



HUMAN RESOURCES



MEDICAL CENTER HUMAN RESOURCES POLICY NO. 301

- A. SUBJECT: Educational Assistance
- B. EFFECTIVE DATE: April 1, 2006
- C. POLICY:

The University of Virginia Medical Center allows departments, at their discretion, to use available departmental funds to reimburse or advance tuition costs for eligible employees and courses. Eligible courses must be required in a job-related curriculum, degree program or to obtain a professional certificate or license. Approval may also be provided for courses that are unrelated to the employee's current position, if the course of study will prepare the employee for employment in a position that has a high vacancy rate at the Medical Center.

Regular full-time, part-time (20+ hours/wk), flex-staff and management employees are eligible for reimbursement provided that they have completed six (6) consecutive months (12 months for RN Clinician 1) of employment with the Medical Center prior to the beginning of a course for which he/she is requesting tuition reimbursement. Wage and temporary employees are not eligible.

The employee must demonstrate proof of satisfactory course completion prior to reimbursement. If the employee leaves Medical Center employment within twelve (12) months of receiving tuition reimbursement, the employee shall be required to pay back the full amount.

D. Definitions:

1. Educational Assistance - Financial support for approved educational activities on a reimbursement or tuition advance basis.
2. Tuition Reimbursement – Reimbursement made to an eligible employee once they have satisfactorily completed an approved course.
3. Tuition Advance – Payment for an approved course which occurs upon registration and is subject to the same terms and conditions as tuition reimbursement.
4. Satisfactory Course Completion – Evidence of course completion with a grade C- or better for undergraduate courses or a B- or better for graduate courses. If the course is not graded, documentation of pass (if pass/fail) shall serve as evidence of course completion.

(Subject: Educational Assistance)

E. CRITERIA AND GUIDELINES:

1. Educational Assistance applies to part-time study for credit courses. Audited courses (non-credit) are not eligible. Courses may be taken at an accredited high school, business school, community college, technical institute, college or university.
2. Financial assistance shall be applicable to registration, tuition, exams and laboratory fees. Other fees and expenditures for books or study materials shall not apply.
3. Regular Part-time and Flex employees who are budgeted at less than .75 FTE shall be eligible for no more than 60% of the tuition and fees for an approved course.
4. Educational Assistance may be requested and approved for a maximum of \$5,250.00 per fiscal (July 1 through June 30) year. Senior leadership may give special consideration to positions that are high in demand.
5. Departmental budget funds must be available to support educational assistance requests. It is the responsibility of the manager to request funding via the budget process.
6. Employees with two (2) or more years of continuous employment and who have a base annualized salary of \$35,000 or less, are eligible to receive a tuition advance prior to the beginning of an approved class, instead of a reimbursement upon completion of the class.
7. Employees are no longer eligible for educational assistance if he/she does not complete the course satisfactorily, drops or withdraws from the course/s; leaves the Medical Center before completing the course; or changes to wage or temporary status.

F. PROCEDURES

1. Tuition Reimbursement Procedure

- a. Tuition reimbursement requests shall be made, and approval granted, prior to course registration. Employees initiate the process by completing the [Tuition Advance/Reimbursement Request Form](#) and submitting it to the Manager of the department. The Manager shall determine the need and job-relatedness of the course(s) and is responsible for the approval or denial of the request.
- b. Upon receiving a copy of the approved tuition reimbursement request form, the employee shall register and pay for the course.
- c. Within thirty (30) days after satisfactory course completion, the employee shall initiate the tuition reimbursement process by submitting the paid tuition bill, evidence of satisfactory course completion and the previously approved copy of the tuition reimbursement form to the Manager, who will approve and submit all required documentation to Medical Center Accounts Payable for payment.

2. Tuition Advance Procedure

- a. The tuition advance request shall be made, and approval granted, prior to course registration. The employee initiates the process by completing the [Tuition Advance Reimbursement Request Form](#) and submitting it to the Manager of the department. The Manager shall determine the need and job-relatedness of the course(s) and is responsible for the approval or denial of the request.

(Subject: Educational Assistance)

- b. Within thirty (30) days after satisfactory course completion, the employee shall submit evidence of satisfactory course completion along with the employee's paid original receipt to Medical Center Accounts Payable.
- c. If the employee does not satisfactorily complete the course or withdraws from the course, the employee shall be required to repay the Medical Center for the full tuition advance amount within thirty (30) days. Failure to do so shall result in payroll making the appropriate deductions from the employee's paycheck.

3. Modifying Work Schedules

If a Manager approves a full-time employee to take a course during working hours, the Department may excuse the employee from duties to attend no more than three semester credit hours (or equivalent) taken during working hours per semester. The employee shall, with the manager's permission, adjust his/her work schedule or use Paid-Time-Off (PTO). Part-time employees must take classes outside the working schedule.

1. Taxation

The dollar value of the Tuition Reimbursement may be subject to taxable income, depending on the total value of the educational benefits received in a W-2 year. Employees should contact Medical Center Payroll with questions.

2. Separation from Employment

If an employee leaves Medical Center employment within twelve (12) months of receiving educational assistance, the manager of the department shall notify Medical Center Payroll. Medical Center Payroll shall ensure appropriate deductions are made to recoup the entire assistance amount.

SIGNATURE:

R. Edward Howell, CEO, UVA Medical Center

DATE:

Medical Center Human Resources Policy No. 107
Approved January 2004
Revised August 2004, March 2006
Approved by Chief Operations Officer
Approved by Medical Center Administration