# Policy: HR – Educational Assistance

Purpose: To encourage and assist employees in their career development.

## Policy:

The company encourages employees to prepare themselves for career advancement to the extent of their abilities and motivation. A regularly scheduled full-time employee who has accumulated at least 90 days of service is eligible to receive education assistance for approved training courses successfully completed at local education institutions. The company generally reimburses tuition as follows:

* [Company Name] will pay a maximum of $[ ] per year to a regular full-time employee enrolled in courses or following a degree curriculum that is related to the employee’s current position, or a curriculum related to another position at [Company Name] to which the employee may have an opportunity to advance in the future, or a non-EMS degree-related course. The maximum allotment is not carried over from year to year.
* [Company Name] will pay for 100 percent of a course taken at the company’s request.
* [Company Name] will pay for 50 percent, up to an annual maximum of $[\_\_\_\_\_], for a regular full-time employee and up to an annual maximum of $[\_\_\_\_\_] for a regular part-time employee, for a course that is health care- or business-related, though not necessarily associated with the employee’s current position or any other position within the company. The Human Resources manager and/or CEO will make the final determination regarding reimbursement for courses falling within this category.
* [Company Name] will not approve requests for Internet or general self-improvement courses to be taken on company time.

The Human Resources manager must approve all courses for which tuition reimbursement is requested. To receive approval for a course, an employee must submit a Tuition Reimbursement Request Form to his/her immediate supervisor before starting the course and receive written approval. [Company Name] will reimburse the employee for an approved course upon successful completion of the course with a grade of “C” or higher. [Company Name] will advance tuition to an employee who has been employed for at least one year and who has signed a waiver agreeing to reimburse [Company Name] for tuition or other payments if the employee resigns during the course or within one year of completing the course.

**Associated Form:**

Tuition Reimbursement Request Form

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_