	Human Resource Policy Benefits & Compensation	No. HR.BNC.05
	Title: EDUCATIONAL ASSISTANCE	Page: 1 of 3
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
Previous Versions Dated: 01-06-09; 07-13-06; 01-01-93		

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide the opportunity for employees to take courses outside the workday in pursuit of certifications, degrees and licensure in programs that are approved for reimbursement based on the intent to promote the employees to hard-to-fill positions or based on current requirements of existing positions.

III. POLICY:


It is Tenet’s policy to encourage employees seeking RN degrees or other healthcare-related certifications, degrees and licensure in programs for hard to fill positions to enroll in outside programs which prepare them to enhance their job skills and promotability within Tenet. Dependent upon operating budgets and subject to Federal annual limits, unless there is an approved market exception, Tenet supports partial or full reimbursement for programs and other related fees to enable employees to accomplish future goals when economically feasible to do so.

Individual Tenet Facilities, through department heads/directors, determine whether operating budgets can support partial or full reimbursement of employee educational expenses. Those Tenet Facilities electing to participate in the employee educational assistance program are referred to as “participating facilities.”

Participating Facilities may reimburse employees for certain courses provided they meet Educational Assistance Program Guidelines. Each Participating Facility establishes its own reimbursement schedule based on budget realities.

Employees who receive tuition reimbursement are not eligible to participate in the Student Loan Repayment Program.

**This policy may not apply, in part or in its entirety, to employees covered by a collective bargaining agreement. Those employees should consult their facility HR leader to determine the impact, if any, of their collective bargaining agreement on this policy.*

	Human Resource Policy Benefits & Compensation	No. HR.BNC.05
	Title: EDUCATIONAL ASSISTANCE	Page: 2 of 3
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
Previous Versions Dated: 01-06-09; 07-13-06; 01-01-93		


IV. PROCEDURE:

A. Employees

1. Must be regular Full-time or Part-time 1 employees with six (6) months of service in “good standing” status.
2. Must discuss intention of taking job-progression courses for RNs or hard to fill positions with their immediate Supervisor and Department Head/Director and obtain prior approval for reimbursement.
3. Must notify Human Resources if changing degree program to one that is not job related and pay back all prior educational assistance granted.
4. Must complete the appropriate forms (Educational Assistance Request Form), prior to signing up for the outside class, and have the Supervisor, Department Head/Director and Human Resources Representative approve it.
5. Take course and complete with at least a B grade or equivalent in order to qualify for reimbursement.
6. Provide receipts and grade report after completion of the course when requesting reimbursement.
7. Must complete the degree program within a reasonable time period and remain actively employed by Tenet for two years upon completion of the degree program and final receipt of reimbursement.

B. Supervisors

1. Establish a budget amount for payment of benefits under this policy each year.
2. Communicate details of program and encourage qualifying staff to participate.
3. Approve appropriate forms and send to Facility Human Resources.
4. Verify that the courses required for degree completion are job related.

	Human Resource Policy Benefits & Compensation	No. HR.BNC.05
	Title: EDUCATIONAL ASSISTANCE	Page: 3 of 3
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 01-06-09; 07-13-06; 01-01-93

C. Facility Human Resources

1. Communicate details of the program and encourage qualifying staff to participate.
2. Establish controls to administer program effectively in the facilities.
3. Approve the appropriate application for educational assistance forms, completed by the employee and approved by the immediate Supervisor, Department Head/Director and Human Resources three (3) weeks prior to registration to determine eligibility for coverage. Obtain VP, HR Operations approval for programs not clearly defined as hard-to-fill.
4. Submit approved Educational Assistance Request Form for reimbursement of expenses. Refer to payroll procedures for proper handling of payment.
5. Initiate a collection process if employee does not complete program as established in the guidelines, or terminates employment as established in the guidelines.

D. Payroll Department

Payroll Department will report the correct gross income and withholding tax if the employee is subject to the withholding.

E. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

V. ATTACHMENTS:

- Educational Assistance Request Form