

## 308 Education Assistance

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Purpose: To encourage employees to maintain and improve job-related skills through formal education.

After six months of service, employees who are scheduled for sixteen (16) hours of work or more per pay period may apply for education assistance. A minimum of sixteen (16) hours per pay period must be maintained to be eligible for reimbursement. Employees must continue to be active and in good standing while receiving education assistance. This status must be maintained from the date of the application through the date of the reimbursement. An employee who is not current with all required staff meetings, in-services, trainings, and other compliance items or who has a current corrective action on file (one issued within the past six months) is not eligible for education assistance. Employees who change employment status to unassigned hours or have fallen below sixteen hours per pay period will not be eligible for education assistance.

Courses must be offered by an accredited technical school, college, or university to qualify for reimbursement. Pine Haven will make the final decision about whether a course or program is eligible for education assistance. Classes that are part of a degree, licensing, or certification program must be related to your current position or to a position you might have at Pine Haven in the foreseeable future.

The program is intended to provide financial assistance but not to cover the entire cost of the education. Reimbursement will cover tuition costs only. Employees must earn a grade of C or better in order to receive reimbursement. The maximum annual reimbursement is \$4,000. No reimbursement will be paid for classes which are repeated. The employee must submit an "Application for Education Reimbursement" form to his/her department Manager. The Manager and Director of Human Resources must approve the application prior to the first day of class.

Within four weeks of completing the course, the employee must submit the following to Human Resources in order to receive reimbursement:

- Grade report or transcript (official or unofficial) indicating the name of the class, dates or term in which class was taken, and grade received
- Invoice showing the tuition cost

Though Pine Haven Christian Communities supports employees in continuing their education and developing their skills, there is no promise or guarantee that additional education will result in promotions, new job assignments, or pay increases. Pine Haven wishes to retain employees who have chosen to further their educations and for whom education assistance has been provided. Pine Haven employees who receive education assistance are expected to remain in the employ of the organization for at least twelve (12) months after reimbursement for approved, completed coursework has been made. If the employee leaves Pine Haven within that window, the individual will pay back the education assistance amount on a pro-rated basis, based on length of service from the time the reimbursement was received.

Other additional educational assistance programs may exist for specific certifications that are subject to their own rules and requirements. Questions about education assistance or requests for information about the programs Pine Haven offers may be directed to the Human Resources department.

### **Reimbursement of CNA Education & Certification Expenses**

In addition to this Education Assistance Policy, per 42 CFR Part 483.152(c) of the Federal Regulations, Pine Haven offers reimbursement of expenses for schooling and testing for those employees who have received certification as certified nursing assistants (CNA) and have not been reimbursed for these expenses by another employer.

Pine Haven will reimburse the amount indicated as the Federal limit for education expenses (which includes tuition and book expenses) and the current cost for testing. To qualify, the employee must submit a receipt of tuition and book expenses from an accredited institution and a receipt for the testing for certification. These should be submitted to his/her Supervisor or the Human Resources department.

After the employee's eligibility has been verified, a check request will be initiated by the Human Resources department and submitted to the Accounting department for payment. This reimbursement is not considered income and is, therefore, not subject to taxes.