tuition Reimbursement Application and submits it before the beginning of the class with proof of enrollment.
  - B) The Clinic Coordinator and/or Department Manager approves/disapproves the request based on work performance (no disciplinary action within the last six (6) months), work schedule, and available funds.
  - C) Approved applications are sent to Human Resources Director for approval based on application deadlines and required procedures.
  - D) The course of study is determined to benefit JCMG and the employee.

**Reimbursement**

1. Employees receiving financial assistance (Federal or State Grand Funds) must disclose the amount and will be reimbursed the difference per credit hour for courses taken.
2. A maximum of \$3000 can be reimbursed to an eligible full-time employee during any calendar year. The maximum will be \$1500 for eligible regular part-time employees.
3. After the completion of the course the employee must submit an official grade report to the Human Resources Director along with receipt of payment.
4. Each employee is required to track his/her benefit used on the required form and submit to Human Resources Director for processing.
5. Upon receipt of proper documentation, the Human Resources Director will send the request to the Accounting Department for processing. All payments will be made through the Accounts Payable Department.
6. **JCMG will reimburse the cost of tuition and course related fees, or the maximum allowed reimbursement rate, whichever is less, on a performance basis depending on the final grade as follows:**

**Undergraduate Courses**

<u>Grade</u>	<u>Percentage Reimbursed by DOR</u>
A	100%
B	75%
C or pass	50%
D	-0-
F	-0-

**Graduate Courses**

A	100%
B or pass	75%

**Work Commitment**

1. Employees participating in tuition reimbursement will be required to continue employment with Jefferson City Medical Group for at least one year following completion of the course(s). Failure to fulfill the work commitment will require the employee to pay back the tuition reimbursement on a pro-rated basis.