


Policy and Procedure

	ENTITY/HOSPITAL INTEGRIS Health	NUMBER SYS-HR-140
	MANUAL System HR Policy	EFFECTIVE DATE 9/76
	SUBJECT Education Assistance	REVIEWED/REVISED 6/04, 2/07, 1/08, 1/14, 4/15, 7/18, 01/21

1.0 PURPOSE:

Provide guidance and establish calendar year maximums for the Education Assistance programs.

2.0 POLICY:

2.1 INTEGRIS Health provides education reimbursement to eligible caregivers for completion of approved courses. Eligibility criteria are as follows:

2.1.1 Active full-time or part-time caregivers are eligible after 12 months of service.

2.1.2 Status as full-time or part-time must be maintained throughout the duration of the eligible course to continue participation in the program. The course can begin prior to the 12-month eligibility date but must end after the one year anniversary date in order to be eligible for reimbursement.

2.1.3 Current full-time or part-time status at the time of completing the course will determine the reimbursement amount as outlined in the Chart of Benefits in this policy.

2.2 Education reimbursement will be provided for full-time and regular part-time caregivers who do not receive full reimbursement through other sources, such as grants or scholarships. When partially reimbursed from other sources, INTEGRIS Health will reimburse the difference, not to exceed the benefit limit.

2.3 Reimbursements cover tuition costs and mandatory fees for coursework and books, not to exceed the reimbursement maximums shown in the Chart of Benefits in this policy.


2.3.1 Reimbursement benefits apply toward the maximum amount allowed in the calendar year of the completion date of the course.

2.4 The course(s) must earn credited hours. Costs related to tests for licensure, preparatory courses, and/or certification courses or exams are not eligible for education reimbursement.

2.5 The course(s) must be directly related to healthcare or a job-related field in an area that supports and exists within the INTEGRIS Health system.

2.6 No reimbursement is authorized for a grade of less than "C" or its equivalent.

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- 2.7 No reimbursement will be made should voluntary or involuntary termination occur prior to completion of the course.

Chart of Benefits

Full-time Caregiver Benefits (per calendar year)	Part-time Caregiver Benefits (per calendar year)
\$2,500	\$1,250

- 2.1 INTEGRIS Health will adhere to IRS guidelines regarding the taxability of financial assistance provided under this policy.

3.0 SCOPE:


This policy shall apply to all INTEGRIS Health caregivers and specifically the CMS Providers and entities checked below:

<input checked="" type="checkbox"/>	INTEGRIS Baptist Medical Center (IBMC)	<input checked="" type="checkbox"/>	INTEGRIS Grove Hospital (IGH)
<input checked="" type="checkbox"/>	INTEGRIS Bass Baptist Health Center (IBBHC)	<input checked="" type="checkbox"/>	INTEGRIS Hospice (Hospice)
<input checked="" type="checkbox"/>	INTEGRIS Canadian Valley Hospital (ICVH)	<input checked="" type="checkbox"/>	INTEGRIS Miami Hospital (IMH)
<input checked="" type="checkbox"/>	INTEGRIS Health Edmond (IHE)	<input checked="" type="checkbox"/>	INTEGRIS Southwest Medical Center (ISMC)
<input checked="" type="checkbox"/>	INTEGRIS Ambulatory Care Corporation (IACC)	<input checked="" type="checkbox"/>	Lakeside Women's Hospital (LWH)
	Jim Thorpe Ambulatory Rehabilitation (JTAR)	<input checked="" type="checkbox"/>	INTEGRIS ProHealth, Inc.

4.0 PROCEDURE:

- 4.1 The caregiver must receive approval from the responsible department manager for all courses for which reimbursement is requested. Approved "Application for Education Reimbursement" (Attachment 1) must be forwarded to Human Resources no later than ninety (90) days after completion of the program term to be eligible for reimbursement.
- 4.2 Forms for Education Reimbursement can be obtained any time online on the INTEGRIS Health Human Resources intranet site or from Human Resources during regular office hours.
- 4.3 After completion of the program term, the request form, receipt for tuition, mandatory fees and required books, grade report, and copy of the transcript must be submitted to Human Resources before reimbursement will be issued. Requests must be turned in no later than ninety (90) days after completion of the program term.

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5.0 PHYSICIAN MANPOWER ACADEMIC LOAN PROGRAM POLICY:


- 5.1 For RNs participating in the Nursing Academic Loan Program who apply for and receive matching funds through the Physician Manpower Training Commission (“PMTC Recipients”), the amount the PMTC Recipient is eligible to receive from Education Reimbursement may be combined with the Nursing Academic Loan funding to augment the amount of matching funds for which the PMTC Recipient is eligible through PMTC. [For further information regarding the Nursing Academic Loan Program, please contact the Nursing Education and Research department.]
- 5.2 The PMTC Recipient is eligible to receive education reimbursement to obtain matching funds through the PMTC prior to completion of the PMTC-required service or the related coursework.
- 5.3 The Education Reimbursement funds used to augment the PMTC matching funds will be deducted from the total amount the PMTC Recipient is eligible to receive in educational reimbursement for the calendar year.

6.0 STUDENT LOAN REPAYMENT FUNDS FOR REGISTERED NURSES:

- 6.1 Full-time RNs actively working in a direct patient care RN position for the prior 12 months will be eligible to apply for loan repayment funds annually.
- 6.2 Student Loan Repayment limits will be based on consecutive years of service working in a full-time patient care RN position.

Eligible loan amount after...	1 year RN service	up to \$2,000
	2 years RN service	up to \$2,500
	3 years RN service	up to \$3,000
	4 years RN service	up to \$4,000
	5 years or more RN service	up to \$5,000
- 6.3 Student Loan repayment applications will be accepted one time per year during the month of your hire date.
- 6.4 A copy of the caregiver’s educational loan statement with current debt balance must be provided with application.
 - Caregiver must be listed as the borrower on the loan company statement.
 - Loan debt incurred on statement must be for the caregiver’s personal education expenses.
 - Personal loans will not qualify unless they are designated specifically for educational expenses

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- 6.5 Checks for loan repayment will be made out to loan holder. Loan repayment amount will not exceed the loan balance due. Payments previously made by the caregiver will not be reimbursed.
- 6.6 The maximum amount received through any combination of education reimbursement, student loan repayment, health careers, nursing academic loans or Physician Manpower Training Commission (PMTTC) matching funds cannot exceed \$5,000 per calendar year.
- 6.7 INTEGRIS Health will adhere to IRS guidelines regarding the taxability of financial assistance provided under this policy.