


Montefiore

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Tuition Reimbursement
APPROVED: Christopher D. Berner 	POLICY NUMBER: V-18
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	DATE REVIEWED/REVISED: 6/21/11

GENERAL POLICY:

It is policy of Montefiore Medical Center to refund tuition, registration and laboratory fees for eligible Associates:


1. Taking courses which the Medical Center deems beneficial to the performance in the Associate's current position.
2. Taking courses toward an undergraduate or graduate degree, which, in accordance with the Administration's judgment, could be a potential benefit to the Medical Center.

Payments are limited to courses:

1. Taken on the Associate's own time, except as otherwise approved by Administration;
2. successfully completed at an accredited or licensed institution; and
3. Started after date of hire and completed prior to date of termination.

ELIGIBILITY:


1. All full-time regular Associates who are not represented by a collective bargaining agreement, except those specifically outlined below, will be reimbursed 100% up to a maximum of \$3,000, per academic year. (Also see 3-b below)
2. All part-time regular Associates who are not represented by a collective bargaining agreement, working at least 50% of the full-time schedule, are eligible to receive reimbursement on a pro-rated basis.
3. Associates represented by a collective bargaining agreement will be provided benefits as
 - a. Registered Nurses covered by the NYSNA collective bargaining agreement shall be eligible in accordance with Section 10.09 – Tuition Refund – of the contract.

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- b. Registered Nurses, members of NYSNA at Montefiore, who moved to supervisory non-NYSNA positions, will be reimbursed up to a level equal to, but not higher than, what they would have been entitled to as members of NYSNA. It will be only for educational degree programs they had already started and enrolled in before leaving NYSNA until completion of such degrees or programs, or the lapse of three academic years beyond the year of appointment to the non-NYSNA position, whichever occurs first, after which, the Associate will be eligible for 1 or 3 above, as applicable.
- c. Associates covered by the League/1199 collective bargaining agreement are eligible in accordance with the provisions of Article XXII – Training and Upgrading of the contract.
- d. Associates covered by the New York Chapter of the American Physical Therapy Association (APTA) shall be eligible in accordance with the provisions of Article XXII – Tuition Refund – of the contract.

PROCEDURE FOR TUITION REIMBURSEMENT:

1. An Associate interested in obtaining tuition reimbursement, who is eligible under this policy, must submit an Application for Tuition Reimbursement, within 45 days of the start of the course or courses, to the Division of Education and Organizational Development. The comment section of the application should be used to explain how the degree course(s) will benefit the Medical Center. The application must have the Department Head and appropriate Administrator signatures or approval on the Tuition Reimbursement form.
2. The Division of Education and Organizational Development (DEOD) will review all requests to insure inform application of policy requirements. Applications meeting all criteria will receive prior approval and the application will be maintained on file with DEOD.
3. Upon satisfactory completion of the course or courses the applicant must submit proof of payment (bursar’s receipt) and a school transcript indicating grade(s). Satisfactory completion of a course is defined as grade of “C” or better or “Pass” in a “Pass/Fail course. Montefiore Medical Center will not reimburse applicants who submit Request for Reimbursement later than 90 days from the date of course(s) completion.

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4. The Division of Education and Organizational Development will issue final approval on applications that meet all criteria and forward them to the Payroll Department for payment directly to the Associate.
5. Reimbursement is provided via payroll check and is subject to State and Federal Taxation.

CME:

In addition to tuition reimbursement, Physician Assistants may be reimbursed for CME expenses with as conference fees, professional dues and periodicals. Maximum annual reimbursement is \$500 for Physician Assistants an \$700 for Senior Physician Assistants. Reimbursement will be processed by DEOD upon submission of receipts and sign-off by the Associate's department.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.