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|  | THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL | <i>Policy Number</i> | II-106 |
| | | Effective: | 1/1/2003 |
| | <i>Subject:</i> TUITION ASSISTANCE | Revised: | 7/1/2008 |
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POLICY:


It is the policy of the Johns Hopkins Home Care Group (JHHCG) to invest in the continuing education of its employees, and to promote learning new job related skills and knowledge, in an effort to advance employees career opportunities within the Johns Hopkins Health System.

Eligibility:

Tuition assistance may be granted, after ninety (90) days of employment, to full-time employees regularly scheduled to work 40 hours per week and part-time employees regularly scheduled to work 30 to 39 hours per week, who have a satisfactory work performance record. An employee who currently is under written disciplinary action prior to approval of any course or Challenge Exam is not eligible for reimbursement approval/consideration. To remain eligible for this benefit, an employee must maintain a regularly scheduled work week of 30 to 40 hours per week. An employee whose status changes to other than active, full-time or part-time, 30 to 40 hours per week, prior to completion of any course or Challenge Exam, is not eligible for reimbursement for that course.

To receive reimbursement, eligible employees must attend an accredited college, technical or vocational school. The course(s) must lead to licensure and/or degree, and meet the criteria of business necessity or operational necessity related to the employee's current position or another position within the Johns Hopkins Health System. Business necessity is defined as a course(s) needed to maintain or enhance the employee's skills for their current job. Operational necessity is defined as a course(s) which meets the operational need of Johns Hopkins Health System. Course work for operational necessity will need prior approval by the Director of Human Resources. Course work for Doctoral Programs will be approved on a case by case basis and require submission of justification to the Director of Human Resources.

In this educational partnership, the employee agrees to a service payback commitment, as described in this policy.

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General Provisions:

Tuition assistance includes **tuition reimbursement** or **tuition advancement**.

Tuition reimbursement is payment made to the employee after completion of an approved course.

Tuition advancement is payment made to the education institution and paid before the start of an approved course.

The maximum amount of tuition assistance awarded per calendar year (January 1 – December 31) is \$5,200. The percentage amount of reimbursement you can receive depends on the number of hours you are regularly scheduled to work, as shown below:


| Scheduled Hours Per Week | Reimbursement |
|--------------------------|---------------|
| 40 (Full-time) | 100% |
| 30-39 (Part-time) | 75% |

Official grades must be submitted to Human Resources within 30 days from the completion date of the course.

Application for Tuition Assistance (Attachment A):

Tuition Reimbursement - A Tuition Assistance application for tuition reimbursement must be submitted to the Human Resources Department for approval no later than 2 weeks after course starting date or Challenge Exam. Supporting documentation must be attached to the Tuition Assistance application for the application to be considered complete. Late applications may result in denial of the reimbursement request. To ensure timely tuition reimbursement, the course grades must also be submitted to the Human Resources Department within 30 days month of course completion. Failure to submit grades in a timely manner may disqualify reimbursement. Managers/Supervisors should make every effort to approve or deny Tuition Assistance applications within 5 business days of receipt before forwarding the Tuition Assistance application to the Human Resources Department for processing.

Tuition Advancement – A Tuition Assistance application for tuition advancement must be submitted to Human Resources no later than 4 weeks before the course starting date. Supporting documentation must be attached to the Tuition Assistance application for the

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application to be considered complete. Late applications may result in denial of the advancement request. Managers/Supervisors should make every effort to approve or deny Tuition Assistance applications within 5 business days of receipt before forwarding the Tuition Assistance application to the Human Resources Department for processing.

Supporting Documentation – Supporting documentation must be attached to the Tuition Assistance application, for the application to be considered complete. For tuition reimbursement or advancement, the employee must attach an original and/or legible copy of the detailed tuition invoice. For tuition reimbursement requests, the employee must also submit original and/or legible copy of proof of tuition payment. Proof of tuition payment consists of one of the following: bank statement, canceled check, cash register receipt, computer-generated report from the college/university, credit card statement, or money order carbon. Such proof of payment must clearly indicate the “tuition” portion of the payment. The Human Resources Department will not return grades, invoices or receipts.

Course Grades:

All tuition assistance awards will not be considered satisfied until the employee submits their final course grades for that semester to the Human Resources Department. All course grades must be submitted no later than 30 days after the course completion.

Undergraduate Courses - Satisfactory completion of approved courses or Challenge Exams must be a “C” or better.


Graduate or Doctoral Courses – Satisfactory completion of approved courses or Challenge Exams must be a “B” or better. For Pass/Fail courses, a “P” grade accompanied by a letter from the instructor indicating the equivalent letter grade.

Unsuccessful completion of course - Employees receiving tuition advancement who do not successfully complete the course(s) will not be eligible for additional tuition advancement or reimbursement until the initial advancement has been repaid. Tuition reimbursement will not be processed for employees who do not successfully complete the course(s).

Tuition Assistance Payments:

Tuition Assistance payments may take 4 weeks or longer to be processed and paid. Only those

fees associated with tuition will be paid up to the annual maximum allotment of \$5,200. Costs

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for books, supplies, materials, labs, student health, and other miscellaneous fees are not paid. For Challenge Exams, only the exam fee will be paid. JHHCG will not duplicate reimbursement made by any other agency or institution. Tuition reimbursement and advancement is considered income and may be subject to tax, as determined by the Internal Revenue Service (IRS) guidelines.

An employee receiving tuition assistance must sign a legally binding agreement that if he/she fails to meet the requirements of this policy, he/she will be obligated to repay the amount either through payroll deduction, from other amounts JHHCG owes him/her, or by other legal means.

Approved Tuition Institutions:

For the purpose of this policy, JHHCG will normally recognize only accredited technical, vocational, and post-secondary educational institutions.


Courses:

Internet courses and courses for credit are covered under the policy, provided that such course work leads to licensure and/or a degree. Correspondence courses, seminars or conferences are not covered by this policy. Reimbursement for such programs will be the responsibility of the department if it deems such training necessary.

Non-credited courses which are required as part of curriculum leading to a degree and/ or licensure will be considered on a case-by-case basis subject to approval by the Director of Human Resources. Computer software courses (Wordperfect, Lotus, etc...) are excluded from this policy.

Service Payback:

An employee receiving tuition assistance (reimbursement or advance) agrees in advance (as part of the application/approval process) to work for JHHCG for a period of six (6) months following the completion of the courses for which assistance is received. For example: If an employee receives assistance for fall courses that are completed in December, they are required to work until July of the following year. If an employee receives assistance for spring courses that are completed in May, they are required to work until December of that year.

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in addition, upon completion of a degree program for which assistance is received, the employee agrees to work for JHHCG for a period of one (1) year following the completion of the program.

If for any reason an employee terminates employment with JHHCG before completion of the service payback requirement described above, the employee must repay all educational assistance amounts provided for the course(s) for which the service payback was required. The repayment obligation will be prorated to take into account any partial completion of the service payback requirement. If the employee leaves JHHCG to work for another Johns Hopkins

affiliate (without a break in service) through an inter-affiliate or administrative transfer, the employee's service payback agreement transfers to the Johns Hopkins affiliate and remains intact until the service payback is satisfied.


By accepting educational assistance, an employee expressly authorizes JHHCG to withhold any repayment amounts required under this Policy from the employee's wages or salary (including but not limited to the employee's final pay or vacation pay) or other forms of compensation in accordance with Maryland law. If the employee fails to fully satisfy his or her obligation and JHHCG takes legal action to recover the repayment obligation, the employee will also be responsible for any legal fees incurred by JHHCG in pursuing recovery.

The service payback requirement is not an employment contract and in no way obligates JHHCG to provide any future employment to any person.

PROCEDURE

Employee: Complete Tuition application and deliver to your manager for signature with the required supporting documentation.

Supervisor/Manager: Review request, conduct educational development plan discussion, approve/disapprove, and obtain department head approval and return form to employee. Make every effort to respond to completed tuition requests within 5 business days.

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Employee: Submit completed tuition application to the Human Resources Department 4 weeks prior to the course starting date for advancements, and no later than 2 weeks after course commencement for tuition reimbursement.

Benefits: Review, determine eligibility and payment obligation. Acknowledge application approval/denial by returning a copy to the employee.


Employee: Submit grades and proof of payment to Human Resources Department no later than 30 days after course completion.

SPONSOR

President, Director Human Resources

REVIEW CYCLE

3 years

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Educational Development Discussion Guideline

This document is a tool that may be used by Managers to help facilitate the discussion of career goals with the employee applying for assistance under the Tuition Assistance Program. This list is not intended to be inclusive, but rather as a guide for Managers to use in discussions with employees.

Discussion Points May Include:

1. Determine the employee's interest in pursuing this course of study.
2. Determine how this course of study relates to the employee's development plans, career plans, business necessity, or operational necessity.
3. Determine the additional competencies the employee will gain after completing the course or program.
4. Determine the time frame in which the employee will complete the course of the program.
5. Determine appropriateness of the employee's current course load.
6. Ask the employee how you, as their Manager, can provide assistance (accommodation of work schedule etc...)
7. Review the Tuition Assistance application form to make sure it is correctly and completely filled out and all appropriate documentation is attached.

Other Discussion Items

1. Discuss service payback requirements with your employee.

Service Payback Guidelines

An employee receiving tuition assistance (reimbursement or advancement) agrees in advance (as part of the application/approval process) to work for JHHCG for a period of 6 months following the completion of any courses taken. In addition, upon completion of a degree program for which assistance is received, the employee agrees to work for JHHCG for a period of one year.

2. Review the next steps of the application process with your employee.

NOTE: This guideline is not intended to replace the necessary development plan

process associated with Performance Management.